

Agenda

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Scrutiny Committee

Date: **Tuesday 6 December 2016**

Time: **6.00 pm**

Place: **St Aldate's Room, Town Hall**

For any further information please contact:

Sarah Claridge, Committee Services Officer

Telephone: 01865 529920

Email: democraticservices@oxford.gov.uk

As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

Scrutiny Committee

Membership

Chair Councillor Andrew Gant

Vice Chair Councillor Tom Hayes
Councillor Jamila Begum Azad
Councillor Nigel Chapman
Councillor Van Coulter
Councillor James Fry
Councillor David Henwood
Councillor Jennifer Pegg
Councillor Craig Simmons
Councillor Sian Taylor
Councillor Marie Tidball
Councillor Ruth Wilkinson

The quorum for this Committee is four, substitutes are permitted.

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AGENDA

Pages

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 WORK PLAN AND FORWARD PLAN (6.00 PM)
10 MINS

9 - 36

Background Information
The Scrutiny Committee operates within a work plan which has been set for the 2016/17 council year. This plan will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Committee and take account of any changes to the latest Forward Plan (which outlines decisions to be taken by the City Executive Board or Council).
Why is it on the agenda?
The Committee is asked to: <ol style="list-style-type: none">1. Review and note the Scrutiny work plan for 2016/17.2. Select which Forward Plan items they wish to pre-scrutinise based on the following criteria:<ul style="list-style-type: none">• Is the issue controversial / of significant public interest?• Is it an area of high expenditure?• Is it an essential service / corporate priority?• Can Scrutiny influence and add value? A maximum of three items for pre-scrutiny will normally apply. <ol style="list-style-type: none">3. Agree whether to appoint a one-meeting Panel to consider the Health & Wellbeing Board report on Health Inequalities.
Who has been invited to comment?
<ul style="list-style-type: none">• Andrew Brown, Scrutiny Officer

4 REPORT BACK ON RECOMMENDATIONS

37 - 38

Contact Officer: Andrew Brown, Scrutiny Officer,
Tel 01865 252230, abrown2@oxford.gov.uk

Background Information
The Committee makes a number of recommendations to officers and decision makers, who are obliged to respond in writing.
Why is it on the agenda?
This item allows Committee to see the results of recommendations since the last meeting. Since the last meeting the following items have resulted in recommendations to the City Executive Board: <ul style="list-style-type: none">• Planning Annual Monitoring Report (AMR)• Digital Strategy
Who has been invited to comment?
The Chair and the Scrutiny Officer will present the report.

5 COMMISSIONED ADVICE STRATEGY 2018-2021 (6.10 PM) 30 MINS

39 - 48

Background Information
The Scrutiny Committee has asked for this item to be included on the agenda for pre-decision scrutiny.
Why is it on the agenda?
The City Executive Board will be asked to agree that the Council should formally commission advice services from 2018 at its meeting on 15 December 2016. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
<ul style="list-style-type: none">• Councillor Brown, Board member for Customer and Corporate Services,• Paul Wilding, Revenue & Benefits Programme Manager.

6 SAFEGUARDING LANGUAGE SCHOOL STUDENTS (6.40 PM) 40 MINS

49 - 78

Background Information
The Scrutiny Committee commissioned officers to update the Committee on the safeguarding arrangements for foreign language students studying in Oxford.

Why is it on the agenda?
For the Scrutiny Committee to review and comment on the report and decide whether there is more work for a review group to undertake.
Who has been invited to comment?
<ul style="list-style-type: none"> • Councillor Sinclair, Board Member for Community Safety, • Richard Adams, Community Safety & Resilience Manager • Ben Smith, ASB Prevention Project Co-ordinator

**7 CYCLING PROGRESS REPORT (7.20 PM)
25 MINS**

79 - 88

Background Information
The Scrutiny Committee commissioned the Cycling Review Group to review cycling provisions in 2015.
Why is it on the agenda?
For the Scrutiny Committee to monitor progress and implementation following the recommendations of the Cycling Review Group, which reported to the City Executive Board in September 2015.
Who has been invited to comment?
<ul style="list-style-type: none"> • Councillor Upton, Chair of the Cycling Review Group, • Councillor Hollingsworth, Board Member for Planning & Regulatory Services, • Sophie Hearn, Contracts Manager.

**8 SUSTAINABLE ENERGY ACTION PLAN (SEAP) FOR OXFORD
(7.45 PM)
30 MINS**

89 - 144

Background Information
The Scrutiny Committee has asked for this item to be included on the agenda for pre-decision scrutiny.
Why is it on the agenda?
The City Executive Board will be asked to approve the 'Low Carbon Oxford: A Route Map to 2020' report and the accompanying Sustainable Energy Action Plan at its meeting on 5 December 2016. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
<ul style="list-style-type: none"> • Councillor Tanner, Board member for a Clean, Green Oxford, • Jo Colwell, Environmental Sustainability Service Manager, • Mairi Brookes, OxFutures Programme Manager.

**9 PERFORMANCE MONITORING- QUARTER 2 (8.15 PM)
10 MINS**

145 - 150

Background Information
The Scrutiny Committee has a role in monitoring Council performance and quarterly reports are provided to the Committee on a set of selected corporate and service indicators. The Housing Panel receives separate reports on housing performance.
Why is it on the agenda?
For the Scrutiny Committee to note and comment on Council performance at the end of 2016/17 Quarter 2 (September 2016).
Who has been invited to comment?
Cllr Fry, as Committee lead may wish to comment on the performance outcomes.

**10 SCRUTINY COMMITTEE REPORT ON AIR QUALITY (8.25 PM)
5 MINS**

151 - 154

The Committee considered an item on Air Quality at the last meeting. The Committee is asked to approve the attached report and recommendations for submission to the City Executive Board on 15 December 2016.

11 MINUTES

155 - 164

Minutes from 7 November 2016

Recommendation: That the minutes of the meeting held on 7 November 2016 be APPROVED as a true and accurate record.

12 DATES OF FUTURE MEETINGS

Meetings are scheduled as followed:

Scrutiny Committee

12 January 2017 – Special for Devolution Review Group report
30 January 2017
28 February 2017
27 March 2017
2 May 2017

All meetings start at 6.00 pm.

Standing Panels

Housing Standing Panel – 1 March 2017. 5.00pm

Finance Standing Panel – 8 December 2016, 5.30pm

DECLARING INTERESTS

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licences for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

SCRUTINY WORK PLAN December 2016 - June 2017

Published on: 23/11/16

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The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its inhabitants. Time is allowed within this plan to consider topical issues as they arise throughout the year as well as decisions to be taken by the City Executive Board. This document represents the work of scrutiny for the remainder of the 2016-17 council year and will be reviewed monthly by the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior council officers. Members of the public can also contribute topics for inclusion in the scrutiny work plan by completing and submitting our [suggestion form](#). See our [get involved webpage](#) for further details of how you can participate in the work of scrutiny.

The following criteria will be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

- *Is the issue controversial / of significant public interest?*
- *Is it an area of high expenditure?*
- *Is it an essential service / corporate priority?*
- *Can Scrutiny influence and add value?*

Some topics will be considered at Scrutiny Committee meetings and others will be delegated to two standing panels. Items for more detailed review will be considered by time-limited review groups.

The Committee will review the Council's [Forward Plan](#) at each meeting and decide which executive decisions it wishes to comment on before the decision is made. The Council also has a "call in" process which allows decisions made by the City Executive Board to be reviewed by the Scrutiny Committee before they are implemented.

Scrutiny Committee and Standing Panel responsibility and membership




Committee / Panel	Remit	Nominated councillors
Scrutiny Committee	Overall management of the Council's scrutiny function.	Cllrs Azad, Chapman, Coulter, Fry, Gant (Chair), Hayes, Henwood, Pegg, Simmons, Taylor, Tidball & Wilkinson
Finance Panel	Finance and budgetary issues and decisions	Cllrs Fooks, Fry, Simmons (Chair) & Taylor
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood (Chair), Pegg, Sanders, Thomas & Wade, Geno Humphrey (tenant co-optee)

Current and planned review groups

Topic	Scope	Nominated councillors
Budget review 2017/18	To review the Council's 2017/18 draft budget and medium term financial strategy	Cllrs Fooks, Fry, Simmons (Chair) & Taylor
Devolution plans for Oxfordshire	To scrutinise devolution proposals for Oxfordshire	Cllrs Coulter, Gant, Hayes, Simmons & Tidball (Chair)
Language schools	TBC	TBC

Indicative timings of 2016/17 review panels

Scrutiny Review	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Devolution plans for Oxfordshire	Scoping		Evidence gathering		Reporting					
Budget review 2017/18	Scoping		Evidence gathering		Reporting					
Language schools (TBC)	Scoping		Evidence gathering		Reporting					

	Scoping
	Evidence gathering
	Reporting

SCRUTINY COMMITTEE

6 DECEMBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Commissioned Advice Strategy 2018-2021	Yes	To propose a model for developing a new commissioned advice strategy during 2017/18	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Safeguarding Language School Students	No	Update on safeguarding arrangements for foreign language students studying in Oxford.	Community Safety	Richard Adams, Community Safety & Resilience Manager
Recommendation Monitoring - Cycling	No	To monitor progress and implementation following the recommendations of the Cycling Review Group.	Climate Change and Cleaner Greener Oxford	Sophie Hearn, Contracts Manager
Sustainable Energy Action Plan (SEAP) for Oxford	Yes	This report will request approval of our aims, objectives and emission reduction target for the City and adoption of the action plan attached to the Sustainable Energy Strategy.	Climate Change and Cleaner Greener Oxford	Mairi Brookes, OxFutures Programme Manager
Performance monitoring - quarter 2	No	Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

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12 JANUARY 2017 - PROVISIONAL REPORT

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Report of the Devolution Review Group	No	To consider the report of the Devolution Review Group.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

30 JANUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Update on the Corporate Plan 2016-2020	Yes	To present an update report on the progress of the Corporate Plan 2016-2020.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Leisure Performance Update	No	To present an update following questions raised by the Committee.	Leisure, Parks and Sport	Ian Brooke, Head of Community Services
Grant Allocations to Community and Voluntary Orgs 2017/2018	Yes	This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2017/2018.	Culture and Communities	Julia Tomkins, Grants & External Funding Officer
Recommendation monitoring - Recycling rates	No	To receive an update on the monitoring of recycling rates and the impacts of the Blue Bin Recycling League following a site visit to the Waste Services Team.	A Clean and Green Oxford	Jeff Ridgley, waste Services Business Development & Fleet Manager

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28 FEBRUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Graffiti prevention	No	To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term.	Climate Change and Cleaner Greener Oxford	Liz Jones, Interim ASBIT Team Leader
Performance Monitoring - quarter 3	No	Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

27 MARCH 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Assessing disabled impacts in planning	No	To consider how the Council fulfils its duty to assess the impacts on disabled people of new developments and changes of use, including for businesses and private and social sector housing.	Planning and Regulatory Services	Patsy Dell, Head of Planning & Regulatory Services
Recommendation Monitoring - Guest Houses	No	To monitor progress and implementation following the recommendations of the Guest Houses Review Group.	Corporate Strategy and Economic Development	Richard Adams, Community Safety & Resilience Manager
Waterways Public Space Protection Order	Yes	The report will contain a proposal to the CEB to introduce a Public Spaces Protection Order for certain behaviours on the Oxford waterways.	Community Safety	Richard Adams, Community Safety & Resilience Manager
Safeguarding Report 2017/18	Yes	An annual report to monitor the progress made on Oxford City Council's Section 11 Self-assessment Action Plan 2016-2017 and to approve the Action Plan for 2017-2018.	Finance, Asset Management and Public Health	Val Johnson, Policy and Partnerships Team Leader

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2 MAY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recommendation monitoring - Local economy	No	To monitor progress following the local economy review group.	Corporate Strategy and Economic Development	David Edwards, Executive Director City Regeneration and Housing
Fusion Lifestyle's 2017/18 Annual Service Plan	Yes	The report will recommend that the City Executive Board endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2017/18.	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager

JUNE 2017

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Design Review Panel	No	To consider the work and effectiveness of the Oxford Design Review Panel.	Planning and Regulatory Services	Patsy Dell, Head of Planning & Regulatory Services
Local Plan Preferred Options	Yes	Progress of the review of the Local Plan	Planning and Regulatory Services	Sarah Harrison, Senior Planner

SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Public Spaces Protection Orders	No	To monitor the impacts of PSPOs the city, including the numbers and types of early interventions and enforcement actions.	Community Safety	Richard Adams, Community Safety & Resilience Manager
Disabled Students' Allowance	No	To consider the impacts of cuts to Disabled Students' Allowance on disabled students in the City.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer
Police and Crime Panel update	No	To receive an update on police and crime scrutiny activities by the Council's representative on Thames Valley Police and Crime Panel (PCP).	Community Safety	Andrew Brown, Scrutiny Officer
Workplace parking levies	No	To consider the pros and cons of the proposed introduction of workplace parking charges in Oxford.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer
Report of the Independent Commission on Health Inequalities	No	To receive an update on the work of Oxfordshire Health and Wellbeing Board by the Council's representative on the Board.	Finance, Asset Management and Public Health	Val Johnson, Policy and Partnerships Team Leader

FINANCE PANEL

8 DECEMBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 2	No	To monitor the Council's finances at the end of quarter 2 2016-17 (September).	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Treasury Management Performance: Annual Report and Performance 2016/17	Yes	This performance monitoring report on the Treasury Management Strategy: Annual Report and Performance 2016/17 is submitted twice a year.	Finance, Asset Management and Public Health	Bill Lewis, Financial Accounting Manager
Feasibility study for the development of a site for a Transfer Station for Recycled Material	Yes	To present a feasibility study for the development of a site to operate a Council managed transfer station for City collected co-mingled recyclables, green waste, street arisings and engineering works spoil.	A Clean and Green Oxford	Geoff Corps, Cleaner Greener Services Manager, Fiona Piercy, Partnership & Regeneration Manager

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16 JANUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Service reviews	No	To consider the outcomes of comprehensive reviews of a number of service area budgets undertaken as part of this year's budget setting process.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Funding mechanisms for affordable housing	No	To consider alternative and innovative models for financing new affordable housing.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services

Scrutiny Budget Review 2017/18 - recommendations	No	To agree recommendations following the annual scrutiny budget review.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
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1 FEBRUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Scrutiny Budget Review 2017/18	No	Review of the Councils draft budget for 2017/18 and medium term financial strategy.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Capital Strategy 2017/18	Yes	To consider the Council's Capital Strategy for 2017/18.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Treasury Management Strategy 2017/18	Yes	Treasury Management Strategy for 2017/2018, including prudential indicators.	Finance, Asset Management and Public Health	Bill Lewis, Financial Accounting Manager
Divestment	Yes	To consider an ethical policy on divestment.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services

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29 MARCH 2017 - NO REPORTS CURRENTLY SCHEDULED

HOUSING PANEL

1 MARCH 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 3	No	To consider a report on Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing and Property
Access to the private rented sector	No	To receive a briefing on Council support to people in receipt of Housing Benefit in accessing the private rented sector, including the rent guarantee scheme, Home Choice pilot and 'real lettings' property investments.	Housing	Dave Scholes, Housing Strategy & Needs Manager
Rough sleeping	No	To consider how the Council deals with people sleeping rough including those with no recourse to public funds.	Community Safety, Housing	Ossi Mosley, Rough Sleeping & Single Homelessness Officer
Allocation of Homelessness Prevention Funds	Yes	To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy	Housing	Ossi Mosley, Rough Sleeping & Single Homelessness Officer

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26 APRIL 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Great Estates update	No	To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes.	Housing	Stephen Clarke, Head of Housing and Property
Empty garages and former garage sites	No	To receive an update on how the Council is dealing with empty garages and former garage sites.	Housing	Martin Shaw, Property Services Manager

Empty Property Strategy	No	To receive a briefing on the Council's approaches to dealing with empty properties in the City ahead of a refresh of the Council's Empty Property Strategy 2013-18.	Housing	Melanie Mutch, Empty Property Officer (Private Sector)
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing and Property

HOUSING PANEL - TO BE TAKEN DURING THE BUDGET REVIEW

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing Revenue Account Business Plan	Yes	To pre-scrutinise a decision on the Housing Revenue Account (HRA) business plan, which sets out projected income (from rents, service charges etc.) and expenditure on the Council's housing stock.	Finance, Asset Management and Public Health	Stephen Clarke, Head of Housing and Property
Oxford Housing Company Business Plan	Yes	To pre-scrutinise any decisions on funding the Housing Company for Oxford and monitor progress in the Company's first year of operation.	Housing	David Edwards, Executive Director City Regeneration and Housing

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HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Private Sector Licensing	Yes	To pre-scrutinise any decisions on the extension of licensing to non-HMO private rented sector.		
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent local authorities in England from offering secure tenancies for life to new council tenants in most circumstances.	Housing	Bill Graves, Landlord Services Manager

FORWARD PLAN

December 2016 - December 2017

Published on: 28/11/16

www.oxford.gov.uk



What is the Forward Plan?

The Forward Plan gives information about all the decisions (key and non-key) that the City Executive Board (CEB) is expected to take over the next year. For completeness, the Forward Plan also includes important decisions which will be taken by the full Council.

Each item on the Forward Plan shows either a provisional or confirmed date for when it will be considered by CEB. Where possible, report authors will keep to the dates shown, however, it may be necessary for some provisional items to be rescheduled.

The Forward Plan is published on the Council's website on the first working day of the month. However, it is subject to regular revision and new issues or changes to existing issues will be posted on the website as soon as they are known.

The Forward Plan includes:

- a short description of the decision to be made
- who will make the decision
- when the decision will be made
- details of the planned consultation with local people and other stakeholders
- contact details for further information

What is a Key decision?

A key decision is an executive decision which is likely:

- to result in the council incurring expenditure of more than £500,000; or
- to be significant in terms of its effects on communities living or working in an area comprising of two or more wards.

A key decision, except in special or urgent circumstances, cannot be taken unless it has appeared in the Forward Plan for 28 days before the decision is made.

Inspection of documents

The agenda papers (including the reports and background papers) for CEB meetings are available 5 working days before the meeting on the council website:

<http://www.oxford.gov.uk>

The Forward Plan is available to view at the Town Hall.

Private meetings

The majority of the decisions taken by the CEB are made in the "open session" of a meeting when the press or public have the right to attend. However, some or all, of the information supporting decisions in the Forward Plan may be confidential and as such it will be taken in the "private session" a meeting when the press or public are excluded. Items that will be taken in "private session" are marked in this plan and the reason for doing so given.

If you object to an item being taken in private, or if you wish to make representations about any matter listed in the Forward Plan, then please contact Committee & Member Services at least 7 working days before the decision is due to be made:

T: 01865 252191

Email: cityexecutiveboard@oxford.gov.uk

The Council's decision-making process

Further information about the Council's decision making process can be found in the Council's Constitution, which can be inspected at the Council's offices or online at

<http://www.oxford.gov.uk>

City Executive Board Members and Senior Officers

City Executive Board Member	Portfolio
Bob Price, Council Leader	Corporate Strategy and Economic Development
Ed Turner, Deputy Leader	Finance, Asset Management and Public Health
Susan Brown	Customer and Corporate Services
Alex Hollingsworth	Planning and Regulatory Services
Pat Kennedy	Young People, Schools and Skills
Linda Smith	Leisure, Parks and Sport
Mike Rowley	Housing
Dee Sinclair	Community Safety
Christine Simm	Culture and Communities
John Tanner	A Clean and Green Oxford

Senior Officers	Job Title
Peter Sloman	Chief Executive
David Edwards	Executive Director, City Regeneration and Housing
Tim Sadler	Executive Director, Community Services
Jackie Yates	Executive Director, Organisational Development and Corporate Services
Caroline Green	Assistant Chief Executive
Helen Bishop	Head of Business Improvement
Ian Brooke	Head of Community Services
Graham Bourton	Head of Direct Services
Nigel Kennedy	Head of Financial Services/Section 151 Officer
Stephen Clarke	Head of Housing and Property
Lindsay Cane	Acting Head of Law and Governance / Monitoring Officer
Patsy Dell	Head of Planning and Regulatory

KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

ITEM 1: ID: I011842	HOUSING IMPROVEMENT AGENCY CONTRACT AWARD Report Status:
On 9 July 2015 the City Executive Board resolved to GRANT delegated authority to the Executive Director of Regeneration and Housing, in consultation with the Head of Financial Services and Head of Law and Governance to enter into an appropriate contract for the provision of a Home Improvement Agency.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Will this decision be preceded by any form of consultation?	None
Decision Taker	Executive Director for Regeneration and Housing Not before 9 Jul 2015
Executive Lead Member	Housing
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

ITEM 2: ID: I012328	ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK Decision Status: Decision on hold due to changing national policy on feed in tariffs (May 2016)
A solar panel installation programme for council properties funded through a community-benefit model.	
May 2016: Decision on hold due to changing national policy on Feed In Tariffs. The position will be review in February 2017 following an EU decision on solar panel import tariffs which may favourably impact the viability of the scheme.	
October 2015: On 15 October 2015 the City Executive Board resolved to: Grant project approval to fit solar panels on Council-owned housing stock in the manner described in this report; Delegate authority to the Chief Executive, in conjunction with the Head of Finance, to enter into an Agreement to Lease with the Low Carbon Hub IPS (on the basis that this would permit leases to the roof space of individual Council properties to be drawn up and executed if required) plus any ancillary agreement required; and to submit an appropriate VEAT notice to the EU; and	
Agree that on the basis of the matters set out in this report, the proposed arrangement with the Low Carbon Hub IPS represents best value to the Council.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Chief Executive Not before 1 Feb 2017

Executive Lead Member	Climate Change and Cleaner Greener Oxford
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

REPORTS TO CEB AND COUNCIL

COUNCIL 5 DECEMBER

to include any reports from CEB

ITEM 3: ID: I015278	OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS: OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP Report Status: Confirmed
To update Council on the work of the Oxfordshire Local Enterprise Partnership for the year.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council 5 Dec 2016
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Matthew Peachey, Economic Development Manager Tel: 01865 252021 mpeachey@oxford.gov.uk

ITEM 4: ID: I015512	COUNCIL OPT IN TO THE NATIONAL PROCUREMENT OF EXTERNAL AUDITORS Report Status: Confirmed
At its meeting on Wednesday 28 September, the Audit and Governance Committee agreed to recommend that Council opt in to the national scheme for external auditor appointments on behalf of the Council.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	Council 5 Dec 2016
Executive Lead Member	
Lead Executive Director	
Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

ITEM 5: ID: I015599	COUNCIL AND COMMITTEE MEETING PROGRAMME MAY 2017 TO MAY 2019 Report Status: Confirmed
To agree the Council and Committee meeting programme May 2017 to May 2019.	
Is this a Key Decision?	Not Key

Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No
Decision Taker	Council 5 Dec 2016
Executive Lead Member	Councillor Bob Price
Lead Executive Director	
Report Contact	Jennifer Thompson, Committee and Members Services Officer Tel: 01865 252275 jthompson@oxford.gov.uk

CEB 15 DECEMBER 2016

ITEM 6: ID: I014800	RIGHT TO BUY RETENTION FUNDING Report Status: Confirmed
Seeks approval for alternative mechanisms to use Right to Buy Retention Funding to avoid having to return any such funding to Department for Communities and Local Government (DCLG).	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 15 Dec 2016 Council 6 Feb 2017
Executive Lead Member	Finance, Asset Management and Public Health, Housing
Lead Executive Director	Head of Financial Services
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk, Alan Wylde, Housing Development & Enabling Manager Tel: 01865 252319 awylde@oxford.gov.uk

ITEM 7: ID: I014683	BUDGET 2017/2018 Report Status: Confirmed
A new Budget for the period 2017/2018. · The pre-consultation draft report will be submitted to CEB in December 2016. The post-consultation draft report will be submitted to CEB in February 2017 · The Budget will be submitted to Council for adoption in February 2017.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes - public consultation
Decision Taker	City Executive Board 15 Dec 2016 City Executive Board 9 Feb 2017 Council 20 Feb 2017
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Section 151 Officer
Report Contact	Nigel Kennedy, Head of Financial Services Tel:

	01865 252708 nkennedy@oxford.gov.uk
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ITEM 8: ID: I015324	COMMISSIONED ADVICE STRATEGY 2018-2021 Report Status: Confirmed
To propose a model for developing a new commissioned advice strategy during 2017/18	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	To be discussed with advice organisations the Council currently funds in October.
Decision Taker	City Executive Board 15 Dec 2016
Executive Lead Member	Customer and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 9: ID: I011844	SUSTAINABLE ENERGY ACTION PLAN (SEAP) FOR OXFORD Report Status: Confirmed
On 29 September 2014 Council agreed to support the Covenant of Mayors initiative and authorised the Lord Mayor to sign the Covenant adherence form. By signing up to the Covenant of Mayors the Council committed to submit a Sustainable Energy Action Plan (SEAP) for the City of Oxford. The SEAP does not set any new targets but estimates our baseline emissions in 2005 and captures the actions and policies that the Council and its partners are implementing to reduce carbon emissions. These actions will help to meet the Council's target of reducing carbon emissions by 40% by 2020 across the whole city. This report will request approval of our aims, objectives and emission reduction target for the City and adoption of the action plan attached to the Sustainable Energy Strategy.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes - Stakeholder workshops took place in February 2016
Decision Taker	City Executive Board 15 Dec 2016 Council 6 Feb 2017
Executive Lead Member	Climate Change and Cleaner Greener Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

ITEM 10: ID: I014684	TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2016/17 Report Status: Confirmed
<p>This performance monitoring report on the Treasury Management Strategy: Annual Report and Performance 2016/17 is submitted twice a year:</p> <ul style="list-style-type: none"> · Dec 2016– the position at the 30 September 2016 (Half Year) · Sept 2017 – the position at 31 March 2017 (Full Year) <p>This Performance monitoring report is submitted twice a year to cover: the position at 30 September (Half Year) and 31 March (Full Year)</p>	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 15 Dec 2016 City Executive Board September 2017
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Section 151 Officer
Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

ITEM 11: ID: I013537	QUARTERLY INTEGRATED PERFORMANCE 2016/17 - Q2 Report Status: Confirmed
<p>These reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2016/17 and may include recommendations on consequential changes to the budget:</p> <p>Q1, 30 June 2016 – report in September 2016 Q2, 30 September 2016 - report in December 2016 Q3, 31 December 2016 - report in March 2017 Q4, 31 March 2017- report in June 2017</p>	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	City Executive Board 15 Dec 2016 City Executive Board 9 Mar 2017 City Executive Board June 2017
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Head of Financial Services
Report Contact	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 12: ID: I012199	DEVELOPMENT OF A RECYCLING TRANSFER STATION Report Status: Confirmed
<p>To present a feasibility study for the development of a site to operate a Council managed transfer station for City collected co-mingled recyclables, green waste, street arisings and engineering works spoil.</p>	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area

	comprising two or more wards
Is this item open or exempt to the public?	Part exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 15 Dec 2016
Executive Lead Member	A Clean and Green Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Geoff Corps, Cleaner Greener Services Manager gcorps@oxford.gov.uk, Fiona Piercy, Partnership & Regeneration Manager Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 13: ID: I014726	COMMERCIAL WASTE COLLECTION CAPACITY Report Status: Confirmed Council: Confirmed
The Council is reaching its commercial wastes collection capacity and requires an additional recycling collection vehicle and operational crew. This report requests the funding for this.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Part exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Will this decision be preceded by any form of consultation?	Between Direct Services Waste & Recycling Operations and Finance Business Partners.
Decision Taker	City Executive Board 15 Dec 2016 Council 6 Feb 2017
Executive Lead Member	A Clean and Green Oxford
Lead Executive Director	Head of Direct Services
Report Contact	Ashley Buttress, Waste Operations Co-ordinator Tel: 07824384247 abuttress@oxford.gov.uk, Stuart Pohler, Recycling & Waste Operations Manager Tel: 07824 384 247 spohler@oxford.gov.uk

CEB 19 JANUARY 2017

ITEM 14: ID: I013443	ESTABLISHMENT OF MUSEUM OF OXFORD DEVELOPMENT TRUST Report Status: Provisional: Awaiting further information, advice or input
The report sets out arrangements for establishing a development trust for the Museum of Oxford. The development trust will enable the museum to receive funding from sources for which Oxford City Council would not normally be eligible.	
Development trusts sit alongside the body for which they are fundraising and are different from a charitable trust whose purpose is to the service itself.	
The development trust will enable the Museum of Oxford to raise funds to supplement investment in its redevelopment already committed by Oxford City Council and the Heritage Lottery Fund.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the	Open -

public?	
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 19 Jan 2017
Executive Lead Member	Culture and Communities
Lead Executive Director	Head of Community Services
Report Contact	Peter McQuitty, Corporate Lead - Culture & the Arts Tel: 01865 252780 pmcquitty@oxford.gov.uk

ITEM 15: ID: I011611	NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- DRAFT Report Status: Provisional: Decision reliant on another action or process
To recommend the draft North Oxford Victorian Suburb Conservation Area Appraisal goes for public consultation. The appraisal will return for final approval in March 2017.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Public consultation in Winter 2017
Decision Taker	City Executive Board 19 Jan 2017
Executive Lead Member	Planning and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Gill Butter, Conservation and Urban Design Officer gbutter@oxford.gov.uk

ITEM 16: ID: I015578	PROPOSAL FOR AN OXFORD LOTTERY TO RAISE MONEY FOR GOOD CAUSES Report Status: Confirmed for this meeting
To propose the establishment of a lottery to raise money for good causes.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 19 Jan 2017
Executive Lead Member	Customer and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

COUNCIL - 6 FEBRUARY 2017

To include any reports from CEB

ITEM 17: ID: I015279	OUTSIDE ORGANISATIONS/COMMITTEE CHAIR REPORTS: OXFORDSHIRE PARTNERSHIPS (COVERING ALL PARTNERSHIPS) Report Status: Confirmed for this meeting
To update the Council on the work of the Oxfordshire Partnerships.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council 6 Feb 2017
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Assistant Chief Executive
Report Contact	Val Johnson, Policy and Partnerships Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

CEB 9 FEBRUARY 2017

to include reports relating to the Budget, Medium Term Financial Plan and Corporate Plan

ITEM 18: ID: I015539	CITY CENTRE STRATEGY Report Status: Provisional: Decision needs further consideration or information
To approve the City Centre Strategy which aims to <ul style="list-style-type: none"> •create and promote a strong investment proposition by informing the future role and direction of the city centre • facilitate ongoing dialogue with those involved in the management and future of the city centre • provide a framework for collaboration and action •assist in the allocation of resources and prioritise actions 	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 9 Feb 2017
Executive Lead Member	Planning and Regulatory Services, Corporate Strategy and Economic Development
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Fiona Piercy, Partnership & Regeneration Manager Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 19: ID: I015606	COMMUNITY INFRASTRUCTURE LEVY – EXPENDITURE DEADLINE OF CIL NEIGHBOURHOOD FUNDS PAID INTO WARD COUNCILLORS BUDGETS Report Status: Confirmed
To agree the timescale of expenditure of the CIL neighbourhood funds paid into ward councillors budgets annually. Members have asked for this report to amend what was agreed at CEB in May 2016.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 9 Feb 2017
Executive Lead Member	Planning and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Lorraine Freeman, Development Funding Officer lofreeman@oxford.gov.uk

ITEM 20: ID: I014717	UPDATE ON THE CORPORATE PLAN 2016- 2020 Report Status: Confirmed
To present an update report on the progress of the Corporate Plan 2016-2020.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 9 Feb 2017 Council 20 Feb 2017
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Assistant Chief Executive
Report Contact	Caroline Green, Assistant Chief Executive cgreen@oxford.gov.uk

ITEM 21: ID: I014681	GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2017/2018 Report Status: Confirmed
This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2017/2018.	
A further monitoring report on the reported achievements resulting from these grants allocations will be submitted to the City Executive Board in June 2018.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 9 Feb 2017
Executive Lead Member	Culture and Communities
Lead Executive Director	Head of Community Services
Report Contact	Julia Tomkins, Grants & External Funding Officer

	Tel: 01865252685 jtomkins@oxford.gov.uk
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ITEM 22: ID: I014416	TREASURY MANAGEMENT STRATEGY 2017/18 Report Status: Confirmed Council: Confirmed
Treasury Management Strategy for 2017/2018, including prudential indicators.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 9 Feb 2017 Council 20 Feb 2017
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

ITEM 23: ID: I014411	CAPITAL STRATEGY 2017/18 Report Status: Confirmed Council: Confirmed
To consider the Council's Capital Strategy for 2017/18.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 9 Feb 2017 Council 20 Feb 2017
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 24: ID: I014782	REFRESH OF CARBON MANAGEMENT PLAN: 2017 -2022 Report Status: Confirmed
The current five year phase of the Carbon Management Plan ends in March 2017 – it is expected that the corporate target of implemented carbon reduction measures across the estate and operations of the council of 5%/y min. will be exceeded for the 5 year phase to that point. The refreshed plan will: look ahead to the next five year phase; quantify the tCO2 required each year to meet the ongoing 5%/y min. corporate target; describe the approach to be taken particularly with regard to energy and water management, and intention to follow the ISO 50001 standard.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any	Input will be sought from OCC staff whose roles

form of consultation?	have implications for the carbon emissions of the council
Decision Taker	City Executive Board 9 Feb 2017
Executive Lead Member	A Clean and Green Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Paul Spencer, Energy & Carbon Manager Tel: 01865 252238 pspencer@oxford.gov.uk, Paul Robinson, Team Manager, Energy and Climate Change Tel: 01865252541 probinson@oxford.gov.uk

ITEM 25: ID: I015164	REFURBISHED OF BARTON COMMUNITY CENTRE Report Status: Provisional: Decision needs further consideration or information
Approval to undertake refurbishment works including the creation of the new doctor surgery.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	The local community have already been consulted on what they would like to see in an improved centre. Further consultation on the design detail will take place in October but will not affect the contract award
Decision Taker	City Executive Board 9 Feb 2017
Executive Lead Member	Leisure, Parks and Sport
Lead Executive Director	Head of Community Services
Report Contact	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

ITEM 26: ID: I015275	EAST OXFORD COMMUNITY CENTRE - IMPROVEMENT SCHEME Report Status: Provisional : Decision needs further consideration or information
To present an improvement scheme for the East Oxford Community Centre following public consultation.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Public Consultation
Decision Taker	City Executive Board 9 Feb 2017
Executive Lead Member	Culture and Communities
Lead Executive Director	Executive Director for Community Services
Report Contact	Vicky Trietline, Development Project Management Surveyor Tel: 01865 529881 vtrietline@oxford.gov.uk

ITEM 27:	OXFORD CITY HOUSING LIMITED (OCHL) – BUSINESS PLAN
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ID: I015540	2017/18 Report Status: Provisional: Decision reliant on another action or process
<p>This report presents the first annual Business Plan of Oxford City Housing Limited (OCHL) – a wholly owned subsidiary of Oxford City Council. The Business Plan details the strategic objectives and commercial projections for the company. The Business Plan is presented to the City Executive Board (or any sub-committee it nominates to undertake its shareholder powers) for noting and comment only. Future Business Plans and progress statements will be presented to the City Executive Board on an annual basis.</p>	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Fully exempt - Information which is subject to any obligation of confidentiality.
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board February 2017
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	David Watt, Finance Business Partner Tel: 01865 252182 dwatt@oxford.gov.uk , Alan Wylde, Housing Development & Enabling Manager Tel: 01865 252319 awylde@oxford.gov.uk

COUNCIL (BUDGET) - 20 FEBRUARY 2017

to include reports relating to the Budget, Medium Term Financial Plan and Corporate Plan

CEB 9 MARCH 2017

ITEM 28: ID: I014979	ALLOCATION OF HOMELESSNESS PREVENTION FUNDS Report Status: Confirmed
<p>To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy</p>	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 9 Mar 2017
Executive Lead Member	Housing
Lead Executive Director	Head of Housing and Property
Report Contact	Ossi Mosley, Rough Sleeping & Single Homelessness Officer omosley@oxford.gov.uk

CEB 6 APRIL 2017

ITEM 29: ID: I014716	SAFEGUARDING REPORT 2017/18 Report Status: Confirmed Council: Confirmed
An annual report to monitor the progress made on Oxford City Council's Section 11 Self-assessment Action Plan 2016-2017 and to approve the Action Plan for 2017-2018.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 6 Apr 2017 Council July 2017
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Assistant Chief Executive
Report Contact	Val Johnson, Policy and Partnerships Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

COUNCIL 24 APRIL

to include any reports from CEB

ITEM 30: ID: I014714	CONSTITUTION REVIEW 2017 Report Status: Confirmed
An annual report to propose any required changes to the constitution.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council 24 Apr 2017
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Acting Head of Law and Governance
Report Contact	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

ITEM 31: ID: I014715	REGULATION OF INVESTIGATORY POWERS ACT 2000 Report Status: Confirmed
To report the Council's application of its powers under the Regulation of Investigatory Powers Act 2000.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None

Decision Taker	Council 24 Apr 2017
Executive Lead Member	Planning and Regulatory Services
Lead Executive Director	Acting Head of Law and Governance
Report Contact	Jeremy Franklin, Lawyer jfranklin@oxford.gov.uk

ITEM 32: ID: I014977	ANNUAL PAY POLICY STATEMENT 2017 Report Status: Confirmed
Review and approval of annual pay policy statement in accordance with legislative requirements,	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council 24 Apr 2017
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Head of Business Improvement
Report Contact	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 33: ID: I015280	OUTSIDE ORGANISATIONS/ COMMITTEE CHAIR REPORT: OXFORDSHIRE STRATEGIC PARTNERSHIP Report Status: Confirmed for this meeting
To update the Council on the work of the Oxfordshire Strategic Partnership	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council 24 Apr 2017
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Sebastian Johnson, Strategic Policy and Partnerships Officer srjohnson@oxford.gov.uk

CEB 11 MAY 2017

ITEM 34: ID: I014682	FUSION LIFESTYLE'S ANNUAL SERVICE PLAN 2017/18 Report Status: Confirmed
The report will recommend that the City Executive Board endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2017/18.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 11 May 2017
Executive Lead Member	Leisure, Parks and Sport
Lead Executive Director	Head of Community Services

Report Contact	Lucy Cherry, Leisure and Performance Manager Tel: 01865 252707 lcherry@oxford.gov.uk
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ITEM 35: ID: I013240	WATERWAYS PUBLIC SPACE PROTECTION ORDER Report Status: Provisional: Decision needs further consideration or information
The report will contain a proposal to the CEB to introduce a Public Spaces Protection Order for certain behaviours on the waterways within Oxford City's local authority boundary. <ul style="list-style-type: none"> It was submitted to CEB in January 2017 for approval pre-consultation. 	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes - public consultation Autumn/Winter 2016. Specific groups include Riparian owners and waterways users.
Decision Taker	City Executive Board 11 May 2017
Executive Lead Member	Community Safety
Lead Executive Director	Executive Director for Community Services
Report Contact	Richard Adams, Community Safety & Resilience Manager Tel: 01865 252283 rjadams@oxford.gov.uk

COUNCIL 15 MAY (ANNUAL COUNCIL)

To include any reports from CEB

ITEM 36: ID: I015282	APPOINTMENT OF COMMITTEES FOR THE COUNCIL YEAR 2017/18 Report Status: Confirmed for this meeting
To appoint committees for the Council year 2017/18 and members to serve on these	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council 15 May 2017
Executive Lead Member	
Lead Executive Director	Acting Head of Law and Governance
Report Contact	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

CEB JUNE 2017

ITEM 37: ID: I014713	APPOINTMENT OF OUTSIDE BODIES 2017/2018 Report Status: Confirmed
To appoint Council representatives to outside bodies and charities for the year 2017/18.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the	Open -

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Scrutiny recommendation tracker 2016/17 – November 2016

Total recommendations:	63	
Agreed	45	72%
Agreed in part	7	11%
Not agreed	11	17%

17 NOVEMBER 2016 CITY EXECUTIVE BOARD

Planning Annual Monitoring Report (AMR)

<i>Recommendation</i>	<i>Agreed?</i>	<i>Comment</i>
1. That consideration is given to whether or not indicator 33: Traffic growth at inner and outer cordons should be included in future Annual Monitoring Reports, and that reasons are provided either way.	Y	Yes, as with all indicators in the AMR we will continue to review whether or not the data reported is useful. In this instance we believe that the inclusion of the inner and outer cordon point data is a useful and relevant piece of information for the Council to consider when it comes to its planning policies and when dealing with strategic planning issues that go beyond the city's boundaries as part of fulfilling our 'duty to co-operate'. For example, when evaluating sites to meet the City's unmet housing need, this data is highly relevant. The traffic data leads the City Council to a preference for sites on the edge of the city with ample public transport, walking and cycling provision over sites further away and without such provision, such as the recently proposed Chalgrove Airfield site.

Digital Strategy

<i>Recommendation</i>	<i>Agreed?</i>	<i>Comment</i>
1. That the Council consults with disability groups on improving the accessibility of online council services.	Y	The involvement of representative groups, alongside using national best practice for digital accessibility, will be used to action the commitment in the Strategy and Action Plan
2. That the Digital Strategy and Action Plan consider the needs of visitors to Oxford, in particular how the Council website could direct visitors to tourist providers.	Y	We will review the current provision on our website. Our mobile app already includes a 'find my nearest' function for visitors to Oxford.

<p>3. That the Council prioritises improving the ease of use of online planning services, and includes this longer-term aim in the Action Plan.</p>	<p>In Part</p>	<p>Planning is one of the most popular services accessed by the public through our website. In common with a significant number of other local authorities we use a national leading software system to achieve this.</p> <p>Some action has already taken place to discuss potential improvements with our software supplier. In addition, we are actively talking to other local authorities that may have developed their own interface to this software, that we could work with.</p> <p>It is suggested this recommendation is actioned instead as a separate feasibility project within the ICT work plan.</p>
<p>4. That consideration is given to whether the Council's website could be more accessible from community centres.</p>	<p>Y</p>	<p>We agree that a scoping exercise be commissioned to determine what publicly accessible computer services are available in different communities of the city (including in community facilities and remote accessibility); and work out where the gaps are.</p>
<p>5. That consideration is given to whether the Digital Strategy could be combined with the Community Engagement Strategy in future.</p>	<p>N</p>	<p>While there are undoubtedly enhancements to engagement that can arise from using digital channels, there are a wide range of successful methodologies that do not (and should not) use such channels. For example, our successful Rose Hill Community Centre project demonstrated the impact of face-to-face engagement to involve the public in our work.</p> <p>It is proposed that the two Strategies remain separate to ensure a focus on their intended areas is retained, but that both Strategies and Action Plans includes a commitment to using digital channels to improve and enhance citizen engagement.</p>

To: City Executive Board
Date: 15 December 2016
Report of: Executive Director for Organisational Development & Corporate Services
Title of Report: Commissioned Advice Strategy from 2018

Summary and recommendations	
Purpose of report:	To propose a new commissioned advice model to replace the current programme which ends on 31 March 2018
Key decision:	Yes
Executive Board Member:	Councillor Susan Brown, Customer & Corporate Services
Corporate Priority:	An efficient and effective council, strong and active communities
Policy Framework:	Financial Inclusion Strategy.
Recommendation(s): That the City Executive Board resolves to:	
<ol style="list-style-type: none"> 1. Agree to formally commission advice services from 2018 2. Agree the approach for developing the service specification as set out in paras 11-13 of the report. 	

Appendices	
Appendix 1	Risk Register
Appendix 2	Equalities Impact Assessment
Appendix 3	National Audit Office Principles of Good Commissioning

Introduction and background

1. The City Council currently provides £518,379 of grant funding through its Advice and Money Management commissioning theme. This represents over a third of the Council's grant funding to community and voluntary organisations, as shown in Table 1 below. The grants programme is co-ordinated and monitored by the

Communities and Neighbourhoods team in consultation with lead commissioning officers and their portfolio holders.

Table 1

Funding Area	2016/17 Budget (£)
Advice & Money Management commissioning theme	518,379
Homelessness commissioning theme	442,279
Inclusive arts and culture commissioning theme	235,262
Community Safety commissioning theme	61,082
Community & voluntary sector infrastructure commissioning theme	43,736
Inclusive leisure & play for disabled children and young people commissioning theme	15,000
Open Bidding	110,000
Small grants programme	5,232
Total	1,430,970

2. Although the Advice & Money Management funding is described as a commissioning theme, it actually represents grant funding. It currently provides core funding to four organisations who provide advice on a range of issues, but predominantly in relation to debt and benefit entitlement. The funding allocation for 2016/17 is shown in Table 2 below.
3. The current Advice & Money Management programme runs for three years in order to provide certainty to funded organisations. A priority area is agreed each year for which additional monitoring is undertaken. In the first year the priority area was debt, and this year it is households in low paid work. The current programme finishes at the end of 2017/18. In accordance with the Oxfordshire Compact, the Council needs to advise current providers of its broad intentions from 2018 onwards, as early as possible.
4. The demand for grants from the City Council continues to grow as other sources of funding are reduced reflecting the general tightening in public sector funding. The reduction in funding by the County Council of advice centres in Oxford is shown in Table 2 below. This has been replaced with a single contract worth £139,224 annually for the whole of Oxfordshire. We should expect increased demand across the Council's grants programme if the County Council reduces community and voluntary sector funding further. At the same time, demand for grant funded advice services is increasing due to the increasing unaffordability of housing in Oxford, ongoing reductions to benefits, and complexity within the benefits system due to the migration to new benefits (e.g. Universal Credit and Personal Independence Payment). The advice sector has attempted to mitigate these factors by working more closely with each other, and other third sector organisations in the city.

Table 2

Organisation	City Council funding 16/17	Loss of County Council funding
Agnes Smith	£85,290	-£14,684
Citizens Advice Oxford	£200,000	-£25,000
Oxford Community Work Agency	£142,611	-£119,719
Rose Hill & Donnington	£90,478	-£14,360
Total	£518,379	-£173,763

5. The City Council has incurred costs and provided additional funding to a range of organisations in the last year as a result of these changes. This includes both the provision of advice and housing support services. The majority of additional support has been provided as one off funding, and this is not a sustainable way to ensure adequate delivery of services in the future. In respect of Advice & Money Management, the Council has an opportunity to rethink the way services are provided so that they are put on a secure footing, and support the aims of the Council's Financial Inclusion Strategy.
6. The current method of grant funding the advice sector does have a number of advantages for the organisations concerned, i.e. It protects the independence of organisations that are funded, it reduces bureaucracy for funded organisations by avoiding the imposition of targets, and it ensures the continued existence of community based organisations in the Council's regeneration areas.
7. However, there are also disadvantages with the current arrangements.
 - Three of the funded organisations are very small, resulting in a duplication of overheads: management and running costs. The current funding arrangements provide no incentive to reduce these.
 - As funding is not linked to outcomes, services are largely reactive in nature.
 - The funding process has meant that funding has largely gone to existing organisations for their existing services with little incentive for innovation in delivery.
 - The geography of the funded advice centres is largely historic and not all funded organisations serve the whole of Oxford. Hence the current arrangements may result in unmet demand.
8. The current system does not require funded organisations to achieve specific outcomes. As an example, new monitoring priorities were introduced in the current programme to try and align it with the aims of the Council's Financial Inclusion Strategy. In two of these themes (referring customers for support with entering employment, and accessing services digitally), very few outcomes were achieved during 2015/16. This is despite these issues having a direct benefit to customers (digital exclusion is estimated to cost households an average of £744 per year).

9. Whilst not a direct comparison due to overheads, monitoring data submitted in 2015/16 by the organisations funded through the commissioned advice theme compared to those of a debt advisor commissioned to provide support in St Aldates Chambers to customers of frontline council services (e.g. Welfare Reform Team, Housing Needs, Incomes Team, Tenancy Sustainment), showed that on a cost per outcome basis the debt adviser significantly outperformed three of the four funded organisations. They also achieved more total outcomes related to debt and money management than one of the funded organisations.
10. This example demonstrates that a significant amount of funding provided by the Council is being spent on management and running costs rather than support for customers. By formally commissioning services the Council could provide an incentive for organisations to work more collaboratively to reduce overheads and ensure greater outcomes for customers in line with the Council's Financial Inclusion Strategy.
11. A true commissioning process would focus on the outcomes to be achieved for customers. In adopting such an approach to advice and money management, a specification will need to be developed in consultation with existing providers, stakeholders and customers, supported by a strong evidence base. This will require a programme of engagement to be conducted during 2017 including face to face meetings with the groups mentioned above, as well as an online and postal survey to obtain a broad range of views. The objective of the consultation would be to consider the following *inter alia*:
 - the key outcomes required (which may see the advice and money management theme being expanded to better reflect identified needs);
 - how customers engage with services, including access for hard to reach customers;
 - how duplication of effort between services and agencies can be avoided;
 - opportunities for partnership delivery;
 - how to effectively monitor commissioned services.
12. This approach incorporates relevant elements from the National Audit Office's eight principles of good commissioning (these are shown at Appendix 3). The evidence obtained from this process would inform the design of a specification which would have regard to the following elements:
 - type of services to be delivered (e.g. debt advice, benefits advice)
 - funding to be allocated to different services
 - way customers access the services (e.g. by phone, face to face etc.)
 - outcomes required from the services
 - monitoring information required from the services
13. It is intended that work to develop a specification would commence in early 2017 so that formal commissioning could start in September 2017, with successful services being notified in November 2017.
14. Organisations currently funded by the advice and money management commissioning theme have been consulted in the preparation of this paper at a

meeting held on 26 October 2016. They were broadly supportive of the approach outlined above but were concerned to ensure that a commissioning approach delivered the services that people need.

Financial implications

15. The report proposes a new approach to commissioning third sector support in relation to advice and money management, in order to increase the productivity derived from the available budget (£518,379). As stated above, Council grants are coming under increasing pressure, and so the effectiveness of available funds must be maximised, and their use must be linked directly to customer outcomes. However, there are no significant financial implications of this report.

Legal issues

16. There are no legal implications of this report.

Level of risk

17. A risk register is attached at Appendix one.

Equalities impact

18. An initial equalities impact assessment is attached at Appendix two.

Report author	Paul Wilding
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Service area or department	Welfare Reform Team
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Background Papers: None

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Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Customer outcomes	Customer outcomes are reduced as funding of advice services are not aligned with Council policies	Opp	A grant based approach to funding advice services gives the Council little input into the nature of services delivered and outcomes to be achieved,	These services which are delivered to not deliver council objectives	3/11/16	Paul Wilding	3	3	2	2	2	2		Recommending an outcomes based commissioning approach to funding advice services	30/09/17		0	Paul Wilding
Commissioning of services	The services which are commissioned do not meet customer needs	Opp	Customer needs not properly identified when designing service specification.	Reduced outcomes for customers	3/11/16	Paul Wilding	4	3	3	2	3	2		Clear process proposed to design specification following NAO commissioning guidelines	30/09/17		0	Paul Wilding
Pressure on Council resources	Cuts in funding to services in the city lead to additional demand for funding, and pressure on council funded services.		County Council cuts lead to organisations looking for additional funding from the city council.	City council budgets and/or services come under pressure	3/11/16	Paul Wilding	4	4	3	3	3	3		An outcomes based approach to commissioning services enables the Council to target funding where it is most needed.	30/9/17		0	Paul Wilding

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Appendix 2 Equality Impact Assessment

1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

The funding of advice services relates to services which are used disproportionately by people on low incomes, from ethnic minorities and people who have a disability or long term illness. However the proposals are aimed at strengthening the link between the provision of services and the outcomes for customers. As such there are no anticipated equality impacts.

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, strategy, procedure, project or service to minimise or eliminate the adverse equality impacts?

Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

The proposed change is to move to an outcomes based commissioning approach for services which are currently grant funded under the advice and money management theme. It is intended that greater outcomes will be achieved for customers by encouraging a partnership approach which helps to shift more of the available funding from core funding of organisations to funding of frontline services supporting customers. In addition the outcomes to be achieved from these services will be more closely aligned to the outcomes of the Council's Financial Inclusion Strategy.

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

Please note that you are required to involve disabled people in decisions that impact on them

Consultation will be undertaken with both providers and users of advice services, including people who are disabled.

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, strategy, procedure, project or service?

Please set out the basis on which you justify making no adjustments

There are no envisaged adverse impacts.

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place

Detailed monitoring is currently undertaken of existing advice services, and this will continue under any new arrangements agreed by CEB. This includes collecting data on protected characteristics of service users. As such any changes will be able to be easily identified. Data is collected on a 6 monthly basis from funded organisations, with an annual monitoring visit undertaken in person by the Revenues & Benefits programme Manager.

Lead officer responsible for signing off the EqIA: Paul Wilding,

Role: Revenues & Benefits Programme Manager

Date: 3 November 2016

To: Scrutiny Committee
Date: 6 December 2016
Report of: Tim Sadler, Executive Director for Community Services
Title of Report: Safeguarding of language school students under 18 years of age

Summary and recommendations	
Purpose of report:	The report will act as a follow up review and summary to questions raised to the Secretary of State for Business, Innovation and Skills by Councillor Dee Sinclair during February 2016 the care of foreign students in Oxford when staying with host families. This report outlines the nature of the safeguarding work undertaken in Oxford City and highlights the partnership practice currently in place.
Key decision:	No
Executive Board Member:	Councillor Dee Sinclair, Board Member for Community Safety
Corporate Priority:	Vibrant, Sustainable Economy Strong, Active Communities
Policy Framework:	Safeguarding Children & Vulnerable Adults Policy

Appendices	
Appendix 1	OSCB / Oxfordshire County Council - Policy and Expectation on the care of international students under the age of 18 – March 2014
Appendix 2	Oxfordshire County Council – Schools Annual Safeguarding Report template – August 2015

Introduction and background

1. Oxford benefits, both financially and culturally, from the arrival of foreign students who come to study English in one of the 40+ language schools operating in Oxford. The popularity of these programmes results in thousands of residential or day excursion students visiting Oxford, with an annual peak between June and September of Oxford-based summer schools.
2. Summer school residential stays typically last for three weeks and the size of the schools' intake varies from 50 to 900 students per week, with some students as young as 12. A sizeable proportion of under-18 year-olds will be placed in Homestays during their summer school visit.

The Oxford Language School Forum

3. In response to Thames Valley Police concerns about the increase in robberies of summer school language school students, Oxford Safer Communities Partnership (OSCP) set-up the Oxford Language School Forum (OLSF) in summer 2012. The OLSF works closely with language schools to improve the quality of life for visiting students and residents of Oxford who may be impacted by the arrival of language school students.
4. The OLSF has increased its membership year on year. The largest language schools are members of the forum and provide a key link to agencies that receive service requests due to language school students.
5. The four OLSF priorities in 2012 were:
 - Vulnerability of students
 - Alcohol consumption and litter in parks
 - Late night noise and low level Anti-Social Behaviour (ASB)
 - Crowding public places and public transport
6. Whilst the defined actions worked on by OLSF each year have altered based upon emerging locality based issues, the overarching priorities have remained broadly the same. The main addition to the initial priorities set is that of a distinct safeguarding priority.

Safeguarding responsibilities of language school students

7. During 2014 the Oxfordshire County Council Safeguarding Team became a member of the OLSF. This arrangement recognised the need to link the work and discussions of OSCB (Oxfordshire Safeguarding Children Board) with that of the OLSF.
8. In early 2014 OLSF language schools were asked by Oxfordshire County Council Safeguarding Team to assist in shaping their 'Policy and Expectation on the Care of International Students under the age of 18'. This policy and guidance was in response to the requirements of 'Working Together to Safeguard Children 2013', the UK Council for International Student Affairs Guidance "International students under 18: guidance and good practice" and 'Safeguarding Children and Safer Recruitment in Education 2007'.

9. The Policy was adopted in 2014 and provides guidance for all professionals working in schools or colleges where any foreign student under the age of 18 is registered. In summer 2015 Oxfordshire County Council Safeguarding Team reiterated the need for language schools to provide a submission towards the County Council Schools Annual Safeguarding Report.
10. In February 2016 Oxford City Councillor Dee Sinclair raised questions to the Home Office regarding the care of foreign language students in Oxford when staying with host families. The response from Nicky Morgan MP provided assurances that there are arrangements currently in place to ensure the safety of students when placed with host families. It recognised a point discussed within OLSF about the differentiation between students hosted in a placement for 28 days or more where the child is under 16 years of age. This type of accommodation is classed as private fostering and the placement must be reported to the relevant Local Authority. Other arrangements that do not fit this category could also fall within the scope of regulated activity, if, for instance the host families are paid to provide the accommodation irrespective of the length of time of the placement.

Safeguarding risk areas

11. In 2015 the OLSF conducted consultation with its membership to identify specific potential safeguarding risks. These can broadly be classified as:
 - Student health service demands
 - Operational risks highlighted regarding the high number of admissions of students to John Radcliffe Hospital Emergency Department for inappropriate minor ailments
 - Students at school
 - Identified need for OLSF to engage with language school hosting venues and raise awareness of safeguarding responsibilities
 - Students in Homestays
 - Appropriate mechanisms in place to ensure a student's Homestay accommodation is adequate and reporting processes understood.
 - Students in the community
 - Review safe locations for language school students to present themselves to if requiring assistance
 - Prevention of students becoming victims of robbery and other crimes
 - Risks associated with underage students purchasing alcoholic beverages from off licenses
 - Reporting of safeguarding issues
 - Embedding partnership arrangements for safeguarding issues highlighted at OLSF meetings to be raised with Oxfordshire County Council Safeguarding Team
 - OLSF assistance in raising awareness amongst Oxford language schools of the need to provide submissions for the Oxfordshire Council Annual Safeguarding report for teaching establishments

OSLF Actions in support of Oxfordshire County Council Safeguarding Team

12. During 2015 the OLSF set a series of actions to address the range of safeguarding related concerns identified by the partnership. These actions were as follows:

- Thames Valley Police Crime Prevention Advisor reviewed the list of Oxford 'Safe Places' in response to feedback from a selection of language school students. The scheme has been further developed in 2016.
- An extension of the operational capacity of Thames Valley Police 'Operation Buzzard'; a student robbery prevention and safeguarding initiative.
- Summer 2015 Test Purchase (TP) licensing operations undertaken in St Clements and East Oxford using EF language school students.
- 'Operation Brush' in South Park and Headington Hill Park comprising police patrols in the parks on late shifts. Police officers and PSCOs would engage with language school students, assess welfare and remove alcohol if students were underage. If required the relevant language school was contacted for follow up work with the student.
- An OLSF subgroup was created and action plan developed to address high numbers of language students inappropriately presenting at the JR11 Emergency Department for minor injuries.
- A sub group of OLSF was created to map language student teaching and accommodation venues in Oxford together with providing briefings on venues safeguarding requirements and responsibilities.
- The chair of OLSF made contact with and invited the Oxfordshire LADO (Local Authority Designated Officer) for Safeguarding to become a standing member of OLSF. This invitation was accepted and LADO presence at meetings became standard practice. This led to increased awareness of schools and colleges of their obligation to comply with OCSB requirement for information about safeguarding arrangements (Section 10 and 11 of Children's Act 2004).

13. Unrelated to the work of OLSF but as a result of recommendations by OCSB it was a compulsory duty for all Oxford City Council staff to have undertaken specific children safeguarding training. The rollout of this training was undertaken through 2015 and involved a selection of online and class based training. Staff completion of this training was monitored by City Council line managers and Human Resources.

14. The emergency contact details of language schools who are OLSF members were collated and held by the Thames Valley Police Crime Prevention Advisor, Police Detective Sergeant leading Operation Buzzard, and Operation Managers for both Oxford Bus Company and Stagecoach Oxfordshire. These details are used when students are in difficulty and the relevant school needed to be notified.

On-going language school student safeguarding challenges

15. Due to differing approaches by language schools there remains a lack of clarity of the mechanisms that language students can use to report their experiences – i.e. reporting of welfare issues / homestay quality issues etc.

16. 'Pop Up' language schools appear each summer in Oxford. Whilst the majority of students studying in Oxford appear to be via schools actually based in Oxford there remains a quantity of students who study at schools with no Oxford base. It has been difficult to identify and engage with these schools. The OSLF don't know the number of these language students studying in Oxford or where they live and study.
17. Legislation – In light of the exchange of correspondence during February and March 2016 between Dee Sinclair City Council Portfolio Holder for Community Safety, Andrew Smith MP for Oxford East, and the Secretary of State for Business, Innovation and Skills there remains concern that whilst there is legislation to protect language school students the legislation is not as robust as could be.
18. The OSLF believe that legislation should be introduced in relation to the placement of students under the age of 16. Instead of requiring the student to reside at a property for 28 days prior to notification to the designated Local Authority, it is suggested that there should be a requirement for the designated Local Authority to be notified immediately when a child under 16 years of age is hosted.

Conclusion

19. The work of the Oxford Language School Forum is wide ranging and inclusive. It has focussed on safeguarding language school children and through its work with Oxfordshire County Council's Local Area Designated Officer. Adherence by language schools to their statutory safeguarding requirements is monitored by the LADO; the OSLF has used its strong partnership approach to deliver crime prevention and safeguarding support activities.
20. The OSLF will continue to address the issue of 'Pop-Up' school safeguarding requirements and improved access for students in reporting their experiences.

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Policy and Expectation on the Care of Foreign Students under the Age of 18

March 2014

Introduction and Context

This guidance is drawn from the expectations laid out in Working Together to Safeguard Children 2013, the UK Council for International Student Affairs Guidance “International students under 18: guidance and good practice” and Safeguarding Children and Safer Recruitment in Education 2007.

A key principle to effective safeguarding of all pupils is that safeguarding is everybody’s responsibility. This guidance aims to help professionals working in schools or colleges where any foreign student under the age of 18 is registered. The guidance builds on the expectations of the guidance outlined above and tries to make clear what the expectation on professionals and establishments alike should be.

From the outset we need to be clear that while this is guidance, there is a very clear expectation that the responsibilities outlined are followed in all cases except where there is a clear justifiable reason not to do so.

Individuals and organisations should do as much as possible to keep children and young people safe. The needs of the child are paramount and procedures that are in place should relate to all aspects of the child’s life whether that applies to the school setting or the place the child is living.

Irrespective of who organises accommodation for children when they are in the United Kingdom, whether parents, agents, guardians or educational establishments themselves, the registered education provider needs to accept responsibility for ensuring that the various aspects of this guidance are both in place and monitored regularly.

Should you require any further advice or guidance in how to carry the expectations of this document please feel free to contact either:

Barry Armstrong, Local Authority Designated Officer, tel: 01865 815956

barry.armstrong@oxfordshire.gov.uk

or

Gemma Jones, Private Fostering Social Worker, tel: 01865 323188

gemma.jones@oxfordshire.gov.uk

Safeguarding Policy for International Students for under 18s

Basic principles: Educational providers should not accept any child under the age of 18 onto a course unless they are satisfied that all aspects of the child's welfare, safety and emotional needs can be met as well as their educational needs. If there is any doubt the child should not be enrolled.

Assessment of accommodation for under 18s

All professionals involved in making arrangements for accommodation for children must consider the following:

The suitability of the main carers and their children (including any children who live elsewhere or are adults and have moved away from home) to look after children. (Local authority checks required).

If the family have regular cleaning, catering or child minding staff this will need to be explored with the carers and DBS checks may be required if the homestay provider envisages that they will be left alone with the child or responsible for any aspect of the child's care.

The Carer's capacity to look after the child - how many other children are the carers responsible for and how will they ensure that the needs of all children can be met. What hours do the carers work? What arrangements will be made if the child is unwell and cannot attend school.

The accommodation for the child. Are there suitable washing facilities? Is this usable by the child (ie if there is one bathroom shared by 5 people how will the child be able to use this in the morning?). Safety Certificates, size of bedroom, loose handrails, etc,

Pets – pay attention to the temperament of all pets when visiting, in particular if pets have to be shut out of rooms during your visit. Remember that a child living in the home will be sharing the accommodation with the pet.

The impact on other members of the household - existing children should not be asked to move out half way through their studies to enable a new child to move in, carers own children should not be giving up their bedroom.

The proposed carer's motivation.

As a basic principle children in a homestay environment should be treated as a member of the homestay's own family. This means being included in all meal times, eating with the family and being invited on weekend activities.

Sharing of bedrooms

Carers own children should not be sharing accommodation with an international student.

All children who are enrolled on a course that lasts for more than 2 months should not share a bedroom. The only exception to this is children who are same sex siblings and they are permitted to share a bedroom for up to one academic year if specifically requested by the child's parents. However, wherever possible, parents should be given the option to place siblings within the same household in separate rooms to give them the best possible environment for completing their studies.

Children should never share a bedroom with an unrelated adult.

Ages

If children need to share accommodation then where possible children under the age of 16 should be placed in homes with other children under 16 and 16-18 year olds should be placed together.

Limit on Privately Fostered children

No more than 3 privately fostered children can be placed in the same household

DBS CHECKS

DBS checks must be completed for all members of a homestay over the age of 16. This includes Carers own children as well as older students. No child should be placed with a family until the results of the DBS checks for all main carers and their immediate family have been seen and approved.

Because of sudden accommodation changes for students it is not always possible to DBS check all older students prior to a child joining the household. The DBS check should be completed as soon as possible after the child's arrival and in the meantime the Carers need to be aware that they will need to supervise all contact between the child and the older student.

Internet Safety

If parents intend for their children to bring any internet enabled equipment including mobile phones, laptops and ipads into the UK they must ensure that parental settings have been set up on the equipment and they must sign to say that they have done this prior to the child's arrival in the UK. This should be one of the conditions of studying at the educational institution.

Children should be given information about internet safety including safe use of social networking sites on arrival in the UK, wherever possible in their first language.

Guardians

It is good practice for all children under 18 to have a guardian independent of the education provider and of the accommodation provider. Parents should be provided with a list of AEGIS accredited guardianship agencies to select a Guardian from. It should be part of the contract with the education provider that parents appoint a Guardian for all children under the age of 16.

Institutions might wish to request parental permission to contact the guardian prior to sending an unconditional offer of admission, to check the guardian was available in the event of an emergency, and that a name had not been given simply to comply with the institution's requirement.

Holidays and Half Terms

The educational provider must be clear about the plans for each of the children at their school not only during term time but also during half terms and holidays. Most children will return home during these periods. The school will need to ensure that appropriate arrangements have been made for the child to return home. If the plan is for the child to stay in the UK during school holidays they should be staying with the host family and they will need to be adequately supervised during the day as well as during the evenings. If parents wish to make alternative plans for the child they need to notify the school what these plans are and give full contact details of the person(s) who will be looking after their child.

Sickness

If a child is off school due to sickness the homestay provider should make appropriate arrangements for their care and supervision according to their age, ability and level of sickness. If the homestay provider is unable to provide an appropriate level of supervision they must inform the school. A child who is unwell for more than 24 hours should be taken to see a GP as soon as possible.

Parental consent

Parents retain responsibility for their child whilst they are in the UK. All decisions about a child's safety and welfare need to be approved by the child's parents.

Parents must give consent before a child is allowed to stay anywhere other than their host family accommodation. Parents will also need to give consent for any day trips outside of Oxfordshire and activities that are not part of the school's ordinary learning programme.

Medical Consent

Children should not be accepted onto any course of study within Oxfordshire until their parents have provided the following:

- Full details of the child's medical history
- Details of any allergies
- Any existing health appointments that will require the child to return to their home country
- Details of any immunisations the child has had.
- Details of any medication that parents are happy for their child to be given if they have any minor illnesses (e.g. paracetamol, plasters)
- Any existing medical conditions and treatment
- Instructions for dealing with a medical emergency relating to their specific condition.

If the Carers will require any additional medication or treatment to administer in case of emergency (such as an epi pen) this must be explained to the Carers in advance and the child or their Guardian must give this to the Carers on arrival.

Parents must provide a signed medical consent form in case of emergencies and this should clearly show the parent's wishes concerning blood transfusion, organ donation and resuscitation. It is good practice for the document to be provided in the parent's 1st language with an attached copy in English both of which are signed by parents.

A copy of this document should be given to the child's accommodation provider in case medical treatment is required outside of school hours.

Medical Treatment

All children will need to access health treatment in the UK if they become unwell. Their rights to different types of medical treatment will vary depending on how long they will be studying in the UK and which country they have come from.

Educational providers need to ensure that all students who will be studying at their institution for more than 6 months are registered with a GP within 1 month of arrival. They should also have details of any private medical insurance obtained for the child and a number of who to contact if the child is injured.

For students who are studying for less than 6 months the school need to ensure that they have details of the child's medical insurance, their EHIC card, or a copy of their passport if they are from any country with a reciprocal health care agreement (see UK council for international student affairs UKCISA)

Educational Providers must have a clear record showing what to do in an emergency for each child at their school.

We would expect any provider or home stay carer to only respond in a proportionate fashion. This means that the identified need should be addressed only in

consultation with the student and those who have parental responsibility (and their GP where possible).

Medical emergencies

Parents must be contacted if their child is taken to hospital or has any medical emergency. If the child has a Guardian they should be contacted to inform the child's parents ideally in the child's first language. If the child does not have a Guardian the school must notify the parents, using translation resources if necessary.

Attempts must be made to contact the parents but where there is no response it is envisaged that schools will have instructions as to the parent's wishes in their signed medical consent form. This will need to be taken to any medical appointments.

Private Fostering

Schools are required to inform Oxfordshire county Council of any child attending their school who is under the age of 16 and who is living with adults who they are not closely related to for more than 28 days. If the child is disabled then the school must notify OCC until they are 18 years of age.

There are certain exemptions to this: If the school has an accommodation provision which is inspected under Boarding School regulations then this does not count as Private Fostering

If the child is staying with a close relative whilst in the UK. The school are expected to see photo identification for the named relative and ensure that the child's welfare needs can be met in that arrangement (e.g. how far is the accommodation from the school? Who is the relative and where will the child be sleeping in relation to the adult and other members of the household?) Parental signatures are required for such an arrangement and it is recommended that a welfare officer from the school inspects the property and meets the proposed carer prior to the child's arrival to ensure that the arrangement will meet the child's needs.

If arrangements are not made by the child's family until the start of term then the welfare officer should inspect the arrangement as soon as they are notified and if it is not satisfactory the parents should be informed that the child will not be able to attend the school whilst living in the arrangement. An alternative can be offered by the school if they have any suitable carers available. Oxfordshire County Council and the Home Office must be informed of any unsuitable living conditions that result in a child's enrolment at a school being ended prematurely.

Employment of live-in house parent for under 18s

Where a school employs a house parent to look after children under 18 they must ensure that the person is suitable and capable for the role. It is recommended at a minimum that DBS checks are obtained for the role of houseparent, that medical

references are sought and that local authority checks are obtained. In addition to this it is highly recommended that 2 references are obtained - one professional and one personal.

Visits outside of school hours

Parental consent is required for children under the age of 18 to stay anywhere other than their main accommodation. This includes visits to relatives in the UK and say trips to other cities. As part of the enrolment parents must give details of any friends or family members that they would like their child to stay with during their time in the UK and where possible the dates that visits are planned. Where dates are not known parents must contact the school at least 1 week prior to the visit to inform the school of the person their child will be staying with (including their name, address and full contact details) and the duration of this trip. Parents should also give details of how the child will be getting to and from the visit. The education provider will need to assess whether or not these arrangements are appropriate and safe for the child in question. Where the arrangement are unsafe parents will need to be advised to make alternative arrangements and suggestions can be made about this. For example it could be suggested that the child arrives on a Saturday morning rather than at 11pm on a Friday night. It could be suggested that the child is collected by an adult at the coach station rather than the child travelling through an unknown city on their own. Education providers need to remember that cultural norms and expectations may be very different in the child's country of origin and they will need to advise parents if proposed arrangements would not be appropriate in the UK.

Arrivals and Departures

All students under the age of 18 should have (in their hand luggage):

A letter from their parents giving permission to travel

The name, address and telephone number(s) of the person with whom the child will be staying (homestay or residence).

Confirmation or enrolment letter from the school

Details of the arrangements made for the child to get from the airport to their accommodation.

Institutions should also ensure that unaccompanied minors entering the UK have an emergency contact number to contact if they do encounter any problems at immigration

Parents should be advised to:

- Book flights early to make sure their children arrive in daylight hours. This should be within the dates and times stated by the institution.
- Use the airline child supervision service where a child will be supervised by a member of the airline staff until handed over to the institutional representative or guardian in the arrivals lounge. Institution representatives should make sure they have the correct ID.

- Use the meet and greet service provided by the institution or guardian.

On arrival in the UK

All under 18s travelling without an adult should be met at the airport, whether by an institutional representative or a local guardian.

Policies on age

Language schools should have a clear policy on the age range they accept. It is good practice to explain in the publicity material that children are grouped by age to ensure the curriculum, communication, teaching and welfare support will be appropriate to the age of the child.

Issues for institutions accepting primarily adult students

Parents should be made aware of the amount of freedom their son or daughter will have, but also be informed about the security measures and support available on site and in accommodation. In order to allow them to make a decision about whether the institution will provide a suitable environment, consider asking parents to sign an agreement noting that their child will be in a primarily adult environment.

Student Welfare

Students should have access to a bank account in the UK. Educational providers will need to ensure that children are able to access money provided by their parents.

On arrival in the UK educational institutions must check the child's passport and visa to ensure that the child has the correct ID, that it is valid for the duration of the course and to check whether there are any limits relating to the child's time in the UK.

Homestay hosts must know the child's whereabouts at all times. Children should be advised of curfew times and the reasons for these. If children fail to return on time homestay hosts should be clear about the procedures they are expected to follow and the out of hours support available to them. If a child cannot be located the police must be informed.

Homestay hosts must inform school staff of any changes concerning people living in their home. E.g. new police conviction, their son or daughter reaching their 16th birthday, an adult lodger starting to live in the home, a new partner staying overnight. The homestay contract should include a statement that the host will agree to give this information.

Staff student ratio

Some institutions will receive guidance from sector bodies (eg accreditation or inspection bodies) on appropriate staff/children ratios. Institutions should additionally consider the age of the students, their needs, the nature of the activity and the locations involved. International students may require more individual attention if they need additional help with language and are less used to the environment in which activities are taking place. Institutions are expected to exceed the recommended ratios if the safety and welfare of the children require it. The younger the age of the children the higher the ratio of staff should be. Supervision ratios should never be under-estimated, as younger children need more help with basics, eg getting up and getting dressed.

Off-site visits or events will always need at least two staff to ensure that in an emergency situation one staff member can remain with the main group of children. Provision should always be made for occasions when one supervisor may be exclusively involved with one or two students, eg homesickness, or sorting out a problem between two students. When the supervisor's attention is focused elsewhere is exactly the time that other children may become boisterous, with subsequent problems. Language schools should have clear expectations for group leaders who accompany groups of students. It is advisable to send guidelines for these staff to the home country organisation, and ask the group leader to sign up to these on arrival. Staff accompanying children should be considered a bonus, but not counted in the school's staff-children ratios.

Catering facilities:

Younger students may have little or no experience of self-catering, and would have the additional complication of unfamiliar food and ingredients. They should have the option of being in accommodation with easy access to catered meals.

Religion

Safeguarding Training

It is a minimum requirement that all adults having regular unsupervised contact with children must access appropriate Safeguarding Training every 3 years. This will apply to all home stay providers must access (and be able to evidence completion) Generalist Safeguarding Training, this can be accessed through the Oxfordshire Safeguarding Childrens Board (OSCB) website <http://www.oscb.org.uk/>

We would expect the management of all language Schools and Colleges to monitor this training and to ensure no child or young person is placed with any home stay provider where evidence of this training cannot be provided.

Further to this it is already an expectation through DFE and the Safeguarding Children's Board that all staff and volunteers working with children in the education system access the same Generalist Child Protection Training. All Language

Schools/Colleges should ensure all of their staff and volunteers have accessed the appropriate training and repeat this every three years.

Allegations/Sexual activity:

An allegation is defined as follows where a member of staff or volunteer has:

- a) Behaved in a way that has harmed a child, or may have harmed a child;
- b) Possibly committed a criminal offence against or related to a child; or
- c) Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

Any and all institutions must report any allegation relation to a,b or c above either to the Police or the Local Authority Designated Officer (LADO) within 24 hours of being made aware of the concern. No action should be taken before consulting the LADO.

It is important to recognise all staff and volunteers including home stay providers hold what is called a 'position of trust' with young people in their care.

It is a criminal offence for an adult in a "position of trust" to have sexual intercourse with, or engage in any other sexual activity with or directed towards someone who is under 18 where they are in a position of trust with the under 18 year old. A "position of trust" means an adult who regularly cares for, trains, supervises or is in sole charge of under 18 year olds.

Carers are responsible for maintaining the welfare of children in their care and must not encourage children under the age of 16 to engage in sexual activity.

Behaviour and Discipline:

Behaviour towards Students: All staff and volunteers or home stay providers must ensure their behaviour with or around students cannot be interpreted in a way that leaves them open to an allegation (see a,b,c above). Guidance on appropriate behaviour around students should be made available through the Language School or College.

Below is a link to a document which will help to inform School and College guidance on this issue:

http://portal.oxfordshire.gov.uk/content/public/CYPF/schools/behaviour_attendance/safeguarding_child_protection/Safer_Working_Practice.pdf.

Risky behaviours

Any suspicion of drug or alcohol use, sexual activity, involvement in criminal activities or suspicious behaviour or acquaintances must be reported by the homestay provider to the school as soon as possible.

Theft/ targeting

International students are very vulnerable as they are known to have a lot of money and comparatively little support. They are also easy to identify. Schools should advise children about personal safety at the start of their course and they should include details of how to contact the police.

School Name

This report applies to the Academic Year: September 2015 to July 2016.

Schools Annual Safeguarding Report

**Revised and Re-issued:
June 2016**



**OXFORDSHIRE
COUNTY COUNCIL**

Schools Annual Safeguarding Report

It is a statutory responsibility on senior staff and governors to ensure that an educational establishment has effective safeguarding procedures in place.

It is the statutory responsibility of the local Safeguarding Children's Board (OSCB) to monitor these arrangements.

The purpose of the school's annual safeguarding report is to enable the designated member of staff with responsibility for safeguarding to provide both senior team and governors with a simple standardised report for consideration at relevant governing body meetings.

The expectation should be that this report is completed annually and submitted for consideration to a governor meeting each academic year and when agreed a copy emailed or posted to the local authority to comply with the monitoring arrangements.

To accompany this annual report a safeguarding audit tool has also been developed. It is recommended that this audit be undertaken prior to completion of the annual report and used to inform some of the required information. The safeguarding audit is available through the schools safeguarding website <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>

Please note an annual report must be returned to the address or email below.

The Safeguarding Board has a duty under section 10 and 11 of the Childrens Act to monitor Schools safeguarding arrangements. Schools and Colleges irrespective of status (including Academies and Free-Schools) are obliged to comply with the Safeguarding Boards requests for information about safeguarding arrangements.

Please ensure that all reports are seen and signed off by the Governing Body before return.

A copy of this completed document should be appended to the minutes of the Governing Body meeting where the Safeguarding Report is given. Ideally completed reports should be returned by the end of the academic year but certainly no later than the end of term 2 in the following academic year.

Please return the completed form to:

Louisa Sexton (louisa.sexton@oxfordshire.gov.uk) OR
Mariam Moghaddassi (mariam.moghaddassi@oxfordshire.gov.uk)
Administrative Support Officer
Safeguarding Team
3rd Floor, County Hall
New Road
Oxford
OX1 1ND

Schools Annual Safeguarding Report for Head Teachers and Governors

School Name:

Date:

Section 175/157 of the Education Act 2002 introduced a duty on Local Authorities and governing bodies of maintained schools to ensure that they safeguard and promote the welfare of children.

A	Policy & Procedures	Yes	No																						
1.	<p>Does your school have a Child Protection/ Safeguarding Policy which is compliant with OSCB and the Department for Education expectations?</p> <p>Does it include specific reference to:</p> <ul style="list-style-type: none"> • Allegations • Child Sexual Exploitation (CSE), • Female Genital Mutilation (FGM), • Prevent (preventing radicalisation/ extremism) • Honour Based Violence • Forced Marriage • Sexting • Peer on Peer • Online Safety • Whistleblowing • Special Educational Needs (SEN) 																								
2.	Has the policy been reviewed, updated and signed off by the Governing Body/ Proprietor in the last 12 months?																								
3.	Is your Child Protection/ Safeguarding Policy made available for parents and others to access through your website?																								
4.	Do you use the Child Protection/ Safeguarding policy template recommended by Oxfordshire County Council?																								
5a	Are all staff and volunteers aware of the procedures for dealing with: <u>'Allegations of Abuse Against Staff and Volunteers'</u> ?																								
5b	<ul style="list-style-type: none"> • If so, have you had any allegations/incidents that fall within the remit of these procedures in the last year? 																								
5c	<ul style="list-style-type: none"> • If yes, have all appropriate allegations/incidents been reported to the Designated Officer for the Local Authority (LADO) 																								
6.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Policies and/or procedures for Safeguarding (not all required under statute)</th> <th style="background-color: #cccccc;">Date reviewed</th> </tr> </thead> <tbody> <tr> <td>Allegations against Staff Members (maybe part of your safeguarding policy)</td> <td></td> </tr> <tr> <td>Anti-bullying (including E-safety)</td> <td></td> </tr> <tr> <td>Behaviour Management / Attendance</td> <td></td> </tr> <tr> <td>Child Protection / Safeguarding</td> <td></td> </tr> <tr> <td>Code of Conduct for staff (including an acceptable users policy)</td> <td></td> </tr> <tr> <td>Drugs and Substance Misuse</td> <td></td> </tr> <tr> <td>Equality</td> <td></td> </tr> <tr> <td>First Aid (including management of medical conditions, intimate care)</td> <td></td> </tr> <tr> <td>Health and Safety (including school security)</td> <td></td> </tr> <tr> <td>Safe Recruitment</td> <td></td> </tr> </tbody> </table>	Policies and/or procedures for Safeguarding (not all required under statute)	Date reviewed	Allegations against Staff Members (maybe part of your safeguarding policy)		Anti-bullying (including E-safety)		Behaviour Management / Attendance		Child Protection / Safeguarding		Code of Conduct for staff (including an acceptable users policy)		Drugs and Substance Misuse		Equality		First Aid (including management of medical conditions, intimate care)		Health and Safety (including school security)		Safe Recruitment			
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	<p>Policies and other documents relating to safeguarding:</p> <p>Action plan:</p>		
B	Recruitment	Yes	No
7.	Does your school have an appropriate recruitment and vetting procedure in place?		
8.	<p>Does your school carry out all appropriate checks and take up all references before an appointment, including:</p> <ul style="list-style-type: none"> • Proof of identity • DBS Check (with Barred List) • Prohibition Order Checks • Overseas Checks • Disqualification Disclosure (where appropriate) • European Economic Authority (EEA) Checks • Section 128 Checks 		
9.	Does your school record all recruitment and identity checks and keep these records on file?		
10.	Has the management of the school received confirmation from any and all visiting agencies/ organisations that staff who will engage in regulated activity have been through the same appropriate recruitment checks?		
11.	Does your school maintain an up-to-date single central record of all recruitment checks?		
12.	Do all Governors hold an enhanced DBS Check (with or without Barred List)?		
	Action plan:		
C	Induction	Yes	No
13.	<p>Have all staff (including supply staff) and volunteers received a comprehensive induction which includes reading and understanding the following:</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education (Part 1) • Code of Conduct • Child Protection/ Safeguarding Policy • Whistleblowing Policy • Allegations Policy • Training 		
14.	Have all new staff undergone Generalist Level Safeguarding Training , which meets the standards of the OSCB, as part of their induction? (Mandatory requirement)		

15.	Have all your school adult volunteers (including Governors who are in regulated activity with children) had an induction which includes a focus on safeguarding?		
16.	Have all staff and volunteers been made aware of who the designated lead is and understand their role?		
D	Training	Yes	No
17.	Has the Head Teacher, an appropriate Governor and other relevant staff completed appropriate Safer Recruitment Training? What date was the training completed and who provided this training? Date: Provider:		
18.	Has the Safer Recruitment Training been Refreshed (required every 5 years)		
19.	Has your Designated Lead for Child Protection undergone Specialist Level Safeguarding Training in the last 2 years? What date was this training completed and who provided this training? Date completed: Training provided by:		
20.	Has your Designated Lead for Child Protection undergone additional training on the following: <ul style="list-style-type: none"> • Prevent • CSE • FGM 		
21.	Does your Designated Lead for Child Protection access regular updates in regards to safeguarding, either through Designated Lead Forums, newsletters, guidance or training?		
22.	If your school employs its own Nurse(s), are they all trained to Specialist/Designated Level? (please note if not applicable)		
23.	Have all staff and volunteers undergone Generalist Safeguarding Training, repeated every 3 years?		
24.	Is all of your staff safeguarding training recorded and regularly monitored?		
25.	Do your staff receive regular updates in relation to safeguarding (via Newsletters, Staff meetings, Bulletins and any alternative methods)?		
26.	Does your school have a Lead Trainer to deliver Generalist Level Training to staff and volunteers? If so, who completed this training? What date did they complete this training?		
	Action plan:		

D	Information Storage and Sharing	Yes	No
27.	Do previously involved agencies, e.g. schools and nurseries, share adequate and appropriate safeguarding information about a new pupil with your setting?		
28.	Does the information arrive quickly?		
29.	If the information is incomplete or slow, do you follow this up immediately?		
30.	Do you advise parents/carers & young people (e.g. in prospectus, letter or school website) about information sharing with other schools and agencies?		
31.	Is your school website up-to-date and accessible for everyone to use?		
32.	Are children's child protection records e.g. Common Assessment, Child in Need or Child Protection) stored securely at your school/setting?		
33.	<ul style="list-style-type: none"> a) Can only appropriate staff members access the child protection records? b) Does the school DSL liaise regularly with the School Nurse(s)? (please note if not applicable) c) Is information shared between School Nurse and DSL appropriately? 		
34.	Are the child protection records in a clear chronological order, including initial concerns, actions taken, outcomes and additional support provided?		
35.	Do all files have a front page chronology?		
	Action plan:		
E	Common Assessment Framework (CAF)	Yes	No
36.	Are pupils with additional needs at your school assessed at an early stage ?		
37.	Do you use the common assessment framework process?		
38.	Is each Common Assessment: <ul style="list-style-type: none"> • Completed with the young person, parents and carers involvement? 		
39.	<ul style="list-style-type: none"> • Discussed and completed with other involved agencies? 		

40.	<ul style="list-style-type: none"> Where appropriate, followed up with a multi-agency meeting involving the young person, parents and carers? 		
41.	<ul style="list-style-type: none"> Supported by your staff taking on the Lead Professional role where appropriate? 		
42.	How many Common Assessments has your school completed in the last 12 months?		
	Action plan:		
F	Child Protection	Yes	No
43.	Is your designated staff member (DSM) a member of your senior management team?		
44.	Has the designated staff member attended the specialist training provided by the OSCB in the last 2 years? (Mandatory requirement).		
45.	What are the (full) names and job roles of your designated staff member and any deputies?		
46.	Do all your staff have access to the Oxfordshire Safeguarding Children Board's website and Child Protection Procedures?		
47.	Do all your staff discuss all child protection concerns with the designated member of staff for child protection immediately?		
48.	Are all child protection concerns immediately referred to Children's Services, via the MASH (Multi-Agency Safeguarding Hub)		
	Action plan:		
F	Looked After Children	Yes	No
49.	How does your school equip staff to ensure they have the skills, knowledge and understanding necessary to keep Looked After Children safe?		

50.	Does your school have a designated lead for Looked After Children? If so, who is this?		
51.	a) Is your designated lead for Looked After Children aware of who the Headteacher is for the Virtual School? b) Do they liaise regularly with them to support the looked after children in your school?		
H	Missing Pupils and Children Missing Education	Yes	No
52.	Are staff aware and implementing the statutory guidance in relation to Children Missing Education and missing pupils?		
53.	Does your school have a procedure in place to record and report students who are deemed as missing?		
54.	Do your staff understand, and where applicable have carried out, return interviews with students who have gone missing?		
I	Anti-Bullying and E-Safety	Yes	No
55.	Has the school management completed the Anti-bullying self-assessment (docx format, 155Kb) and Anti-bullying self-assessment action plan (doc format, 90Kb) recommended by OCC and the OSCB?		
56.	If YES, what was the top area that the school have chosen to develop over the coming year?		
57.	In the past year, what have pupils and parents told the school about the effectiveness of the Anti-Bullying Policy? (e.g. surveys, consultation, school council involvement, etc.)		
J	General Safeguarding Issues	Yes	No
58.	How are general safeguarding issues addressed in your curriculum ? I.e. safe use of the internet, fundamental British values, sex and relationship education, online safety, e-safety, building resilience and anti-bullying. Please provide examples.		
59.	Is Child Protection/ Safeguarding children a regular staff meeting agenda item?		

60.	Does your governing body discuss the safeguarding of children on a regular basis?		
61.	What other safeguarding ideas, systems, or practices do you use at your school? Please provide examples.		
62.	a) Have you considered the security both school site and buildings? How do you manage public access to both? Please provide examples. b) Has your Governing Body/ SLT undertaken a site risk assessment?		
63.	If your school has gates, are they kept closed when pupils are on site?		
64.	Are you satisfied that reasonable steps are taken to prevent unsuitable adults accessing classrooms or play areas? Please provide examples.		
65.	Does your school/college hire or lease any of the school facilities to any other organisation delivering services to children?		
66.	If yes, Do you know that the organisation hiring/leasing your facilities follows the basic safeguarding expectations? (please provide examples of when you see evidence of these safeguarding arrangements)		
67.	If so, how? (please provide examples)		
68.	Are these requirements made clear through your hire or lease contracting arrangements?		
69.	Does your school/college hire or lease any facilities to either a supplementary schools (such as a Madrassah or Polish Schools or similar) or to any sort of Language School (short or long term)?		
70.	If yes, <ul style="list-style-type: none"> • What type of school is it? • Who is the contact for this school? • Have you checked their safeguarding arrangements? 		

71.	If your school undertakes exchange visits, do you undertake appropriate safeguarding checks on host families including DBS checks?		
	<p>The 'Safeguarding Annual Report' completed by:</p> <p>Signature:</p> <p>Date:</p>		
	<p>Please complete this report and present it to your appropriate Governing Body meeting during the summer term, and ask them to complete the response on the next page.</p> <p>Once this is completed, please copy the full report and response and send to:</p> <p>Louisa Sexton (louisa.sexton@oxfordshire.gov.uk) OR Mariam Moghaddassi (mariam.moghaddassi@oxfordshire.gov.uk)</p> <p>Administrative Officer Safeguarding Team 3rd Floor, County Hall, New Road, Oxford, OX1 1ND</p> <p>Or Email: lado.safeguardingchildren@oxfordshire.gov.uk.</p>		
	<p>This Report is a requirement of the Children Act 2004. For further information visit: http://directorates_and_Services/ Children, Young, People and Families/Our Services/Safeguarding and Quality Assurance/Safeguarding Children and Safer Recruitment in Education, 2006</p>		

Governing Body Response to Safeguarding Annual Report

Section 175/157 of the Education Act 2002 introduced a duty on Local Authorities and **governing bodies** to ensure that they safeguard and promote the welfare of children.

	Yes	No
What is the name of your nominated Child Protection/Safeguarding Governor:		
Is the Child Protection/Safeguarding Governor familiar with Local Authority/ OSCB guidance and policy relating to child protection/ safeguarding issues?		
Has the Child Protection/Safeguarding Governor: Attended Safeguarding Training provided by the Local Authority?		
Does the Child Protection/Safeguarding Governor:		
<ul style="list-style-type: none"> • Ensure that the governing body puts in place suitable safeguarding policy & procedures? And reviews these procedures regularly 		
<ul style="list-style-type: none"> • Encourage other members of the governing body to develop their understanding of safeguarding responsibilities and assist the school to perform its statutory duties? 		
<ul style="list-style-type: none"> • Ensure that the Governing Body remedy any weaknesses or deficiencies in the school safeguarding practices which are brought to their attention? 		
<ul style="list-style-type: none"> • Meet regularly (at least termly) with the Child Protection Liaison Teacher/Officer to monitor the effectiveness of the school safeguarding policies? 		
Governing body understands its responsibility in regards to external groups that access the school site, these groups are monitored to ensure the correct safeguarding, child protection and safer recruitments procedures are all in place?		
There are written conformation/agreements in place with these external groups and agencies guaranteeing that all the above safeguarding measures are in place and are reviewed annually?		
Has the school made staff aware of the Child Protection/Safeguarding Governor's role?		
Does the school operate Safer Recruitment procedures?		
Is the school aware of and operating the expectations around Allegations of Abuse Against Staff and Volunteers'?		
Are the Chair and Vice Chair aware that they take responsibility for liaising with the Local Authority and partner agencies in the event of any allegations of abuse made against the Head Teacher?		
How will the Governing body remedy any weaknesses or deficiencies that are included in the attached Safeguarding Annual Report?		
On what date did the majority of the School staff undertake the Generalist Safeguarding Training (requirement to undertake every 3 years)		
When is the whole School Generalist Safeguarding Training due to be renewed?		
Action plan:		

Signed:
Print name:
Position
Date of Governing Body Meeting:

Any other comments?

To: Scrutiny Committee

Date: 6 December 2016

Title: Progress update on the recommendations of the Cycling Review Group

Author: Sophie Hearn, Contracts Manager, Direct Services

Recommendation	Agreed?	Comment	Progress update (Nov 2016)
1. That the City Council's unallocated cycling capital budget (approx. £110k over two years) should be used to fund the lower cost Cycling Review Group wish-list items in order of priority. The highest priority is signing City Council route 5, extending to Littlemore and the Leys Pool. This should include signing cyclists onto this route from key destinations such as Oxford Business Park, Vue Cinema and Oxford Academy.	In part	<p>This recommendation isn't wholly clear, as the definition of 'lower cost' isn't precise in reference to the list of items in Appendix 2, which includes both precise sums of money – albeit without confirmation that these figures are accurate – and very approximate bandings of potential expense. However the general direction of the policy, that lower cost and achievable items with significant positive impacts, should be the priority, is accepted.</p> <p>It is important to note that as the County Council is the Highways Authority there are considerable constraints on what the City Council is able to do on its own. The County Council has been clear that it is unwilling to progress schemes in areas where it is planning or already carrying out consultation on larger projects – for example in the Headington area. The sums of money set aside by the City Council for capital schemes can and should be progressed as soon as possible, and that means selecting schemes that do not require any input or permission from the County Council.</p>	<p>The highest priority item, item 1, signage for cycle route 5 was completed in May 2016. This offers cyclists the option of using quieter side roads rather than main routes such as Cowley Road.</p> <p>The general direction, that lower cost and achievable items with significant positive impacts, should be the priority, is accepted and projects have been progressed accordingly.</p> <p>Item 4, repainting of faded lines on key routes has been completed and included repainting on Botley Rd, Woodstock Rd, Marston Rd, Longwall St, Abingdon Rd and Magdalen Bridge.</p> <p>Item 5, two way cycling signage on Pembroke Street, was completed as part of the re-surfacing works.</p> <p>Many of the wish list projects are large jobs that need County Council approval, possible resident consultation or TTRO changes that can take many months to progress, so some of these items have been deemed unachievable.</p> <p>Item 8, physical barrier removals/</p>

			<p>amendments will be dealt with next when a list of locations has been provided.</p> <p>There are three new items that are also progressing, installation of public bike pumps (locations currently being discussed).</p> <p>Amendments to the 'Welcome to Oxford' signage to include 'A Cycling City'. We are also considering a surface improvement scheme at the junction of Broad St/ Cattle St/ Holywell St. The County Council and Oxford University will also be contributing to the funding.</p>
<p>2. That the wish-list of cycling improvement projects drawn up by the Cycling Review Group, with advice from Cyclox and Sustrans, should be used to decide how future City and County Council funding for cycling improvements is spent. Flexibility should be applied so that new opportunities can also be funded where this is appropriate.</p>	<p>In part</p>	<p>While the wish-list is a useful starting point, there needs to be greater assessment of the actual costs, benefits and feasibilities for each scheme or block of schemes before it can be used as the basis for spending prioritisation. A prioritisation scheme that referenced cost, impact, feasibility/deliverability against objective criteria would seem to be a more appropriate mechanism. This is particularly important for the County Council as the Highways Authority, who will be responsible for the vast majority of spending decisions about on-street schemes, and it is reasonable to expect them to carry out such as an assessment.</p> <p>Furthermore, almost all the schemes identified are on-street schemes, and don't include for example the funding of cycle parking and storage facilities off-street, whether on public (Council-owned) land or</p>	<p>No further update</p>

		otherwise. For example there may be substantial benefits to a partnership approach with major employers, educational establishments (schools, colleges and universities) and other organisations to provide better cycle parking and storage; for the City Council, which is constrained in what it can carry out without County Council permission, these sorts of schemes may perform well in terms of benefits and deliverability.	
3. That the City Council encourages the police and Direct Services to proactively send reusable abandoned bikes to Broken Spoke and other bike shops that are happy to take part, so that as many of these bikes as possible can be refurbished and reused locally.	Agreed	Direct Services already makes repairable bikes available to shops and other schemes in this way; the remainder are recycled and are counted as part of the City's recycling figures. Direct Services will liaise with the police and any other institutions who collect abandoned bicycles to see if there is scope for greater co-ordination and efficiencies.	No further update
4. That the City Council ensures that developer funding can be used to contribute to cycling improvements where appropriate, including by: a) Ensuring that the City Council's Community Infrastructure Levy (CIL) list is consistent with funding the higher cost cycling improvement projects set out in our wish-list, next time the CIL list is reviewed; b) Using CIL funding as a local contribution to attract match	Agreed	a) The Regulation 123 list which sets out what CIL can be spent on already is consistent with the recommendations. See list here: http://www.oxford.gov.uk/Library/Documents/Planning/CIL%20Regulation%20123%20List.pdf It includes: 'Improved environment for pedestrians and cyclists in City centre, including Queen Street, St Giles, Magdalen Street, George Street and Broad Street' , 'Improved City centre cycling environment' & 'Orbital and radial cycle routes'. The Regulation 123 list	No further update

<p>funding, for example from the Local Sustainable Transport Fund, for cycling improvement schemes in accordance with the Council's CIL list (often these will be part of wider transport improvement schemes);</p> <p>c) Alerting Ward Members when significant sums (we suggest >£5k) of the 'neighbourhood portion' of CIL have been allocated to their local area. We would encourage members to consider spending this funding on lower cost cycling improvement schemes from our wish-list where possible.</p>		<p>is reviewed regularly, and is approved annually as part of the Budget process, and will be reviewed in the light of the wish-list and the responses above at that time.</p> <p>b) Agreed; this is largely how CIL is utilised already.</p> <p>c) Subject to the proviso that the 'neighbourhood portion' of CIL is only available in the non-parished areas of the city (in the parished areas it is transferred to the relevant parish council), and subject to final decisions on the process for allocating these funds to projects supported by the local community, agreed.</p>	
<p>5. That the City Council ensures that its planning policies are consistent with its vision for Oxford to become one of the great cycling cities of Europe, including by:</p> <p>a) Ensuring that cycling routes and provision are considered and included in all major new developments, prioritising cycling and pedestrian access;</p> <p>b) Reviewing and updating planning policies relating to cycle parking standards for non-residential cycle parking, as part of the next full or partial review of the Local Plan.</p>	<p>Agreed</p>	<p>a) These issues are already covered in a range of policies in the Local Plan, including Core Strategy Policy CS14, Saved Local Plan Policy TR.4 and associated car parking standards, Saved Local Plan Policy TR.5 and the Parking Standards, Transport Assessment and Travel Plans Supplementary Planning Document SPD approved in 2007. (See http://www.oxford.gov.uk/Direct/61407AdoptedParkingStandardsSPD.pdf)</p> <p>b) Agreed</p>	<p>The process of creating a new Local Plan lasting to 2036 is underway, and provision for safe, secure and comprehensive cycling networks will be a core objective. The currently scheduled date for consultation at the 'preferred options' stage is early Summer 2017, and feedback and comments from all interested groups and individuals will be very welcome.</p>
<p>6. That the Council Leader or Board Member for Planning and</p>	<p>Agreed</p>		<p>No further update</p>

Transport writes to the County Council and requests that they do the following in consultation with the City Council:

- a) Implement the Cycle Super Routes and Cycle Premium Routes as soon as possible;
- b) Bring together cycling organisations, county highways planners and highway engineers to agree a set of specifications for cycle infrastructure design in Oxford, drawing on findings from the London Cycling Campaign. This should include priority phasing of traffic lights for cyclists;
- c) Consider how cycle routes can be signed more consistently and what the standard should be. We suggest that destinations and distances, rather than route numbers, should be shown on cycle signage;
- d) Agree that highway maintenance works should not be signed off until they are safe and suitable for cycling;
- e) Work with Government and other local authorities to implement the All Party Parliamentary Group recommendation to achieve a £10 per head of population investment in cycling.

<p>7. That the City Council nominates a Member Cycling Champion (a Councillor) to lead on work to improve cycling in Oxford at a political level and maximise the City Council's influence.</p>	<p>Agreed</p>		<p>Councillor Louise Upton has been appointed to this role, which has proved to be very successful.</p>
<p>8. That the City Council brings forward proposals for additional staffing resources to enable the City Council to engage proactively with cycling groups, work smarter with the County Council, and support the member champion (see recommendation 7). We would suggest 1 FTE dedicated to cycling, with a creative solution to funding this post which may involve other organisations. This role should include:</p> <ul style="list-style-type: none"> a) Supporting the Member Cycling Champion (see recommendation 6) in convening a forum of the different cycling groups and representatives of other stakeholders such as schools to co-ordinate efforts and agree a common position when lobbying for cycling improvement schemes; b) Engaging with the County Council to maximise the City Council's influence as LTP4 is put into practice; c) Influencing the development of a set of specifications for cycle 	<p>In part</p>	<p>While on paper there is much to commend the idea of a City Council employed cycling officer, there are considerable practical concerns about proposed scope of the role, and the impact that it would have. The proposed responsibilities range from the organising of meetings to the identifying of ways in which to change motorists' behaviour, with many of the suggested responsibilities essentially overlapping with those already sitting with the County Council's Highways teams – this seems problematic in a single post.</p> <p>The proposal as it stands can of course form part of the annual budgetary discussions, but at a time of extremely constrained budgets and with many critical services facing cuts to their budgets, the Council may find it difficult to justify substantial expenditure on a new post in an area primarily covered by another local authority's statutory responsibilities.</p> <p>However, there may be scope to develop an innovative partnership approach with major employers/organisations that would share costs and responsibilities. For example a collaboration with the Universities and the local NHS Trusts could provide expertise for</p>	<p>No further update</p>

<p>infrastructure design in Oxford (see recommendation 5e);</p> <p>d) Monitoring the County Council's Highway Asset Management Strategy (road repairs) to identify opportunities for cycling provision to be improved during planned maintenance works (we have identified 4 such projects);</p> <p>e) Examining existing evidence on what works for improving cycling take up;</p> <p>f) Promoting active travel to school through Bikeability training and advocacy, particularly at the beginning of every academic year.</p> <p>g) Identifying ways to change motorists' behaviour.</p>		<p>their internal travel planning, and at the same time input into the planning of the city-wide cycle network that would join-up their sites. I would suggest that this option is explored as one more likely to deliver the objectives of the review panel. It is important to note that staff resource will be required to develop this sort of 'sustainable transport partnership', but once established and supported by other organisations the need for time and financial resource would be less than for a stand-alone officer employed solely by the City Council.</p>	
<p>9. That the City Council promotes positive images of cycling in Council literature, particularly the soon to be signed route to Blackbird Leys pool.</p>	<p>Agreed</p>	<p>The City Council already promotes cycling through maps, leaflets and other publications which highlight cycling's benefits for both individual health and the collective well-being of the city, and will continue to do so.</p>	<p>No further update</p>

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Appendix 1

Cycling recommendations – progress update

All completed works so far

27/06/2013	Headington cycle routes signage
30/06/2014	Paint cycle lane at west end of Little Clarendon Street
07/07/2014	Reposition barriers on Barracks Lane
11/07/2014	Remove barrier on Meadow Lane
11/07/2014	Remove barrier on Folly Bridge east
11/07/2014	Reposition barriers on Folly Bridge west
11/07/2014	Remove barrier on Dragon Lane
22/09/2014	Resurface part of Meadow Lane cycle route
27/10/2014	Move barrier on Ferry Lane
27/10/2014	Resurface cycle track through Hinksey Park
03/02/2015	Paint white lines on Hinksey Park cycle route
10/02/2015	Remove gate on Queens Lane and replace with bollards
30/03/2015	Install bike ramp on steps to Eastern By Pass
15/06/2015	Manufacture and install Park and Pedal signage at Seacourt and Redbridge P&Rs
23/06/2015	Install green roof cycle shelters at Redbridge and Seacourt Park and Rides
15/10/2015	Contribution towards improvement works on Pembroke Street
24/11/2015	Install bike racks at Blomfield Place
30/03/2016	Contribution towards cycle shelters at Southfield Park flats
01/04/2016	Refresh lining in cycle lanes
10/08/2016	Route 5 cycle signage
30/08/2016	Clearance of riverside track
Ongoing	Park That Bike scheme

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To: City Executive Board
Council

Date: 15 Dec 2016
6 Feb 2017

Report of: Executive Director for Community Services

Title of Report: Sustainable Energy Action Plan (SEAP) for Oxford

Summary and recommendations	
Purpose of report:	To seek approval for the publication and submission of Oxford's sustainable energy action plan ('Low Carbon Oxford: A Route Map to 2020') to the EU Covenant of Mayors scheme.
Key decision:	Yes
Executive Board Member:	Cllr John Tanner, Climate Change and Cleaner Greener Oxford
Corporate Priority:	Vibrant, Sustainable Economy & Cleaner, Greener Oxford.
Policy Framework:	Low Emissions Strategy.
Recommendations: That the City Executive Board resolves to:	
<ol style="list-style-type: none"> 1. Approve the 'Low Carbon Oxford: A Route Map to 2020' report and the accompanying Sustainable Energy Action Plan to the European Commission's Covenant of Mayors initiative. 2. Delegate authority to the Executive Director of Community Services to amend and agree the final text and design; and then submit the Low Carbon Oxford: A Route Map to 2020' report and the accompanying Sustainable Energy Action Plan to the European Commission's Covenant of Mayors initiative. 3. Recommend that Council notes that submission of the Sustainable Energy Action Plan to the Covenant of Mayors fulfils the Council's decision of 20 July 2015 to sign up to the Compact of Mayors as these two initiatives are merging into a single global initiative. 	

Appendices

Appendix 1	'Low Carbon Oxford: A Route Map to 2020'
Appendix 2	Appendix A to 'Low Carbon Oxford: A Route Map to 2020': Sustainable Energy Action Plan

Introduction and background

1. The Covenant of Mayors is a climate change mitigation initiative founded in Europe. Signatory cities pledge to reduce their emissions by at least 20% by 2020 and 40% by 2030.
2. Oxford City Council signed up to the Covenant of Mayors in September 2014. Signing up requires that the council set a target for 2020 and submit a sustainable energy action plan (SEAP).
3. In 2011 Oxford City Council set a target of reducing the city's emissions by 40% by 2020 on a 2005 baseline. This target assumed the standard UK Government method of carbon accounting which includes grid decarbonisation. The covenant of Mayors methodology focuses on actions that a local authority has control over and so doesn't include grid decarbonisation. Taking this into account the council's 2020 target is equivalent to 25% in the Covenant of Mayors framework.
4. This report details the work to develop a SEAP and an accompanying public summary of our findings: 'Low Carbon Oxford: A Route Map to 2020'.
5. The geographical scope of the SEAP is the city boundary. It covers 'scope 1 and 2' emissions: this includes emissions associated with the gas and electricity use and emissions associated with transport. It is reported as "carbon equivalent emissions" or tCO_{2e} which means that it accounts for all the major greenhouse gas emissions, not just carbon dioxide.

The Compact of Mayors

6. At its 20th July 2015 meeting the Council agreed to adopt a motion asking the Council Leader to sign up for the Compact and commit to engaging with the Compact's climate change management programme.
7. The Covenant of Mayors and Compact of Mayors initiatives announced in 2016 a global alliance to form the Global Covenant of Mayors for Climate and Energy. The submission of a sustainable energy action plan to the Covenant of Mayors therefore fulfils Council's decision to sign up to both programmes.

Stakeholder engagement and development of the Route Map

8. Development of the Route Map and the associated stakeholder engagement has been carried out through the forum of Low Carbon Oxford: a partnership of over 40 organisations around the city that have committed to reduce their emissions by 3% per annum and to work together to achieve greater emissions savings. The engagement activity was not limited to those organisations that are formally members of the partnership.

9. The process included:

- Expert consultancy from Aether Ltd to analyse energy data and impacts of known policies and actions. This provided baseline emissions data and projections of likely emissions to 2020.
- Stakeholder workshops with circa 50 city experts on energy efficiency, transport, renewable energy and waste in order to validate the assumptions of the analysis and add any missing actions and data. Stakeholders were also engaged on the strategic interaction of the Route Map with other policies and decision making forums.
- Revisions to the Route Map and SEAP based on further analysis.

Key messages

10. The key findings of the Route Map are:

- We have made significant progress towards achieving the target of reducing our emissions by 40% by 2020 on a 2005 baseline.
- Taking into account grid decarbonisation: by 2012, Oxford had already secured a reduction of around 9% in absolute emissions.
- The actions we identified in our Low Emissions Strategy have been reviewed to assess their impact since 2012 and revise our estimates of how much they are likely to save from now until 2020. We have also engaged organisations operating in the city and included in our projections actions that we and others intend to take.
- The analysis predicts that the actions taken since 2012 and planned before 2020 will deliver a 38.5% reduction. However some of the identified actions, for example relating to domestic energy efficiency, rely on national policy measures and we will have to make a concerted effort to ensure they are secured. In addition further actions yet to be identified will be needed to the remaining 1.5% savings to meet the target.
- The equivalent figures which will be used in the EU submission and target (i.e. excluding grid decarbonisation) are: by 2012, Oxford had already secured a reduction of around 12% in absolute emissions. Which is equal to around 18% per capita emissions reductions.

Financial implications

11. The report itself has no direct spending implications. It has been delivered as part of the Low Carbon Oxford programme management and any follow up activity will be carried out by that programme.

12. The actions required to reduce carbon emissions do require significant investment and the report, and the stakeholder engagement undertaken in developing it has marshalled support for city-wide partnership working to find that investment. For example through identifying opportunities and low cost activities that would prepare the ground for potential funding bids in the future.

13. By having an approved SEAP the council would ordinarily become eligible to apply for additional channels of EU funding. While this may be less relevant in the context

of Brexit, as the refreshed initiative has a global scope, there may still be advantages in attracting grant funding by having a SEAP.

Legal issues

14. There are no legal implications of this report.

Level of risk

15. The main risks associated with the publication and submission of this report are as follows:

Risk/opportunity	Comment
Delay to submission a SEAP to the Covenant of Mayors	The CoM has recently announced a merger with the global Compact of Mayors. They have stated that they will revise their methodology in January 2017 and so delaying submission beyond this calendar year may mean that our current work is no longer compatible with their framework.
Stakeholders are disappointed that the Route Map is not more ambitious/contains the things they would like to see happen	The Route Map is a practical tool to help the council and city stakeholders understand how effective our action has been to date and what our priorities should be going forwards. It identifies actions for which there is a significant commitment (e.g. an approved carbon management plan or feasibility study) and likelihood of finance and resource along with national policy measures we may be able to access. It is more like a 'status report' than a target setting document. Where it specifically identifies sectors in which our confidence in making reductions are lower (e.g. domestic energy efficiency and renewables), it is a call to action. The energy of stakeholders could be directed towards these issues to help find solutions.

Equalities impact

16. An Equalities Impact Assessment is not necessary for this work which covers city-wide carbon emissions and seeks to assess the status of on-going and committed action on emissions reduction rather than propose new actions or programmes.

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'Low Carbon Oxford: A Route Map to 2020' has been developed by Oxford City Council. The Council would like to acknowledge the support of Aether Ltd in delivering the Sustainable Energy Action Plan which underpins this publication, for their help in running stakeholder engagement workshops and for the support of Low Carbon Oxford Pathfinders and the other organisations who have provided data and commentary that informed the action plan.

)

FRONT COVER with graphic

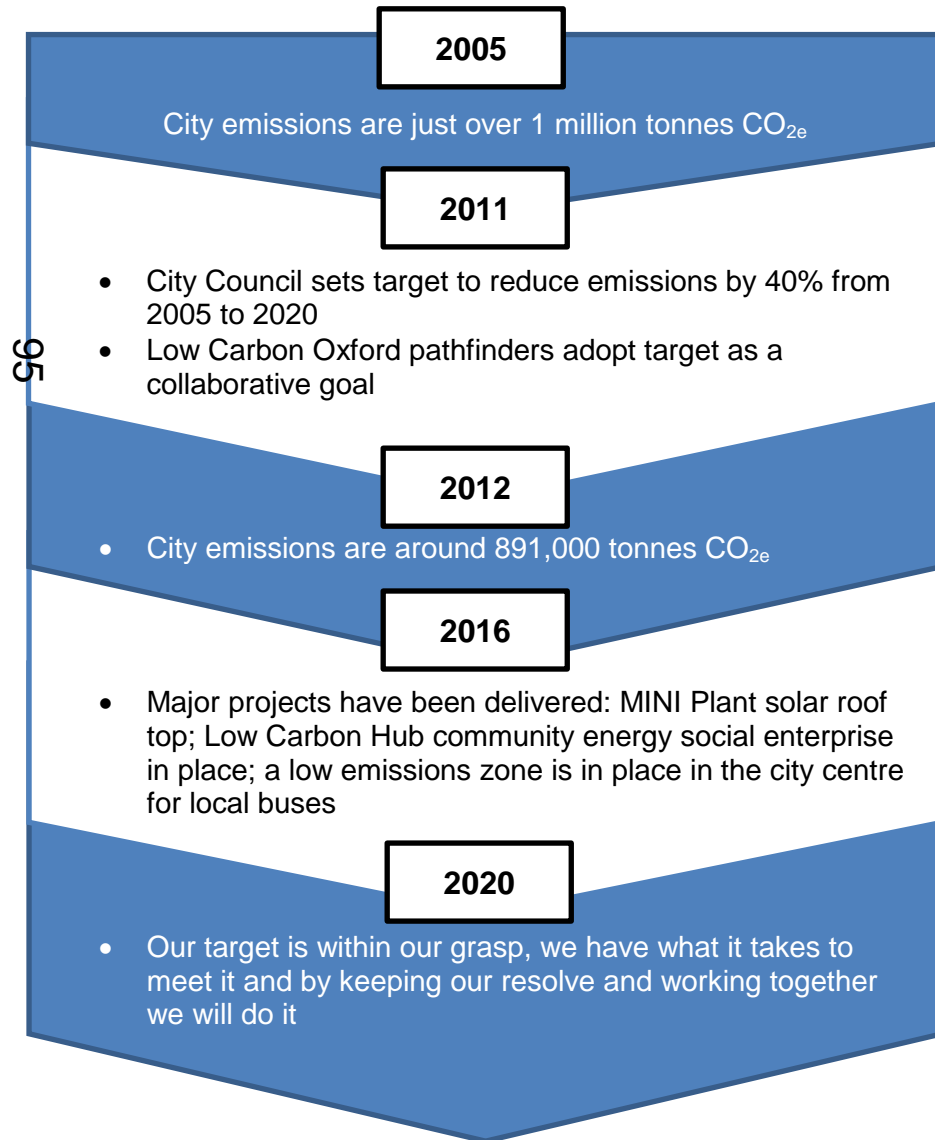
Low Carbon Oxford: A Route Map to 2020



INSIDE COVER:

Our Route Map:

This report tells the story of how the city set ambitious carbon reduction targets in 2011, what progress we've made and action we've taken. Finally it sets out the actions being taken and analyses our prospects of meeting our target.



[Include a table of contents here]

Supporting statements

John Tanner (tbc confirm statement with John):

Our aim to reduce the city's carbon emissions by 40% by 2020 compared to 2005 is ambitious but not beyond our reach. I'm thrilled that this report shows that we're getting there thanks to local as well as national initiatives and that we can be proud of our achievements to date.

Reducing our emissions requires action across the city. The car factory, the hospitals, the bus companies are many others are doing their bit to save energy and cut costs. The public of Oxford is leading the way with recycling, solar panels and bicycles. The report shows that all this is making a difference and creating a more sustainable greener city.

Nick Eyre:

Climate change is a global problem, so it's perhaps tempting to think of it as an issue best left to international negotiators and government. And, of course, they have a role. The international agreement in Paris last year was a major step forward; and our Government's action now needs to catch up with its rhetoric. But the research evidence shows the progress made so far in reducing emissions has not come from grandiose international schemes like carbon markets. On the contrary, the key actions have been, and will go on being, much closer to home, in investments in renewable energy, improving energy efficiency and consuming more sustainably. So cities are well-placed to encourage and coordinate – hence the low carbon route map for Oxford. It sets clear targets and provides a framework for action by households, communities, businesses and the public sector. It challenges us all to do better, but also reminds us that individual actions are not a futile gesture, but part of a bigger movement to protect us all from the threat of climate change.

Oxford's Choices

In 2005

Oxford had a population of around 140,000 and city-wide emissions were around one million tonnes of carbon dioxide equivalent (CO_{2e}) per year. Climate change was creeping up the public agenda and the city was already in the process of modernising its transport system in order to address congestion and air pollution. In the next few years national policy would deliver the Act On CO₂ campaign, interest free loans for energy efficiency for SMEs and 'feed-in tariffs' for those installing solar panels or other renewable energy generation.

In 2010

The Low Carbon Oxford partnership was formed by 15 founding members – who we call pathfinders - who committed to reduce their emissions by at least 3% per year and to work together to gain greater reductions than could be delivered acting alone.

In 2011

Oxford City Council published its first sustainability strategy and set its targets for reducing carbon emissions by 2020 from the baseline of emissions in 2005.

- 40% by 2020 including emissions reductions from the decarbonisation of the national electricity grid

The 40% target was adopted by the Low Carbon Oxford partnership, now grown to 25 organisations, as a collaborative goal and the partnership published its Building Momentum report to establish the baseline emissions and set out the initiatives its members were taking forwards.

In 2012

Our latest, analysed dataset on carbon emissions is from 2012. By then the city's emissions had dropped by 12.8% to just under 900 thousand tonnes of CO_{2e} per year¹. Part of the reason that reducing emissions is difficult is that Oxford is the eighth-fastest growing city in England and by 2012 its population had increased to around 150,000. This means that *emissions per person* had decreased by the much larger factor of approximately 18% between 2005 and 2012.

In 2015

The city council signed up the Covenant of Mayors: a climate change mitigation initiative launched in 2008 by the European Commission. Signatory cities pledge to reduce their emissions by at least 20% by 2020 and 40% by 2030. Cities also commit to producing a 'Sustainable Energy Action Plan' to set out how they will meet their pledge.

Today

Organisations around the city have taken significant action to reduce emissions since 2012. In producing this report we have captured those actions in order to predict our change of success in 2020. The biggest project is MINI Plant's huge rooftop solar panel installation but we also know that significant incremental change has occurred. Our bus companies have reduced tailpipe emissions through improved buses and driver training; the universities both have in place ambitious carbon management plans and have delivered improvements across their estates. The city council is proud that it has met its target of reducing emissions by 5% every year.

¹ Emissions quoted are estimates based on the modelling undertaken by Aether Ltd. See Annex B for a description of the methodology

Oxford has recognised strengths. It has a rich, knowledge-based economy and the opportunity for local public and private sector organisations to work closely with the researchers to pilot the latest low carbon technologies and processes right here. We are a small city, ideal for testing out new technologies and adopting them at lower cost than elsewhere. Oxfordshire has extremely active communities and the highest density of social enterprises in the county: it a recognised leader in community renewable energy innovation.

Drawing on these strengths, sharing our knowledge and collaborating on projects enables us to reduce our emissions in order to meet our target.

	In a Low Carbon Future for Oxford ...	Without action ...
Our buildings	Our urban landscape integrates the historic buildings with modern needs; people and functionality are the focus of our built environment. The city has been retrofitted to incorporate energy efficiency and renewable energy into its built heritage.	Housing is already unaffordable to many people in Oxford and the city has an old building stock that is expensive to improve. Houses are predominantly being built at the minimum energy standards and without renewable energy generating features such as solar panels, locking future occupants into the likelihood of high energy bills in the future.
Our energy	Oxford's energy needs are minimised because we have high levels of energy efficiency. Energy production is decentralised and produced from local, renewable sources. We have maximised locally owned and managed energy resources. Building owners and occupiers will be integrated into a city-wide community thanks to an intelligent electricity and heat system that maximises the use of low carbon heat, solar power and battery storage. Smart technology will enable access to new energy technologies and spread the benefits across the city	Oxfordshire spends over £1bn on carbon-based energy consumption each year. Little of this energy is produced in the county so nearly all of that money is leaving our local economy. Our local electricity grid infrastructure requires investment and if we choose to upgrade in a way that continues to rely on carbon-based generation, billions will continue to leave our local economy and we will miss the opportunity to have a more resilient energy system that enables greater local production and creates local jobs.
Our transport	Clean air and pleasant streets and highways are enabled because Oxford's essential work-force live close to their workplace. Other workers have the ability to commute using safe and accessible cycling and walking routes or through efficient zero emission mass transport systems and have the technology that assists them to work effectively and efficiently at home. Travel options give people freedom as they work, rest and play. Working from home is easy and effective for all. Smart solutions will further reduce congestion by consolidating and coordinating goods deliveries.	Transport within, into and out of the city is already under significant pressure too. The consequences are apparent to everyone already: increasing congestion has been steadily reducing journey times, and despite some encouraging recent improvements, poor air quality continues to impact on health. Public Health England published a report in April 2014 estimating that in Oxford 55 deaths per year of people over 25 is due to particulate air pollution. This is equivalent to a total of 673 associated life-years lost ² .
Our waste	Our approach to waste has changed fundamentally; waste as a resource is widely understood where waste cannot be reused or recycled it is used in energy generation.	Thanks to the incinerator or energy recovery facility near Bicester, Oxford's carbon emissions from waste have already decreased significantly. However our global material footprint is around 12,000 tonnes of materials every day ³ . Without better management of that supply chain we will continue to 'export our carbon emissions' and remain at risk to impacts of climate change, population growth and economic events.

² https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332854/PHE_CRCE_010.pdf

³ From Low Carbon Oxford's Material Oxford report: <http://lowcarbonoxford.org/reports/material-oxford/>

A Route Map to 2020

The city council set out a high level plan of how the city could deliver 40% reductions in its Low Emissions Strategy in 2013, however we know that even with the best of intentions, the reality always differs from the plan. In addition, the city council, as a signatory to the Covenant of Mayors, must produce a Sustainable Energy Action Plan setting out how it will meet its target.

The purpose of this report is: to understand our situation, to restate our aims and deliver our sustainable energy action plan.

Our target

Method	UK Local Authority reporting method	Covenant of Mayors
Reduction target by 2020	40%	25%

As described in Box 1, the emissions calculations method for the Covenant of Mayors is different from the method used by local authorities in the UK. Oxford's sustainability strategy target is based on the latter method, so we have adjusted our target for the sustainable energy action plan to 25% to take account of the difference.

Method

Aether Ltd was commissioned by Oxford City Council to undertake analysis of the city's emissions and projected emissions to 2020. The actions were identified in five workshops held with local stakeholders and experts in February 2016. These workshop focused on the following themes: energy consumption in buildings, renewable energy generation, transport, waste and strategic challenges and opportunities.

Results and projections

Box 2 shows Oxford's 2005 emissions, 2012 emissions and the projection of our emissions from 2012 to 2020. The top line is the projected 'business as usual' emissions for the city and the actions that have been taken since 2012, or are planned to be implemented by 2020, inform the 'emissions reduction wedges' on the chart.

This shows that we have made steady progress since 2005 and our actions and intentions are matched to our ambitions for success. However in order to meet the target we need a faster rate of emissions reduction from 2012 to 2020 compared with 2005 to 2012. So a concerted effort is needed to ensure we meet our goals.

Box 1: The Covenant of Mayors and the Sustainable Energy Action Plan method



The Covenant of Mayors is a global climate change mitigation initiative launched in 2008 by the European Commission. Signatory cities pledge to reduce their emissions by at least 20% by 2020 and 40% by 2030. Cities also commit to producing a 'Sustainable Energy Action Plan' to set out how they will meet their pledge.

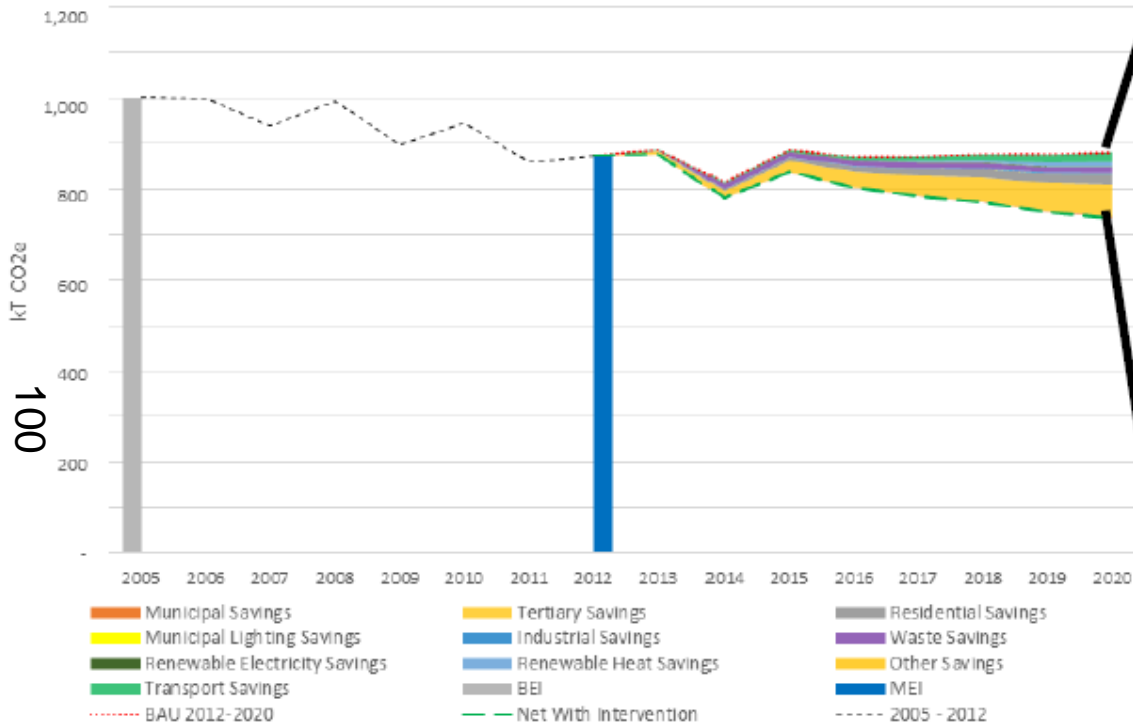
Oxford City Council signed up to the Covenant of Mayors in September 2014; this document summarises the process through which the Oxford's Sustainable Energy Action Plan (SEAP) was developed. Further information on the methodology for the SEAP is given in Annex B.

The methodology for the SEAP provides a standardised way to predict emissions reductions, providing a useful way not only to set policy locally but also to benchmark it against other cities in the Covenant of Mayors community. The SEAP is not just intended to reduce emissions from the councils's operations, it includes action to reduce emissions from all sources within Oxford's territory and is therefore a key challenge for the public, private and residential sectors alike.

Covenant of Mayors rules stipulate that the impact of national grid decarbonisation should not contribute towards SEAP targets, a key element of Oxford's 40% emission reduction plan. Therefore, this report references two targets:

1. The overall objective to reduce emissions by 40% by 2020 in absolute terms (i.e. including the impact of grid decarbonisation);
2. The objective to reduce emissions by 30% by 2020 through local action only (i.e. excluding the impact of grid decarbonisation).

BOX 2

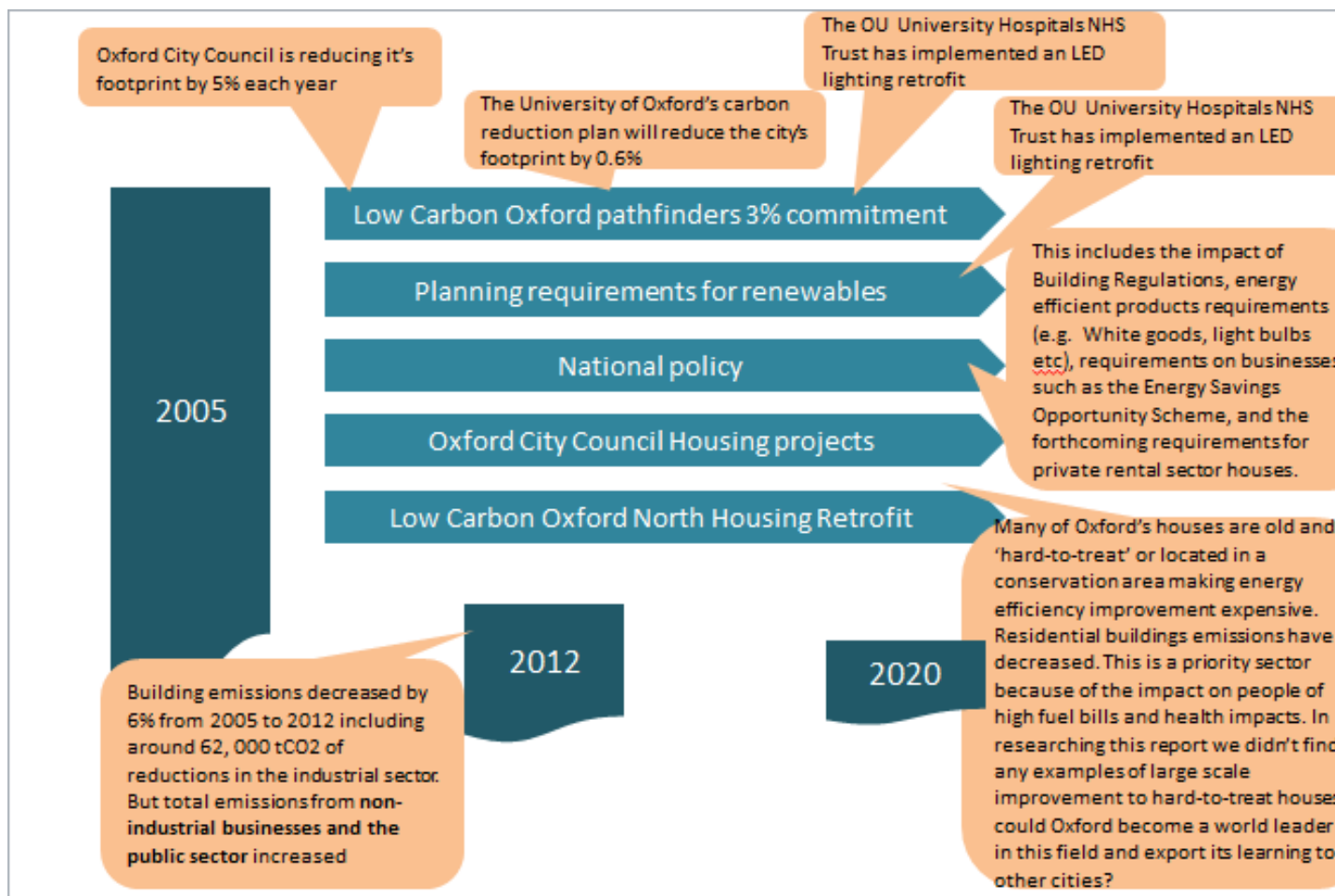


TRANSPORT	21,753
Chiltern Railway Cowley Branch	675
Low emissions Zone	2,719
Go Ultra Low Oxford	31
Train Electrification	574
Oxford City Council - Fleet energy reduction	613
Road biofuels & vehicle efficiencies	17,140
Low Carbon Oxford North Electric Vehicle Summertown	1
OTHER	11,585
Waste Incineration and Recycling	11,583
Low Carbon Oxford Group Tree Planting West Oxford	1
MUNICIPAL, TERTIARY, RESIDENTIAL AND INDUSTRIAL BUILDINGS	101,174
Oxford City Council - Own Estate Reductions	1,799
Low Carbon Oxford Pathfinders - Commercial	2,655
Planning for low carbon development	17,000
University of Oxford	27,293
Oxford Brookes University	3,128
NHS - Lighting retrofit	461
National policy e.g. Building Regs, Products, Smart metering,	47,350
OCC Private & Social Housing Energy Efficiency Measures	272
Low Carbon Oxford North Housing Refurbishment	5
Oxford County Council - LED Lights	37
Low Carbon Oxford Pathfinders - Industrial	1,146
LOCAL ELECTRICITY & HEAT/COLD PRODUCTION	12,298
Community renewable energy schemes	427
Project ERIC	94
MINI Plant & Oxford Bus Company PV Installation	1,438
NHS Energy Link	10,339
TOTAL	146,810

In the following pages the actions taken and planned across the city since 2012 and up to 2020 are presented according to their 'emissions sector':

- emissions from energy use in buildings
- emissions offset/saved by renewable energy generation
- emissions associated with transport
- and emissions reductions through the reduction or processing of waste materials

A Route Map to better buildings....



In 2005 The concept of a “smart home energy system” meant a programmable thermostat at best and the thought of controlling our heating from our phones was still the work of science fiction. All the actions identified to reduce emissions from buildings are on-going. They relate, for example, to national policy measures such as building regulations and the implementation of organisations’ carbon management plans: such as the combined efforts of the University of Oxford and Oxford Brookes University which are expected to realise reductions of around 30,000 tCO_{2e} per year by 2020.

Progress Although none of our actions have been 100% completed since 2012, we have confidence that many are progressing according to plan due the public carbon reporting by businesses and the public sector and engagement with sustainability teams through Low Carbon Oxford. In total our planned actions are predicted to lead to around 101,000 tCO₂ emissions avoided each year compared with 2012. While this is a significant contribution to meeting our 2020 target, it is less than the City Council hoped for when setting its Low Emissions Strategy: in particular mitigating emissions from residential properties is a critical challenge.

By 2020 ... Given this challenge and complex policies it is a strategic priority for key decision makers and influencers around the city to revisit the opportunities available to improve our houses. Opportunities are available: a revised Energy Company Obligation policy will soon be introduced and forthcoming regulations will require all private rented sector houses to have an Energy Performance Certificate rating of at least E. Low Carbon Oxford will kick start discussions on how Oxford can make the most of these opportunities and maximise the local benefits at a roundtable on domestic energy efficiency in early 2017.

Action case study: Warming Barton - making ‘hard to treat’ homes warmer and more energy efficient in a deprived neighbourhood

Barton in Oxford is ranked amongst the 15% most deprived neighbourhoods in England. Its basic steel frame pre-fabricated houses don’t retain heat, leading to high fuel bills and impacts on health and wellbeing. Low Carbon Hub (LCH) partnered with Oxford City Council to run a pilot to improve the energy efficiency of homes in Barton. Following a successful community engagement programme, a total of 119 households signed up and received a free energy efficiency assessment and advice, resulting in a 579 recommended actions, 206 tonnes of potential CO₂ annual savings identified and the possibility for each household to save an average of £450 each on their bills. LCH homes secured Energy Company Obligation (ECO) funding for external wall insulation in sixteen pilot homes which were completed in 2014. Barton resident, John Cavendish commented: *“The evening after the insulation had been put up the house was noticeably warmer ... and we can sit in our lounge without a blanket over us!”*



Action case study: Linacre College – engaging students in saving energy

Linacre is one of the newer Oxford colleges, founded in 1962, and has a reputation for green innovation: solar panels on the roof, meat free days in the kitchen, an active Green Society and its own allotment. It is also the first college to invest £100,000 in the Low Carbon Hub’s community-owned, renewable energy scheme.

Every year, the college appoints two Green Students. This is a paid position supported by an anonymous donor. The students are expected to commit some time every month to making Linacre ‘greener’. There are two distinct roles:

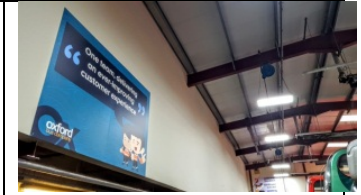
Behavioural change - increasing awareness of green issues within the student body. Organising events, such as the Linacre Green Games, which make saving the environment fun.

Technical & financial - monitoring our emissions and suggesting new ways to reduce them, making the college more energy efficient. For example, floor by floor electricity monitoring recently installed in the Griffiths building.



Action case study: Oxford Bus Company saves over 100 tonnes CO2 a year with LED lighting refit

One of Oxford Bus Company's (OBC) core values is about operating in a socially responsible manner. The benefits of LED lighting have been known for some time but it was going to take a solid business case and considerable research to get its LED lighting refit project off the ground. OBC's finance and commercial director, Luke Marion, worked hard to put together a solution that best met the needs of the business, as well as exercising its commitment to being environmentally responsible. UK LED were brought in to survey the building and put together a comprehensive proposal for retrofitting the bulbs and fittings to the various areas of the depot. The costs were considerable and came from various sources but conservatively were in excess of £65k. The investment by OBC is expected to save 197,000kWh of electricity each year, leading to substantial cost savings and reducing annual CO2 emissions by more than 107 tonnes.

**Action Case study: NHS energy link set to save 270,000 tonnes of CO2 over 25 years**

A new gas fired Combined Heat & Power (CHP) engine at the John Radcliffe (JR) Hospital will generate electricity for both the JR and the neighbouring Churchill Hospital. The two hospitals will be connected by the Energy Link pipeline that will carry hot water, a high voltage cable and trunking for high speed internet. There will also be new boilers at the JR and Churchill Hospitals along with a Building Management System (BMS) that optimises both the hospitals' energy and heating usage to ensure better efficiencies and less heat and power wastage.

Old lighting in these buildings is also being replaced with new, low energy light fittings. These three components together will allow the Oxford University NHS Hospitals Trust to save upwards of 75% in energy efficiency improvements. When the major project is finished, it should deliver a saving of just over 10,000 tonnes of carbon a year, or a total of 270,000 tonnes of CO2 over the 25-year period; the equivalent to taking 3,000 cars off the road every year.

**Powering up Oxford: local electricity and heat production**

In 2005 the idea that local, renewable generation would become common place was one envisaged by only a few. The feed-in tariff incentives for generating low carbon electricity had yet to be introduced and the cost of solar panels was prohibitively high for the majority of businesses and homeowners.

Progress Our analysis shows that Oxford is taking up renewable energy in line with the expectations of national policies – both at a household level and within organisations. However, the driving force behind solar panel installations, the government's 'feed-in tariff' incentive that pays for the electricity that you generate, was substantially reduced in 2016. So it is even more important that we take extra local action to find ways to increase our renewable generation, and find low carbon ways to provide heating and cooling, if we want to decarbonize.

Community energy action has been accelerated by the OxFutures programme which was a partnership between the city and county councils and the Low Carbon Hub to scale up local energy projects and ran from 2012 to 2016. Since 2012 it has supported several projects such as hydro-generation on the Thames at Osney Lock Hydro (operational since 2015), and numerous rooftop solar projects such as those at Oxford Bus Company (2013) and Larkrise Primary School (2014). These projects go beyond the national policies because they were only possible due to the very enthusiastic and active community energy community in and around Oxford. Thanks to the funding the Low Carbon Hub has developed its business model and is currently in the process of constructing an ambitious new hydro scheme at Sandford lock. Looking to the future, the Hub are continuing to innovate with exciting projects such as the Hinksey Heat scheme, which could see the Hinksey outdoor pool and neighbouring buildings heated using latent energy sourced from the nearby lake.

Action Case study: Community energy: solar schools

As part of the [OxFutures](#) partnership project, the Low Carbon Hub has been creating renewable energy projects with businesses, schools and communities all over Oxfordshire since 2012. In summer 2015 and 2016, the Hub delivered solar panel projects on 25 schools across Oxfordshire, including Cheney, Larkrise and Rose Hill in Oxford.

Low Carbon Hub's model is that of a double carbon cut and community benefit; investment from community shareholders funds renewable energy projects with payback from government Feed In Tariffs and exports to the National Grid. Schools buy electricity from the Hub at a cheaper rate than usual, and a small amount of income to the Hub is used to support further local community projects

The Low Carbon Hub also delivered major solar PV installation projects with businesses such as Oxford Bus Company, Owen Mumford, Norbar Torque Tools, Prodrive and CTG. Case studies for all of these can be found on the [Low Carbon Hub website](#). The Hub are currently developing a hydro project at Sandford Upon Thames to help return the Lasher Weir to its historic role as a provider of clean energy. This hydro project will generate 1,600 MWh per year -- the equivalent demand of 450 homes, or most of Sandford. Construction on this project began in September 2016.



Action case study: Hinksey Heat – using lake to power the local community

Oxford's Hinksey Outdoor Pool is one of the Council's largest users of heat. The Low Carbon Hub is working with Oxford City Council to explore the potential for a community owned, low carbon, district heat network centred around Hinksey Pool, using Hinksey Lake as a renewable heat source in conjunction with efficient water source heat pumps. Studies so far have found that there is enough latent heat within the lake to heat nearly 100 houses, plus the local primary school and Hinksey Pool. A technical study concluded that a heat pump based solution offers the potential to eventually reduce the pool's CO2 emissions by over 75% as well as providing an affordable, clean, green energy supply to the local community. For Hinksey Pool this means an estimated reduction of 368 tCO2 in year one. Placing the pool at the heart of a local district heating network could result in additional emissions savings for local buildings connected into the network of more than 70% of their current emissions. The Hub are currently looking into funding models for the project which it hopes can be delivered by winter 2017.



Some of Oxford's biggest employers are making giant strides too. MINI Plant Oxford has installed a massive 11,500 solar panel installation at its Cowley site and the Oxford University Hospitals NHS Trust has received planning permission for its 'Energy Link' project which will reduce the carbon footprint of the John Radcliffe and Churchill hospitals by a third (see case study)

Action Case study: MINI Plant Oxford goes solar

More than 11,500 panels have been helping to harness renewable energy to power Oxford's MINI Plant since 2014. At around 19,000 square metres, the plant's bodyshop now boasts one of the largest, roof-mounted solar farms to be installed in the UK. The photovoltaic system has a generating capacity over 3 MW and generates enough electricity to power the equivalent of 850 households.

The plant's bodyshop, which contains 1,000 robots, was opened at the end of 2013 to build the new MINI hatchback. The building already has an impressive list of environmental credentials including 3,869 individually programmable LED lights, a special energy-saving "rest mode" for the robots, a water harvesting system to supply the toilets and so-called 'heat wheels' in the building's roof to control the recirculation and admission of fresh air to reduce the amount of heating and cooling required.



Case Study: Heat pump saves over 100 tonnes of carbon a year at University of Oxford's Plant Sciences building

The expansion of the heating and cooling systems to condition the newly refurbished greenhouses at Plant Sciences provided the opportunity to link the now bigger systems together, to recover excess heat in the cooling circuit, and push this in to the heating circuit and recover excess cooling in the heating circuit and push it in to the cooling circuit directly, using 4 brand new water to water heat pumps.

The end result is the ability to condition a bigger volume of space and reduce overall electricity use at the same time. There are still the traditional air source heat pumps on site that 'top up any' demand expected in the height of summer and depths of winter. The new configuration will work to recover the most energy in all weather conditions. Milder conditions during the winter mean saving more energy because these are the conditions when it can work at its highest efficiency

Savings are around 10% of building electricity use, in spite of the refurbishment increasing the conditioned greenhouse space by 20%. The project is part of the University of Oxford's ongoing carbon reduction programme and will remove 111 tonnes of carbon from the University's emissions, as well as generating annual cost savings to the department in the region of £24k.



The next generation

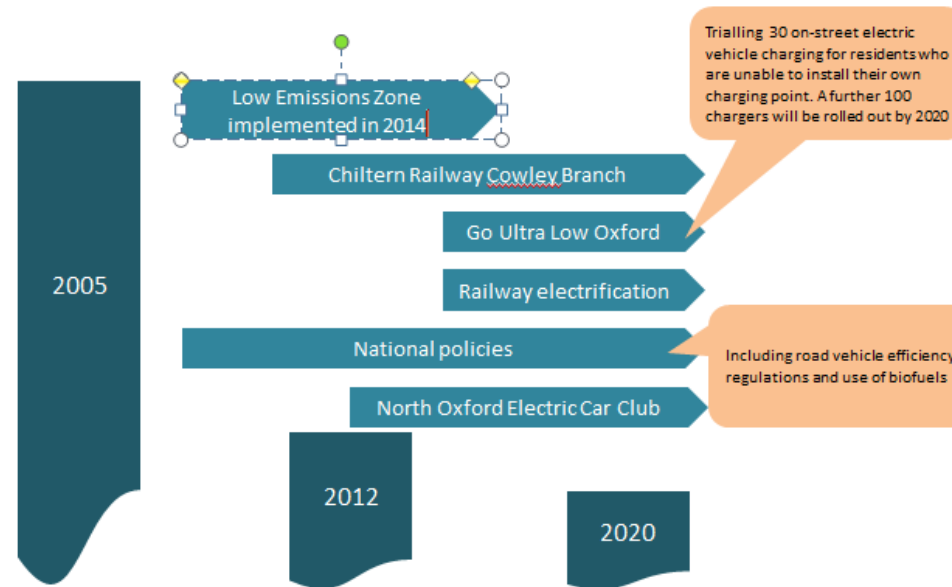
All the actions above are captured in our Route Map, but we won't stop there. Organisations around the city are looking for new ways to increase low carbon generation, heating and cooling. One way to do this is through 'smart technology' which makes the most efficient use of the resources that we have. For example by combined electricity from solar panels (during the day) and battery storage (to store it up for use in the evening). Project ERIC has already piloted this technology in Rosehill. Low Carbon Hub is leading a partnership bid for funding to further explore the best opportunities for Oxford and Oxfordshire to use and invest in it's electricity grid and Low Carbon Oxford will be working as part of that partnership to engage organisations around the city and county if our bid is successful.

Project ERIC

The community of Rose Hill in the south of Oxford is playing host to a groundbreaking pilot called Project ERIC that combines solar panels and household scale battery storage systems to maximise the benefits of domestic renewable generation – minimising costs to the homeowner, reducing carbon emissions and resulting in benefits to the management of the electricity grid system. This may be just the tip of the iceberg.



Sustainable transport in Oxford



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In 2005 Oxford was already in the process of modernising its transport system in order to address congestion and air pollution. The city centre had already been designated an air quality management area because minimum targets for nitrogen dioxide were not met. In 1998 Cornmarket Street was pedestrianized and in 1999 congestion was controlled further by the introduction of bus gates on the High St and relocation of bus stops from Queen Street to St Aldates. As part of the Transform Oxford programme, joint ticketing and co-ordinated routes between the city's two major bus operators were introduced in 2011, avoiding unnecessary duplication of routes by different companies and improving efficiency of vehicle resources.

By 2010 further analysis showed that other hotspots were also at risk and the whole city was declared an air quality management area. Not all measures to improve air quality will reduce carbon emissions too – but many will. It is also true that some measures to avoid carbon emissions can contribute to air pollution – for example inappropriate design or fuel for biomass boilers and wood burning stoves. So Oxford in 2014 introduced a combined 'Low Emission Strategy' which combines policies to address these dual concerns and this approach is now considered best practice.

Progress Since 2014 Oxford's Low Emission Zone has been put in place. It limits the nitrogen dioxide emissions permitted on certain roads in the city centre by local buses to a minimum of "Euro V" standard. Both of the city's major bus operators have now begun to move beyond this minimum standard with the large scale introduction of Euro VI standard vehicles, which reduce NOx levels much further. This has led to significant improvements in air quality, and initiatives such as the introduction of hybrid engined buses have delivered associated reductions in carbon emissions (2700 CO₂e per year), as well as also making our streets a little bit quieter.

Drivers for change:

It's not just progress on our roads: Oxford now has a second train station with new routes into London and the line through central Oxford is to be upgraded to enable electric rather than diesel trains. In addition, the proposed introduction of a Cowley branch line, connecting Oxford's central train station with Oxford Science Park and Cowley Business Park, offers the chance for over 2000 employees each day to change from commuting by car to using public transport.

Looking beyond 2020 the city and county councils are exploring how a Zero Emissions Zone might build upon the existing Low Emissions Zone. The ambition is to implement a ZEZ in Oxford city centre starting from 2020 to be expanded so that the entire city is covered by around 2030/35 and a feasibility study is being commissioned to assess how it might operate.

Action Case study: Chiltern Railways Cowley branch line

Chiltern Railways are looking to open the old Cowley Branch Line – currently used by BMW for freight – to passenger services by 2020. The scheme is seen as key to tackling the city's chronic congestion problems and would serve Oxford Parkway in Water Eaton, Oxford Station, Oxford Science Park in Littlemore and Oxford Business Park in Cowley. It would also link East Oxford to services to London.

A report by Network Rail said increasing the number of tracks from two to four on the stretch would cost between £175m and £375m, with the cost of Oxford Station's redevelopment put at £75m by councils. This major project would be expected to save 675 tonnes Co2 a year.



Action Case study: Electrification of the train line through Oxford

As part of a major national investment programme, the train line into Oxford is to be upgraded. This could enable carbon reductions of up to 574 tCO2/year due to improved train efficiencies. Electrified railways are essential to getting maximum efficiency and capacity from a modern railway. Typically an electric train emits between 20% and 35% less carbon per passenger mile than a diesel train. This benefit will improve as the National Grid decarbonises. Electric trains are cleaner, with zero carbon and other pollutants emitted at the point of use, and better for passengers as they are faster, quieter, smoother and more reliable than diesels. They are also cheaper to buy, operate and maintain.



Action Case study: Low Emissions Zone reduces emissions from public transport in city centre

Although primarily targeting air quality, the Oxford Low Emission Zone (LEZ) introduced in 2014 also reduces greenhouse gas emissions through more efficient technologies. Each year, the Euro 5 and Euro 6 compliant buses running on Oxford's streets are expected to save 2,718 tCO2 as compared to older buses used before the introduction of the LEZ. The more efficient buses also help bus companies reduce their fuel consumption.

There is an ambition to implement a Zero Emission Zone (ZEZ) in Oxford city centre starting from 2020 which will then be expanded so that the entire city is covered by around 2030/35.

With some of the UK's most environmentally-friendly bus companies operating in Oxford, a simple step residents can take to help reduce emissions in Oxford is to simply leave the car at home and catch a bus instead.



Action case study: Oxonbike partnership initiative provides electric and pedal bike hire across Oxford

Oxford's OXONBIKE bike hire scheme aims to get more people out of their cars and onto two wheels. Oxonbike is supported by Oxford Brookes University, the University of Oxford, the NHS Trusts and the City Council and operated by Hourbike. The current network offers 70 bikes at 14 docking stations across the city, including six electric bikes at Oxford rail station.

OXONBIKE provides an affordable sustainable transport for everyone. Pedal bikes are £1 an hour and e-bikes are £2, with free journey periods for annual members.

Levan Chikobava, a medical student living in Jericho, told OXONBIKE how the electric bikes have transformed his daily commute: *'I have been working at the JR hospital and needed to cycle up Headington Hill, which was really annoying. The e-bikes have solved the problem. The price is comparable to the bus, but OXONBIKE is much more flexible and faster. Plus, it's good for my health and the environment.'*



Managing our waste to reduce emissions

Emissions associated with our waste represents only 1% of the city's emissions and waste emissions are not a mandatory part of the Covenant of Mayors reporting requirements. However they have been voluntarily included to better represent the city's emissions. When it comes to our waste, the impact on climate change relates predominantly to the emission of greenhouse gases such as methane, rather than carbon dioxide. For this reason, we have chosen to focus on 'carbon equivalent emissions' in this report so that we capture the impact of all greenhouse gases.

Progress Significant measures have already been implemented to reduce Oxford's emissions from waste, especially through the Energy-from-waste process at the Ardley Incinerator or Energy Recovery Facility which was constructed in 2014.⁴ As of today, approximately 98% of residential waste is diverted from landfills and the emissions from waste decreased by 52% from 2005 to 2012.

Oxford also takes significant steps toward decreasing the amount of food going to waste and ensuring that food waste is increasingly recycled for anaerobic digestion. The good news is the actions to reducing emissions from waste needed to meet our 2020 targets are complete. However looking beyond 2020 we will need to do more to reduce emissions further as well as manage our material resources more efficiently.

There is a very strong movement to reduce food waste and to source our food sustainably in Oxford through initiatives such as Good Food Oxford, the Food Surplus Cafe (see case study) and the Oxford Food Bank to name a few. Oxford City Council has launched an initiative to ensure that all flats in the city have a food waste collection service by 2017 but also recognises the need to reduce waste as well as recycle it.

Low Carbon Oxford launched its Material Oxford report in October 2016 which analysis the material footprint of the city. A key finding was that the city uses around 12,000 tonnes of materials – both locally and globally – every day. The report will inform future events and workshops to help organisations in Oxford act and collaborate on smarter material resource management.

⁴ <https://www.oxfordshire.gov.uk/cms/content/what-we-are-doing-reduce-landfill>

Case study: Ardley Energy Recovery Facility brings an end to landfill

Over 7000 tCO_{2e} per year will be avoided due to the Ardley Incinerator or Energy Recovery Facility (ERF) which has been operating since 2014. Treating 300,000 tonnes of non-recyclable waste each year, it will divert at least 95% of Oxfordshire's residual municipal waste away from landfill and generate enough electricity to power around 38,000 homes. The visitor centre at the site, near Bicester, runs regular guided tours for schools and other groups to learn more about the process.



Case Study: Pioneering flats recycling scheme rolled out in Oxford

A third of Oxford's residents live in communal properties, which until recently had limited facilities for recycling waste compared with houses. In 2014, OCC embarked on a project to improve recycling in flats, starting with its own Council properties and Houses of Multiple Occupation (HMOs). Food recycling bins were delivered into communal bin stores, and kitchen caddies, free compostable liners and information were provided to over 16000 properties. Good participation from residents meant that nearly 80 tonnes of food was collected in the first year and in 2015/16 the scheme was extended to privately managed communal properties will be rolled-out to residents in all 19,000 of Oxford's flats next.



Case Study: Oxford's Food Surplus café – good for people and planet

The Oxford Food Surplus Cafe was set up to help redress the imbalance in our food system by reclaiming surplus food and transforming it into delicious healthy meals, helping to reconnect people with the food they eat. Surplus food is collected the day before an event, with the majority coming from the Oxford Food Bank, and the cooking team plan a menu out of the sometimes random collection of ingredients. Using the pay as you feel system, customers contribute either what they can afford or what they think the food, space and idea are worth. Since launching in April 2014, the cafe has run roughly once a month, with an average of 350 customers at each event, preventing nearly 1.5 tonnes of food waste. It is supported by the Community Action Group (CAG) Project, Europe's largest local network of community groups and organisations working on waste and carbon reduction.



Time To Act

<p>Organisations can ...</p> <ul style="list-style-type: none"> - reduce costs by investing in energy efficiency: from switching off equipment to investing in smarter building operations there are savings to be made at every budget and size of business - improve resilience by derisking material dependencies using smart resource management - drive innovation by adopting and developing sustainable products and services <p>110</p>	<p><i>"As a city we've made great strides over the past 5 years in reducing our carbon footprint, and it's really important for us to maintain this momentum to give Oxford a sustainable, prosperous future.</i></p> <p><i>At Oxford Bus Company we've carried out several innovative schemes to reduce our emissions and have seen a direct positive impact from these on our bottom line. Technology is improving all the time and so we'd encourage our fellow local businesses to look again at the energy saving opportunities that may be available to them. From our experience they may well be pleasantly surprised by the payback periods these can offer."</i></p> <p><i>Phil Southall, Oxford Bus Company</i></p> <p><i>Reducing our carbon emissions makes sense in terms of managing premises costs and delivering a sustainable estate, creating well managed facilities and also contributing to energy saving for the city and region.</i></p> <p><i>We hope at Oxford Brookes University that we deliver a range of innovations around both energy efficient equipment and design as well as generating power to support our estate as part of our commitment to social responsibility.</i></p> <p><i>Sue Holmes</i></p>
<p>Communities can</p> <ul style="list-style-type: none"> • drive local action by working together in a community action group • work together to raise awareness of their neighbours to the benefits of free and low-cost energy efficiency measures, and how to access support for those living in fuel poverty • invest in local energy projects like those run by the Low Carbon Hub and the city's community energy groups 	<p><i>TBC Seeking testimonial from Sam Clarke, Low Carbon Oxford North</i></p>
<p>Individuals can ...</p> <ul style="list-style-type: none"> • "Pledge for Veg": If everyone in Oxford gave up meat for 1 month it could reduce the city's carbon emissions by 6,450 tonnes • "Park the Car": If everyone in Oxford switching from driving to walking or cycling for short journeys it could reduce the city's carbon emissions by 2,871 tonnes • "Switch off and relax": If everyone in Oxford switched off standby equipment for for 1 month, it could reduce the city's carbon emission by 1,241 tonnes • "No fly zone": Travelling from London to Paris or Brussels by train rather than on a plane reduces harmful carbon emissions by 14 times 	<p><i>"I really enjoyed taking part in the Carbon Oxford Week challenge. Ditching the car was a really eye opening experience- I was able to enjoy walks; take the bus and train; and generally felt quite liberated to have left the car at home."</i></p> <p><i>LCO Challenge prize draw winner, Sue Henderson, University of Oxford</i></p>

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Appendix A: Covenant of Mayors and the Sustainable Energy Action Plan method

The Route Map to 2020 develops future emissions scenarios for Oxford based on projected patterns of national energy use applied at a local level, as well as estimates of local projects and policies. The assessment of historic emissions in the city is the starting point for the emissions scenarios. Data used to estimate the historic energy consumption and emissions in Oxford come from the Department of Energy and Climate Change's (DECC) 'Sub-national total final energy consumption data'⁵ which provides data from 2005 to 2014.⁶ The dataset provides energy consumption data for the Oxford City Council administrative area from which the emissions can be estimated. 2005 was chosen as the 'baseline year' as this is the closest to the year suggested by Covenant of Mayors, 1990, for which local data are available. Furthermore, to monitor the progress made to date, the energy and emission levels in 2012 have been analysed. The energy and emissions calculated for 2005 and 2012 are referred to as the 'Baseline Energy and Emissions Inventory' (BEEI; Appendix B) and 'Monitoring Energy and Emissions Inventory' (MEEI; Appendix C).

Publicly available UK energy projections were reviewed and draft emissions scenarios were created based on these projections and presented to attendees at the Oxford SEAP stakeholder workshops held between February 11 – 18th 2016.⁷ Using the data collected and identified during these workshops, the scenarios could subsequently be revised to further reflect relevant circumstances identified.

The scenarios are used for the development of Oxford's SEAP in order to present future emissions projections in the Business as Usual (BAU) scenario, meaning no further actions other than those already embedded in legislation are taken to reduce emissions in the future, and a 'With Intervention' scenario (i.e. with a SEAP). The Route Map 2020 has estimated future emission reductions for a range of actions covering several contributing sectors in order to support targets for the SEAP.

Baseline Energy and Emissions Inventory and Monitoring Energy and Emissions Inventory

Developing a BEEI⁸ is prerequisite step of the Covenant of Mayors Sustainable Energy Action Plan. The BEEI functions as an estimate of the energy consumption and associated emissions from the city or region for the baseline year, broken down by sector. This is traditionally the starting point for the development of SEAPs, against which any emission targets are set. The development of the MEEI⁹ is similar to the BEEI, but instead measures the progress of the SEAP at a later point in time, often in connection to the latest available data year or the year at which the city's SEAP work is commenced.

For Oxford's 2005 baseline year, emissions were estimated to 1.03 million tonnes of CO₂ equivalents (CO₂e). The progress to date were analysed for the 2012 'monitoring year' for which emissions were estimated to 0.89 million tonnes of CO₂e. This represents a reduction of 12.8 % between 2005 and 2012.

⁵ Emissions data is calculated using the DECC Sub-national total final energy consumption data (<https://www.gov.uk/government/collections/total-final-energy-consumption-at-sub-national-level>)

⁶ This data is available on a 2 year time lag, the time taken to compile and process the data.

⁷ <https://www.gov.uk/government/publications/updated-energy-and-emissions-projections-2014>

⁸ Referred to as the 'Baseline Emissions Inventory' (BEI) in Covenant of Mayors terminology

⁹ Referred to as the 'Monitoring Emissions Inventory' (MEI) in Covenant of Mayors terminology

*“A **Baseline [Energy and] Emission Inventory** is a quantification of the amount of CO₂ emitted due to energy consumption in the territory of a Covenant signatory within a given period of time – the recommended base year being 1990. It allows [signatories] to identify the principal sources of CO₂ emissions and their respective reduction potentials.”*

National Scenarios

National statistics for the Routemap 2020 and SEAP development were provided by DECC and National Grid to provide a starting point for the estimate of future energy demands in Oxford. The BAU scenario provides an estimate of what energy use and emissions that will be likely to occur in Oxford up to 2020 in the absence of any actions to reduce emissions. The ‘With Intervention’ scenario provides an estimate of what the energy use and emissions will be in Oxford by 2020 if national policies and identified local projections and policies are implemented. These impacts were developed using national estimates for the impact of national policies and local data gathered from Oxford SEAP stakeholders.

Business as Usual Scenario

The BAU scenario assumes no actions are taken to reduce emissions beyond those already in place at the start of the projection period (here 2012). In order to determine the BAU emissions in the absence of any actions and policies/interventions, various national energy projections datasets were evaluated. Two principal sources of national energy projections were identified:

DECC Updated Energy and Emissions projections: 2014¹⁰

National Grid’s Future Energy Scenarios¹¹ (NFES)

These energy projection models use underlying assumptions based on projected population growth, economic growth, fossil fuel prices and other related variables.

Quantifying local actions

Local actions were quantified through identification of existing and planned projects during the SEAP stakeholder workshops held in February 2016. Data were subsequently collected through ‘data requests’ and ‘key stakeholder engagements’ with identified actors in the months following the workshops, estimating impacts from a range of local actions and sectors including community renewable projects, transport low emission zones, and private sector commitments through the Low Carbon Oxford Pathfinders. See Table A1.

Changing carbon intensity of electricity grid

Through the introduction of renewable energy sources for electricity generation, the carbon intensity of the UK grid is expected to decrease.¹² The Covenant of Mayors methodology does not account for changing electricity emission factors, but instead utilises a constant carbon intensity for the BEEI, MEEI and

¹⁰ <https://www.gov.uk/government/publications/updated-energy-and-emissions-projections-2014>

¹¹ <http://www2.nationalgrid.com/uk/industry-information/future-of-energy/future-energy-scenarios/>

¹² <http://www.cibsejournal.com/opinion/moving-to-a-zero-carbon-electrically-powered-future/>

projected target year. Using the Covenant of Mayors methodology applying a constant electricity emission factor, emissions by 2020 are expected to decrease to 0.72 million tonnes of CO₂e. This represents a reduction of 29.6 % compared to the 2005 baseline.

Utilising a projected changing carbon intensity in line with DECC's UK local authority and regional carbon dioxide emissions national statistics 2005 – 2014, Oxford's emissions by 2020 could be expected to decrease an additional 91,800 tonnes to 0.63 million tonnes of CO₂e.¹³ This represents a reduction of 38.5% compared to the 2005 baseline.

¹³ <https://www.gov.uk/government/statistics/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-2014>

Table A1: Local Actions

Key Actions	Responsible body	Implementation timeframe		Estimates in 2020		
		Start time	End time	Energy savings [MWh/a]	Renewable energy production [MWh/a]	CO2e reduction [t/a]
MUNICIPAL BUILDINGS, EQUIPMENT / FACILITIES				5,053	-	1,799
Oxford City Council - Own Estate Reductions	Oxford City Council	2012	2020	5,053		1,799
TERTIARY BUILDINGS, EQUIPMENT / FACILITIES				208,495	-	72,193
Low Carbon Oxford Pathfinders - Commercial	Oxford City Council	2012	2020	7,456		2,655
LES Priority N3 - Planning for low carbon development	Oxford City Council	2012	2020	53,786		17,000
University of Oxford	University of Oxford	2012	2020	76,645		27,293
Oxford Brookes University	Oxford Brookes University	2012	2020	8,785		3,128
NHS - Lighting retrofit	NHS Trust	2012	2020	859		408
Building Regs 2010	National Policy	2010	2020	16,216		5,774
Building Regs 2013	National Policy	2013	2020	654		233
Products policy	National Policy	2009	2020	25,194		8,971
Smart Metering	National Policy	2012	2020	5,675		2,021
ESOS	National Policy	2016	2020	1,745		621
ND RHI	National Policy	2012	2020	4,670		1,663
CRC	National Policy	2012	2020	3,563		1,269
PRS Regulations	National Policy	2016	2020	3,247		1,156
RESIDENTIAL BUILDINGS				84,400	-	24,090
OCC Private Housing Energy Efficiency Measures	Oxford City Council	2012	2020	162		63
OCC Social Housing Energy Efficiency Measures	Oxford City Council	2012	2020	720		206
Building Regs 2010	National Policy	2012	2020	19,569		5,582
Building Regs 2013	National Policy	2014	2020	308		88
Products policy	National Policy	2012	2020	33,794		9,639
Smart Metering	National Policy	2012	2020	13,176		3,758
Domestic RHI	National Policy	2012	2020	8,378		2,390
ECO/Green Deal	National Policy	2014	2020	8,278		2,361
Low Carbon Oxford North Housing Refurbishment	Community Group	2012	2020	16		5
PUBLIC LIGHTING				68		32
Oxford County Council - LED Lights	Oxfordshire County Council	2015	2020	68		32

INDUSTRY					8,420	-	2,998
Low Carbon Oxford Pathfinders - Industrial	Private Sector	2012	2020	3,217		1,146	
Building Regs 2010	National Policy	2012	2020	1,370		488	
Building Regs 2013	National Policy	2014	2020	10		4	
Products policy	National Policy	2009	2020	714		254	
ESOS	National Policy	2016	2020	419		149	
ND RHI	National Policy	2012	2020	2,491		887	
CRC	National Policy	2012	2020	81		29	
PRS Regulations	National Policy	2016	2020	118		42	
TRANSPORT					88,560	-	21,759
Chiltern Railway Cowley Branch	Chiltern Railways	2018	2020	2,760		675	
Low emissions Zone	Oxford City Council	2014	2020	10,808		2,719	
Go Ultra Low	Oxford City Council	2016	2020	151		37	
Train Electrification	National Rail	2019	2020	2,283		574	
Oxford City Council - Fleet energy reduction	Oxford City Council	2012	2020	2,505		613	
Road biofuels (RTFO 8%)	National Policy	2017	2020	25,799		6,313	
Road vehicle efficiencies	National Policy	2012	2020	44,248		10,827	
Low Carbon Oxford North Electric Vehicle Summertown	Community Group	2012	2020	5		1	
LOCAL ELECTRICITY PRODUCTION					-	3,652	1,900
Community renewable energy schemes	Oxford City Council	2015	2020		796	378	
Project ERIC	Project ERIC	2015	2020		175	83	
Oxford Bus Company PV Installation	Oxford Bus Company	2013	2014		120	64	
BMW PV Installation	BMW	2012	2013		2,560	1,374	
LOCAL HEAT/COLD PRODUCTION					36,433	-	10,392
NHS Energy Link	NHS Trust	2017	2020	36,433		10,392	
OTHER					-	-	11,585
Waste Incineration and Recycling	Viridor & Oxford City Council	2014	2020	-		11,583	
Low Carbon Oxford Group Tree Planting West Oxford	Community Group	2012	2020			1	
TOTAL					431,429	3,652	146,749

Appendix B: Baseline Emission Inventory (BEI)

Description: This worksheet contains Oxford's Baseline Emission Inventory (BEI) established for the year 2005

Source: The document draws on data from the Raw Data and Input Calcs sheet, which contains data for Oxford from Oxford City Council's own reporting, Oxfordshire Council (public lighting), and DECC's sub national total final energy statistics.

Table B1. Total final energy demand

Category	FINAL ENERGY CONSUMPTION [MWh]															Total
	Electricity	Heat / cold	Fossil fuels								Renewable energies					
			Natural gas	Liquid gas	Heating Oil	Diesel	Gasoline	Lignite	Coal	Other fossil fuels	Plant oil	Biofuel	Other biomass	Solar thermal	Geothermal	
BUILDINGS, EQUIPMENT/FACILITIES AND INDUSTRIES:																
Municipal buildings, equipment/facilities	7,605		12,002													19,607
Tertiary (non municipal) buildings, equipment/facilities	451,762		665,676													1,117,438
Residential buildings	249,953		919,562		4,957				4,275	4,641						1,183,388
Municipal public lighting	6,022															6,022
Industries (excluding industries involved in the EU Emission trading scheme - ETS)	208,963		308,271		102,339				146							619,719
Subtotal buildings, equipments/facilities and industries	924,305	0	1,905,511	0	107,296	0	0	0	4,421	4,641	0	0	0	0	0	2,946,174
TRANSPORT:																

Municipal fleet						3,769										3,769
Public transport						60,115										60,115
Private and commercial transport						171,230	274,272									445,502
Subtotal transport	0	0	0	0	0	235,115	274,272	0	0	0	0	0	0	0	0	509,387
Total	924,305	0	1,905,511	0	107,296	235,115	274,272	0	4,421	4,641	0	0	0	0	0	3,455,560

Subtotal transport	0	0	0	0	0	62,907	69,443	0	0	0	0	0	0	0	0	132,350
OTHER:																
Waste management																27,692
Waste water management																
<i>Please specify here your other emissions</i>																
Total	439,183	0	389,486	0	30,569	62,907	69,443	0	1,500	1,804	0	0	0	0	0	1,022,585
Corresponding CO2-emission factors in [t/MWh]	0.475		0.204		0.285	0.268	0.253		0.339	0.389						
CO2 emission factor for electricity not produced locally [t/MWh]	0.475															

Table B3. Local electricity production and corresponding CO2 emissions

Locally generated electricity (excluding ETS plants, and all plants/units > 20 MW)	Locally generated electricity [MWh]	Energy carrier input [MWh]											CO2 / CO2-eq emissions [t]	Corresponding CO2-emission factors for electricity production in [t/MWh]
		Fossil fuels					Steam	Waste	Plant oil	Other biomass	Other renewable	other		
		Natural gas	Liquid gas	Heating oil	Lignite	Coal								
Wind power														
Hydroelectric power												0	0	
Photovoltaic												0	0	
Combined Heat and Power														
Other <i>Please specify:</i> 12														
Total	0.0											0		

Table B4. Local heat/cold production (district heating/cooling, CHPs...) and corresponding CO2 emissions

Locally generated heat/cold	Locally generated heat/cold [MWh]	Energy carrier input [MWh]										CO2 / CO2-eq emissions [t]	Corresponding CO2-emission factors for heat/cold production in [t/MWh]
		Fossil fuels					Waste	Plant oil	Other biomass	Other Renewable	other		
		Natural gas	Liquid gas	Heating oil	Lignite	Coal							
Combined Heat and Power													
District Heating Plant(s)													
Other <i>Please specify:</i> _____													

Total	0.0												0
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es and industries																
TRANSPORT:																
Municipal fleet						6,748										6,748
Public transport						63,348										63,348
Private and commercial transport						206,059	193,593									399,652
Subtotal transport	0	0	0	0	0	276,154	193,593	0	0	0	0	0	0	0	0	469,747
Total	893,517	0	1,525,872	0	66,006	276,154	193,593	0	3,788	4,652	0	0	0	0	0	2,963,582

Waste water management																
<i>Please specify here your other emissions</i>																
Total	424,55	0	311,88	0	18,805	72,245	47,531	0	1,285	1,808	0	0	0	0	0	891,481

Corresponding CO2-emission factors in [t/MWh]	0.475		0.204		0.285	0.262	0.246		0.339	0.389						
CO2 emission factor for electricity not produced locally [t/MWh]	0.47515															
% of electricity not produced locally	100.0%															
CO2 emission factor for electricity produced locally [t/MWh]	0.00															
% of electricity produced locally	0.0049%															

Table C3. Local electricity production and corresponding CO2 emissions

Locally generated electricity (excluding ETS plants, and all plants/units > 20 MW)	Locally generated electricity [MWh]	Energy carrier input [MWh]										CO2 / CO2-eq emissions [t]	Corresponding CO2-emission factors for electricity production in [t/MWh]	
		Fossil fuels					Steam	Waste	Plant oil	Other biomass	Other renewable			other
		Natural gas	Liquid gas	Heating oil	Lignite	Coal								
Wind power														
Hydroelectric power	33.0											0	0	
Photovoltaic	10.4											0	0	
Combined Heat and Power														
Other <i>Please specify:</i>														
Total	43.4											0		

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Table C4. Local heat/cold production (district heating/cooling, CHPs...) and corresponding CO2 emissions

Locally generated heat/cold	Locally generated heat/cold [MWh]	Energy carrier input [MWh]										CO2 / CO2-eq emissions [t]	Corresponding CO2-emission factors for heat/cold production in [t/MWh]
		Fossil fuels					Waste	Plant oil	Other biomass	Other Renewable	other		
		Natural gas	Liquid gas	Heating oil	Lignite	Coal							
Combined Heat and Power													
District Heating Plant(s)													
Other <i>Please specify:</i>													
Total												0	

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Background

This document contains the SEAP Data for the Oxford City Council SEAP submission to the CoM 2016

Overview

- 1. Action List** contains the long list of actions that were identified for potential inclusion in the SEAP
- 2. SEAP Template** contains the SEAP Template for submission to CoM
- 3. Nat. Pol. Contributions** contains the national policies that feed into the SEAP
- 4. Pink tabs** contain calculations

Action ID	Action Name	Action Description	Action Type	Owner	Potential Co-benefits	Oxford Corporate Responsibilities	SEAP Sector	How was the action identified?	What SEAP theme would this action come under?
1	LES Priority N1	Continued annual reduction of GHG emissions (3%/annum) in Low Carbon Oxford pathfinders	Reduced GHG emissions through improved resource efficiency	Low Carbon Oxford Partnership	Reduced energy bills, improved human health, improved building comfort, improved ambient air quality	Cleaner greener Oxford	Buildings	Oxford LES	Oxford LES
2	LES Priority N2	Improve the energy efficiency of OCC leased estate	Increased energy efficiency	Oxford City Council	Reduced energy bills, improved human health, improved building comfort, improved ambient air quality	Efficient effective Council	Buildings	Oxford LES	Oxford LES
3	LES Priority N3	Planning for low carbon development	Low carbon infrastructure (buildings and transport) integrated into planning from the start	Oxford City Council	More livable city, improved ambient air quality, improved human health	Cleaner greener Oxford	Other (multi-sector)	Oxford LES	Oxford LES
4	LES Priority N4	Showing leadership with continued reduction of the Council's own carbon footprint (OCC Carbon Management Plan)	Increased energy efficiency	Oxford City Council	Reduced energy bills, improved human health, improved building comfort, improved ambient air quality	Efficient effective Council	Buildings	Oxford LES	Oxford LES
5	LES Priority R1	Improve the average energy efficiency of private sector housing	Increased energy efficiency	Oxford City Council	Reduced energy bills, reduced fuel poverty, improved human health, improved building comfort, improved ambient air quality	Cleaner greener Oxford	Buildings	Oxford LES	Oxford LES
6	LES Priority R2	Develop a programme of community renewable energy schemes	Local renewable energy production	Oxford City Council	Improved energy independence, lower cost of energy	Cleaner greener Oxford	Renewables	Oxford LES	Oxford LES
7	LES Priority R3	Ensure all Houses of Multiple Occupation (HMOs) have an energy performance certificate and the average rating is improved	Increased energy efficiency	Oxford City Council	Reduced energy bills, reduced fuel poverty, improved human health, improved building comfort, improved ambient air quality	Meeting housing needs	Buildings	Oxford LES	Oxford LES
8	LES Priority T1	City wide sustainable travel plan	Improving efficiency of transport system	Oxford City Council	Health benefits of active transport, health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Oxford LES	Oxford LES
9	LES Priority T2	Emission reduction measures for the freight sector	Reduced GHG emissions through more efficient transport	Oxford City Council	Health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Oxford LES	Oxford LES
10	LES Priority T3	Promote zero emission vehicles in the light duty fleet	Reduced GHG emissions through more efficient transport	Oxford City Council	Health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Oxford LES	Oxford LES
11	20% renewable energy for all new construction	Demand 20% renewable energy production for any new construction	Increased generation of renewable energy	Oxford City Council	Improved energy independence, reduced energy bills	Cleaner greener Oxford	Renewables	Suggestion from Oxford SEAP Workshop	

Lead Officer	Phase	Project Start Date	Project End Date	Policy Instrument	Origin of Action	How will this be monitored?	Certainty of Implementation	Notes	Next steps	MB comment	Include in SEAP template?	In SEAP
Mairi Brookes	Implementation						High	Current: assume 50% of city emissions reducing at 3% p.a. May overlap with other actions led by external orgs	Need to disaggregate LCO pathfinder data from major sources (i.e. universities, BMW etc.)	Agree. NHS heat project should probably also be split out too. Let me know if you have what you need for that. We have a new contact at the NHS Trust so can follow up with him if needed.	Yes	Yes
Mairi Brookes	Implementation						High	Discussed with Debbie. Not happening apart from the OCC Social Housing Energy Efficiency Measures	May be no progress here. Follow up with PR		No	No
	Implementation						High	Will be difficult to accurately quantify - use LES estimate	Use LES data	Agree	Yes	Yes
Paul Robinson	Implementation						High	5% year on year. Excess is carried into next year. 5 year phase - 16/17 is the last year of the current phase and we expect to meet the target for all of this phase. Includes SALIX/SALIX+ measures.	Likely significant - advise stakeholder follow-up	Yes - Paul Robinson (252541). He is on leave w/c 28th and 4th. Suggest making contact before that to kick start.	Yes	Yes
???	Implementation						High	Discussed with Debbie. Not happening apart from the OCC Private Housing Energy Efficiency Measures			No	No
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???	Implementation						High	Anonymized data on city based projects and pipeline included. Correct as of Nov 2015	Likely significant - advise stakeholder follow-up	Yes. I can provide updated OxFutures pipeline for city (will be small, but is flagship so should include). Also relates to item 30 Project ERIC (also small)/development of smart generation/DSM - could put these together.	Yes	Yes
???	Implementation						High	Discussed with Debbie. Not happening apart from the OCC Social Housing Energy Efficiency Measures	Need to understand status of this.	Pick up with Debbie Haynes but unless she knows otherwise, don't think this adds a lot as not well specified and I assume enforcement would be an issue.	?	Yes
???	Implementation						High		Need to understand status of this.	Don't include - too early days and likely minor impact.	No	Yes
Elizabeth Bohun	Implementation						High	Will not happen.	Need to understand status of this.	Follow up with Lizzie Bohun - biggest impact likely to be from implementing a distribution centre outside the ring road with zero emissions last mile. Not sure how well worked up but maybe worth an estimate. Followed up with Lizzie,	No	No
???	Implementation						High	Captured by Go Ultra Low	Need to understand status of this.	Go Ultra Low on-street charging and other project from bid?	?	Yes
	Idea						?	Extension of existing rule for new buildings > 2,000m2. Likely not to manifest in time for this revision of the SEAP	N/A	Agree. Unlikely and covered by planning action from a narrative point of view	No	

Action ID	Action Name	Action Description	Action Type	Owner	Potential Co-benefits	Oxford Corporate Responsibilities	SEAP Sector	How was the action identified?	What SEAP theme would this action come under?
12	AQAP	Air Quality Action Plan (incl. Low Emission Zone)	Reduced GHG emissions through more efficient transport	Oxford City Council	Health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Initial draft action list (provided by OCC 29/1/2016)	AQAP
13	Community ESCOs	Promote community ESCOs	Increased generation of local renewable energy	Oxford City Council	Improved energy independence, reduced energy bills	Vibrant sustainable economy	Renewables	Suggestion from Oxford SEAP Workshop	
14	Domestic retrofit in Barton	Domestic retrofit in Barton	Increased energy efficiency	OxFutures	Reduced energy bills, reduced fuel poverty, improved human health, improved building comfort, improved ambient air quality	Meeting housing needs	Buildings	Initial draft action list (provided by OCC 29/1/2016)	OxFutures
15	ESIF Partnership	Fuel poverty pilot in East Oxford and business energy efficiency audits and implementation support	Increased energy efficiency	Oxford City Council	Reduced energy bills, reduced fuel poverty, improved human health, improved building comfort, improved ambient air quality	Meeting housing needs	Buildings	Initial draft action list (provided by OCC 29/1/2016)	ESIF Partnership
16	Fuel Poverty Programme	Energy efficiency installations funded by ECO	Increased energy efficiency	Oxford City Council	Reduced energy bills, reduced fuel poverty, improved human health, improved building comfort, improved ambient air quality	Meeting housing needs	Buildings	Initial draft action list (provided by OCC 29/1/2016)	Fuel Poverty Programme
17	Go Ultra Low Oxford	Go Ultra Low Oxford	Provision of onstreet charging for EVs	Oxford City Council	Health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Initial draft action list (provided by OCC 29/1/2016)	Go Ultra Low Oxford
18	HNDU funded city-wide heat network scoping	HNDU Funded City-wide heat network scoping	District heating system	Oxford City Council	Improved energy independence, lower cost of energy	Vibrant sustainable economy	District heating/cooling production	Initial draft action list (provided by OCC 29/1/2016)	

Lead Officer	Phase	Project Start Date	Project End Date	Policy Instrument	Origin of Action	How will this be monitored?	Certainty of Implementation	Notes	Next steps	MB comment	Include in SEAP template?	In SEAP
Ian Halliday & Mai Jarvis	Implementation						High	Supporting sustainable transport, Low emission vehicles, Freight Transport, planning to manage emissions, own fleet emissions (double counting?), partnerships and education. This will naturally capture flagship projects such as those funded by OLEV, cycle strategy, LEZ work etc.	Likely significant - advise stakeholder follow-up	Follow up with Lizzie - will bring in Ian if needed. Need to know roughly how you would like to do that? It might be that a scoping meeting with both them would enable them to establish how much each needs to be involve and also deal with the high level analysis of these actions and others in this spreadsheet that might overlap.	?	Yes
	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	Agree.	No	
Mairi Brookes	Implementation						High		Need more detail from OCC to see if this is significant.	Probably small but lots of learning so I'd like to include. I'll send through the data.	?	No
Mairi Brookes	Plan						Medium	Bid in prep for £3.2m county wide. Would include a fuel poverty pilot in East Oxford and business energy efficiency audits and implementation support.	Need to await outcome of bid.	Agree - timescale is next couple of months if they don't slip. I will keep you posted.	No	
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Debbie Haynes	Implementation						High	Captured in the OxFutures spread sheet	Likely significant - advise stakeholder follow-up	Yes. Debbie. This definitely overlaps with Social housing retrofits - may go beyond what is included in OxFutures (which is just the ECO work). Debbie also runs an energy advisor service - might be worth asking her if there are assumptions about benefits from that - think they will visit all properties over some period.	Yes	Included, but not quantified
Elizabeth Bohun	Plan	Trial roll out from early 2017, full roll out starting 2018	Mar-21				High	Trial of 30 installations of different technologies for assessment in different situations. Then informing roll out of 100 further installations around the city. Could make assumptions about number of electric cars enabled?	Likely significant - advise stakeholder follow-up	Follow up with Lizzie - will overlap with AQAP.	?	Yes
Paul Robinson	Plan						?	Feasibility needs to be understood. Need to understand if this is possible/realistic and might progress.	Need more detail from OCC to see if this is significant.	Follow up with Paul Robinson to see what is available and then take a view on further work. Would be good to include as an enabler if nothing else. Perhaps an estimate would be of a similar scale to the NHS heat project?	?	No

Action ID	Action Name	Action Description	Action Type	Owner	Potential Co-benefits	Oxford Corporate Responsibilities	SEAP Sector	How was the action identified?	What SEAP theme would this action come under?
19	OH Hospitals NHS Trust heat network	Headington District Heating	District heating system	NHS Oxford	Improved energy independence, lower cost of energy	Vibrant sustainable economy	District heating/cooling production	Initial draft action list (provided by OCC 29/1/2016)	
20	Oxford Bus PV Array	Installed PV panels	Local renewable energy generation	Oxford Bus Company	Reduced energy bills	Cleaner greener Oxford	Renewables	Initial draft action list (provided by OCC 29/1/2016)	LCO Pathfinders
21	Oxford City Council - Fleet energy reductions	Fleet energy reductions	Reduced GHG emissions through more efficient transport	Oxford City Council	Health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Initial draft action list (provided by OCC 29/1/2016)	Oxford City Council - Fleet energy reduction
22	Oxford Mini Plant PV Array	3MW solar panel pv array	Local renewable energy generation	Oxford Mini Plant	Reduced energy bills	Cleaner greener Oxford	Renewables	Initial draft action list (provided by OCC 29/1/2016)	LCO Pathfinders
23	Oxfordshire County Council - Fleet energy reductions	Fleet energy reductions	Reduced GHG emissions through more efficient transport	Oxfordshire County Council	Health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Initial draft action list (provided by OCC 29/1/2016)	Oxfordshire County Council - Fleet energy reductions
24	Oxfordshire County Council Emission Reduction Strategies	Own building energy retrofits	Increased energy efficiency	Oxfordshire County Council	Reduced energy bills, improved human health, improved building comfort, improved ambient air quality	Cleaner greener Oxford	Buildings	Suggestion from Oxford SEAP Workshop	Oxfordshire County Council Emission Reduction Strategies
25	Private rented sector energy efficiency	Enable/require private renting sector to at least achieve EPC "E" rating	Private rented sector energy efficiency regulations	Oxford City Council	Reduced energy bills, reduced fuel poverty, improved human health, improved building comfort, improved ambient air quality	Meeting housing needs	Buildings	Suggestion from Oxford SEAP Workshop	
26	Promote increased uptake of biomass	Work to develop biomass energy industry in Oxford	Increased generation of renewable energy	Oxford City Council	Improved energy independence, reduced energy bills	Cleaner greener Oxford	Renewables	Suggestion from Oxford SEAP Workshop	
27	Public sector non-domestic retrofits	Retrofits of schools, civic buildings, hospitals etc.	Increased energy efficiency	Oxford City Council	Reduced energy bills, improved building comfort, improved ambient air quality	Efficient effective Council	Buildings	Suggestion from Oxford SEAP Workshop	Public sector action
28	Rail electrification	Rail electrification	Reduced GHG emissions through more efficient transport	Network Rail and National Government	Health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	

Lead Officer	Phase	Project Start Date	Project End Date	Policy Instrument	Origin of Action	How will this be monitored?	Certainty of Implementation	Notes	Next steps	MB comment	Include in SEAP template?	In SEAP
???	Plan						High	C.f. overlap with LCO. Info from Mark Trumper email: <ul style="list-style-type: none"> • A reduction in annual energy costs of around £2.2 million, resulting in a net guaranteed annual saving over £400,000. • A reduction in the annual carbon footprint of the Trust from 30,000 tonnes to 19,000 tonnes http://www.ouh.nhs.uk/about/energy/default.aspx	Likely significant - advise stakeholder follow-up	Yes - confirming contact with attendee to our annual event this week. Will confirm asap.	Yes	Yes
Luke Marion	Closed						High	Have data from 14-15 emissions reporting exercise. Can probably engage for an update.	Need to understand when this was completed (post 2012?)	Yes - end of 2013. Data is in OxFutures spreadsheet - do you need more?	?	No
Elizabeth Bohun	Implementation						High	Likely marginal savings but can include if data is readily available	Review Carbon Management Plan	Check with Paul re Carbon Management Plan and Lizzie in context of LES. Agree only include if data readily available	?	Yes
	Closed						High	Plant likely to expand, so emissions might actually increase instead	Need to understand when this was completed (post 2012?)	Yes - 2014 I think. http://www.evoenergy.co.uk/case-studies/bmw-mini/ Let us know if you need more info.	?	No
135 ???	Implementation						High	Likely marginal savings but can include if data is readily available	Review Carbon Management Plan	TBC Checking with Inga	?	Yes
Inga Doherty	Implementation						High	Currently planning for their own estate - get city data? Took part in 14-15 emissions reporting exercise	Potentially significant, worth following up?	TBC Checking with Inga	?	Yes
	Idea						?	Need to understand if this is possible/realistic and might progress	Need more detail from OCC to see if this is significant.	Follow up with Debbie as per Leuivalent LES action.	?	No
	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	agree	No	
???	Idea						Low	Need to ensure no double counting with CMP	OCC to consider combining CMP with other public sector initiatives?	Think much of this is covered by the unis, NHS Trust, us and county. So extra work won't add much at this stage. Think this is very useful going beyond 2020 - to ensure commitments to LCO stay relevant.	No	
	Plan						Medium	Scheduled to be complete by 2019. Would need to add rail emissions to BEI/MEI.	Likely significant - advise stakeholder follow-up	Agree	?	Yes

Action ID	Action Name	Action Description	Action Type	Owner	Potential Co-benefits	Oxford Corporate Responsibilities	SEAP Sector	How was the action identified?	What SEAP theme would this action come under?
29	Revolving Green Fund	Revolving Green Fund to allow utility company or other investors to buy existing generation assets. Create revolving CAPEX fund for further projects	Financial mechanism	Oxford City Council	Improved energy independence, lower cost of energy	Vibrant sustainable economy	Renewables	Suggestion from Oxford SEAP Workshop	
30	Smart Grid	Scaling up smart grid (Scale up of project ERIC)	Smart grid	Oxford City Council	Reduced need grid infrastructure updates	Vibrant sustainable economy	Renewables	Suggestion from Oxford SEAP Workshop	
31	Solar assisted air conditioning	Solar assisted air conditioning	Increased generation of renewable energy	Oxford City Council	Improved energy independence, lower cost of energy	Cleaner greener Oxford	Renewables	Suggestion from Oxford SEAP Workshop	
32	University of Oxford Emission reduction strategy	Building retrofits	Increased energy efficiency	University of Oxford Emission reduction strategy	Reduced energy bills, improved mental and physical health from improved indoor temperature	Cleaner greener Oxford	Other (multi-sector)	Suggestion from Oxford SEAP Workshop	University of Oxford Emission reduction strategy
33	Workplace parking levy	Workplace parking levy for vehicles in Oxford City Centre	Reduced GHG emissions through reduced traffic	Oxford City Council	Health benefits of active transport, health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	
34	Charging points for greener taxis	Installation of rapid charging points dedicated to taxis to encourage greener taxis	Reduced GHG emissions through more efficient transport	Oxford City Council	Health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	
35	Chiltern Railways	Improved rail access through Chiltern Railways	Reduced GHG emissions through more public transport	Network Rail and National Government	Health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	
36	City Centre Zero Emission Zone	City Centre Zero Emission Zone	Reduced GHG emissions through more efficient transport	Oxford City Council	Health benefits of active transport, health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	
37	Combined Energy Performance Certification	Evolving MRLA to be "flexible" and enable energy certificate for 5 BOGS at once	Increased energy efficiency	Oxford City Council	Reduced energy bills, improved mental and physical health from improved indoor temperature	Cleaner greener Oxford	Buildings	Suggestion from Oxford SEAP Workshop	
38	Council tax rebate for energy efficient retrofits	Energy efficiency incentives	Increased energy efficiency	Oxford City Council	Reduced energy bills, reduced fuel poverty, improved human health, improved building comfort, improved ambient air quality	Meeting housing needs	Buildings	Suggestion from Oxford SEAP Workshop	
39	Develop a Local Transport Plan Four (LTP4)	Develop a sustainable, low emission transport plan for the city	More overarching approach to transport planning	Oxford City Council	???	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	

Lead Officer	Phase	Project Start Date	Project End Date	Policy Instrument	Origin of Action	How will this be monitored?	Certainty of Implementation	Notes	Next steps	MB comment	Include in SEAP template?	In SEAP
	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	Agree	No	
	Idea						?	Still a pilot, unlikely to be scaled up in time for this revision of the SEAP	N/A	Agree	No	
	Idea						Low	Considered unlikely to be a high priority - leave for now?	N/A	Agree	No	
Tom Heel	Implementation						High	Targetted reductions are about 0.6% of the city's emissions. using a 2005/6 baseline of 65,980 tCO2, the University has set an ambitious target to reduce its carbon emissions by 11% by 2015/16, and 33% by 2020/1	Likely significant - advise stakeholder follow-up	Agree. Can you set out what your ask will be (high level) so I can get Harriet to choose the right team member?	Yes	Yes
	Idea						?			Can see this being included in future but not well developed now.	No	
Elizabeth Bohun	Plan						?			Follow up with Lizzie as above - we will be bidding for funds and apparently the hackney cab fleet is terrible. It's mostly an air quality thing, but she may have sufficient numbers to estimate benefits	?	No
	Idea						Medium	Savings in terms of avoided car journeys would need to be estimated	Likely significant - advise stakeholder follow-up	Is this doable? Are the benefits easily attributable to the city (e.g. if it's avoiding car journeys to the park and ride then city area emissions won't be that high. Think it's interesting but I don't have a feel for what we'll get.	?	Yes
	Idea						?			Won't happen by 2020 and no one knows what it means anyway	No	
								Suggestion from Oxford SEAP Workshop		?????! What on earth does that mean? Google suggests: Malayan Races Liberation Army?	No	
	Idea						?	Need to understand if this is possible/realistic and might progress	Need more detail from OCC to see if this is significant.	Not realistic on timescale	No	
	Plan						?	This is currently being developed by Oxfordshire County Council	Will be hard to quantify savings. Likely measures are captured elsewhere.	Agree	No	

Action ID	Action Name	Action Description	Action Type	Owner	Potential Co-benefits	Oxford Corporate Responsibilities	SEAP Sector	How was the action identified?	What SEAP theme would this action come under?
40	Develop travel plans for companies in city centre	Travel planning for the private sector	Reduced GHG emissions through more public and active transport	Oxford City Council	Health benefits of active transport, health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	
41	Domestic extension planning requirements	Only allow domestic extensions if overall house energy demand is reduced by 15-20%	Increased energy efficiency	Oxford City Council	Reduced energy bills, reduced fuel poverty	Meeting housing needs	Renewables	Suggestion from Oxford SEAP Workshop	
42	Green Leases (Minimum Eenergy Efficiency Standards)	Enable/require Green Leases to be set	Private rented sector energy efficiency regulations	Oxford City Council	Reduced energy bills, reduced fuel poverty, improved human health, improved building comfort, improved ambient air quality	Meeting housing needs	Buildings	Suggestion from Oxford SEAP Workshop	
43	Greening of fleet of major employers	Procurement of efficient vehicles in the private sector	Reduced GHG emissions through more efficient transport	Oxford City Council	Health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	
44	Freight consolidation	Freight consolidation	Reduced GHG emissions through reduced traffic	Oxford City Council	Health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	
45	Improved bike parking at Thornhill P&R	High density cycle parking	Reduced GHG emissions through increased active transport	Oxford City Council	Health benefits of active transport, health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	
46	Increased access for Headington	Improvements to walking, cycling and bus infrastructure in Headington	Reduced GHG emissions through more active transport	Oxford City Council	Health benefits of active transport, health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	
47	Increased bus and cycle priority	Bus and cycle lanes	Reduced GHG emissions through more public and active transport	Oxford City Council	Health benefits of active transport, health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	
48	Large scale bike sharing scheme	Install bike sharing scheme in the city	Reduced GHG emissions through increased active transport	Oxford City Council	Health benefits of active transport, health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	
49	Low Carbon Oxford Partnership	5% rather than 3% yearly reduction by commercial and NGO actors	Reduced GHG emissions through improved resource efficiency	Low Carbon Oxford Partnership	Reduced energy bills, improved human health, improved building comfort, improved ambient air quality	Cleaner greener Oxford	Buildings	Suggestion from Oxford SEAP Workshop	Low Carbon Oxford Partnership
50	Low Carbon Oxford Partnership	Car pools, tree planting, house renovations, thermal imaging etc.	Reduced car use, carbon sequestration, increased energy efficiency, house refurbishments etc.	Community Action Groups	Reduced energy bills, improved human health, improved building comfort, improved ambient air quality	Cleaner greener Oxford	Other (multi-sector)	Suggestion from Oxford SEAP Workshop	Low Carbon Oxford Partnership
51	Micro AD in city	Install micro Anaerobic Digestion Plat in the City	Increased production of biogas	Oxford City Council	Improved energy independence, reduced energy bills	Vibrant sustainable economy	Renewables	Suggestion from Oxford SEAP Workshop	
52	More rapid upgrading of bus fleet	Increasing efficiency of bus engines beyond Euro requirements	Reduced GHG emissions through more efficient transport	Oxford Bus Company and Stagecoach	Health benefits of improved Outdoor AQ	Cleaner greener Oxford	Transport	Suggestion from Oxford SEAP Workshop	

Lead Officer	Phase	Project Start Date	Project End Date	Policy Instrument	Origin of Action	How will this be monitored?	Certainty of Implementation	Notes	Next steps	MB comment	Include in SEAP template?	In SEAP
	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	Agree	No	
	Idea						?	Extension of current scheme which covers buildings > 2,000m2. Need to understand if this is possible/realistic and might progress.	Need more detail from OCC to see if this is significant.	Not sure this is possible. Don't include	?	No
	Idea							Overlap with LES priority R1	Use LES priority R1	agree	No	
	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	Agree	No	
Elizabeth Bohun	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	Maybe - but pick up with Lizzie	No	
139	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	Agree	No	
	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	Agree	No	
	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	Agree	No	
	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	Agree	No	
	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	Agree	No	
Mairi Brookes	Idea							Suggestion from Oxford SEAP Workshop	OCC to decide if this should be progressed	Not realistic on timescale - next major refresh for LCO will be looking beyond 2020.	?	No
Mairi Brookes	Implementation						High	Renewable projects are covered in OxFutures - there isn't a lot of pipeline	Probably not significant savings.	Agree	No	
	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	Agree	No	
	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	Possibly - there is a bid for electric buses and timescale might be within 2020. Me to follow up.	No	

Action ID	Action Name	Action Description	Action Type	Owner	Potential Co-benefits	Oxford Corporate Responsibilities	SEAP Sector	How was the action identified?	What SEAP theme would this action come under?
53	One Public Estate	Shared use of public sector estates	More efficient use of buildings	Oxford City Council	Reduced need for construction of new buildings	Efficient effective Council	Buildings	Suggestion from Oxford SEAP Workshop	
54	Oxford Brookes	Building retrofits	Increased energy efficiency	Oxford Brookes University	Reduced energy bills, improved human health, improved building comfort, improved ambient air quality	Cleaner greener Oxford	Other (multi-sector)	Suggestion from Oxford SEAP Workshop	Low Carbon Oxford Partnership
55	Oxford County Council - LED Lights	Gradual phase-in of LED lights for public lighting	Increased energy efficiency	Oxford County Council	Financial savings from longer bulb-life	Efficient effective Council	Public lighting	Suggestion from Oxford SEAP Workshop	Oxford County Council - LED Lights
56	Oxford ESCo	Develop a local energy market	Increased generation of local renewable energy	Oxford City Council and Energy Companies	Improved energy independence, reduced energy bills	Vibrant sustainable economy	Renewables	Suggestion from Oxford SEAP Workshop	
57	Energy from Waste Incineration	Energy from Waste cineration rather than landfilling MSW	Reduced landfill emissions (methane) through waste incineration	Oxford City Council and Viridor	Energy from Waste generation, Energy security, local job opportunities	Efficient effective Council	Waste	Suggestion from Oxford SEAP Workshop	Other actions: Waste

Lead Officer	Phase	Project Start Date	Project End Date	Policy Instrument	Origin of Action	How will this be monitored?	Certainty of Implementation	Notes	Next steps	MB comment	Include in SEAP template?	In SEAP
	Idea						?	Need to understand if this is possible/realistic and might progress	Need more detail from OCC to see if this is significant.	Too complex given devolution announcement	?	No
Gavin Hodgson	Implementation						High	50% reduction on 2005 by 2020 of scope 1 and 2 emissions	Likely significant - advise stakeholder follow-up	Agree.	Yes	Yes
Inga Dohery	Plan						Medium	Need city-scale data	Likely significant - advise stakeholder follow-up	TBC - checking with Inga	Yes	Yes
	Idea						?	Likely not to manifest in time for this revision of the SEAP	N/A	Agree	No	
Andrew Pau	Implementation	TBC	2014				High	95% of MSW diverted from landfill	Monitor waste flows and increase food waste collection and recycling?	TBC	Yes	Yes

Action	Key Actions	Responsible body	Implementation		Estimated implementation cost (euros)	Estimates in 2020			Action(s) Reference	Notes	
			Start time	End time		Energy savings [MWh/a]	Renewable energy production [MWh/a]	CO2e reduction [t/a]			
	MUNICIPAL BUILDINGS, EQUIPMENT / FACILITIES				0	5,053	-	1,799			
2, 4	Oxford City Council - Own Estate Reductions	Oxford City Council	2012	2020		5,053		1,799	http://mycouncil.oxford.gov.uk/documents/s10939/		
	TERTIARY BUILDINGS, EQUIPMENT / FACILITIES				0	208,495	-	72,193			
1	Low Carbon Oxford Pathfinders - Commercial	Oxford City Council	2012	2020		7,456		2,655	Excludes OCC, NHS and Oxford Bus		
3	LES Priority N3 - Planning for low carbon developm	Oxford City Council	2012	2020		53,786		17,000			
32	University of Oxford	University of Oxford	2012	2020		76,645		27,293			
54	Oxford Brookes University	Oxford Brookes University	2012	2020		8,785		3,128			
19	NHS - Lighting retrofit	NHS Trust	2012	2020		859		408			
N3	Building Regs 2010	National Policy	2010	2020		16,216		5,774			
N7	Building Regs 2013	National Policy	2013	2020		654		233			
N29	Products policy	National Policy	2009	2020		25,194		8,971			
N40	Smart Metering	National Policy	2012	2020		5,675		2,021			
N19	ESOS	National Policy	2016	2020		1,745		621			
N24	ND RHI	National Policy	2012	2020		4,670		1,663			
N13	CRC	National Policy	2012	2020		3,563		1,269			
N33	PRS Regulations	National Policy	2016	2020		3,247		1,156			
	RESIDENTIAL BUILDINGS				0	84,400	-	24,090			
5	OCC Private Housing Energy Efficiency Measures	Oxford City Council	2012	2020		162		63			
7	OCC Social Housing Energy Efficiency Measures	Oxford City Council	2012	2020		720		206			
N6	Building Regs 2010	National Policy	2012	2020		19,569		5,582			
N10	Building Regs 2013	National Policy	2014	2020		308		88			
N32	Products policy	National Policy	2012	2020		33,794		9,639			
N41	Smart Metering	National Policy	2012	2020		13,176		3,758			
N16	Domestic RHI	National Policy	2012	2020		8,378		2,390			
N17	ECO/Green Deal	National Policy	2014	2020		8,278		2,361			
50	Low Carbon Oxford North Housing Refurbishment	Community Group	2012	2020		16		5			
	PUBLIC LIGHTING				0	68	-	32			
55	Oxford County Council - LED Lights	Oxfordshire County Council	2015	2020		68		32			
	INDUSTRY				0	8,420	-	2,998			
1	Low Carbon Oxford Pathfinders - Industrial	Private Sector	2012	2020		3,217		1,146	Excludes BMW (PV savings)		
N4	Building Regs 2010	National Policy	2012	2020		1,370		488			
N8	Building Regs 2013	National Policy	2014	2020		10		4			
N30	Products policy	National Policy	2009	2020		714		254			
N20	ESOS	National Policy	2016	2020		419		149			
N25	ND RHI	National Policy	2012	2020		2,491		887			
N14	CRC	National Policy	2012	2020		81		29			
N34	PRS Regulations	National Policy	2016	2020		118		42			
	TRANSPORT				0	88,560	-	21,759			
35	Chiltern Railway Cowley Branch	Chiltern Railways	2018	2020		2,760		675			
12	Low emissions Zone	Oxford City Council	2014	2020		10,808		2,719			
17	Go Ultra Low	Oxford City Council	2016	2020		151		37			
28	Train Electrification	National Rail	2019	2020		2,283		574			
21	Oxford City Council - Fleet energy reduction	Oxford City Council	2012	2020		2,505		613			

N38	Road biofuels (RTFO 8%)	National Policy	2017	2020		25,799	6,313	
N39	Road vehicle efficiencies	National Policy	2012	2020		44,248	10,827	
50	Low Carbon Oxford North Electric Vehicle Summert Community Group		2012	2020		5	1	
LOCAL ELECTRICITY PRODUCTION					0	-	3,652	1,900
6	Community renewable energy schemes	Oxford City Council	2015	2020		796	378	
6	Project ERIC	Project ERIC	2015	2020		175	83	
20	Oxford Bus Company PV Installation	Oxford Bus Company	2013	2014		120	64	
22	BMW PV Installation	BMW	2012	2013		2,560	1,374	
LOCAL HEAT/COLD PRODUCTION					0	36,433	-	10,392
19	NHS Energy Link	NHS Trust	2017	2020		36,433	10,392	
OTHER					0	-	-	11,585
57	Waste Incineration and Recycling	Viridor and Oxford City Coun	2014	2020		-	11,583	
50	Low Carbon Oxford Group Tree Planting West Oxfc Community Group		2012	2020			1	
TOTAL					-	431,429	3,652	146,749

<http://www.ouh.nhs.uk/about/energy/default.aspx>

<https://viridor.co.uk/our-operations/energy/energy->

	Absolute Saving (TCO2e)	Percentage Saving
BEI	1,022,585	
MEI	891,481	
Saving 2005 - 2012	131,104	12.8%
BAU Savings 2012 - 2020	- 8,231	-0.8%
Projected Savings from Actions 2012-2020	146,749	14.4%
Total Projected Savings 2005-2020	269,622	26.4%
Target Saving (LES)	306,775	30.0%

Policy ID	Policy group name2	Sector	Stage	Description	Included EI	Start Date	End Date	Saving in		
								Saving in 2020 (ktCO2e)	2012 (ktCO2e)	Net Savings 2013 - 2020 (ktCO2e)
N1	Afforestation policies	Agriculture	Implemented	2009 LCTP or later policies total	N/A	2013	2030	-	-	-
N2	Agriculture action plan	Agriculture	Implemented	2009 LCTP or later policies total	N/A	2014	2030	-	-	-
N3	Building Regs 2010	Commercial Services	Implemented	2009 LCTP or later policies total	No	2012	2030	6.65	0.88	5.77
N4	Building Regs 2010	Industry	Implemented	2009 LCTP or later policies total	No	2012	2030	0.57	0.09	0.49
N5	Building Regs 2010	Public Services	Implemented	2009 LCTP or later policies total	Yes	2012	2030	-	-	-
N6	Building Regs 2010	Residential	Implemented	2009 LCTP or later policies total	No	2012	2030	6.50	0.92	5.58
N7	Building Regs 2013	Commercial Services	Implemented	2009 LCTP or later policies total	No	2014	2030	0.23	-	0.23
N8	Building Regs 2013	Industry	Implemented	2009 LCTP or later policies total	No	2014	2030	0.00	-	0.004
N9	Building Regs 2013	Public Services	Implemented	2009 LCTP or later policies total	Yes	2014	2030	-	-	-
N10	Building Regs 2013	Residential	Implemented	2009 LCTP or later policies total	No	2014	2030	0.09	-	0.09
N11	CERT+20% & Extension	Residential	Implemented	2009 LCTP or later policies total	Yes	2010	2030	-	-	-
N12	CESP	Residential	Implemented	2009 LCTP or later policies total	Yes	2011	2030	-	-	-
N13	CRC	Commercial Services	Implemented	2009 LCTP or later policies total	Partial	2011	2030	1.53	0.26	1.27
N14	CRC	Industry	Implemented	2009 LCTP or later policies total	Partial	2011	2030	0.03	0.01	0.03
N15	CRC	Public Services	Implemented	2009 LCTP or later policies total	Yes	2011	2030	-	-	-
N16	Domestic RHI	Residential	Implemented	2009 LCTP or later policies total	No	2012	2030	2.42	0.03	2.39
N17	ECO/Green Deal	Residential	Implemented	2009 LCTP or later policies total	Partial	2013	2030	2.36	-	2.36
N18	EPBD	Commercial Services	Scrapped?	2009 LCTP or later policies total	N/A	-	-	-	-	-
N19	ESOS	Commercial Services	Planned	2009 LCTP or later policies total	Partial	2016	2030	0.62	-	0.62
N20	ESOS	Industry	Planned	2009 LCTP or later policies total	Partial	2016	2030	0.15	-	0.15
N21	LSTF	Transport	Implemented	2009 LCTP or later policies total	Yes	2011	2030	-	-	-
N22	ND Green Deal	Commercial Services	Scrapped?	2009 LCTP or later policies total	N/A	-	-	-	-	-
N23	ND Green Deal	Industry	Scrapped?	2009 LCTP or later policies total	N/A	-	-	-	-	-
N24	ND RHI	Commercial Services	Implemented	2009 LCTP or later policies total	Partial	2013	2030	1.66	-	1.66
N25	ND RHI	Industry	Implemented	2009 LCTP or later policies total	Partial	2013	2030	0.89	-	0.89
N26	ND RHI	Public Services	Implemented	2009 LCTP or later policies total	Yes	2013	2030	-	-	-
N27	ND RHI	Waste	Implemented	2009 LCTP or later policies total	N/A	2013	2030	-	-	-
N28	New CCAs	Industry	Scrapped?	2009 LCTP or later policies total	N/A	-	-	-	-	-
N29	Products policy	Commercial Services	Implemented	2009 LCTP or later policies total	Partial	2009	2030	11.02	2.05	8.97
N30	Products policy	Industry	Implemented	2009 LCTP or later policies total	Partial	2009	2030	0.30	0.05	0.25
N31	Products policy	Public Services	Implemented	2009 LCTP or later policies total	Yes	2009	2030	-	-	-
N32	Products policy	Residential	Implemented	2009 LCTP or later policies total	No	2009	2030	12.88	3.24	9.64
N33	PRS Regulations	Commercial Services	Planned	2009 LCTP or later policies total	Partial	2016	2030	1.16	-	1.16
N34	PRS Regulations	Industry	Planned	2009 LCTP or later policies total	Partial	2016	2030	0.04	-	0.04
N35	PRS Regulations	Public Services	Planned	2009 LCTP or later policies total	Yes	2016	2030	-	-	-
N36	PRS Regulations	Residential	Planned	2009 LCTP or later policies total	Yes	2016	2030	-	-	-
N37	Rail electrification	Transport	Implemented	2009 LCTP or later policies total	Yes	2013	2030	-	-	-
N38	Road biofuels (RTFO 8%)	Transport	Planned	2009 LCTP or later policies total	No	2017	2030	6.31	-	6.31
N39	Road vehicle efficiencies	Transport	Implemented	2009 LCTP or later policies total	No	2010	2030	12.47	1.64	10.83
N40	Smart Metering	Commercial Services	Implemented	2009 LCTP or later policies total	Partial	2012	2030	2.11	0.09	2.02
N41	Smart Metering	Residential	Implemented	2009 LCTP or later policies total	No	2012	2030	3.80	0.05	3.76
N42	SME & SALIX Loans	Public Services	Planned	2009 LCTP or later policies total	Yes	2016	2030	-	-	-
N43	Zero Carbon Homes	Residential	Implemented	2009 LCTP or later policies total	N/A	2014	2030	-	-	-

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**Performance Summary
Scrutiny Committee**

Green = target met
Amber = within tolerance
Red = outside tolerance

Trends compare relative performance with
Prd: previous month

Prev Year End: previous March

Sep-2016

Year on Year: the same period from the previous year

Measure		Owner	Result 2015/16	Latest Data		Year End Target 2016/17	RAG	Trends			Comments
Ref	Description			Target	Result			Prd	Prev Year End	Year on Year	
An Efficient and Effective Council											
BI002a	BI002a: The number of training places and jobs created as a result of Council investment and leadership	Nigel Kennedy	466 Number	0 Number	7 Number	0 Number	R	→	↗	↗	No new jobs created this month.
BI002b	BI002b: The number of Council apprenticeships created through Council investment for those who live in Oxford	Simon Howick	22 Number	0 Number	25.00 Number	0 Number	R		↘	↘	25 Local apprentices working within the council.
CS001	CS001: The % of customers satisfied at their first point of contact	Helen Bishop	81.95%	82.00%	87.47%	82.00%	G	↗	↗	↗	Customer satisfaction results in September achieved 90.28% satisfaction, an increase of 3.51% compared to August. This has increased our year to date to 87.52%. 1468 telephony customers (8% of our answered calls) provided feedback and rated satisfaction at 99.18%. 40 face to face customers rated satisfaction at 90%. 405 customers surveyed the Web and satisfaction increased by 4.44% to 58.02%. Positive ratings (310) were received for the following on-line services - Pest Control (wasps) (9%), St Giles' Fair (7%), Pay to Stay (6%), Negative ratings (277) - The main trends were: Contact us (10%), Capita Connect outage (5%), Parking fines payments outage (3% - on 14 September only)
FN033	FN033: Delivery of the council's cost savings and income targets	Nigel Kennedy	Not Recorded	879,000 Number	867,000 Number	1,758,000 Number	A	↗			Efficiency savings on target for the full year, and some of these have been achieved in full in the first quarter to show a positive position at this point.
WR001	WR001: Number of people moved into work by the Welfare Reform Programme	Paul Wilding	45 Number	18 Number	22 Number	39 Number	G	↗	↘	↘	Performance has been better than expected for the first two quarters. This is due to the continuing buoyancy of the employment market, and the good range of entry level jobs that are available for our customers.

BIT019i	BIT019i: % all contact carried out online	Helen Bishop	26.3%	28.2%	31.1%	30.0%	G	↗	↗	↗	Although online transactions in September rose by a further 3.7%, call volumes rose by 9% and visits by 7% leading to a small fall in monthly online performance. Year to date performance, however, has continued to rise
BIT021	BIT021: Number of authorised procurement practitioners in Service Areas	Caroline Wood	22 Number	22 Number	31	35 Number	G	→	↗	↗	31 Practitioners have completed the programme.
CE001	CE001: Car Park income received against target for the year	Roy Summers	£7,307,609	£3,499,884	£3,590,252	£6,339,738	G	↗	↘		Income received from parking is £90k higher than budget expectation. Most car parks are performing slightly better than forecast, with the notable exceptions being Summertown, Ferry Pool and Peartree. The decline in usage at these sites can be attributed to the roadworks in the north of the city. These have now been completed and therefore we would expect to see a gradual increase in performance in this area. In the city centre, Oxpens is still not performing to the level expected. However, permit sales continue to increase and it is hoped that this initiative will stem any further decline
CE002	CE002: Commercial property income received against target for the year	Jane Winfield	£11,702,773	£4,440,000	£7,993,173	£9,000,000	G	↗	↘	↘	The figure is the total amount of all invoices raised for the current year in respect of the commercial portfolio. Whilst Finance can provide a figure for income received which includes VAT, they are not currently able to provide a figure for income excluding VAT.
CH001	CH001: Days lost to sickness	Simon Howick	6.81 days	3.00 days	3.44 days	6.00 days	R	↘	↗	↘	Two service areas (DS and L&G) are above the council's target for sickness absence. Long term sickness absence cases are being activity managed by the line managers and the relevant HR BP under the council's Attendance Management Policy.
CS025	CS025: Percentage of Business Rates Collected	Tanya Bandekar	98.32%	57.00%	57.29%	99.00%	G	↗	↘	↘	By 30/09 we had collected 57.29% of the 2016/17 Business Rates debit. We had collected £258k above the end of Sept profiled target (57%). Last year's equivalent result was 58.18% but we do have more ratepayers who have elected to pay by 12 monthly instalments and thus will receive more cash in Feb and March than in previous years.
CS054	CS054: Time taken to determine DHP applications	Paul Wilding	7 Working Days	10 Working Days	11 Working Days	Not Set	A	↗	↘	↘	DHP processing times are within target on monthly basis but are still over for the year due to ICT issues in April
LG002	LG002: Achieve the electoral registration household registration rate	Lindsay Cane	96.90%	0.00%		96.00%	G	→	↘	↘	This target produces a single result which is reported at March 2017.
LP187	LP187: Effective delivery of the capital programme: >80% of development milestones achieved	Ian Brooke	86%	86 %	87%	86 %	G	↗	↗	↗	We have delivered the Cutteslowe Lower Pavillion project in September and are just starting the Quarry Pavillion project. Cutteslowe Splash feature is on target for completion in November.
BV009	BV009: Percentage of Council Tax collected	Tanya Bandekar	97.61%	57.00%	56.78%	98.20%	A	↗	↘	↘	The collection rate for the 2016/17 Council Tax had moved on to 56.78% by 30/09. In collection terms we had collected £176k under

											the 30/09 profiled target of 57.0%. The equivalent result 12 months ago was 57.01%. We have awarded a new enforcement contract to take effect from 01/09 and this should see us getting back on track.
CS003	CS003: Customers getting through first time on Councils Main Service lines	Helen Bishop	91.50%	95.00%	90.37%	95.00%	R	↘	↗	↘	<p>We were offered 21,129 calls into the Contact Centre in the month which was 1767 calls higher but overall 461 calls less than the same period last year. September has been the 2nd highest volume of calls we received this year. We answered 19094 of them (90.37%) and we are now tracking at 92.48% YTD. Single Person Discount letters continued to generate high volumes of Council Tax and Benefits calls as we received 4561 Council Tax and 1855 Benefits calls, 2nd highest volumes for these services this year. The gas servicing letters also generated a high volume of Repairs calls we received 5044 calls, again 2nd highest volume for Repairs this year. Compared to the previous month we also saw increases to Elections (186 more), Pest & Dog (62 more), Street Services (176 more) and Tenancy (181 more). General Enquiries was the only area that substantially reduced by 146 calls.</p> <p>Face to Face Service - St Aldates saw 1497 customers in September and Templar Square 1305, an overall increase of 187 customers compared to last month and a decrease of 457 visits compared to the same period last year. Housing Benefit saw the most enquiries this year to date with 38% of visits followed by Housing Register 21%, Council Tax 13% and Landlord Services visits 6%. 97.7% of customers who had an appointment were seen within 5 minutes of arrival.</p> <p>We had a successful recruitment campaign and have filled all vacant roles. 5 Full Time and 1 Part-Time Customer Service Officers are due to start in October. To mitigate against the reduction in resource during the recruitment and initial training period we have taken on 2 Temporary members of staff for 2 months.</p>
LP208	Town Hall Income	Ian Brooke	Not Recorded	£280,000	£291,000	£582,000	G	↗			Profile budget is -£229k and actual is -£291k, this is -£63k ahead. The Room Hire is up £27k and savings have been made elsewhere.
WR002	Customers supported to remove barriers to employment	Paul Wilding	Not Recorded	96 Number	60 Number	234 Number	R	↗			2 primary reasons this is not being met is that caseworkers do not have a common understand & consistent approach to recording (this will be discussed at caseworker meeting) & that team caseload includes a large number of people who will be affected by new benefit cap but who have not yet made quantifiable progression towards employment
WR003	Customers supported to improve financial capability	Paul Wilding	Not Recorded	45 Number	50 Number	100 Number	G	↗			A lot of work in this area has been undertaken with customers likely to be affected by the lower Benefit cap which is rolled out from November 2016. Engagement has been higher than expected leading to overachievement in this measure.
Cleaner Greener Oxford											

ED002	ED002: Implementation of measures to reduce the city council's carbon footprint by 5% each year	Paul Robinson	637 Tonnes	80 Tonnes	36 Tonnes	248 Tonnes	R	→	↓	↓	Covered Market LED lighting upgrade preparations (target completion end Dec - 30tCO2); Leys Pools boiler upgrade commenced (target completion 30 Oct - 40tCO2); Tower Blocks LED lighting upgrades in progress; Investigations in to potential for Solar Car ports feeding large site loads (eg Leys Leisure centre) towards trial install. Bill validation savings - April – September 2016: 107 closed queries with a total saving value of £92,386.99
NI191	NI 191: The amount of non-recyclable waste produced in the city per household decreases each year	Geoff Corps	409.50 kgs	213.80 kgs	196.45 kgs	423.00 kgs	G	↓	→	→	Lots of work is being carried out to reduce refuse waste and increase recycling across the city
NI192	NI192 Household waste recycled and composted (YTD)	Geoff Corps	46.90%	46.00%	50.50%	47.50%	G	→	→	→	Lots of work is being carried out to reduce refuse waste and increase recycling across the city
LP205	Number of environmental enforcement activities	Ian Brooke	Not Recorded	600 Number	24 Number	1,200 Number	R	→			Team was down to 3 in September due to AL and unexpected sickness.
NI195a	NI195a Percentage of streets with litter levels that fall below Grade B (YTD)	Geoff Corps	0.00%	1.75%	0.00%	1.75%	G	→	→	→	Year to date 0 out of 480 streets inspected were below grade B. In September none of the 80 streets were below grade B
NI195b	NI195b Percentage of streets with detritus levels falling below Grade B (YTD)	Geoff Corps	0.42%	3.00%	0.00%	3.00%	G	→	→	→	Year to date 0 out of 480 streets inspected were below grade B. In September none of the 80 streets were below grade B
NI195c	NI195c Percentage of streets with Graffiti levels falling below Grade B (YTD)	Geoff Corps	0.21%	1.00%	0.00%	1.00%	G	→	→	→	Year to date 0 out of 480 streets inspected were below grade B. In September none of the 80 streets were below grade B
Meeting Housing Need											
PR002	PR002: Proportion of appeals allowed % on major developments averaged over 2 years	Patsy Dell	Not Recorded	0 %		Not Set	R				Over the past 2 years the Council has had 4 major planning appeals decided by the Planning Inspectorate. Of those appeals 3 were dismissed and 1 allowed equating to 75 % of major appeals being dismissed, 25% being allowed. Planning & Regulatory Services are reviewing how planning appeals are managed and decisions analysed so that more informative data can be reported councillors and lessons from decisions used to improve performance.
NI157a	NI 157a Processing of planning applications as measured against targets for major application types	Patsy Dell	74.0%	70.0%	85.0%	Not Set	G	↓	→		Performance above target

NI157b	NI 157b Processing of planning applications as measured against targets for minor application types	Patsy Dell	66.0%	70.0%	45.0%	Not Set	R	↘	↘	↘	A 'final disposal' exercise recently started to remove all determined applications that had, for a variety of reasons not been removed from the database over a number of years. This may have caused a temporary adverse impact of the performance figures.
NI157c	NI 157c Processing of planning applications as measured against targets for other application types	Patsy Dell	68.0%	80.0%	52.0%	Not Set	R	↘	↘	↘	A 'final disposal' exercise recently started to remove all determined applications that had, for a variety of reasons not been removed from the database over a number of years. This may cause a temporary adverse impact of the performance figures.
Strong and Active Communities											
LP119	LP119: The number people taking part in our youth ambition programme	Ian Brooke	6,640 Number	4,000 Number	4,206 Number	5,500 Number	G	↗	↘	↗	This period has included the main holiday activities for young people over the summer. This has been very successful in bringing the overall total above target. Examples of this include the 'on capacity' holiday schemes at East Oxford and Northway and the Streetsport sessions.
NI008	NI008 The % increase in the number of adults taking part in sport as measured by Sport England's Active People Survey	Ian Brooke	31.5%	31.8%	31.8%	31.8%	G		↗	↗	We are within tolerance but slightly below target. Oxford is now the most active district within the County.
PC027	PC027: Increase the Number of people engaging with the Council's social media accounts	Gerry McIlwaine	2,500 Number	420 Number	106,239 Number	420 Number	G	↗	↗	↗	We are consolidating the City Council's social media accounts. During the last month, we closed 10 accounts. We are planning to close further accounts over the next month.
PC004	PC004: Grow level of active participation in dance through programme of events	Claire Thompson	9,485 Number	2,600 Number	4,037 Number	7,200 Number	G	↗	↘	↗	DFP – 60 September figures relates to Dance for Parkinson's participation activity. The highest levels of participation occur in July, October and March. This means the remaining months will have lower figures due to the overall annual scheduling of events/projects.
Vibrant and Sustainable Economy											
BI001	BI001: The % of Council spend with local business	Caroline Wood	64.90%	0.00%	40.60%	52.00%	R		↗	↗	Local spend continues to represent spend that has been directly commissioned by the Council, i.e. not related to any sub-contractors such as those on the Tower Block Refurbishment contract as there has not been any more local (within 25 miles) since the start of the year. The spend does not include spend associated with the Reed contract as the invoice for September has been delayed.

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To: City Executive Board

Date: 15 December 2016

Report of: Scrutiny Committee

Title of Report: Air Quality

Summary and Recommendations

Purpose of report: To present the recommendation of the Scrutiny Committee on Air Quality

Scrutiny Lead Member: Councillor Andrew Gant, Chair of Scrutiny

Executive lead member: Councillor John Tanner, Board Member for A Clean and Green Oxford

Recommendation of the Scrutiny Committee to the City Executive Board:

That the City Executive Board states whether it agrees or disagrees with the six recommendations set out in the body of this report.

Introduction

1. The Scrutiny Committee prioritised the issue of air quality for consideration during the 2016/17 council year and requested a report from the Council's Air Quality Officer to support a discussion at the 7 November 2016 Scrutiny Committee meeting. The Committee would like to thank Councillor John Tanner and Ian Halliday for providing an excellent report and supporting this discussion.

Summary and recommendation

2. The Board Member and Air Quality Officer explained that significant progress was being made in improving air quality in the City but that further action was needed. More information about air pollution is available than ever before and public awareness of the impacts of air pollution on health are increasing. They explained there needed to be a shift to zero emission transport in the City as hybrid buses, taxis and freight still produced diesel emissions.

3. The Committee asked a question about the implications of a recent High Court ruling which ruled that the Government failed to comply with EU targets on air quality. The Air Quality Officer advised that the Department for Environment, Food and Rural Affairs (DEFRA) had indicated that their broad air quality framework and current targets would remain in place post-Brexit. It was stated that DEFRA was likely to look to increase the number of Clean Air Zones being implemented in UK cities, but that plans for a zero emissions zone in Oxford already went further. Government has also indicated that any EU fines in relation to non-compliance of EU targets could be passed down to local authorities. The Committee suggest that, in the event of a future weakening of air quality targets in the UK, the Council should continue to work to the current EU targets.

Recommendation 1 – That the City Council continues to seek to comply with the current EU air quality targets in the event that the UK Government chooses to introduce less-stringent targets after leaving the EU.

4. The Committee commented that the Low Emissions Zone (LEZ) in Oxford City Centre was not well publicised by signage. The Committee heard that the LEZ only applies to buses and while the bus companies were fully aware, more could be done in terms of wider awareness-raising.

Recommendation 2 – That the City Council should promote and raise public awareness of initiatives to improve air quality in Oxford such as the Low Emissions Zone.

5. The Committee commented that there were no smokeless obligations or restrictions on boat emissions in the City Centre area. Currently data is not available to evidence the level of impact of emission from boats. The Committee suggest that measures are needed to determine if emissions from boats are found to be in breach of air quality targets. If this is found to be the case the Council should work in partnership with the Canal and Rivers Trust and press for the introduction of appropriate measures.

Recommendation 3 – That the City Council gathers empirical evidence of the impacts of boat emissions on air quality and works in partnership with partners to identify solutions.

6. The Committee noted that there was a growing body of evidence that planting trees can help to reduce nitrogen dioxide concentrations and noted that the Council could draw on local expertise in this field. The Air Quality Officer agreed and said this was something that could be looked at. The Committee suggest that further consideration should be given to the case for tree planting to offset emissions and whether tree planting could be included in the Council's Air Quality Action Plan.

Recommendation 4 – That further consideration is given to whether tree planting should form part of the City Council's approach to improving air quality in Oxford.

7. The Committee examined air quality data at various locations in the City for 2011 to 2015 and questioned why, following a trend of steadily improving data, air

quality appeared to have deteriorated in 2015 at various locations. The Committee heard that the monitoring data was considered to be accurate to within plus or minus 25%, so the 2015 rises were generally within the margin of error. However, it was expected that prolonged roadworks close to some monitoring locations had had a significant impact on air quality in those areas.

8. The Committee noted that St. Clements was one area where, even allowing for the margin of error, the monitoring data for nitrogen dioxide had consistently exceeded targets. The Air Quality Officer agreed that the data indicated that this was one of the worst areas in the City for air quality due to heavy traffic, frequent bus movements, a lack of alternative routes and its geographical position. He said that the department had tried but been unsuccessful in seeking funding for additional monitoring at St. Clements. The City continued to raise concerns with the transport authority, Oxfordshire County Council. The Committee suggest that urgent action is needed at St. Clements in particular, perhaps supported by an area-specific action plan.

Recommendation 5 – That the City Council works with the Transport Authority in order to achieve air quality objective levels in the worst areas (e.g. St. Clements).

9. The Committee noted the need for effective partnership working with the County Council as the local transport authority. Transport accounts for 75% of emissions, so transport policy and strategy will have the biggest impact on air quality. The Committee heard that a lot of work had gone into working with the County to reduce emissions from buses and that further air quality improvements required commitment and continued pressure from the City Council.
10. The Committee questioned what impact the opening of the redeveloped Westgate Shopping Centre was expected to have on air quality. The Air Quality Officer said he had reviewed the air quality impact assessments for the new Westgate Centre and there was likely to be an increase in nitrogen dioxide concentrations at a specific location. This had resulted in the developers being required to implement mitigation measures. Modelling future air quality was difficult to do and it was now becoming generally recognised that some projections had included very optimistic assumptions about the impacts of new technologies on emissions levels and air quality, as evidenced by the VW emissions scandal.
11. The Board Member expressed concern about the transportation of shoppers to and from the new Westgate Shopping Centre. He said that his preference was for fast buses to and from park and rides or slightly further afield.

Recommendation 6 – That the City and County Council encourage shoppers to utilise sustainable methods of transport when the Westgate Shopping Centre reopens in autumn 2017.

12. Other lines of inquiry pursued by the Committee included the impacts and take up of additional cycle parking at park and ride sites, controls around wood burning stoves, the prevalence of volatile organic compounds in the City and whether

additional monitoring would take place during a major road scheme in Headington. The Committee noted that people would be forced to consider whether journeys through Headington were really necessary and that people tended to be exposed to the highest levels of nitrogen dioxide when in their vehicles, rather than when walking or cycling. The Committee also voiced support in principle for the introduction of a Workplace Parking Levy.

Further consideration

13. The Committee agreed to revisit the issue of air quality within the next six months or so and to invite representatives of the County Council to that discussion.

Name and contact details of author:-

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List of background papers: None
Version number: 1.0

MINUTES OF THE SCRUTINY COMMITTEE

Monday 7 November 2016



COUNCILLORS PRESENT: Councillors Gant (Chair), Azad, Chapman, Coulter, Fry, Henwood, Pegg, Simmons, Taylor, Tidball and Wilkinson.

BOARD MEMBERS PRESENT: Councillor Susan Brown (Customer and Corporate Services), Councillor Alex Hollingsworth (Planning and Regulatory Services) and Councillor John Tanner (A Clean and Green Oxford)

OFFICERS PRESENT: Mark Jaggard (Planning Policy Manager), Rebekah Knight (Planner), Paul Wilding (Programme Manager Revenue & Benefits), Neil Lawrence (Digital Development Manager), Andrew Brown (Scrutiny Officer) and Sarah Claridge (Committee Services Officer)

52. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hayes.

53. DECLARATIONS OF INTEREST

There were no declarations of interest made.

54. WORK PLAN AND FORWARD PLAN

The Chair presented the report.

Work Plan

The Committee reviewed and noted the following changes in its work plan for the 2016/17 council year.

The Scrutiny Officer advised the Committee that:

- The Sustainability Strategy (listed for scrutiny in December) has slipped.
- Workplace Parking Levies (listed for scrutiny in February) will come forward once the County have proposals to consult on. In November their Cabinet agreed to develop proposals.
- Instead of an update on the work of the Health & Wellbeing Board, the Board Member has suggested that Scrutiny looks at their Health Inequalities report and

consider areas the City could take forwards. This may require a one-off Panel meeting in the new year.

The Committee agreed to scrutinise the Health Inequalities report as suggested.

Cllr Chapman asked about when the language schools panel would start, the Scrutiny Officer said that the Committee had commissioned a report and depending on the outcomes of it a review panel would be formed in February or March 2017.

Standing Panels

Cllr Henwood updated the Committee on the work of the Housing Panel. The Panel has a meeting on Wednesday –with Oxford and Brookes Universities to discuss student numbers and HMOs.

Cllr Tidball updated the Committee on the work of the Devolution Review Group. The group met last Monday with the chair of OxLEP, the devolution report authors and the Head of Planning and Regulatory to discuss the infrastructure needs of Oxfordshire. The next meeting is scheduled for 16 November and will focus on social care.

Forward Plan

The Committee requested the Commissioned Advice Strategy from the Forward Plan.

55. REPORT BACK ON RECOMMENDATIONS

The Chair presented the report on recommendations.

All recommendations from the last meeting were agreed with one partial – Recommendation 2 on Tree Management Policy.

The Committee noted the report.

56. ANNUAL MONITORING REPORT (AMR) 2015/16

Cllr Hollingsworth, Board member for Planning and Regulatory Services presented the report. The Annual Monitoring Report (AMR) covers a wide range of indicators, the interesting ones have been highlighted in the officer's report. The AMR is a statutory requirement and will influence the local plan review by determining whether policies need to be revised or retained.

The Committee discussed student numbers and student build accommodation.

- The Council's policy is to allow only 3,000 students from each university living outside of student accommodation. Brookes currently has 3,700 students living outside of student accommodation.

- Student accommodation is defined in the Local Plan as being accommodation fully owned and run by Brookes or Oxford universities. It also includes long leased properties which are managed by the universities.
- The policy does not extend to language schools or other education institutes in the city. The Council attempted to include these at the last review of the Local Plan but it was blocked by the inspector.
- The penalty for exceeding this policy is that the Council will add a Grampian condition on all University planning applications that specify that the new academic buildings can't be occupied until the number of students living in private accommodation are down.
- The growth in university numbers means that the Council will have to refine its policy. It might not be appropriate to continue to group graduate and post graduate students together.
- Brookes University's proposal to differentiate students into type is interesting and needs to be considered as we need a policy that is fit for the next 20 years.
- Student accommodation needs at other academic institutions in the city will also be considered during the review of the Local Plan.
- The Council has commissioned work with Cambridge City Council to review the growth of academic institutes which will help inform future policies.

Cllr Wilkinson asked if indicator 33: Traffic growth at inner and outer cordons was relevant? The Planning Policy Officer explained that the data comes from Oxfordshire County Council and the City Council can't influence it but it does provide context for other policies. The Committee decided to query the need of this indicator with the City Executive Board.

Cllr Wilkinson asked whether the Council record the numbers of pubs that have shut and been subject to a change of use. The Planning Policy Manager explained that the Council doesn't keep a list of pubs lost but if members want us to record this, the current policy is that we would stop monitoring one of the other indicators as the fewer indicators the more useful the document.

Cllr Wilkinson asked about the promotion of self-build in the city. Self-build is promoted on the Council's website but there is not a lot of interest in the city as there are few sites available.

Cllr Simmons asked why the Council had failed to meet retail targets. Cllr Hollingsworth explained that the Government has made a number of changes to how we manage retail in the local plan. It is now very difficult to prevent shifts from one use to another as permitted development rights have increased. The Council will have to consider alternative ways to manage retail.

Cllr Chapman asked if there was a reason for the increase in retrospective HMOs applications. Cllr Hollingsworth explained that the number of HMOs hasn't changed significantly but the increase in planning applications might be that more people are realising they need a planning application to create an HMO.

Cllr Taylor asked what defined a household and where do single people sit?

Do we monitor how long people stay homeless or in temporary accommodation? The Planning Policy Manager said that that information had come from the Housing department and he would send Cllr Taylor the information on housing accommodation.

The Chair asked about the viability of applying the Council's affordability housing policy on small developments. The Planning Policy Manager said that the legal challenge had been on the policy's effect on the economic viability of schemes not the principle of our policy.

Cllr Coulter asked about the supply of short stay accommodation. Tourists are hampered by the high cost of accommodation in Oxford which means they tend to come for the day rather than stay overnight. If we could attract fewer tourists that stayed longer and spent more it would be a win win.

Cllr Wilkinson asked about affordable housing figures and whether the right sort of housing with the right number of bedrooms was being built?

The Planning Policy Manager said that affordable housing was on the rise across the city with a good mix of homes being built. We will be reviewing the affordable housing proportions as part of the Local Plan review. However it hasn't been that long since they were agreed.

Cllr Simmons queried the results of indicator 26 Natural Resources impact Analysis as some of the developments listed were not using renewal energy as they were using air source pumps which rely on electricity. The target needs to change to include low carbon energy as well or the performance indicator needs to be changed to amber.

Cllr Hollingsworth said he would review the indicator and amend appropriately.

The Scrutiny Committee agreed the following recommendation to CEB

That clarity should be provided as to whether indicator 26: Natural Resources Impact Analysis includes low carbon as well as renewable energy, and that the wording of the target or the RAG status is amended accordingly.

That consideration is given to whether or not indicator 33: Traffic growth at inner and outer cordons should be included in future Annual Monitoring Reports, and that reasons are provided either way.

57. AIR QUALITY

Cllr Tanner, Board member for A Clean and Green Oxford presented the report. He explained that progress was being made in improving air quality in the city but that further action was needed. The Air Quality Officer explained that public awareness of the impacts of air pollution on health was increasing. There needed to be a shift to zero emissions in the city as hybrid buses still produced diesel emissions.

The Committee asked about the implications of a recent Client Earth court ruling. The Air Quality Officer advised that the Department for Environment, Food and Rural Affairs (DEFRA) had indicated that their broad framework and the current targets would remain in place post-Brexit. DEFRA was likely to look to increase the number of Clean Air Zones being implemented in UK cities but this was not expected to affect Oxford because a planned zero emissions zone already went further. Another possible change could be the responsibility for meeting EU targets, which sat with the Secretary of State, being pushed down to local levels, together with any associated fines. The Committee suggest that, in the event of a future weakening of air quality targets in the UK, the Council should continue to work to the current EU targets.

Cllr Wilkinson said that the Low Emissions Zone (LEZ) in Oxford City Centre was not well publicised by signage. The Air Quality Manager explained that the LEZ only applied to buses and while the bus companies were fully aware, more could be done in terms of wider awareness-raising.

Cllr Fry said that there were no smokeless fuel obligations or restrictions on boat emissions in the City Centre area, unlike at various residential mooring zones in the city. The Committee suggest that such measures are needed and, in addition, that the Council should lobby the statutory body to introduce appropriate measures more widely.

The Committee noted that there was a growing body of evidence that planting trees can help to reduce nitrogen dioxide concentrations and noted that the Council could draw on local expertise in this field. The Air Quality Officer agreed and said this was something that could be looked at. The Committee suggest that further consideration should be given to the case for tree planting to offset emissions and whether tree planting could be included in the Council's Air Quality Action Plan.

The Committee examined air quality data at various locations in the City for 2011 to 2015 and questioned why, following a trend of steadily improving data, air quality appeared to have deteriorated in 2015 at various locations. The Committee heard that the monitoring data was considered to be accurate to within plus or minus 25%, so the 2015 rises were generally within the margin of error. However, it was expected that prolonged roadworks close to some monitoring locations had had a significant impact on air quality in those areas.

The Air Quality Officer said that St. Clements was one area where, even allowing for the margin of error, the monitoring data for nitrogen dioxide had consistently exceeded targets. Cllr Tanner agreed that this was one of the worst areas in the City for air quality due to heavy traffic, frequent bus movements, a lack of alternative routes and its geographical position. He said that the Council had tried but been unsuccessful in seeking funding for additional monitoring at St. Clements. The City continued to raise concerns with the County and this area could be considered for inclusion in a Zero Emissions Zone. The Committee suggest that urgent action is needed at St. Clements in particular, perhaps supported by an area-specific action plan.

The Committee noted the need for effective partnership working with the County Council as the local transport authority. Transport accounted for 75% of emissions, so County policies will have the biggest impact on air quality. The Committee heard that a lot of work had gone into working with the County to reduce emissions from buses, for example, and that further air quality improvements required commitment and continued pressure from the City.

The Committee questioned what impact the opening of the redeveloped Westgate Shopping Centre with a replacement car park was expected to have on air quality data. The Air Quality Officer said he had seen the air quality impact assessments for the new Westgate Centre and there were likely to be a significant increase in nitrogen dioxide concentrations at a specific location. This had resulted in the developers being required to implement mitigation measures. Modelling future air quality was difficult to do and it was now becoming generally recognised that past projections had included very optimistic assumptions about the impacts of new technologies on emissions levels and air quality.

Cllr Tanner said it was not clear how the County Council planned for shoppers to be transported to and from the new Westgate Shopping Centre. Without clarity on this it was very difficult to predict the impacts on air quality. He said that his preference was for fast buses to and from park and rides or slightly further afield.

The Committee discussed the impacts and take up of additional cycle parking at park and ride sites, controls around wood burning stoves, the prevalence of volatile organic compounds in the City and whether additional monitoring would take place during a major road scheme in Headington. The Committee noted that people would be forced to consider whether journeys through Headington were really necessary and that people tended to be exposed to the highest levels of nitrogen dioxide when in their vehicles, rather than when walking or cycling. The Committee also voiced support in principle for the introduction of a Workplace Parking Levy.

The Committee agreed to revisit the issue of air quality within the next six months or so and to invite representatives of the County Council to that discussion.

The Scrutiny Committee agreed the following recommendation to CEB

That the City Council continues to seek to comply with the current EU air quality targets in the event that the UK Government chooses to introduce less-stringent targets after leaving the EU.

That the City Council should promote and raise public awareness of initiatives to improve air quality in Oxford such as the Low Emissions Zone.

That the City Council lobbies the Canal and River Trust to introduce and enforce restrictions on emissions from boats in Oxford City Centre.

That further consideration is given to whether tree planting should form part of the City Council's approach to improving air quality in Oxford.

That the City Council takes a tailored approach to achieving air quality objectives in the worst areas (e.g. St. Clements), perhaps supported by area-specific action plans.

That the City Council presses the County Council for a clear statement on how they plan for shoppers to be transported to and from the Westgate Shopping Centre when it reopens in autumn 2017.

58. MONITORING OF DISCRETIONARY HOUSING PAYMENTS

Cllr Brown, Board member for Customer and Corporate Services presented the report. She told the Committee that today was the first day of the new benefit limits.

The Committee made the following comments

Cllr Pegg asked if there was a number that concerned benefit recipients could call. She asked that advice on how to assist people and the phone number be sent to all councillors. The Revenues & Benefits Programme Manager agreed to do this.

Cllr Simmons asked how much of the grant the Council was using and how much do we predict to use? - Cllr Brown said that the Council hadn't spent half of the budget because we've been aware of the lower benefit cap being introduced. The Council has been saving money to assist households that need help over the next few months.

Cllr Simmons asked if there had been any progress on the London grant levels in Oxford. Cllr Brown said the Council continues to lobby government on having London levels on all sorts of things.

Cllr Chapman asked if the government grant will be the same next year. The Revenues & Benefits Programme Manager said he expected the total grant settlement to be around 500,000. There has been approximately a £1.1M reduction in benefits, so there will be pressure on the budget.

Cllr Fry asked if there had been implications on officer time due to the increased demand. The Revenues & Benefits Programme Manager said that additional funding had been secured from DWP for administration which would fund a full time post for 1 year. The team now consist of 4 members with a caseload of 30-40 people each. The challenge will be to manage the caseload and work out on-going workload.

Cllr Azad asked how the team could prevent homelessness in the private rental sector.

The Revenues & Benefits Programme Manager explained that Support would be given irrespective of living conditions, with the aim being to keeping people in their properties.

The Chair asked if any progress had been made on the Scrutiny Committees previous recommendation 2: on approaches being taken by other local authorities.

Cllr Brown said the team is actually leading the way for other councils to follow.

Cllr Simmons asked why the Council doesn't top up the fund and asked if other councils were topping up?

The Revenues & Benefits Programme Manager said that most of the other council aren't topping up their fund as they can't financially afford to.

The Scrutiny Committee noted the report and thanked officers for their good work.

59. DIGITAL STRATEGY

The Digital Development Manager presented the report. The Digital Strategy explains how the Council will use technology to improve customer services. The Strategy has a customer focus and will provide automated services (for those who wish to use them) and broaden the range of services customers can access on the Council's website.

The Committee discussed the challenges of making services accessible for people who don't use computers. The Committee received assurances that the Council wouldn't be stopping services to those who don't use computers and that officers would still be available for members of the public to talk to. The Strategy was just about making more services accessible on-line. Technology was also recognised as increasing inclusiveness, as accessibility programs enable people with disabilities to access council services online.

Cllr Tidball welcomed the fact that the new Council website met AA accessibility standards and suggested a number of groups and individuals the Council could engage with around online accessibility, such as the student disability community and the University of Oxford's Accessibility Advisor.

Cllr Simmons noted that the Strategy did not extend to outside visitors, he felt that as many search engines directed visitors to the Council website there was a need for the Strategy and action plan to outline how the Council would direct these visitors to tourist providers.

Cllr Fry felt that the planning part of the council website was quite difficult to navigate and improving this should be a priority in the Action Plan. The Digital Development Manager said that the planning software was provided by a national provider and that it would be a challenge to make significant improvements until such a time as the contract was due for renewal.

Cllr Henwood said it would be beneficial to have access of the Council website at the community centres so that people without computers could access council services online.

Cllr Simmons said that the Digital Strategy's customer focus could transform how Council engaged with customers. He suggested it would be worthwhile to combine the Digital Strategy with the Community Engagement Strategy.

The Scrutiny Committee agreed the following recommendation to CEB

That the Council consults with disability groups on the accessibility of online council services.

That the Digital Strategy and Action Plan mention the needs of visitors, in particular how the Council website could direct visitors to tourist providers.

That the Council prioritises improving the ease of use of online planning services, and includes this longer-term aim in the Action Plan.

That consideration is given to whether the Council's website could be more accessible from community centres.

That consideration is given to whether the Digital Strategy could be combined with the Community Engagement Strategy in future.

60. DATES OF FUTURE MEETINGS

The next meeting is scheduled for 6 December 2016

61. MINUTES

The Committee resolved to APPROVE the minutes of the meeting held on 6 October 2016 as a true and accurate record.

The meeting started at 6.30 pm and ended at 8.35 pm

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