

# Agenda

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## Scrutiny Committee

Date: **Tuesday 3 September 2019**

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Time: **6.00 pm**

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Place: **St Aldate's Room - Oxford Town Hall**

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# Scrutiny Committee

## Membership

<b>Chair</b>	Councillor Andrew Gant
<b>Vice Chair</b>	Councillor Dr Joe McManners
	Councillor Mohammed Altaf-Khan
	Councillor Lubna Arshad
	Councillor Nadine Bely-Summers
	Councillor Tiago Corais
	Councillor Dr Hosnieh Djafari-Marbini
	Councillor Alex Donnelly
	Councillor James Fry
	Councillor Richard Howlett
	Councillor Ben Lloyd-Shogbesan
	Councillor Craig Simmons

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

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# AGENDA

	<b>Pages</b>
<b>1 APOLOGIES FOR ABSENCE</b>	
<b>2 DECLARATIONS OF INTEREST</b>	
<b>3 CHAIR'S ANNOUNCEMENTS</b>	
<b>4 MINUTES</b> <b>Recommendation:</b> That the minutes of the meeting held on 4 June 2019 be APPROVED as a true and accurate record.	7 - 14
<b>5 WORK PLAN AND FORWARD PLAN</b> The Scrutiny Committee operates within a work plan which is agreed at the start of the Council year. The Work Plan is reviewed at each 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 Cabinet or Council). The Committee is asked to review and note its work plan for the remainder of the 2019/20 council year.	15 - 32
<b>6 ANNUAL AIR QUALITY STATUS REPORT - 2018</b>  The Annual Air Quality Status Report is now a standing item on the Committee's agenda. This is an opportunity for the Committee to note the report for 2018 and comment if it wishes.  Councillor Tom Hayes, Cabinet Member for Zero Carbon Oxford and Mai Jarvis, Environmental Quality Team Manager, will attend for this item.	33 - 120
<b>7 MONITORING THE COMMUNITY GRANTS PROGRAMME - REPORT FOR 2018/19</b>  At its meeting on 11 September 2019, the Cabinet will consider a report on Monitoring the Community Grants Programme for 2018/19. This item provides an opportunity for the Committee to comment on the report and make recommendations to the Cabinet if it wishes.  Julia Tomkins, Grants & External Funding Officer, will attend for this item.	121 - 156
<b>8 PERFORMANCE MONITORING - QUARTER 1</b>  The Scrutiny Committee has a role in monitoring the Council's performance. Quarterly reports are provided on a set of selected corporate and service performance indicators. This item provides an opportunity for the Committee to identify any areas for further review, and to note and comment on Council performance at the end of quarter 1 of 2019/20.	157 - 160

## 9 REPORT BACK ON RECOMMENDATIONS

At its meeting on 12 June 2019 Cabinet considered the Committee's recommendations in relation to the Seacourt Park and Ride Extension and the Safeguarding Report and Action Plan.

At its meeting on 10 July 2019 Cabinet considered the Committee's recommendations in relation to the Integrated Performance Report 2018/19 Quarter 4 and the Fusion Lifestyle Annual Report.

The Cabinet's response to all the Committee's recommendations is attached.

## 10 DATES OF FUTURE MEETINGS

Meetings are scheduled as followed:

### **Scrutiny Committee**

- 1 October 2019
- 5 November 2019
- 3 December 2019

### **Standing Panels**

- Housing Standing Panel: 3 October, 7 November, 5 March
- Finance Standing Panel: 5 September, 5 December, 6 January
- Companies Panel: 19 September, 14 November, 12 March

All meetings start at 6.00 pm

## **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.

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## Minutes of a meeting of the SCRUTINY COMMITTEE on Tuesday 4 June 2019

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### Committee members:

Councillor Gant (Chair)

Councillor Arshad

Councillor Corais

Councillor Donnelly

Councillor Howlett

Councillor Simmons

Councillor McManners (Vice-Chair)

Councillor Bely-Summers

Councillor Djafari-Marbini

Councillor Fry

Councillor Lloyd-Shogbesan

### Officers:

Ian Brooke, Head of Community Services

Andrew Brown, Committee and Member Services Manager

Daniella Granito, Policy and Partnerships Team Manager

David Hunt, Commercial Manager

Stefan Robinson, Scrutiny Officer

Paul Walker, Interim Projects Director, Regeneration Team

Rosie Woollcott, Safeguarding Co-ordinator

John Mitchell, Committee and Member Services Officer

### Also present:

Councillor Nigel Chapman, Cabinet Member for Safer Communities and Customer Focused Services

Councillor Alex Hollingsworth, Cabinet Member for Planning and Sustainable Transport

Councillor Linda Smith, Cabinet Member for Leisure and Housing, Deputy Leader

Councillor Marie Tidball, Cabinet Member for Supporting Local Communities

### Apologies:

No apologies were received

## 14. Declarations of interest

There were no declarations of interest made.

## 15. Chair's Announcements

The Chair reminded Members that this was Stefan Robinson's last Scrutiny meeting and, on behalf of the Committee, thanked him for his valuable contribution to its work over the last year and wished him well in his new role supporting the Growth Board.

## **16. Minutes**

The Committee resolved to APPROVE the minutes of the meeting held on 15 May 2019 as a true and accurate record.

## **17. Work Plan**

The Scrutiny Officer introduced this item which sought to agree an indicative work plan for the Committee for the remainder of the Council Year. A longlist of over 50 items, compiled in response to suggestions by Members, Senior Officers and members of the public suggested, had been provided. This included recommendations on which items to include based on the previously advised TOPIC scoring criteria. As a starting point, his recommendation was that items scoring less than 9 should not be included in the Work Plan but Members would of course wish to bring their own perspective.

After discussion the recommendation was agreed, subject to the addition of topics on Community Wealth Building and Private Rental Registration and regulation, and a 12 month update on progress against the Tourism Management recommendations

The Committee resolved to:

1. Agree that items scoring 9 and above should be included in the Scrutiny Committee Work Plan for 2019/20 together with items on; Community Wealth Building, Private Rental Registration and progress against the Tourism Management recommendations
2. Elect Councillor Fry as Chair of the Companies Panel
3. Appoint Councillors Munkonge, Fry, Smith and Simmons to the Finance Panel
4. Appoint Councillors Muknonge, Fry Landell-Mills and Simmons to the Companies Panel
5. Appoint Councillors Gotch, Wade and Wolff to the Housing Panel, with the additional two labour group nominations to be agreed by the Head of Law and Governance. Councillor Bely-Summers as Chair retains the third Labour group seat.
6. Note that the subject of the first scrutiny review group to be scoped will be discussed at the July 2019 meeting.

## **18. Accessibility and Disability Support Review**

Councillor Tidball, Cabinet Member for Supporting Local Communities introduced the report, reminding the Committee that the Chief Executive had convened an officer working group tasked with reviewing how the Council meets the needs of elected members and election candidates with disabilities.

This had been a very thorough piece of work with which she had been closely involved and dealt, among other things, with issues which might be faced by councillor from the moment they were elected, how to ensure effective engagement with meetings, what reasonable adjustments should be made etc. It should be regarded as a “living piece of work” and would feed into the Council’s wider Equality Review over the coming year.

The Committee and Member Services Manager drew attention to the support now available to Members in relation to mental health via the Council’s Employee Assistance Programme. Members had also been given access to corporate Mental Health First Aiders. It was suggested that it might be helpful if some councillors could themselves be trained as Mental Health First Aiders given that they might feel more comfortable about approaching another Member rather than an officer with concerns.

The Committee agreed that this was a thorough and valuable piece of work. The recognition of the desirability of a second lift in the Town Hall was welcome but the provision of one was still subject to a feasibility study and the practical and financial constraints were considerable. There would, however be investment in and improvement of the current lift. Recommissioning the older lift in the part of the building not currently used by the Council at some point in the future was unlikely to provide a solution partly because of its age and capacity, and partly because access to it was via a step.

Oxford University had considerable expertise in addressing the challenges faced when tackling issues of accessibility in old (and frequently listed) buildings. Councillor Tidball had been able to tap into this resource both via individual colleges and the University’s Estates Office. Wheelchair access to the Council Chamber was an example of a matter which could be addressed, subject to feasibility.

The induction and buddying support for councillors had been well received. The Chair thanked all those involved for a valuable report noting that, irrespective of the policies in place, it was clear that officers always did what they could to help and support those who needed it.

## **19. Fusion Lifestyle Annual Service Plan**

Councillor Linda Smith, Board Member for Leisure and Housing, introduced the report and was pleased to be able to draw attention to a number of positive indicators: a 25% increase in active participation visits; a 35% increase in Member visits; and an increase in non-member visits. The data now included raw numbers as the Committee had requested. The Committee would be aware that an independent Audit of Fusion Lifestyle had confirmed that the data being provided were robust.

Both the Leys and Barton Leisure Centres were now rated as “Quest Plus – Very Good” (Quest being the leading UK quality award scheme for sport and leisure). A crèche was now running at the Leys and the first opening of one on a trial basis at the Ferry Centre had been the day before. Free swimming continued to be on offer for under 17 year olds, an initiative that the Council should be very proud of and all employees continued to be paid at least the Oxford Living Wage.

The Committee, while pleased to see these positive outcomes observed that a failure to address basic maintenance issues swiftly and effectively would always compromise Fusion Lifestyle's ability to compete effectively with other providers.

In discussion Councillor Smith agreed that there was merit in seeking higher levels of engagement from areas of deprivation and suggested that this might form the basis of a recommendation to Cabinet and one which might be achieved, in part, by community events. She was also able to confirm the imminent rescheduling of swimming sessions for mothers with toddlers at the Leys at a more suitable time for them and that the possibility of introducing Steam Rooms was on a long list of possible future developments for Fusion.

The Committee was pleased to note that the City was seen to have one of the highest overall levels of activity in the Country. This was, in part, attributable to savings being invested back into provision and the contribution of the Council's Active Communities team.

Given recent improvements it was questioned whether the target of a 3% increase in participation for a range of user groups was ambitious enough. It was explained that recent increases in attendance were partly accounted for by improved data capture.

The Committee resolved to recommend that the Council undertakes outreach work in the most deprived areas within the City to further encourage the use of local leisure facilities, and confirms that there will be a robust action plan for increasing participation in these communities. This, along with increasing BAME participation, should be considered a priority within the Fusion Lifestyle contract.

## **20. Safeguarding report and action plan**

The Cabinet Member for Community Safety and Customer Focused Services, Councillor Chapman, introduced the report, explaining that he had just taken on this portfolio responsibility a few days previously.

The Safeguarding Coordinator, Rosie Woolcott, gave the background to the report, noting that the City Council worked in partnership with the County Council, Thames Valley Police and the Clinical Commissioning Group to protect the safeguarding interests of children and adults in the region. The 2018 Audit of the Council's safeguarding provision was very positive with all 10 aspects deemed to have achieved the highest rating.

The Committee recalled the outcome of its previous review on the safeguarding risks posed by the practice of some guest houses in the City. None of the recommendations of that review appeared to be reflected in this report. Given the significance of the issues raised by that review, it was agreed that the issue should be revisited.

Following the deaths of 5 individuals who were or had previously been through the Oxfordshire Homeless Pathway, there would be an investigative review into the systems in place to support those who are on the pathway but not engaging with

services. However, given the very different circumstances of the 5 cases, it was unlikely that any key themes would emerge.

The introduction of “My Concern” throughout the Council had been a success and enabled a number of safeguarding concerns to be logged and responded to where appropriate. This highlighted, among other things, a high incidence of mental health issues, including suicide threats.

Relevant council staff had been given training in how to respond appropriately and sensitively to residents who might, for example, express suicidal thoughts. It was important also to be aware that communications from the council could, unwittingly, be a source of great distress to vulnerable people and care needed to be taken to avoid that.

The Policy and Partnerships Team Manager was confident that there was good engagement with women who might be considered hard to reach about safeguarding matters via, for example, the Refugee and Asylum Seekers Group and noted that the Council had commissioned professionals to work with refugee and asylum seeking children who had been traumatised as a result of their experiences.

The Chair noted that the previous year’s discussion had included a commitment to report back on the number of children who had received safeguarding training face to face. Officers agreed that this would be revisited.

## **21. Seacourt Park and Ride Extension**

Councillor Alex Hollingsworth, Cabinet Member for Planning & Sustainable Transport introduced the report, reminding the Committee that planning permission for the scheme had been granted and this report sought to take forward the next step, the appointment of a contractor to carry out the work.

The Interim Projects Director updated the Committee on two changes that had taken place since the report went to press. These were the replacement of a ground source heat pump with an air source heat pump, which was still a good source of low carbon energy, and the provision of extra ducting to facilitate the installation of additional electric vehicle charging points, when required, in the future.

The Interim Projects Director said the proposal to appoint Oxford Direct Service Limited (ODSL) had followed a very robust tendering process. The relationship with ODSL would be subject to the same constraints and conditions as with any other commercial contractor. The report included details of some changes to the scheme which were expressed to be minor.

The Committee challenged the contention that the proposed reduction in parking spaces (685 to 596) was a minor change and asked if some of the lost spaces (necessary to enable progress with the Oxford Flood Alleviation Scheme) could be returned after the work was complete. The Interim Projects Director said that he thought that the works meant that this would not be able to be considered for at least three years, but highlighted that the reduction was technically minor in planning terms.

The Committee questioned whether the scheme provided value for money given a low rate of financial return compared with what could be achieved by other means. There was also a risk associated with possible reductions in car use and other parking opportunities. The Board Member for Planning and Sustainable Transport agreed that measured on purely financial terms other investments could be more profitable but this scheme needed to be considered in wider terms and to take account of broader traffic considerations.

The importance of including environmental considerations, where relevant, in Cabinet reports was noted (as was the case in this report).

The report presented to the Committee would request Cabinet on 12 June 2019 to grant final scheme approval to enable the scheme, as amended, to be delivered within the budget of £5,156,122; a budget formerly agreed by Full Council.

The Committee received a proposal that the final scheme approval should not be given, and to make a recommendation to Cabinet accordingly.

On the casting vote from the Chair the Committee voted in favour of this proposal to recommend that Cabinet that the final scheme approval should not be given.

## **22. Report back on recommendations**

The Chair was pleased to report on the Cabinet's positive response to the Committee's recommendations on the future strategic direction of the Council's group of housing companies and Community Infrastructure Levy (CIL) Draft Charging Schedule.

Responses to the recommendations flowing from the Tourism Management Review Group were, however, disappointing and in which the Cabinet could have better engaged with the spirit of the review. Some of the detailed responses did not seem to chime with the claims of acceptance or rejection of some recommendations.

This led to a wider discussion about the value of prioritising future recommendations to take account of the likelihood of acceptance on resource grounds; the importance of involving portfolio holders throughout; and the need to challenge ambiguity of final Cabinet response; notably the increasing use of recommendations agreed "in part."

At the same time, it was important to recognise that rejected recommendations by no means rendered the work undertaken by scrutiny as valueless. Rather, the work of review groups as standalone works provided credible evidence and developed meaningful discussion on priority issues for residents; regardless of whether the recommendations are accepted. The Cabinet could be held accountable for their response to recommendations in years to come.

### **23. Dates of future meetings**

Meetings are scheduled as followed:

#### **Scrutiny Committee**

- 2 July 2019
- 30 July (provisional)
- 3 September 2019
- 1 October 2019

#### **Standing Panels**

- Housing Standing Panel: 27 June, 3 October
- Finance Standing Panel: 01 July, 5 September
- Companies Panel: 3 July

All meetings start at 6.00 pm

**The meeting started at 6.00 pm and ended at 8.45 pm**

**Chair .....**

**Date: Tuesday 2 July 2019**

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## SCRUTINY WORK PLAN August 2019 - September 2019

Published on: 23/08/19

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its people. 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 Cabinet. This document represents the work of scrutiny for the 2019-20 council year and will be reviewed at each meeting of the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior 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 TOPIC criteria will be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

- Timely – is it timely to consider the issue?
- Oxford priority – is it a council priority?
- Public interest – is it of significant public interest?
- Influence – can Scrutiny have a meaningful influence?
- Cost – is there a significant financial impact?

Some topics will be considered at Scrutiny Committee meetings and others will be delegated to 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 Cabinet to be reviewed by the Scrutiny Committee before they are implemented.

### Scrutiny Committee and Standing Panel responsibility and membership

Committee / Panel	Remit	Membership
Scrutiny Committee	Overall management of the Council's scrutiny function	Councillors; Andrew Gant (Chair), Mohammed Altaf-Khan, Lubna Arshad, Nadine Bely-Summers, Tiago Corais, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Richard Howlett, Ben Lloyd-Shogbesan, Joe McManners (Vice Chair), Craig Simmons.
Finance Panel	Finance and budgetary issues and decisions	Councillors; James Fry (Chair), Chewe Munkonge, Craig Simmons, Roz Smith.
Housing Panel	Strategic housing and landlord issues and decisions	Councillors; Nadine Bely-Summers (Chair), Mike Gotch, Richard Howlett Sian Taylor, Elizabeth Wade, Dick Wolff and a tenant co-optee.
Companies Panel	Shareholder function for companies and joint ventures	Councillors; James Fry (Chair), Tom Landell Mills, Chewe Munkonge, Craig Simmons.

### Current and planned review groups

Topic	Remit	Membership
Review 1 TBC	TBC	TBC
Budget Review 2020/21	To review the 2020/21 budget proposals.	Finance Panel Membership

### Indicative timings of review groups

	Sept	Oct	Nov	Dec	Jan	Feb	March	April
<b>Review 1 TBC</b>	Scope agreed	Evidence gathering		Paused for Budget Review		Evidence gathering	Reporting	
<b>Budget review</b>			Scoping	Evidence gathering		Reporting		

## SCRUTINY COMMITTEE

### NO MEETING ALLOCATED

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Planning for the 2020 Zero Emission Zone	No	To consider what work is underway in conjunction with the County Council to prepare for the introduction of the 2020 Zero Emission Zone in the City Centre.	Zero Carbon Oxford, Planning and Sustainable Transport	Jo Colwell, Service Manager Environmental Sustainability
Cycling / condition of cycle lanes	No	To be scoped. The Committee received several submissions from the public concerning the condition and quality of cycle lanes in the City. The case was made that improvements would ease pollution and congestion and improve safety.	Healthy Oxford	Jo Colwell, Service Manager Environmental Sustainability
Community wealth building	No	To consider what actions the Council could take, such as in Preston, to advance economic equality, social value and the positive impact of anchor institutions and local supply chains in the City.	Leader, Economic Development and Partnerships	Matthew Peachey, Economic Development Manager
Apprentices and NEETs	No	To consider the Council's and Oxford Direct Service's future plans for employing apprentices. This may include inviting the County Council to set out their work to support people not in education, employment or training (NEET).	Supporting Local Communities	Paul Adams, HR & Payroll Manager
Public participation in decision making and citizen involvement	No	To consider how the public could be better engaged with council decision making, such as through public meetings, consultations and other public forums, for example. A draft scoping document has been prepared for a possible scrutiny review.	Zero Carbon Oxford, Leader, Economic Development and Partnerships	Mish Tullar, Corporate Policy, Partnership and Communications Manager

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### 3 SEPTEMBER 2019 - REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Air Quality - annual report 2018	No	To consider the Air Quality Annual Report for 2018 which contains data on air quality monitoring results in the city and information about actions to improve air quality. To also consider what actions can be taken to reduce idling in the city centre, following a number of public work plan submissions.	Zero Carbon Oxford	Jo Colwell, Service Manager Environmental Sustainability

Monitoring the Community Grants Programme - Report for 2018/19	Yes	To inform members of the monitoring findings of the 2018/19 grants programme	Supporting Local Communities	Carolyn Newall, Diversity & Inclusion Manager
Performance Monitoring - 2019/20 Quarter 1	No	For the Committee to consider Council performance against a set of corporate and service measures.	Leader, Economic Development and Partnerships	Helen Bishop, Head of Business Improvement

### 1 OCTOBER 2019 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Commissioning of services at Floyds Row	Yes	Report outlining the short and longer terms plans for the commissioning of services for rough sleepers and single homeless people at Floyds Row and seeking approval to commission the services in the first instance via short term contracting arrangements.	Deputy Leader (Statutory) - Leisure and Housing	Rachel Lawrence, Rough Sleeping and Single Homelessness Manager
Oxpens Lane Redevelopment Update	Yes	The report is an update position on the redevelopment of the Oxpens Lane key City Centre site; the required delivery structure to take the project forward and the procurement of a preferred development partner. The City Council has formed a joint venture company, OxWED, with Nuffield College to progress the delivery of this scheme	Leader, Economic Development and Partnerships	Tom Bridgman, Executive Director (Development)

### 5 NOVEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
The Oxford Waterways Project	No	To consider the current condition of the waterways network, and plans or options for improving its offer. This includes facilities and plans for future mooring provision for permanent long-term dwellers.	Zero Carbon Oxford	Tim Wiseman, Oxford Waterways Coordinator
Universal Credit	No	To consider the impact that the roll out of Universal Credit is having on the Council's finances, and on residents.	Supporting Local Communities, Safer Communities and Customer Focused Services	Tanya Bandekar, Service Manager Revenue & Benefits
Draft Corporate Strategy 20-24 - For consultation	Yes	Approval to externally consult on draft new Corporate Strategy to replace current Corporate Plan 16-20	Leader, Economic Development and Partnerships	Shelley Ghazi, Policy and Partnerships Officer

Annual Workplace Equality Report & Gender Pay Gap report	Yes	A legal requirement to publish equality performance data relating to the demographics of the workforce and information about the gender pay gap	Safer Communities and Customer Focused Services	Paul Adams, HR & Payroll Manager
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Supporting Local Communities	Hagan Lewisman, Active Communities Manager

### 3 DECEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Annual Monitoring Report 2018/19	Yes	The AMR report is a statutory requirement providing information as to the extent to which the policies set out in the Local Plan are being achieved and the implementation of the Local Development Scheme.	Planning and Sustainable Transport	Amanda Ford, Planning Policy Team Leader
Performance Monitoring - 2019/20 Quarter 2	No	For the Committee to consider Council performance against a set of corporate and service measures.	Leader, Economic Development and Partnerships	Helen Bishop, Head of Business Improvement

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### 14 JANUARY 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Go Ultra Low Pilot	No	To consider the outcome of the Go Ultra Low Pilot and any next steps.	Zero Carbon Oxford	Jo Colwell, Service Manager Environmental Sustainability, Stefan Robinson, Scrutiny Officer
Oxford City Council Business Plan 2020-21	Yes	1 year business plan setting out outcomes for the 20-21 financial year. This document will expand on the ambitions set out in Corporate Strategy 20-24	Councillor Susan Brown	Shelley Ghazi, Policy and Partnerships Officer

### 4 FEBRUARY 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Update of the 2016-2020 Corporate Plan (2020)	Yes	Annual update to the Corporate Plan detailing key achievements and future plans	Leader, Economic Development and Partnerships	Mish Tullar, Corporate Policy, Partnership and Communications Manager

Corporate Strategy 20-24 - final draft for approval	Yes	Following external consultation this is submission of a final draft for approval	Leader, Economic Development and Partnerships	Shelley Ghazi, Policy and Partnerships Officer
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### 3 MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Climate Emergency / Carbon management	No	To consider the outcomes of the Citizens' Assembly and to review progress in the implementation of its recommendations / council carbon reduction policy and practice.	Zero Carbon Oxford	Jo Colwell, Service Manager Environmental Sustainability
Performance Monitoring - 2019/20 Quarter 3	No	For the Committee to consider Council performance against a set of corporate and service measures.	Leader, Economic Development and Partnerships	Helen Bishop, Head of Business Improvement

### 6 APRIL 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Council engagement with Oxford's diverse communities (Equalities Strategy)	No	To consider the outcome of the assessment of the Council's key services against the LGA's equalities framework.	Supporting Local Communities	Mish Tullar, Corporate Policy, Partnership and Communications Manager
Tourism Management Review Group Report - 12 month update	No	To consider a 12 month update on the implementation of the recommendations of the Tourism Management Review Group that were agreed by Cabinet.	Culture and City Centre	Matthew Peachey, Economic Development Manager
Economic and City Centre Strategies	Yes	New city-level and city centre strategies and actions are being developed from Sept 2019 to May 2019 with focus on triple bottom line actions: economic growth, social/equity, and environment.	Leader, Economic Development and Partnerships	Matthew Peachey, Economic Development Manager, Dan Hodge, Principal Regeneration & Economic Development Officer

## FINANCE PANEL

### 5 SEPTEMBER 2019 - REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Integrated Performance Report for Quarter 1 2019/20	Yes	Financial and Performance data for Q1 2019/20	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager
Treasury Management Strategy: Annual Report and Performance 2018/19	Yes	The report sets out the Council's Treasury Management activity and performance for the financial year 2018/2019	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
Council Tax Reduction Scheme 2020/21	Yes	To agree proposals for the 2020/21 scheme which will then be subject to public consultation	Supporting Local Communities	Tanya Bandekar, Service Manager Revenue & Benefits

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### 5 DECEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Integrated Performance Report for Quarter 2 2019/20	Yes	Financial and Performance data for Q2 2019/20	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager
Budget Review 2019/20 - recommendations update	Yes	To monitor progress on the implementation of the recommendations made in regard to the Budget Review 2019/20.	Deputy Leader - Finance and Asset Management	Nigel Kennedy, Head of Financial Services

### 6, 8 & 13 JANUARY 2020 - ANNUAL BUDGET REVIEW

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Consultation Budget 2020-21 and Medium Term Financial Plan 2021-22 to 2023-24	Yes	Draft Consultation Budget 2020-21 and Medium Term Financial Plan 2021-22 to 2023-24	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager

## 20 JANUARY 2020

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Treasury Mid-Year Report 2019/20	Yes	To report on the performance of the Treasury Management function for the 6 months to 30th September 2019	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager

## 29 JANUARY 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Treasury Management Strategy 2020/21	Yes	To present the Council's Treasury Management Strategy for 2020/21 together with the Prudential Indicators for 2020/21 to 2023/24	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
Capital Strategy 2020/21 – 2024/25	Yes	To present the Capital Strategy for approval	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager

## TBC MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Monitoring social value	Yes	To review the Council's current social value weighing in procurement of 5%.	Deputy Leader - Finance and Asset Management	Nigel Kennedy, Head of Financial Services
Integrated Performance Report for Quarter 3 2019/20	Yes	Financial and Performance data for Q3 2019/20	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager

## HOUSING PANEL

### NO MEETING ALLOCATED

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Tenant Satisfaction	No	To consider the outcome of the Tenant Satisfaction Survey for council tenants.	Affordable Housing	Bill Graves, Landlord Services Manager
Private rented sector housing	No	To be scoped: consideration of housing issues in the private rented sector and the Council's response. Could include regulatory changes concerning no fault and revenge evictions and engagement with the tenants' union.	Deputy Leader (Statutory) - Leisure and Housing	Head of Regulatory Services & Community Safety
Tenancy Management Standards	No	To consider performance and good practice in tenancy management standards with representatives from housing associations	Affordable Housing	Stephen Clarke, Head of Housing Services / Director Housing Companies
Building Control - outcomes of the Hackitt Review of Building Regulations and Fire Safety	No	To consider the outcomes of the Hackitt Review of Building Regulations and Fire Safety.	Planning and Sustainable Transport	Ian Wright, Head of Regulatory Services and Community Safety, Paul Smith, Building Control Team Leader

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### 3 OCTOBER 2019 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Housing and Homelessness Strategy mid-point update	No	To consider a mid-point review of the current Housing and Homelessness Strategy 2018-21.	Affordable Housing	Nerys Parry, Housing Strategy & Needs Manager
Housing Revenue Account review	No	To consider a review of the balance of spend within the Housing Revenue Account	Affordable Housing	Stephen Clarke, Head of Housing Services / Director Housing Companies
Housing performance - 2019/20 Quarter 1	No	For the Panel to consider performance against a set of housing measures.	Deputy Leader (Statutory) - Leisure and Housing, Affordable Housing	Stephen Clarke, Head of Housing Services / Director Housing Companies

**7 NOVEMBER 2019 - PROVISIONAL REPORTS**

<b>Agenda item</b>	<b>Cabinet item</b>	<b>Description</b>	<b>Cabinet portfolio</b>	<b>Lead officer</b>
Outcome of the Homelessness Trailblazer and early intervention analysis	No	To review the outcome and lessons learnt from the Homelessness Trailblazer Project, which ends in 2019. Further, to consider a cost benefit analysis of early homelessness intervention to the Council and wider public services and systems.	Deputy Leader (Statutory) - Leisure and Housing	Paul Wilding, System Change Manager - Homelessness Prevention
No local connection review	No	To consider the report of the No Local Connection Review Group.	Deputy Leader (Statutory) - Leisure and Housing	Nerys Parry, Housing Strategy & Needs Manager
Community Land Trusts	No	To consider the benefits of community land trusts, and how they might help the Council deliver its Local Plan.	Affordable Housing, Planning and Sustainable Transport	Dave Scholes, Housing Strategy & Needs Manager (Affordable Housing Supply Lead)

**5 MARCH 2020 - PROVISIONAL REPORTS**

<b>Agenda item</b>	<b>Cabinet item</b>	<b>Description</b>	<b>Cabinet portfolio</b>	<b>Lead officer</b>
Housing Performance - 2019/20 Quarter 3	No	For the Panel to consider performance against a set of housing measures.	Affordable Housing, Deputy Leader (Statutory) - Leisure and Housing	Stephen Clarke, Head of Housing Services / Director Housing Companies

**8 APRIL 2020 – NO REPORTS CURRENTLY SCHEDULED**

## COMPANIES PANEL

### 19 SEPTEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Companies & Joint Ventures - Quarterly performance monitoring report 2019-20	Yes	Quarterly reports for the Council's companies and joint ventures.	Leader, Economic Development and Partnerships	Anita Bradley, Monitoring Officer, Nigel Kennedy, Head of Financial Services

### 14 NOVEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Companies & Joint Ventures - Quarterly performance monitoring report 2019-20	Yes	Quarterly reports for the Council's companies and joint ventures.	Leader, Economic Development and Partnerships	Anita Bradley, Monitoring Officer, Nigel Kennedy, Head of Financial Services

### 12 MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Companies & Joint Ventures - Quarterly performance monitoring report 2019-20	Yes	Quarterly reports for the Council's companies and joint ventures.	Leader, Economic Development and Partnerships	Anita Bradley, Monitoring Officer, Nigel Kennedy, Head of Financial Services



# FORWARD PLAN

## August 2019 – April 2020

### Extract as at 22/08/19

#### CABINET: 11 SEPTEMBER 2019

<b>ITEM 7:</b> <b>ID: I021150</b>	<b>MONITORING THE COMMUNITY GRANTS PROGRAMME - REPORT FOR 2018/19</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
To inform members of the monitoring findings of the 2018/19 grants programme	
<b>ITEM 8:</b> <b>ID: I021385</b>	<b>JOINT MUNICIPAL WASTE PLAN</b> <b>Report Status: Confirmed for this meeting</b>
This report seeks to agree the Oxfordshire-wide Joint Municipal Waste Strategy for collection authorities, e.g. Oxford City Council via Oxford Direct Services, and disposal authority Oxfordshire County Council.	
<b>ITEM 9:</b> <b>ID: I021699</b>	<b>TREASURY MANAGEMENT STRATEGY: ANNUAL REPORT AND PERFORMANCE 2018/19</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
The report sets out the Council's Treasury Management activity and performance for the financial year 2018/2019	
<b>ITEM 10:</b> <b>ID: I021771</b>	<b>INTEGRATED PERFORMANCE REPORT FOR QUARTER 1 2019/20</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
Financial and Performance data for Q1 2019/20	
<b>ITEM 11:</b> <b>ID: I022249</b>	<b>COUNCIL TAX REDUCTION SCHEME 2020/21</b> <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
To agree proposals for the 2020/21 scheme which will then be subject to public consultation	

#### CABINET 03 OCTOBER

<b>ITEM 12:</b> <b>ID: I022357</b>	<b>COMMISSIONING OF SERVICES AT FLOYDS ROW</b> <b>Report Status: Confirmed for this meeting</b>
Report outlining the short and longer terms plans for the commissioning of services for rough sleepers and single homeless people at Floyds Row and seeking approval to commission the services in the first instance via short term contracting arrangements.	

## COUNCIL: 07 OCTOBER

<b>ITEM 13:</b> <b>ID: I020684</b>	<b>COMMUNITY GOVERNANCE REVIEW - HEADINGTON NEIGHBOURHOOD PLAN REFERENDUM AREA</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
October 2019 - Report to Council on consultation outcomes and recommendation.	

<b>ITEM 14:</b> <b>ID: I022058</b>	<b>APPOINTMENT OF INDEPENDENT PERSONS 2019</b> <b>Report Status:</b>
<p>The Localism Act 2011 requires Oxford City Council to appoint one or more Independent Persons to assist the Monitoring Officer in dealing with complaints about councillors' standards of behaviour and alleged breaches of the Members' Code of Conduct.</p> <p>In addition, The Local Authorities Regulations 2015 require the Council to invite relevant Independent Persons to join the Investigation and Disciplinary Committee to consider evidence and provide advice on the course of action to follow whenever there is the prospect of dismissal of a statutory officer of the Council (these are the Chief Executive, Chief Finance Officer and Monitoring Officer).</p> <p>Council will be asked to approve the appointment of up to four Independent Persons for a period of five years to July 2024.</p>	

<b>ITEM 15:</b> <b>ID: I022538</b>	<b>OUTSIDE ORGANISATION REPORT - OXFORDSHIRE ENVIRONMENT PARTNERSHIP</b> <b>Report Status:</b>
To consider a report for information about the work of the Oxfordshire Environment Partnership.	

## CABINET: 09 OCTOBER 2019

<b>ITEM 16:</b> <b>ID: I021568</b>	<b>MODERNISING LEISURE CONCESSIONS</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
With the introduction of Universal Credit it is timely to review concessions to make sure they are effectively targeted to meet the council's strategic objectives.	

<b>ITEM 17:</b> <b>ID: I021449</b>	<b>APPROVAL TO DISPOSE OF HRA LAND FOR HOUSING</b> <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
To seek approval to dispose of land at less than market value for the provision of three units of affordable housing on an abandoned garage site.	

<b>ITEM 18:</b> <b>ID: I019467</b>	<b>OXPENS LANE REDEVELOPMENT UPDATE</b> <b>Report Status: Confirmed for this meeting</b>
The report is an update position on the redevelopment of the Oxpens Lane key City Centre site; the required delivery structure to take the project forward and the procurement of a preferred development partner. The City Council has formed a joint venture company, OxWED, with Nuffield College to progress the delivery of this scheme	

<b>ITEM 19: ID: I020879</b>	<b>WOLVERCOTE NEIGHBOURHOOD PLAN</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
Report to Cabinet to endorse the Examiner's modifications to the Wolvercote Neighbourhood Plan, following the Examination, and to move to a Referendum	

<b>ITEM 20: ID: I022562</b>	<b>LETTING OF 24-26 GEORGE STREET</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
Terms have been agreed for a new lease at 24-26 George Street, Oxford, the rent is over the officer delegated threshold of £125,000 so approval is sought to progress this transaction	

## **CABINET : 13 NOVEMBER 2019**

<b>ITEM 21: ID: I022099</b>	<b>INNOVATIVE PROPERTY BASED INVESTMENT STRUCTURE TO RELEASE FUNDS FOR PROPERTY INVESTMENT</b> <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
To seek authority to proceed with the identified strategy contained within the confidential report.	

<b>ITEM 22: ID: I015275</b>	<b>EAST OXFORD COMMUNITY CENTRE - IMPROVEMENT SCHEME</b> <b>Report Status: Provisional : Decision needs further consideration or information</b>
To present an improvement scheme for the East Oxford Community Centre following public consultation.	

<b>ITEM 23: ID: I022333</b>	<b>ANNUAL WORKPLACE EQUALITY REPORT &amp; GENDER PAY GAP REPORT</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
A legal requirement to publish equality performance data relating to the demographics of the workforce and information about the gender pay gap	

<b>ITEM 24: ID: I022356</b>	<b>BLACKBIRD LEYS DEVELOPMENT PROJECT DETAILED DESIGN</b> <b>Report Status: Confirmed for this meeting</b>
To provide an update on the Blackbird Leys Development Project and seek approval to proceed to the detailed design phase.	

<b>ITEM 25: ID: I022531</b>	<b>SINGLE DEPOT FOR OXFORD DIRECT SERVICES AT REDBRIDGE</b> <b>Report Status: Provisional: Decision needs further consideration or information</b>
To seek project approval to commence work on the single depot proposition for oxford Direct Services at Redbridge	

<b>ITEM 26: ID: I022533</b>	<b>DRAFT CORPORATE STRATEGY 20-24 - FOR CONSULTATION</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
Approval to consult externally on draft new Corporate Strategy to replace current Corporate Plan 16-20	

## COUNCIL: 25 NOVEMBER

<b>ITEM 27: ID: I022537</b>	<b>COUNCIL AND COMMITTEE MEETINGS PROGRAMME MAY 2020 - MAY 2022</b> <b>Report Status:</b>
To agree the programme of Council and Committee meetings from Annual Council in May 2020 to Annual Council in May 2021 To agree an indicative programme from Annual Council in May 2021 to June 2022	

<b>ITEM 28: ID: I022364</b>	<b>CONSTITUTION ANNUAL REVIEW 2019</b> <b>Report Status:</b>
Council will be recommended to amend the Constitution to reflect changes in regulations and governance practices.	

## CABINET: 11 DECEMBER 2019

<b>ITEM 29: ID: I022287</b>	<b>CONSULTATION BUDGET 2020-21 AND MEDIUM TERM FINANCIAL PLAN 2021-22 TO 2023-24</b> <b>Report Status: Confirmed for this meeting</b>
Draft Consultation Budget 2020-21 and Medium Term Financial Plan 2021-22 to 2023-24	

<b>ITEM 30: ID: I020878</b>	<b>ANNUAL MONITORING REPORT 2018/19</b> <b>Report Status: Confirmed for this meeting</b>
The AMR report is a statutory requirement providing information as to the extent to which the policies set out in the Local Plan are being achieved and the implementation of the Local Development Scheme.	

<b>ITEM 31: ID: I021433</b>	<b>ENERGY &amp; WATER SUPPLY PROCUREMENT 2020 – 2024</b> <b>Report Status: Provisional: Decision needs further consideration or information</b>
To seek approval for the approach to the procurement of the Council's energy and water for the period 1 October 2020 to 30 September 2024	

<b>ITEM 32: ID: I021772</b>	<b>INTEGRATED PERFORMANCE REPORT FOR QUARTER 2 2019/20</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
Financial and Performance data for Q2 2019/20	

## CABINET : 22 JANUARY 2020

<b>ITEM 33: ID: I021700</b>	<b>TREASURY MID-YEAR REPORT 2019/20</b> <b>Report Status: Confirmed for this meeting</b>
To report on the performance of the Treasury Management function for the 6 months to 30th September 2019	

<b>ITEM 34: ID: I022534</b>	<b>OXFORD CITY COUNCIL BUSINESS PLAN 2020-21</b> <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
1 year business plan setting out outcomes for the 20-21 financial year. This document will expand on the ambitions set out in Corporate Strategy 20-24	

## CABINET: 12 FEBRUARY 2020

<b>ITEM 35: ID: I022288</b>	<b>BUDGET 2020-21 AND MEDIUM TERM FINANCIAL PLAN 2021-22 TO 2023-24</b> <b>Report Status: Confirmed for this meeting</b>
Budget 2020-21 and Medium Term Financial Plan 2021-22 to 2023-24	

<b>ITEM 36: ID: I021702</b>	<b>CAPITAL STRATEGY 2020/21 – 2024/25</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
To present the Capital Strategy for approval	

<b>ITEM 37: ID: I021701</b>	<b>TREASURY MANAGEMENT STRATEGY 2020/21</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
To present the Council's Treasury Management Strategy for 2020/21 together with the Prudential Indicators for 2020/21 to 2023/24	

<b>ITEM 38: ID: I022535</b>	<b>CORPORATE STRATEGY 20-24 - FINAL DRAFT FOR APPROVAL</b> <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
Following external consultation this is submission of a final draft for approval	

## COUNCIL 13 FEBRUARY COUNCIL 24 FEBRUARY - IF REQUIRED

## CABINET: 11 MARCH 2020

<b>ITEM 39: ID: I021773</b>	<b>INTEGRATED PERFORMANCE REPORT FOR QUARTER 3 2019/20</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
Financial and Performance data for Q3 2019/20	

## COUNCIL 30 MARCH

<b>ITEM 40: ID: I022334</b>	<b>PAY POLICY STATEMENT</b> <b>Report Status: Provisional: Decision reliant on another action or process</b>
Annual review of the pay policy statement The current policy statement came into effect on 1st April 2019, superseding the 2017/18 statement and will continue to be reviewed on an annual basis.	

## CABINET 15 APRIL

<b>ITEM 41: ID: I022312</b>	<b>ECONOMIC AND CITY CENTRE STRATEGIES</b> <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
New city-level and city centre strategies and actions are being developed from Sept 2019 to May 2019 with focus on triple bottom line actions: economic growth, social/equity, and environment.	



**Subject to review by DEFRA**



## 2018 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the  
Environment Act 1995  
Local Air Quality Management

June 2019

Local Authority Officer	Pedro Abreu
Department	Environmental Sustainability
Address	St Aldate's Chambers - 109 St Aldate's Oxford - OX1 1DS
Telephone	01865 249811
E-mail	airquality@oxford.gov.uk
Report Reference number	
Date	June 2019

## Executive Summary

### Health Impacts of Air Pollution

Air pollution can cause, complicate, or exacerbate many adverse health conditions. It is usually manifested by respiratory or cardiac symptoms and can lead to chronic health issues. Recent studies show that poor air quality can affect every organ in the body<sup>1</sup> and even cause damage to cognitive performance<sup>2</sup>. Exposure to poor air quality is directly related to diseases such as cancer, asthma, stroke, heart disease, diabetes, obesity and dementia<sup>5, 6</sup>.

According to the World Health Organisation (WHO)<sup>3</sup>, air pollution kills an estimated 8 million people worldwide every year, of which 4.2 million are attributed to exposure to outdoor air pollution and 3.8 million to indoor air pollution. Currently nine out of 10 people in the world breathe air containing health impacting levels of air pollutants.

Although air pollution affects people of all regions, ages, and social groups, it is likely to impact those who experience heavy exposure and who have greater susceptibility more<sup>4</sup>. The most vulnerable are children, the elderly, or those with pre-existing medical conditions.

Harmful effects of air pollution are seen at levels below air quality standards previously considered to be safe.<sup>5,6</sup>

The 2008 Ambient Air Quality Directive<sup>7</sup> (ED/2008/50/EC) sets legally binding limits for concentrations in outdoor air for major air pollutants that impact public health such as particulate matter (PM<sub>10</sub> and PM<sub>2.5</sub>) and nitrogen dioxide (NO<sub>2</sub>), to be met before 2010. The limit values were established in 2008 and are now over 10 years old. The majority of UK cities failed to meet the objective by 2010 as required by the Directive. Significant amounts of research have been completed in the time since the air quality directive was established which has provided further evidence of the health impacts of air pollution.

The World Health Organisation (WHO) has set guideline<sup>8</sup> values for key air pollutants based on evidence of their health impacts. The recommended WHO guideline values are significantly lower for PM<sub>10</sub> and PM<sub>2.5</sub> than the UK limit values. The WHO guideline values for NO<sub>2</sub> currently corresponds to the UK limit value of 40µgm<sup>-3</sup>

(annual mean) and 200  $\mu\text{g m}^{-3}$  (hourly mean), however both short- and long-term studies have found adverse health impacts at concentrations that were at or below the current UK limit values. A WHO Expert Consultation<sup>9</sup> has therefore recommended that a new revised limit for NO<sub>2</sub> is set as soon as possible. Several studies<sup>1,2</sup> suggest that there are in fact no 'safe' levels of air pollution and that governments should therefore be aiming for the lowest possible air pollution levels. Table E2 in Appendix E shows the WHO recommended limit values for each pollutant.

## **Air Quality in Oxford**

The city of Oxford, in common with many urban areas throughout the United Kingdom, is subject to poor air quality, particularly in areas with high levels of road traffic. In the city, nitrogen dioxide (NO<sub>2</sub>) continues to be the pollutant of most concern, and transport is the most significant source of emissions of oxides of nitrogen (NO+NO<sub>2</sub>), commonly called NO<sub>x</sub>. Traffic accounts for 75% of emissions.

The process of review and assessment of air quality in Oxford has been taking place since 1999. In 2010, the whole of the city of Oxford was declared as an Air Quality Management Area (AQMA) and an Air Quality Action Plan (AQAP) was adopted by the Council in 2013. More details on the AQMA and AQAP are available here:

[https://www.oxford.gov.uk/info/20216/air\\_quality\\_management/206/air\\_quality\\_management\\_in\\_oxford/2](https://www.oxford.gov.uk/info/20216/air_quality_management/206/air_quality_management_in_oxford/2)

Air Quality has significantly improved over the period 2008-2018 in the city of Oxford. Over this period, we have seen declines of 37% in NO<sub>2</sub> levels and of 25% in Particulate Matter (PM<sub>10</sub>) levels in the places where air quality is monitored.

The majority of the reductions observed over the above period have to do mainly with significant changes in traffic emissions. The introduction of a Low Emission Zone (LEZ) for buses in the city in 2014 and the retrofit of several buses to cleaner Euro VI engines (which achieve an estimated 99.5% reduction in NO<sub>x</sub> emissions compared to Euro V), have contributed to these improvements.

Oxford City Council monitored air quality at a total of 72 sites in 2018. A total of 71 sites were monitored using diffusion tubes and three sites using continuous

monitoring. In two locations air quality was measured using both monitoring techniques.

Analysis of air quality data for 2018 show that the majority of monitoring sites in Oxford continue to improve. However, the results also show that the rate at which these reductions are taking place seems to have slowed down in comparison with the previous monitoring year, and that in some areas of the city, air pollution appears to have plateaued.

At sites where NO<sub>2</sub> was monitored in both 2017 and 2018, 50% showed improvements in air quality; 20% measured the same levels as the previous year and 30% showed slight increases in NO<sub>2</sub> values. However, the majority of the increases and decreases in air pollution levels were within the margin of error of the monitoring method (between 1-2 µg/m<sup>3</sup>), which means that the NO<sub>2</sub> levels measured at those locations in 2018 cannot be considered statistically significant.

Four locations in the city monitored exceedance of the annual mean legal limit value for NO<sub>2</sub> in 2018. This is down from a total of 17 sites just five years ago. In 2018, results also show that PM<sub>10</sub> levels reduced in Oxford by 3% and PM<sub>2.5</sub> reduced by 9%.

In addition, analysis of NO<sub>2</sub> concentrations at the two urban background sites (AURN Oxford St Ebbes Primary School and Lenthal Road allotments) seem to indicate a slight increase of urban background levels in Oxford in 2018.

Urban background sites are located away from major roads, which mean that they are not dominated by local, single pollution sources, but rather by a combination of sources of a much wider area (e.g. traffic, energy systems, general combustion sources, agriculture, industry, windblown pollution, etc.).

In 2018, Oxford's urban background sites showed that the NO<sub>2</sub> urban background levels of the city rose by 1-3 µg/m<sup>3</sup>. It is therefore likely that the minor increases in NO<sub>2</sub> levels observed across the city can be explained by the increase of the urban background level. While urban background levels have risen across the city, it is not reflected in the monitoring results at all sites. This is because the increase in urban background levels could be masking a larger drop in NO<sub>x</sub> reductions in traffic.

Whilst the air pollution decreases observed throughout 2018 mean that everyone living in or visiting Oxford is now breathing cleaner air than at any given time over the last decade, there is still much that needs to be done. We need to ensure that air quality levels continue to reduce significantly throughout the city, and that Oxford's air is not just cleaner, but safer to breathe.

In January 2019, Oxford City Council, and Oxfordshire County Council published [updated proposals for a Zero Emission Zone \(ZEZ\)](#) in Oxford city centre. The ZEZ aims to tackle Oxford's air pollution and protect the health of everyone who lives in, works in and visits the city.

From 2020, under the proposals, all non-zero emission vehicles could be banned during certain hours from parking and loading on public highway in an inner zone, while in a larger zone the requirement will be Euro 6 for buses. Citywide taxi emissions standards will apply from 2020, with increasingly improving standards to 2025.

It is also expected that the ZEZ will improve air pollution levels across Oxfordshire because the buses and taxis that serve Oxford also serve towns and villages across the county.

## **Actions to Improve Air Quality**

Oxford's Air Quality Action Plan (AQAP) focusses on measures the City Council has the ability to address, but includes measures that we can influence, or work in partnership with others to deliver. Effective action require co-operation from all sectors including transport, construction, business and commerce, and daily choices made by every single transport user. Oxford's AQAP recognises that the City Council cannot act in isolation in order to deliver a comprehensive package of measures without engagement and delivery from a wide range of stakeholders.

The following are actions that Oxford City Council has already taken to improve air quality in the city:

1. Secured £128,500 from the Department for Environment, Food and Rural Affairs (DEFRA) Air Quality Fund for the testing of low cost innovative Air Quality sensors to map air pollution and human exposure in Oxford. This

project will be delivered in partnership with local group OxAir ([link to press release](#));

2. Secured £122,500 from DEFRA Air Quality Fund for the development of a robust, integrated communication and engagement plan, to inform and work with businesses in the city centre on how to adopt zero emission delivery and servicing solutions for their business. ([link to press release](#));
3. Secured £10 million from central Government as part of a £41 million project for the development of an innovative new Energy Super hub project in Oxford (ESO), to cut carbon emissions and improve air quality in the city. The project will involve the installation of a giant battery, allowing spare capacity to be fed into a new high capacity electric supply. This will power thousands of electric vehicle's via rapid charging stations to enable migration of full fleets to electric vehicles. The project will also deliver 320 heat pump installation, that will be rolled out across the city and provide low cost carbon heating to homes ([link to press release](#))
4. Secured £2.3million from the Clean Bus Technology fund (CBTF) for the retrofit of 5 buses to fully electric and 115 to euro VI standard, with expected NO<sub>2</sub> savings of 5.5 tonnes/year and a total of 27.6 tonnes over the lifetime of the project ([link to press release](#));
5. Secured nearly £200,000 from DEFRA's Air Quality Fund for the purchase of electric delivery vehicles and installation of charging points to address the specific issue of Covered Market deliveries, to help retailers get ready for the introduction of the Zero Emission Zone to be introduced progressively across the city centre from 2020 ([link to press release](#));
6. Creation of new emission standards for Hackney Carriage Vehicles, which will see Hackney taxis adopting a phased approach to zero-emission capable vehicles between 2020 and 2025, with drivers only able to get a licence in 2025 if they have a zero-emission capable cab. The new standards were developed in consultation with City of Oxford Licensed Taxi Association (COLTA) and with feedback from taxi drivers and owners ([link to press release](#))

7. Co-organised (in association with Green TV and Electric Drives) and delivered the first Electric Vehicle summit in Oxford. The event took place at the Saïd Business School in Oxford, on 4<sup>th</sup>-5<sup>th</sup> July 2018 and brought together key figures in the electric vehicles and EV charging markets to explore the opportunities and barriers for those working in electro-mobility ([link to press release](#))
8. A new charter for cleaner air was been launched by Oxford City Council, Greenpeace UK, and Friends of the Earth. The charter, which was created by Oxford City Council, is believed to be the first formal cooperation with Greenpeace UK and Friends of the Earth (EWNI) (England, Wales and Northern Ireland) to be led by a local authority. ([link to charter](#))
9. Oxford City Council attended and supported National Clean Air Summit organised by UK100 and hosted by Mayor of London Sadiq Khan which included meetings with ministers to discuss the current clean air crisis.
10. Hosted Birmingham and Nottingham to share knowledge between UK cities and facilitate partnership work across the UK.
11. Launched an educational toolkit for primary and secondary schools in Oxford, which provides science teachers with a range of interactive activities, based both in the classroom and outdoors, to raise awareness about the causes and impacts of air pollution ([link to press release](#));
12. Launched, a city wide anti-idling campaign in partnership with Friends of the Earth called '*Oxford Air Needs Your Care*', particularly focused on tackling vehicles idling around schools during drop off and pick up times ([link to Anti-Idling campaign](#));
13. Published Air Quality Planning Application Guidance, in recognition that one of the ways to reduce air pollution effectively is through efficient use of the planning system. The new guidance is aimed at creating a better understanding of the air quality requirements that need to be considered by applicants prior to the submission of a valid planning proposal, and is available for download at Oxford City Council's Air Quality [website](#);
14. Worked in collaboration with Oxfordshire County Council Public Health, and Oxford Health respiratory nurses and physios working in the Integrated

Respiratory Team project of Churchill's Hospital in Oxford, to explore ways to provide better Air Quality communication and advice for Chronic Obstructive Pulmonary Disease (COPD) patients.

15. Delivered a feasibility study, a public consultation and updated proposals for the introduction of a Zero Emission Zone (ZEE) in Oxford city centre, following 15 months of listening to businesses, residents, transport operators and health experts in Oxfordshire. The proposed ZEE is expected to start in 2020, with restrictions on some vehicles and journey types, which will increase gradually to all vehicles in the following years. The ZEE is delivered in partnership between Oxfordshire County Council and Oxford City Council ([link to website](#));
16. Launched the Go Ultra Low Oxford project (GULO), with the aim of increasing uptake of ultra-low emission vehicles through support for individuals and provision of enabling infrastructure ([link to press release](#));
17. Launched a project for the provision of 19 electric vehicle charging points for the use of hackney carriages and private hire taxis in the city. The scheme also includes an investigation of the business case for investment in ultra-low emissions taxis based on local Oxford duty-cycles; ([link to press release](#));
18. Participated in several DEFRA webinars, including one as main speaker, where we shared our experience of introducing and implementing a Low Emission Zone for the city with DEFRA and other local authorities, to inform consideration of the most appropriate mechanism for establishing newly proposed Clean Air Zones (CAZ);
19. Supported and run "*Test Drive the Future*" events to introduce the public to a range of electric vehicles (EVs) and the financial and environmental benefits of going electric. The events provide an opportunity to test drive vehicles, and outline the options for driving an electric car '*pay as you go*' through one of Oxford's car clubs ([link to press release](#));
20. Created an Air Quality steering group with members from Oxford City Council, Oxfordshire County Council and relevant Councillors with the objective of specifically address the problem of poor air quality around St Clements in Oxford ([link to press release](#));

21. Developed a set of air quality stickers placed at all monitoring locations, with relevant AQ information and direct link to Oxfordshire's air quality website, in order to improve communication around air quality with members of the public;
22. Launched the Schools Tackling Oxford's Air Pollution (STOP) Project, which provides real-time NO<sub>2</sub> and PM<sub>10</sub> air quality monitors in 6 schools. The project was awarded the [Communications Initiative of the Year](#) at the National Air Quality Awards 2018 ([link to press release](#));
23. Declared the whole of the city an Air Quality Management Area for NO<sub>2</sub>;
24. Developed an Air Quality Action Plan and Low Emission Strategy for the city;
25. Introduced the first extensive Low Emission Zone (LEZ) outside of London. This won the prize for Local Authority Air Quality Initiative of the Year at the National Air Quality Awards 2015 ([link to press release](#));
26. Launched the Oxfordshire Air Quality website to make historic and real time air quality data more readily accessible to members of the public;
27. Increased the number of diffusion tube monitoring locations in the city by nearly 50% from January 2015 – we now monitor air quality in 72 locations around the city;
28. Launched Oxford Park and Pedal which has seen over 100 cycle parking spaces introduced at two of our park and ride sites;
29. Engaged with the Oxfordshire Health Improvement Board to ensure that air quality is considered in the context of the Joint Strategic Needs Assessment (JSNA);
30. Continued to seek opportunities to work in partnership with neighbouring District Councils through participation in the Oxfordshire Air Quality Group.

## **Conclusions and Priorities**

The results of the monitoring work carried out by Oxford City Council in 2018 show the following:

1. The annual mean Air Quality Strategy (AQS) objective for NO<sub>2</sub> is 40 µgm<sup>-3</sup>. This objective was met for the second consecutive year at all our automatic monitoring sites: AURN Oxford Centre Roadside, Oxford High Street, and

AURN Oxford St. Ebbes. In 2018, Oxford Centre roadside registered an annual mean for NO<sub>2</sub> of 39 µgm<sup>-3</sup>, Oxford High Street an annual mean of 38 µgm<sup>-3</sup>, and Oxford St. Ebbes an annual mean of 15 µgm<sup>-3</sup>. The results obtained attest for the continuous downward trend that has been observed at those sites since 2012, with the introduction of the Low Emission Zone.

2. Diffusion tube results show that the annual mean AQS objective of 40 µgm<sup>-3</sup> for NO<sub>2</sub> was exceeded at four of the 72 monitoring locations in 2018. This is the same result as that seen in 2017. The locations where the annual mean NO<sub>2</sub> limit value was exceeded in 2018 are: St. Clements Street/The Plain, George Street, Cutteslowe Roundabout and High Street.
3. The AQS hourly mean objective for NO<sub>2</sub> is 200 µgm<sup>-3</sup>, with no more than 18 exceedances allowed each year. Only one exceedance of this value was recorded in 2018. An NO<sub>2</sub> hourly mean of 213.1 µgm<sup>-3</sup> was observed at 7am on the 26<sup>th</sup> November, at AURN Oxford Centre Roadside (St Aldates). This pollution spike was attributed to a vehicle which was in operation in front of the monitoring location. This objective was achieved at all our automatic monitoring sites in 2018.
4. There were five new locations where air pollution was monitored in 2018: Quarry Road, St Gilles', St Clements Street East, Roger Dudman Way and William Lucy Way. None of these five locations experienced exceedances of the annual mean limit value for NO<sub>2</sub>.
5. Half of the sites where air quality was monitored in 2017 registered air quality improvements in 2018. Twenty percent of the sites measured the exact same levels of NO<sub>2</sub> as was measured in the previous year, and 30% of the sites showed slight increases in the NO<sub>2</sub> values measured in 2018 compared to 2017. However, it is important to highlight that the vast majority of the observed increases and decreases were only of 1-2 µgm<sup>-3</sup>, which are well within the error margin of the monitoring method. This means that the NO<sub>2</sub> levels measured at those locations in 2018 cannot be considered statistically significant.
6. Five locations measured increases of 3-4 µgm<sup>-3</sup> NO<sub>2</sub> in 2018. The locations are: Lenthal Road Allotments, Headington Roundabout, Botley Road (corner

with Mill Street), New Road, and Thames Street/Trinity Street. While increases in NO<sub>2</sub> were identified, the annual mean values that were measured at those locations were all within the range of 14-29 µg<sup>m</sup><sup>-3</sup>, which is below the current annual mean limit value for NO<sub>2</sub> (40 µg<sup>m</sup><sup>-3</sup>).

7. One site is now, for the first time, in compliance with the annual mean limit value for NO<sub>2</sub>: BP Service Station on Woodstock Road (Wolvercote Roundabout). The concentration registered at this location (38 µg<sup>m</sup><sup>-3</sup>) is only marginally below the threshold for compliance and given the degree of uncertainty associated with the diffusion tube methodology a further year of consistent results are required to verify the result.
8. The monitoring location with the highest annual mean for NO<sub>2</sub> in 2018 was St. Clements Street/The Plain - with a value of 46 µg<sup>m</sup><sup>-3</sup>. This has reduced significantly over the last five years, by a total of 29%.
9. In 2018 the first full year of monitoring was completed since the opening of Westgate Oxford. Air Quality was monitored at a total of 13 locations around Westgate Oxford and results showed a reduction in air pollution at all 13 sites, by an average of 6 µg<sup>m</sup><sup>-3</sup>, when compared with the levels measured in 2015, the year prior to the start of construction works.
10. The annual mean AQS limit value for PM<sub>10</sub> is 40 µg<sup>m</sup><sup>-3</sup>. WHO guidelines for PM<sub>10</sub> however recommend that the annual mean limit for this pollutant should be 20 µg<sup>m</sup><sup>-3</sup>. The PM<sub>10</sub> annual mean results obtained from the two automatic monitoring stations, Oxford High Street and St. Ebbes, were of 18 µg<sup>m</sup><sup>-3</sup> and 12 µg<sup>m</sup><sup>-3</sup> respectively. These figures show that both AQS and WHO limit values were achieved in 2018 for this pollutant.
11. PM<sub>10</sub> may exceed the 24-hour mean limit of 50 µg<sup>m</sup><sup>-3</sup> no more than 35 times per year to meet the AQS objective. During 2018, there was only 1 exceedance to this value, which was recorded on Saturday 3<sup>rd</sup> March at the automatic monitoring station of Oxford St Ebbes. The exceedance was not directly related with pollution generated in the city but instead it was attributed to a trans-boundary pollution episode involving the dispersion of particulates from coal burning areas in Eastern Europe. The AQS objective for hourly PM<sub>10</sub> was therefore met in 2018.

12. PM<sub>2.5</sub> has a non-mandatory AQS annual mean compliance target of 25 µgm<sup>-3</sup>. As for PM<sub>10</sub>, WHO guidelines are much stricter for this pollutant with a recommended annual mean limit value of 10µgm<sup>-3</sup>. St Ebbes recorded anPM<sub>2.5</sub> annual mean of 10µgm<sup>-3</sup> in 2018, which means that both the non-mandatory AQS and WHO limit values were achieved in 2018 for this pollutant.
  
13. Ozone (O<sub>3</sub>) has an AQS objective for daily maximum on an eight hour running mean of 100µgm<sup>-3</sup>, not to be exceeded more than 10 days a year. In 2018, Oxford St. Ebbes exceeded the AQS daily objective for ozone during a total of 27 days. Ozone develops under specific meteorological conditions, characterised by large stagnant areas of high pressure. This is why it is considered an area wide pollutant, and emissions are not alone attributed to a local area. In 2018, the ozone exceedances monitored at Oxford St. Ebbes were related with a major regional ozone episode that covered London and the entire south east of England, during a period of 35 days in June and July. The AQS objective for ozone was therefore not achieved in 2018.

Oxford City Council's priorities for 2019 are to:

1. Progress plans for the introduction of a ZEZ in Oxford, working in partnership with the Local Transport Authority – Oxfordshire County Council;
2. Run anti-idling campaigns across the city in partnership with Friends of the Earth (FoE) Oxford and local schools;
3. Complete evaluation of the initial trial of EV chargers and roll out a further 100 EV chargers across the city by the end of March 2021, as part of the GULO project;
4. Finalise the delivery of £2.3 million CBTF project for the retrofitting of five of the city's open-top sightseeing buses to become fully electric, and the retrofitting of 115 local buses to euro VI standards, using Selective Catalytic Reduction (SCR) technology;

5. Work in partnership with OxAir to deliver £128,500 DEFRA Air Quality Grant funded project aimed at testing low cost innovative Air Quality sensors to map air pollution and human exposure in Oxford;
6. Initiate delivery of a £122,500 DEFRA Air Quality Grant funded project aimed at the development of a communication and engagement plan, to inform and work with businesses in the city centre on how to adopt zero emission delivery and servicing solutions for their business;
7. Initiate delivery of a £40 million central Government funded project for the development of an innovative new energy super hub project in Oxford;
8. Progress £200,000 DEFRA Air Quality Grant funded project aimed at facilitating Oxford's historic Covered Market to go electric through the provision of electric charging points and electric delivery vehicles;
9. Actively engage with and support schools to raise awareness of air pollution, through the schools STOP project, and running of anti-idling campaigns;
10. Continue to improve communication with the public on air quality, review our Air Quality website and ensure we provide easy access to material about air pollution;
11. Continue the expansion of the City Council's fleet of electric vehicles which currently counts 27 full electric vehicles and 23 electric/diesel light commercial hybrid vehicles;
12. Continue developing work for the provision of electric vehicle charging infrastructure for the use of hackney carriages and private hire taxis in the city, using £370,000 of funding awarded by the Government's Office for Low Emissions Vehicles.
13. To organise and deliver a new Electric Vehicle Summit in Oxford, this time with focus on dual themes of business development and thought leadership, bringing together key leaders from across the electric vehicle and charging infrastructure industry.

## How to get involved

Everyday decisions can have an impact on the air we breathe. Do you take the car when you could have cycled? Do you drive your children to school when you could have walked? We all have a huge role to play and we can all be part of the solution. Encouraging walking and cycling in the city not only has a positive impact on air quality levels, but it also has multiple other benefits, including increasing the health and wellbeing of all those who live, work and visit Oxford.

Full details of Oxford's air quality monitoring results, including real time data on pollutant levels and reference to the city's daily Air Quality Index (AQI), a metric on the daily levels of air pollution, together with recommended actions and health advice is available on the Oxfordshire Air Quality Group (OAQG) website <https://oxfordshire.air-quality.info/>

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## 1 Local Air Quality Management

This report provides an overview of air quality in Oxford during 2018. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995) and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Oxford City council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England, and the World Health Organisation (WHO) air quality guidelines can be found in Tables E1 and E2 in Appendix E.

## 2 Actions to Improve Air Quality

### 2.1 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority must prepare an Air Quality Action Plan (AQAP) within 12-18 months setting out measures it intends to put in place in pursuit of compliance with the objectives.

A summary of AQMAs declared by Oxford City Council can be found in Table 2.1 below. Further information related to declared or revoked AQMAs, including maps of AQMA boundaries are available online on the website of the Department for Environment, Food & Rural Affairs (DEFRA): [https://uk-air.defra.gov.uk/aqma/local-authorities?la\\_id=193](https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=193). The boundaries of the current AQMA are also available in Oxfordshire's air quality website: <https://oxfordshire.air-quality.info/>.

Maps showing the locations where air quality monitoring was carried out during 2018 can be found in Appendix D. All monitoring locations are inside the city's current AQMA.

Table 2-1 – Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	City / Town	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance (maximum monitored/modelled concentration at a location of relevant exposure)				Action Plan		
						At Declaration		Now		Name	Date of Publication	Link
The City of Oxford AQMA	Declared in 2010	NO <sub>2</sub> annual mean	Oxford	The whole of the administrative area of Oxford City Council	YES	78	µgm <sup>-3</sup>	46	µgm <sup>-3</sup>	Air Quality Action Plan 2013-2020	2013	<a href="https://www.oxford.gov.uk/downloads/file/539/air_quality_action_plan_2013">https://www.oxford.gov.uk/downloads/file/539/air_quality_action_plan_2013</a>

Oxford City Council confirm the information on UK-Air regarding their AQMA is up to date

## 2.2 Progress and Impact of Measures to address Air Quality in Oxford

Oxford City Council has taken forward a number of direct measures during the current reporting year of 2018 in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 2.2 below.

More detail on these measures can be found in the AQAP. Key completed measures in 2018 include:

- Secured £128,500 from the Department for Environment, Food and Rural Affairs (DEFRA) Air Quality Fund for the testing of low cost innovative Air Quality sensors to map air pollution and human exposure in Oxford. This project will be delivered in partnership with local group OxAir;
- Secured £122,500 from DEFRA Air Quality Fund for the development of a robust, integrated communication and engagement plan, to inform and work with businesses in the city centre on how to adopt zero emission delivery and servicing solutions for their business.;
- Secured £10 million from central Government as part of a £41 million project for the development of an innovative new Energy Super hub project in Oxford (ESO), to cut carbon emissions and improve air quality in the city. The project will involve the installation of a giant battery, allowing spare capacity to be fed into a new high capacity electric supply. This will power thousands of electric vehicle's via rapid charging stations to enable migration of full fleets to electric vehicles. The project will also deliver 320 heat pump installation, that will be rolled out across the city and provide low cost carbon heating to homes
- Secured £671.550 as part of an extension of the Clean Bus Technology fund (CBTF) for the retrofit of 37 buses to euro VI standard;
- Continuous delivery of the STOP Project to schools, providing support to teachers to any activity related with Air Quality or the Air Quality Toolkit during science weeks and along the year, as well as with the organisation and delivery of anti-idling campaigns in schools. The STOP project was awarded in October 2018 the Air Quality communications initiative of the year, at the national Air Quality Awards;

- Delivery of an Air Quality Planning Applications Guidance, aimed at creating a better understanding of the air quality requirements that need to be considered by applicants prior to the submission of a valid planning proposal. The guidance is available for download at Oxford City Council's Air Quality [website](#);
- Delivery of updated proposals for the introduction of a Zero Emission Zone (ZEZ) in Oxford city centre, following 15 months of listening to businesses, residents, transport operators and health experts in Oxfordshire;
- Ensured that Air Quality is considered fully in the Oxford Local Plan, by creating air quality policies that are able to effectively respond to the city's air quality problems in the future;
- A new charter for cleaner air was been launched by Oxford City Council, Greenpeace UK, and Friends of the Earth. The charter, which was created by Oxford City Council, is believed to be the first formal cooperation with Greenpeace UK and Friends of the Earth (EWNI) (England, Wales and Northern Ireland) to be led by a local authority.
- Oxford City Council attended and supported National Clean Air Summit organised by UK100 and hosted by Mayor of London Sadiq Khan which included meetings with ministers to discuss the current clean air crisis.
- Hosted Birmingham and Nottingham to share knowledge between UK cities and facilitate partnership work across the UK.
- Delivery of the 12 month trial for testing different on-street charging equipment, as part of Go Ultra Low Oxford, planning for the roll out phase of the 100 EV on street chargers.
- Development of a proposal for the introduction of new emission standards for Hackney Carriage Vehicles, to facilitate the adoption of a phased approach to zero-emission capable between 2020 and 2025;
- Development of a Delivery and Servicing Survey to be shared with Covered Market retailers, to help them prepare for the introduction of Zero Emission Zone, to be introduced progressively across the city centre from 2020;

- The co-organisation and delivery of the first Electric Vehicle summit in Oxford. The event took place at the Saïd Business School in Oxford, on 4<sup>th</sup>-5<sup>th</sup> July and brought together key figures in the electric vehicles and EV charging markets to explore the opportunities and barriers for those working in electro-mobility;
- The delivery of a city wide anti-idling campaign, in partnership with the local group Friends of the Earth, particularly focused on tackling vehicles idling around schools during drop off and pick up times;
- Positive engagement with DEFRA, providing Oxford City Council's views and ideas during the open consultation phase of the new Air Quality Strategy for the UK.

Progress on the following measures has been slower than expected:

- The full delivery of funding obtained from DEFRA's Air Quality Fund for the purchase of electric delivery vehicles and installation of charging points to support retailers to get ready for the introduction of Oxford's ZEZ has been delayed due procurement issues and the need to integrate the project into plans for Market Street as a result of Jesus College redevelopment.

Oxford City Council expects the following measures to be completed over the course of the next reporting year:

- Continue to develop work, in partnership with the Local Transport Authority – Oxfordshire County Council, for the introduction of a Zero Emission Zone (ZEZ) in Oxford city centre,
- Continue to deliver the anti-idling campaign '*Oxford Air Needs Your Care*', in partnership with Friends of the Earth, particularly focused on tackling vehicles idling around schools during drop off and pick up times;
- To complete evaluation of trial and development of strategy and governance process to roll out a further 100 chargers by end March 2021, as part of GULO Project;

- Finalise the delivery of £2.3million CBTF project for the retrofitting of five of the city's open-top sightseeing buses to become fully electric, and the retrofitting of 115 local buses to euro VI standards, using Selective Catalytic Reduction (SCR) technology;
- To deliver a £128,500 DEFRA Air Quality Grant funded project involving partnership work with local group OxAir, aimed at testing low cost innovative Air Quality sensors to map air pollution and human exposure in Oxford;
- To deliver a £122,500 DEFRA Air Quality Grant funded project aimed at the development of a robust, integrated communication and engagement plan, to inform and work with businesses in the city centre on how to adopt zero emission delivery and servicing solutions for their business;
- Initiate delivery of a £41 million project for the development of an innovative new Energy Super hub project in Oxford (ESO), to cut carbon emissions and improve air quality in the city.
- To deliver a £200,000 DEFRA Air Quality Grant funded project aimed at facilitating Oxford's historic Covered Market to go electric through the provision of electric charging points and electric delivery vehicles;
- Continue to provide full support to the primary and secondary school community in Oxford, delivering anti-idling campaigns, and providing assistance to teachers in the implementation of citizen science AQ activities developed in the recently released AQ toolkit;
- Continue to improve communication with the public on air quality, review our Air Quality website and ensure we provide easy access to material about air pollution;
- Continue the expansion of the City Council's fleet of electric vehicles which currently counts 27 full electric vehicles and 23 electric/diesel light commercial hybrid vehicles;
- Continue developing work for the provision of electric vehicle charging infrastructure for the use of hackney carriages and private hire taxis in the city,

using £500,000 of funding awarded by the Government's Office for Low Emissions Vehicles.

- To organise and deliver a new Electric Vehicle Summit in Oxford, this time with focus on dual themes of business development and thought leadership, bringing together key leaders from across the electric vehicle and charging infrastructure industry.

Table 2-2 – Progress on Measures to Improve Air Quality

	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Key Performance Indicator	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated Completion Date	Comments
1	Manage bus emissions through the implementation of the Low Emission Zone	Promoting Low Emission Transport	Low Emission Zone (LEZ)	Oxford City Council/Oxfordshire County Council	Complete	On-going	All local bus services within the streets affected must be operated exclusively by buses whose engines meet the Euro V emission standard	N/A	The Low Emission zone has been implemented	Completed	Zone successfully introduced in 2014
2	Work to ensure sustainable transport measures developed in the Oxford Area Strategy of the LTP support the targets of the AQAP	Promoting Low Emission Transport	Other	Oxford City Council/ Oxfordshire County Council	Complete	Complete	Oxford Transport Strategy includes measures that support delivery of the AQAP	N/A	The Oxford Transport Strategy has been published and includes measures which support the targets of the AQAP  <u>Oxfordshire County Council measures in 2018:</u> Proposal submitted to promote significant changes to Hythe Bridge street junction, to improve bus flow and reduction of parking on Park End Street. Removal of traffic lights on park end street  Introduction of Controlled Parking Zones (CPZs) in some areas of the city (ex: Magdalen South and Wood Farm) with Hollow Way being the next street expected to be affected	On-going	
3	Support walking and cycling strategies within the LTP to ensure they assist delivery of the AQAP objectives	Promoting Travel Alternatives	Promotion of Cycling	Oxford City council /Oxfordshire County Council	Complete	Complete	Walking and Cycling strategies include measures that support delivery of the AQAP	N/A	The Active Healthy Travel Strategy has been published and includes measures to support the targets of the AQAP with various schemes around the city including new cycle assess to Headington, riverside routes, etc.  Publication in 2017 of the code of conduct for dock less bike sharing operators, which lays down the process for introducing and operating dock less bike sharing schemes in Oxford as well as the core responsibilities of the operators.  <u>Being delivered by Oxfordshire County Council in 2018/2019:</u>	On-going	Funding for Botley Road Project has been secured has been secured from the Department for Transport's National Productivity Investment Fund

## Oxford City Council

									Access to Headington: Project to deliver a package of travel improvements in the Headington area. Developed work for the consultation stage of Botley Road project, which is aimed at improving facilities between Binsey Lane and Eynsham Road for pedestrians, cyclists and buses.		
4	Assist in development of bus and park and ride strategies within the LTP which support the AQAP. In particular we will work with the County to promote traffic management and routing measures to reduce bus emissions	Alternatives to private vehicle use	Bus based Park & Ride	Oxford City council Oxfordshire County Council	Complete	On-going	Bus and Park & Ride strategies include measures that support delivery of the AQAP	N/A	The Bus Strategy has been published and includes measures to support the targets of the AQAP. There have also been city centre bus improvements – including Queen Street (walking, cycling, bus), improvements on the A40 -A44 strategic link road (traffic management and priority to busses at Hinksey Hill	On-going	Zero Emission Zone plans currently being progressed. On-going studies include: work place parking and access restrictions.
59 5	Work with the County and our partners in Low Carbon Oxford to promote travel plans with organisations across the city	Promoting travel Alternatives	Workplace Travel Planning	Oxford City council	On-going	Started	Travel Plans adopted by organisations in the city	N/A	Oxfordshire County Council currently requires the submission of a travel plan for all the major developments in the city  The county council is also working on several projects related with integrated mobility: <u>Zipp.to</u> – multimodal journey planner: a journey planner that integrated private car, bike (including dock less), trains, buses and even flight information, with live updates, weather information and personalised mobility options	On-going	
6	Continue to work with the County and bus operators to reduce bus emissions further, supporting the tightening of emission standards in contracted services and enforcement of the anti-idling policy following implementation of the LEZ	Vehicle Fleet Efficiency	Promoting Low Emission Transport	Oxford City Council	Complete	On-going	Amount of city fleet buses retrofitted with SCR – Euro 6 technology		Continue to work with bus companies to reduce their emissions and explore ways of compliance with ZEZ. Oxford City Council was awarded £1.7million in 2017 from the Clean Bus Technology Fund, for the retrofitting of 78 city buses to EURO 6 and other 5 to become fully electric.  Developed in 2018:  In 2018 an extra £671.550 was secured as part of an extension to the CBTF, for the retrofit of an additional 37 buses to EURO 6 standard in Oxford  Adoption of new emission standards for Hackney Carriage vehicles, which will see Hackney taxis adopting a phased approach to zero emission capable between 2020 and 2025, with drivers only	On-going	The successful bid(s) were possible due to joint working between Oxford City Council, Oxford Bus Company, Stagecoach and City Sightseeing Oxford  The new standards were developed in consultation with COLTA (City of Oxford Licensed Taxicab Association) and with feedback from taxi drivers and owners

									able to get a license in 2025 if they have a zero emission cab		
7	Promote the uptake of electric vehicles by working with our partners to install electric vehicle recharging infrastructure	Promoting Low Emission Transport	Procuring alternative refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	Oxford City Council /Oxfordshire County Council	On-going	On-going	Charging infrastructure installed	N/A	<p><u>Developed in 2018:</u></p> <p>Oxford City Council co-organised (in association with Green TV and Electric Drivers) and delivered the first Electric Vehicle summit in Oxford. The event brought together key figures in the electric vehicles and EV charging markets to explore the opportunities and barriers for those working in electro-mobility</p> <p><u>Oxfordshire county council also launched in 2018:</u></p> <p><u>Electra-</u> a 12 month project (started September 2018) to develop smart Chargepoint using latest and anticipated standards and technologies. Project partners are Zeta Lighting and Urban Integrated. Work is being used by the Council to help develop strategy and policy direction for EV parking/charging.</p>	On-going	
8	Investigate the feasibility of developing infrastructure to support emerging low or zero emission vehicle technologies, such as hydrogen cells	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	Oxford City Council / Oxfordshire County Council	On-going	On-going	TBC	N/A	<p><u>Oxford City Council achieved in 2018:</u></p> <p>Development of a Delivery and Servicing Survey to be shared with Covered Market retailers, to help them prepare for the introduction of Zero Emission Zone, to be introduced progressively across the city centre from 2020, as part of last year's successful bid of £200,000 from DEFRA air quality Grant to enable the provision of EV infrastructure and EV fleet to the city's covered market</p> <p>Using £800,000 worth of grant funding won through the Go Ultra Low City Scheme to roll out EV charging solutions for properties without dedicated parking spaces; Using £500,000 worth of grant funding from the Office for Low Emission Vehicles Taxi Scheme to facilitate the installation of electric charging infrastructure to encourage the uptake of electric taxis.</p>	On-going	Launch of Oxfordshire Hydrogen Hub, in preparation for ZEZ

61									<p><u>Oxfordshire county council also launched in 2018:</u></p> <p><u>Park and Charge</u> - Feasibility study looking at the deployment of smart chargers to meet the needs of EV users who have to park their vehicle on the highway by using EV charging hubs centred on local authority, park and ride and retail car parks. There is an application in for Park and Charge 2 the demonstration phase of Park and Charge 1. Working with all district and the city council to deploy c.250 chargers at 30-35 car parks across Oxfordshire.</p> <p><u>Virgin Park and Charge (VPACH) -</u> Feasibility study examining extending the use of existing Virgin Media infrastructure to supply energy and data communications to be used for electric vehicle charging for residents with no access to off road charging. Like the above project there is an application in for the demonstration phase of VPACH 1 looking to install a significant number of road side charge points across the UK. Numbers for Oxfordshire are not currently known.</p>		
9	Continue to develop low emission and zero emission vehicles in our own fleet, and seek opportunities to increase the council's electric vehicle car-pool	Promoting Low Emission Transport	Company Vehicle Procurement – Prioritising uptake of low emission vehicles	Oxford City Council	Complete	On-going	Number of electric vehicles in Council's fleet	N/A	<p><u>Oxford City Council 2018:</u></p> <p>The number of electric pool vehicles in Oxford City Council's fleet continues to increase. Opportunities to replace conventionally fuelled vehicles with electric vehicles are assessed on a case by case basis. Oxford City Council's current fleet is composed by:</p> <p>Cars 39 (includes 14 electric and 1 hybrid)          Small vans 51 (includes 6 electric)          Large vans 93 (includes 9 hybrids)          Tippers 56 (includes 13 hybrids)          Pick Ups 19          HGVs 52          Miscellaneous Plant, Grounds Maintenance, Municipal and Utility vehicles 36 (includes 7 electric)</p> <p>Total fleet 346 (14.45% reduced emissions of which 7.8% is zero emission capable).</p> <p><u>Oxfordshire County Council 2018:</u></p>	On-going	<p>Procurement processes have been created to ensure that :</p> <ul style="list-style-type: none"> <li>•Alternatives to fully internal combustion engine vehicles are identified</li> <li>•Impact on emissions and operating costs for ULEV vehicles are fully considered</li> <li>•Zero emission vehicles are the preferred solution in all cases where they are operationally feasible and financially viable.</li> </ul>

62									<p>In 2018 The County Council has begun the transition of its fleet to low emission vehicles The County now have 11 fully electric vans and cars operating, a further 5 on order, and several trials taking place in a number of service areas within the County Council.</p> <p><u>'One Fleet' Programme:</u> A programme 'One Fleet' has been agreed to bring all fleet into one centralised management function within the County Council. This will be a key supporting element in delivering County Council's ambition towards low emission fleet. Support has been put in place to support the transition to electric vehicles including programme to install charging infrastructure on the corporate estate, analytics devices to report on suitability of replacement with EV or Hybrid and fleet assessment advice and vehicle trials</p> <p><u>EV Charging Infrastructure for Fleet:</u> Charging infrastructure has already been installed at 7 council sites in 2018/19, with a further 11 sites to be installed later this year. OLEV workplace charge point grant scheme was used to part fund the installation of these charge points (£500 per point for a maximum of up to 20 charge points).</p>			
	10	Promote the development of low and zero emission car clubs schemes in the city	Alternatives to private vehicle use	Car Clubs	Oxford City council	Complete	On-going	Number of low/zero emission car club vehicles available in the city	N/A	We have been working with car club providers to promote the provision of zero emission vehicles in the city as part of the GULO project	On-going	
	11	Work with our Low Carbon Oxford Pathfinders to support the introduction of low emission vehicle into their fleets	Promoting Low Emission Transport	Company Vehicle Procurement – Prioritising uptake of low emission vehicles	Oxford City Council	Complete	On-going	Number of low/zero emission vehicles in LCO Pathfinder fleets	N/A	A number of Low Carbon Oxford Pathfinder events were held to bring together key organisations, to increase awareness of the impacts of business related travel and transport on the environment and human health	On-going	ZEZ effect is expected to accelerate this measure
	12	Support eco-driving through inclusion of eco-driving information in the Low Carbon Hub and other travel information services, and where possible look to support eco-driving schemes with for example taxi	Public information	Via the internet	Oxford City Council	On-going	On-going	TBC	N/A	<p><u>Oxfordshire County Council is currently working on the following projects:</u></p> <p><u>CATCH!</u> – integrates software into a journey planner, which provides crowd-sourced information on travel (e.g. congestion, train delays etc.), increasing the tool's potential to influence travel behaviour</p> <p><u>CASPAR</u> – aims to improve end to end</p>	On-going	

## Oxford City Council

	companies								journey for drivers in Oxfordshire by providing real-time information regarding the availability of blue badge parking spaces		
13	Explore the impact of alternative and low emission transport on air quality in Oxford	Promoting Low Emission Transport	Company Vehicle Procurement – Prioritising uptake on low emission vehicles	Oxford City Council	On-going	On-going	Feasibility study report	N/A	A feasibility study for a possible zero emission zone has been undertaken by Oxford City Council and Oxfordshire County Council	On-going	ZEZ feasibility study provided good level of information with regards to expected NOx / PM emissions savings, and impacts on people's health with the implementation of a ZEZ
14	Exploring the options available for freight consolidation and management and other schemes to reduce the amount of freight vehicles operating in the city. We also need to consider low and zero emission vehicles in relation to the final delivery leg of any such consolidation schemes	Freight and Delivery Management	Other	Oxford City Council	Complete	On-going	TBC	N/A	Report has been completed and published <a href="https://www.oxford.gov.uk/info/20216/air_quality/management/977/reducing_freight_emissions">https://www.oxford.gov.uk/info/20216/air_quality/management/977/reducing_freight_emissions</a> We continue to consider how we can carry out mini consolidation across our own organisation.  <u>In 2018:</u> Oxford City Council secured £122.500 from DEFRA Air Quality fund for the development of a robust, integrated communication and engagement plan, to inform and work with businesses in the city centre on how to adopt zero emission delivery and servicing solutions for their businesses	On-going	Freight and consolidation study identified issues with viability for major consolidation. However, the ZEZ feasibility study recommended the introduction of local parcel consolidation centres as a supported measure for ZEZ implementation
15	Seek to establish a freight quality partnership to promote Eco-driving and anti-idling policies with operators in the city	Freight and Delivery Management	Freight Partnerships for city centre deliveries	Oxford City Council	On-going	Not commenced	TBC	N/A	This measure has not been progressed to date	N/A	Delivery of ZEZ has superseded this measure.
16	Support the development of Delivery and Servicing Plans (DSPs) with business across the city to further reduce unnecessary freight movements. The development of such DSP's will need to consider integration with work emerging on freight consolidation	Freight and Delivery Management	Delivery and Service Plans	Oxford City Council	Not commenced	Not commenced	TBC	N/A	Development of service and delivery plan for own sites being investigated	On-going	At the moment this is being managed through the planning process

## Oxford City Council

17	Ensure that transport and environmental impact assessments for new developments are adequate to determine what levels of mitigation may be required to offset potential increases in transport activity and emissions	Policy Guidance and Development Control	Low Emissions Strategy	Oxford City Council	Complete	On-going	Air Quality Assessments undertaken for all major development in the city	N/A	<p><u>Oxford City Council delivered in 2018:</u> Published Air Quality Planning Application Guidance, aimed at creating a better understanding of the air quality requirements that need to be considered by applicants prior to the submission of a valid planning proposal</p> <p>We are also ensuring that air quality is considered fully during the development of the Oxford Local Plan.</p>	On-going	Air Quality planning guidance is currently available for download at Oxford City Council's <a href="#">Air Quality Website</a>
18	Explore opportunities to develop policy measures that require developers to provide investments in and contributions to the delivery of low emission transport projects and plans, including strategic monitoring and assessment activities.	Policy Guidance and Development Control	Low emissions strategy	Oxford City Council	On-going	On-going	TBC	N/A	The Oxford Local Plan is currently under review. This measure will be progressed through that process	Dec 2019	
19	Seek to ensure that stretching targets are set within travel plans for new developments, and that all new developments are encouraged to adopt Delivery and Servicing Plans to reduce freight movements.	Policy Guidance and Development Control	Low Emissions Strategy	Oxford City council	On-going	Not Commenced	TBC	N/A	The Oxford Local Plan is currently under review. This measure will be progressed through that process	Dec 2019	
20	Seek to ensure that new developments make appropriate provision for walking, cycling, public transport and low emission vehicle infrastructure e.g. EV charging points	Policy Guidance and Development Control	Low Emissions Strategy	Oxford City Council	Complete	On-going	EV charging points installed at all new major developments	N/A	Currently happening through Development Management process. The Oxford Local Plan is currently under review and further stretching targets are being sought as part of this process. This measure will be further progressed through that process	On-going	A condition is already being imposed through the planning process requiring the installation of EV charging points for commercial and residential spaces
21	We will encourage the development of voluntary area-wide travel plans for existing developments through the Community Action Groups	Promoting Travel Alternatives	Other	Oxford City council	On-going	Not commenced	TBC	N/A		Measure on hold	ZEZ effect is expected to accelerate this measure

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22	Promote the development of car clubs within new developments	Alternatives to private vehicle use	Car Clubs	Oxford City Council	On-going	On-going	Number of car clubs in new developments	N/A	Where appropriate, car clubs are considered as part of mitigation measures for air quality impacts in major developments. 4 car club EV vehicles has been launched, another 6 to go in over the next 12 months.	On-going	4 Electric Car Club vehicles launched in 2018, as part of GULO project, 6 will follow in 2019
23	Development of low emission vehicle hierarchy to guide the procurement of vehicles within our fleet	Promoting Low emission Transport	Company Vehicle Procurement – Prioritising uptake of low emission vehicles	Oxford City council	On-going	Not commenced	Number of low emission vehicles within Council fleet	N/A	Formal hierarchy not adopted but opportunities for EV is considered when vehicles are replaced.	On-going	
24	Continue to assess our fleet operations in terms of mileage management and efficient routing of vehicle movements	Vehicle Fleet Efficiency	Driver training and ECO driving aids	Oxford City Council	Complete	On-going	N/A	N/A	Route and mileage management are integrated into business as usual for the fleet	On-going	Recent Installation of a box on every fleet vehicle that lists an assessment for alternative fuel which covers eco improvements
25	Maintain and develop our staff travel plan and complement this with Delivery and Servicing Plans (DSP) for key Council sites such as Town Hall	Freight and Delivery Management	Delivery and Service Plans	Oxford City council	Complete	On-going	An adopted DSP is in place for the Council's city centre locations	N/A	A report outlining options for a DSP for city centre Council sites has been prepared and consideration of the options and implementation is on-going	On-going	
26	Roll out Eco-driving training for our staff	Vehicle Fleet Efficiency	Driver training and ECO driving aids	Oxford City council	Complete	On-going	Eco-driving training in place for staff	N/A	Eco-driving training is now in place for staff	On-going	
27	Seek to develop a sub-regional approach to air quality monitoring and action planning, working closely with our County and District Colleagues, through engagement with the Oxfordshire Air Quality Partnership	Policy Guidance and Development Control	Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality	Oxford City council	Complete	On-going	Attendance at the Oxfordshire Air Quality Group	N/A	Engagement with neighbouring District Councils has been developed through the participation in the Oxfordshire Air Quality Group	On-going	
28	Consider the benefit of including wider stakeholders such as transport providers, public health organisations and research and consulting expertise	Policy Guidance and Development Control	Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air	Oxford City council	Complete	On-going	air quality updates provided to the Health improvement Board when required	N/A	Engagement with the Health Improvement Board and Oxfordshire County Council Public Health colleagues	On-going	We are also working together with a local group called OxAir, and members of the university on the characterisation of new innovative NO <sub>2</sub> sensors for use across a range of projects and citizen science

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			quality								
29	Improve communication to increase the public's understanding of the main sources and health effects of air pollution emissions	Public information	Via the internet	Oxford City council with other district councils	Complete	On-going	County wide Oxfordshire Air Quality Group website launched	N/A	The Oxfordshire Air Quality Group website ( <a href="http://oxfordshire.air-quality.info/">http://oxfordshire.air-quality.info/</a> ) was launched in October 2015. As well as providing real time and historic monitoring data, the website provides information on the health impacts of air quality and a 'Children's Area'	On-going	In 2018 Oxford City Council launched in partnership with friends of the earth a city wide anti-idling campaign to reduce unnecessary emissions from stationary vehicles
30	Work with the district and County Councils in Oxfordshire to provide a co-ordinated approach to public awareness and education	Public Information	Other	Oxford City Council, Local Friends of the Earth, Schools, OxAir	On-going	On-going	Total amount of available sensors installed at schools, air quality stickers installed at all the monitoring sites linking with the AQ website, anti-idling campaign idling surveys	N/A	<p><u>Developed in 2018:</u></p> <p>Launch of an Anti-Idling campaign for Oxford in March 2018 together with local Friends of the Earth.</p> <p>Secured £128,500 from DEFRA Air Quality fund for the testing of low cost innovative Air Quality sensors to map air pollution and human exposure in Oxford – the project also aims to educate on air quality via links with projects with schools and communities; and provide advice on how to reduce personal exposure to air pollution</p> <p>Initiated collaborative work with Oxfordshire County Council's Public Health England colleagues, and Oxford Health respiratory nurses and physios working on the integrated respiratory team project of Churchill's Hospital; in Oxford, to explore ways of provide better Air Quality communication and advice for COPD patients</p> <p>Initiated collaborative work with Oxfordshire County Council on the promotion of Oxford City Council's STOP and County's WOW project</p>	On-going	STOP Project was awarded best Air Quality communication initiative of the year at the national Air Quality Awards in October 2018

## 2.3 PM<sub>2.5</sub> – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in Policy Guidance LAQM.PG16 (Chapter 7), local authorities (LAs) are expected to work towards reducing emissions and/or concentrations of PM<sub>2.5</sub> (particulate matter with an aerodynamic diameter of 2.5 µm or less). There is clear evidence that PM<sub>2.5</sub> has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

Oxford City Council measures PM<sub>2.5</sub> at St Ebbe's urban background site. In 2018 the annual mean concentration was 10 µgm<sup>-3</sup>. Oxford City Council considers that many of the measures designed to reduce levels of nitrogen dioxide set out in the AQAP will also contribute to reducing levels of PM<sub>2.5</sub>. Oxford City Council considers that the following existing measures contained in the AQAP will contribute to reducing levels of PM<sub>2.5</sub>:

1. Manage bus emissions through the implementation of the Low Emission Zone;
2. Work to ensure sustainable transport measures developed in the Oxford Area Strategy of the LTP support the targets of the AQAP;
3. Support walking and cycling strategies within the Local Transport Plan (LTP) to ensure they assist delivery of the AQAP objectives;
4. Assist in development of bus and park and ride strategies within the LTP which support the AQAP. In particular we will work with the County to promote traffic management and routing measures to reduce bus emissions;
5. Work with the County and our partners in Low Carbon Oxford to promote travel plans with organisations across the city;
6. Continue to work with the County and bus operators to reduce bus emissions further, supporting the tightening of emission standards in contracted services and enforcement of the anti-idling policy following implementation of the LEZ;
7. Promote the uptake of electric vehicles by working with our partners to install electric vehicle recharging infrastructure;
8. Continue to develop low emission and zero emission vehicles in our own fleet, and seek opportunities to increase the Council's electric vehicle car-pools;

9. Promote the development of low and zero emission car clubs schemes in the city;
10. Work with our Low Carbon Oxford Pathfinders to support the introduction of low emission vehicle into their fleets;
11. Support eco-driving through inclusion of eco-driving information in the Low Carbon Hub and other travel information services, and where possible look to support eco-driving schemes with for example taxi companies;
12. Exploring the options available for freight consolidation and management and other schemes to reduce the amount of freight vehicles operating in the city. We will also consider low and zero emission vehicles in relation to the final delivery leg of any such consolidation schemes;
13. Seek to establish a freight quality partnership to promote Eco-driving and anti-idling policies with operators in the city;
14. Support the development of Delivery and Servicing Plans (DSPs) with business across the city to further reduce unnecessary freight movements. The development of such DSP's will need to consider integration with work emerging on freight consolidation;
15. Ensure that transport and environmental impact assessments for new developments are adequate to determine what levels of mitigation may be required to offset potential increases in transport activity and emissions;
16. Explore opportunities to develop policy measures that require developers to provide investments in and contributions to the delivery of low emission transport projects and plans, including strategic monitoring and assessment activities;
17. Seek to ensure that stretching targets are set within travel plans for new developments, and that all new developments are encouraged to adopt Delivery and Servicing Plans to reduce freight movements;
18. Seek to ensure that new developments make appropriate provision for walking, cycling, public transport and low emission vehicle infrastructure e.g. EV charging points;

19. Develop a low emission vehicle hierarchy to guide the procurement of vehicles within our fleet;
20. Maintain and develop our staff travel plan and complement this with Delivery and Servicing Plans (DSPs) for key Council sites such as Town Hall.
21. Roll out eco-driving training for our staff;
22. Redevelopment of the entire delivery system of the city's heritage site covered market for it to be emission free, through the introduction of EV infrastructure and an EV fleet to be used by market retailers for their deliveries within the city.

In addition we are working in partnership with Oxfordshire County Council on the introduction of a Zero Emission Zone in the city centre. The introduction of a Zero Emission Zone is expected to contribute to the reduction of PM<sub>2.5</sub> emissions.

## 3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

### 3.1 Summary of Monitoring Undertaken

Oxford City Council undertook automatic (continuous) monitoring of Nitrogen Oxides (NO<sub>x</sub>) at three sites, Particulate Matter (PM<sub>10</sub> and PM<sub>2.5</sub>) at two sites and Ozone (O<sub>3</sub>) at one site in 2018. Non-automatic (passive) monitoring of Nitrogen Dioxide (NO<sub>2</sub>) was carried out at seventy two locations in 2018.

Maps showing the location of the air quality monitoring (continuous and passive) conducted in 2018 can be found in Appendix D. Maps covering current and historic locations of air quality monitoring locations are provided on the Oxfordshire Air Quality Group website (<https://oxfordshire.air-quality.info/>). Further details on Quality Assurance/Quality Control (QA/QC), how the monitors are calibrated, how the data has been adjusted and the bias adjustment factors used for the diffusion tubes are included in Appendix B.

#### 3.1.1 Automatic Monitoring Sites

This section sets out what monitoring has taken place and how it compares with objectives.

Oxford City Council undertook automatic (continuous) monitoring at three sites during 2018. Table A.1 in Appendix A shows the details of the sites. National monitoring results of those sites are available at <https://uk-air.defra.gov.uk/> and <http://www.airqualityengland.co.uk/>.

#### 3.1.2 Non-Automatic Monitoring Sites

Oxford City Council undertook non-automatic (passive) monitoring of NO<sub>2</sub> at 71 sites in 2018. Table A.2 in Appendix A shows the details of those sites.

For the purposes of deciding which locations to monitor, the City Council considers in the first instance locations where there is relevant public exposure. It is important that assessments focus on locations where members of the public are likely to be regularly present for a period of time appropriate to the averaging period of the objective. Monitoring is carried out in line with DEFRA's Technical Guidance LAQM.TG (16)<sup>10</sup>.

Approximately half of the monitoring locations are within central Oxford at locations where the City Council believes relevant exposure is most likely to be significant. The remaining locations are outside of the central area, again prioritised by locations where relevant exposure is most likely.

Monitoring of NO<sub>2</sub> cannot be undertaken at every location on a continuous basis. The City Council therefore makes the most efficient use of available resources by implementing a rotational system on a percentage of monitoring sites every year, ensuring such sites are covered on average every 2 to 3 years.

One important aspect of monitoring is to be able to demonstrate trends in air quality over long time periods. In order to do so, the City Council continues monitoring at a number of the same sites year on year, so that the results reported can provide a strong basis for showing trends that are independent of location.

## 3.2 Individual Pollutants

The air quality monitoring results presented in these sections are ratified, and, where relevant, adjusted for bias, “*annualisation*” and distance correction. Further details on adjustments are provided in Appendix B. Details of the UK air quality objectives for protection of human health, as well as of WHO’s recommended limit values for comparison with the 2018 monitoring results can be found in Appendix E.

### 3.2.1 Nitrogen Dioxide (NO<sub>2</sub>)

Combustion processes emit a mixture of nitrogen oxides – NO and NO<sub>2</sub> - collectively termed NO<sub>x</sub>.

- a) NO is described as a primary pollutant (meaning it is directly emitted from source). NO is not known to have any harmful effects on human health at ambient concentrations. However, it undergoes oxidation in the atmosphere to form the secondary pollutant NO<sub>2</sub>.
- b) NO<sub>2</sub> has a primary (directly emitted) component and a secondary component, formed by oxidation of NO. NO<sub>2</sub> is a respiratory irritant and is toxic at high concentrations. It is also involved in the formation of photochemical smog and acid rain and may cause damage to crops and vegetation.

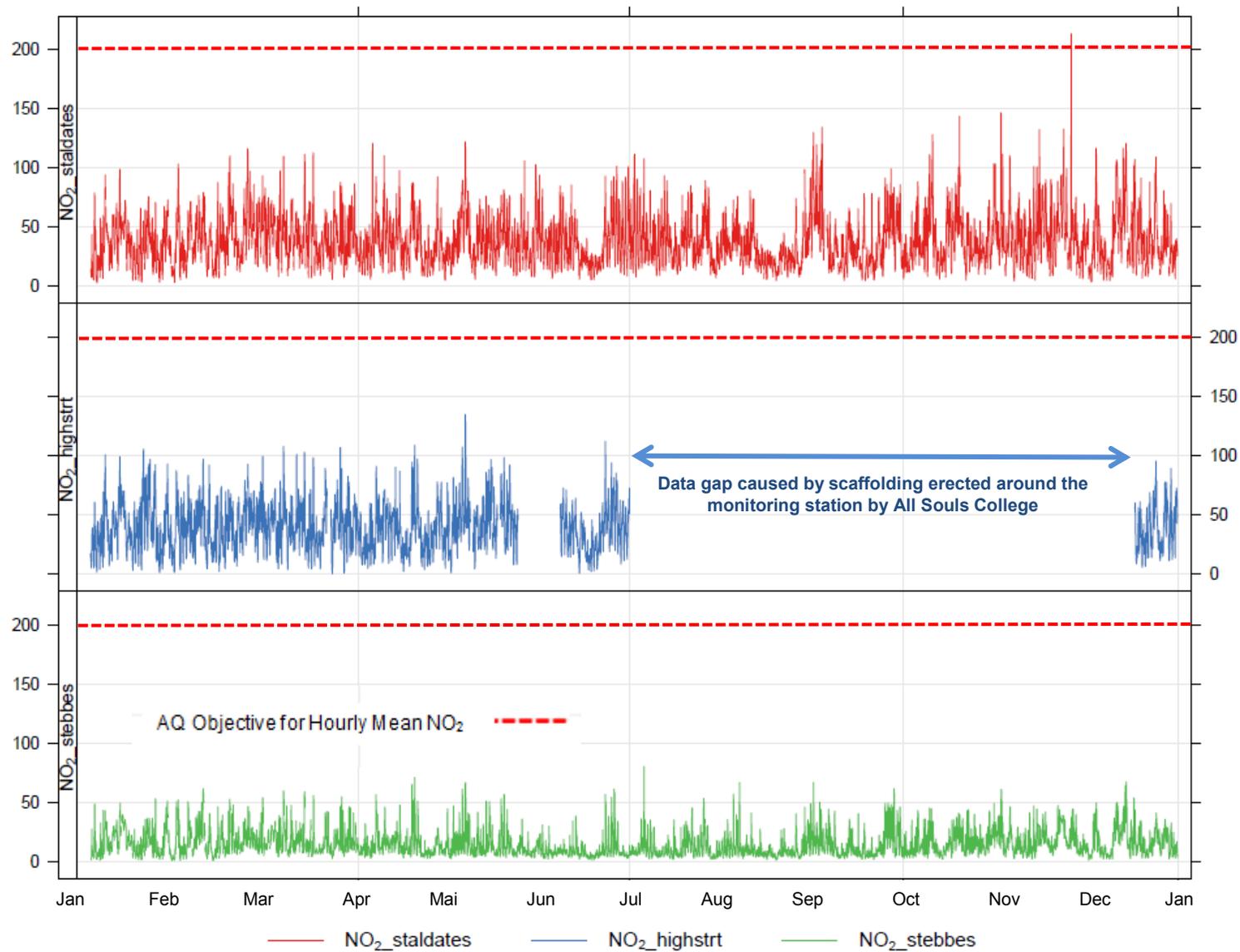
NO<sub>2</sub> data has been monitored by the use of automatic continuous monitors and passive monitoring (diffusion tubes) in 2018. The time series of hourly averaged

concentrations of NO<sub>2</sub> for the 3 automatic monitoring sites is shown in Figure 3.1. The results are expressed in µgm<sup>-3</sup>.

In 2018, data capture at Oxford High Street was significantly impacted by building work and the erection of scaffolding by All Souls College. This has meant data for this site has been annualised due to low capture rates.

The annualisation of the annual NO<sub>2</sub> followed strict procedures described in DEFRA Technical Guidance LAQM.TG (16). Details of the annualisation procedure that was used, together with more detailed information of the type and duration of works causing the poor data capture rate for this site can be found in Appendix B.

Figure 3-1- Time series of hourly averaged concentrations of NO<sub>2</sub> (µgm<sup>-3</sup>) at automatic monitoring sites, 2018.



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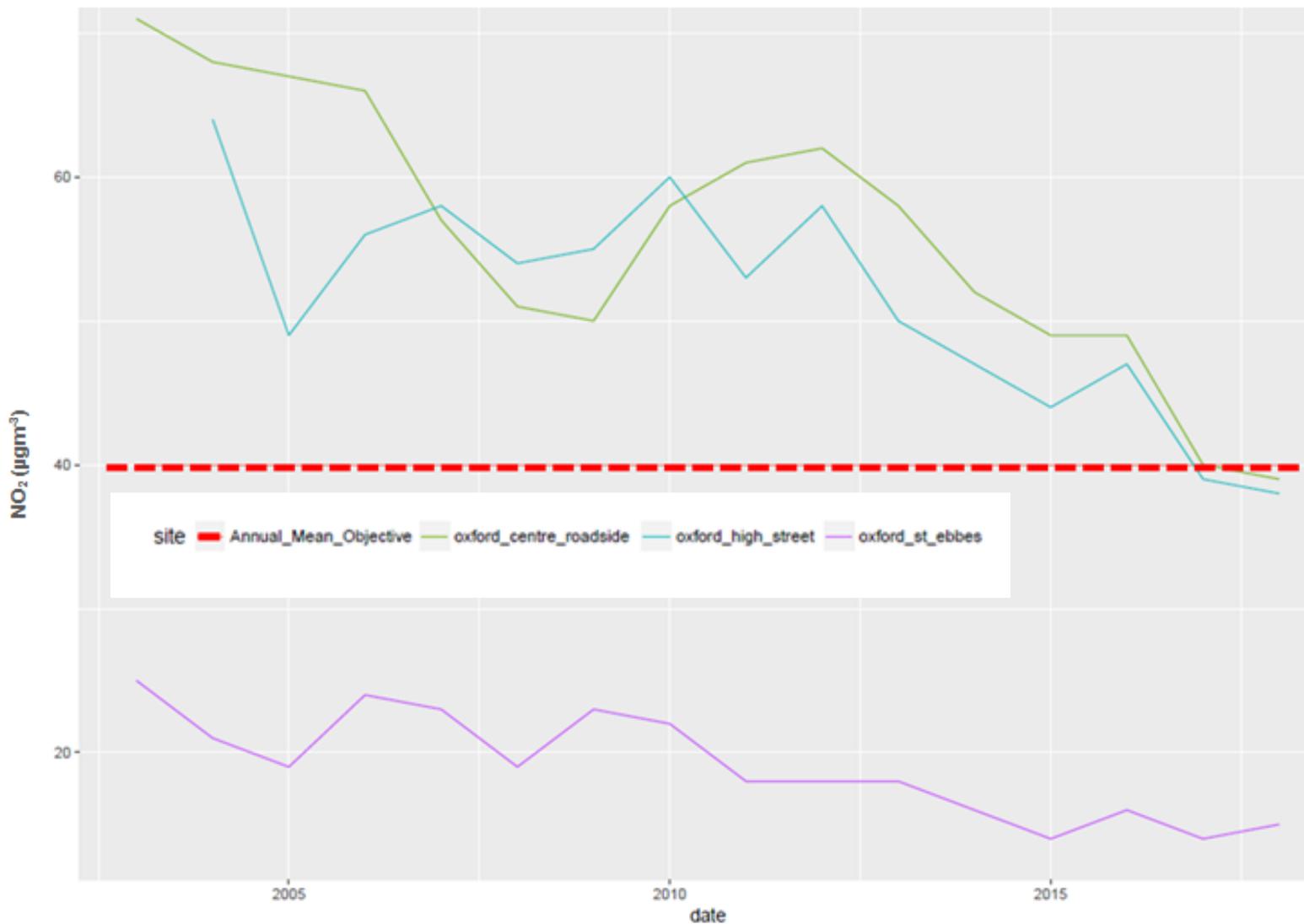
The AQS objective for hourly mean NO<sub>2</sub> concentration is 200 µgm<sup>-3</sup>, and may be exceeded up to 18 times per calendar year. Figure 3.1 shows that during 2018 there was only one recorded hourly mean NO<sub>2</sub> measurement exceeding 200 µgm<sup>-3</sup>. The highest hourly mean NO<sub>2</sub> measured in 2018 was of 213.1 µgm<sup>-3</sup> and was registered on the 26<sup>th</sup> November 07:00 at AURN Oxford Centre Roadside (St Aldates). This exceedance was attributed to emissions from a vehicle that was in operation in front of the monitoring station during that period. Table A.4 in Appendix A summarises the NO<sub>2</sub> hourly mean exceedances of the 200 µgm<sup>-3</sup> hourly air quality objective reported in Oxford over the past 5 years.

The threshold of the “*Moderate*” air quality band as set out by DEFRA for the NO<sub>2</sub> hourly mean ranges from 201 to 400 µgm<sup>-3</sup>. NO<sub>2</sub> levels at all 3 sites were recorded within the DEFRA “*Low*” band for the whole year, with the exception of the exceedance mentioned above. The AQS hourly objective for NO<sub>2</sub> was therefore met in 2018.

The annual mean AQS objective for NO<sub>2</sub> is 40 µgm<sup>-3</sup>. In 2018, Oxford High Street annual mean for NO<sub>2</sub> (*annualised*) was 38 µgm<sup>-3</sup> and Oxford Centre Roadside 39 µgm<sup>-3</sup>. At St. Ebbes, the NO<sub>2</sub> annual mean was 15 µgm<sup>-3</sup>. This objective was therefore met at all the automatic monitoring stations in Oxford in 2018.

Table A.3 in Appendix A compares the ratified monitored NO<sub>2</sub> annual mean concentrations for the past 5 years with the air quality objective of 40 µgm<sup>-3</sup>. Figure 3.2 (below) shows the 15 year long term trend for levels of measured NO<sub>2</sub> at continuous monitoring stations. The results are expressed in µgm<sup>-3</sup>.

Figure 3-2 – Long term trends of Annual Mean NO<sub>2</sub> (µgm<sup>-3</sup>) at Oxford’s continuous monitoring stations, 2003-2018.



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Figure 3.2 shows that the air quality levels measured in Oxford at the locations of our automatic monitoring roadside sites continued to improve throughout 2018, which is a clear indication that emissions from traffic continue to reduce. However, it also shows that the rate to which these reductions have been taking place seems to have slowed down in comparison with the previous year.

At the same time, the City's Urban Background site (Oxford St Ebbes) have seen a slight increase of NO<sub>2</sub> levels during the same period, which is also observed in other urban background locations where NO<sub>2</sub> was monitored in the city. This can be an indication that the NO<sub>2</sub> reductions that were seen in both roadside sites located in the city Centre could in reality have been slightly higher than what the current results show.

Appendix C shows the daily average levels of NO<sub>2</sub> along the entire calendar year 2018 for the automatic monitoring stations of Oxford Centre Roadside, Oxford High Street and Oxford St Ebbes.

### **Non-Automatic Monitoring**

Non-automatic monitoring using diffusion tubes took place at 72 locations in 2018. Approximately half of this number was exposed within central Oxford, rotated between the locations where we believe relevant exposure is most likely. The remaining tubes were used outside of the central area, again prioritised by locations where relevant exposure is most likely.

The diffusion tube results show that the annual mean AQS objective of 40 µgm<sup>-3</sup> for NO<sub>2</sub> specified by DEFRA was exceeded at only 4 of the 72 monitoring locations where NO<sub>2</sub> levels were measured in 2018. All the diffusion tube monitoring locations are within the existing AQMA and were considered representative of public exposure; therefore there was no need to correct the results for distance. The main observations of the monitoring carried out in 2018 using non-automatic monitoring are as follow:

- 72 locations in the City of Oxford were chosen to be part of the 2018 air quality diffusion tube monitoring campaign. Of those, 5 locations were new air quality monitoring sites, and the remaining 67 sites were sites where air quality had been monitored in the previous year;

- For the second consecutive year, none of the City's NO<sub>2</sub> diffusion tube monitoring sites presented an annual mean NO<sub>2</sub> equal or above 60 µg m<sup>-3</sup>. According to LAQM (TG16), this is an indication that exceedances of the hourly mean objective for NO<sub>2</sub> are not likely to have occurred in the city in 2018;
- In 2018, NO<sub>2</sub> was measured at 5 new locations in the city. The new monitoring sites were located at Quarry Road, Roger Dudman Way, St Gilles, St Clements (East), and William Lucy Way. None of the new monitoring locations measured annual mean NO<sub>2</sub> concentrations above the current annual mean limit value for this pollutant;
- Half of the sites where air quality was monitored in 2017 registered air quality improvements in 2018. Twenty percent of the sites measured the exact same levels of NO<sub>2</sub> as was measured in the previous year, and thirty percent of the sites showed slight increases in the NO<sub>2</sub> values measured in 2018 compared to 2017. However it is important to highlight that the vast majority of the observed increases were only of 1-2 µg m<sup>-3</sup>, which are well within the error margin of monitoring method. This means that increases of the NO<sub>2</sub> annual mean values that were measured at those locations cannot statistically be considered real air pollution increases.
- In 2018, Oxford's urban background sites showed that the NO<sub>2</sub> urban background levels of the city rose by 1-3 µg m<sup>-3</sup>. It is therefore likely that the minor increases in NO<sub>2</sub> levels observed across the city can be explained by the increase of the urban background level. While urban background levels have risen across the city, it is not reflected in the monitoring results at all sites which are likely to be because of reductions in traffic emissions offsetting the impact.
- Five locations measured increases of 3-4 µg m<sup>-3</sup> NO<sub>2</sub> in 2018. The locations are; Lenthal Road Allotments, Headington Roundabout, Botley Road (corner with Mill Street), New Road, and Thames Street/Trinity Street. While increases in NO<sub>2</sub> were identified, the annual mean values that were measured at those

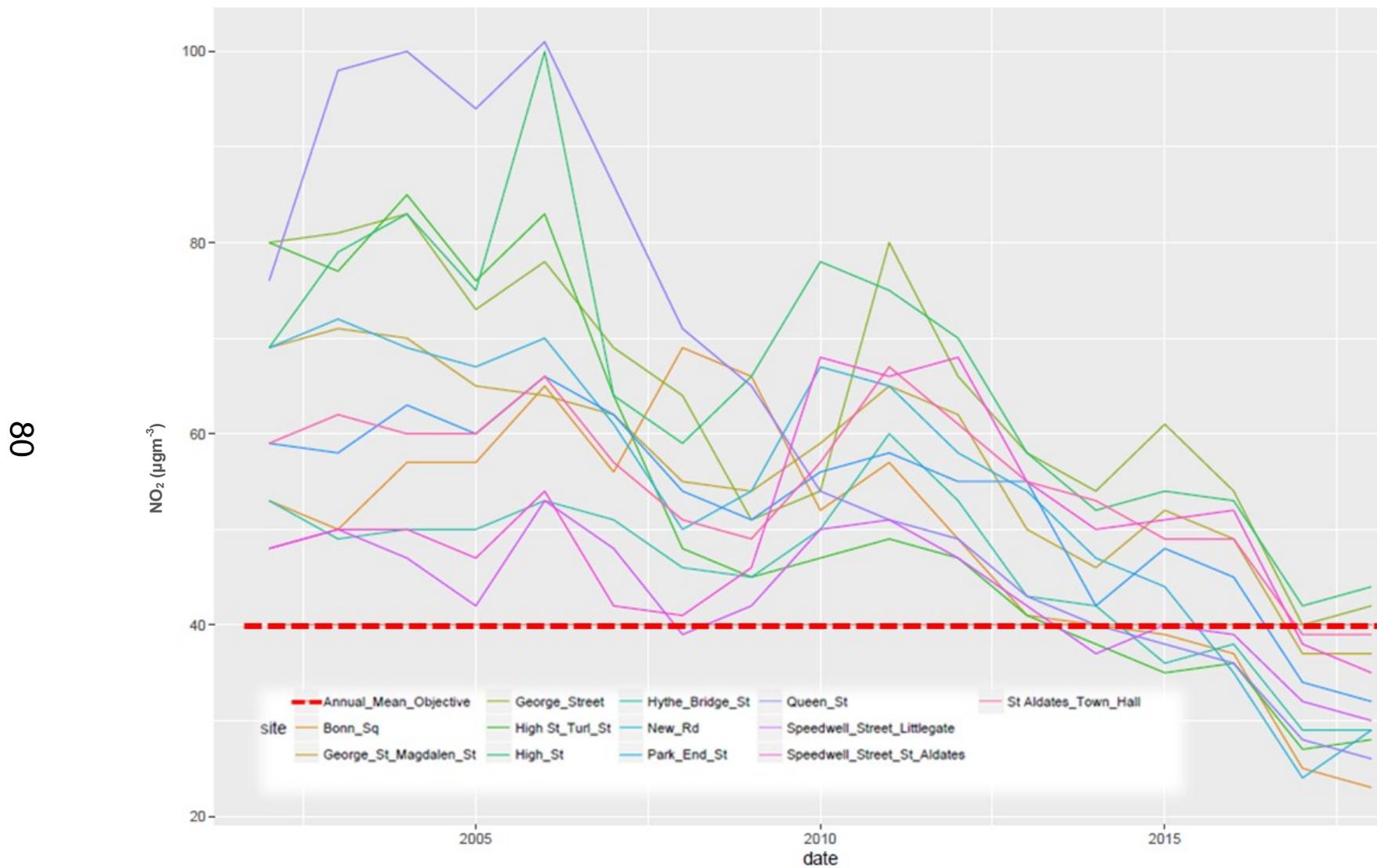
locations were all inside the range of 14-29  $\mu\text{g m}^{-3}$ , which is below the current annual mean limit value for  $\text{NO}_2$  (40  $\mu\text{g m}^{-3}$ ).

- New Road and Thames Street/Trinity Street saw increases of 4  $\mu\text{g m}^{-3}$  in 2018 compared with 2017. This is likely to be due to road closures in 2017 impacting measurements and leading to reductions in  $\text{NO}_2$  levels. These roads are now fully operational and the increase in  $\text{NO}_2$  reflects this.
- In 2018 the first full year of monitoring was completed since the opening of the Westgate Shopping Centre. Air quality was monitored at a total of 13 locations around the Westgate Centre and results showed a reduction in air pollution at all 13 sites, by an average of 6  $\mu\text{g m}^{-3}$ , when compared with the levels measured in 2015, the year prior to the start of construction works.
- Of the 72 locations where  $\text{NO}_2$  levels were monitored in 2018, only 4 exceeded the annual mean limit value for  $\text{NO}_2$ . One of those sites is located on the North West boundary of the City (Cuttesslowe Roundabout). The other three are located in the City Centre (George Street, St Clements and High Street);
- One site is now, for the first time, in compliance with the annual mean limit value for  $\text{NO}_2$ ; BP Service Station on Woodstock Road (Wolvercote Roundabout). The concentration registered at this location (38  $\mu\text{g m}^{-3}$ ) is only marginally below the threshold for compliance and given the degree of uncertainty associated with the diffusion tube methodology a further year of consistent results are required to verify the result.
- The monitoring location with the highest annual mean for  $\text{NO}_2$  in 2018 was DT55 – St. Clements - with a value of 46  $\mu\text{g m}^{-3}$ . In 2017 this site measured 47  $\mu\text{g m}^{-3}$ . While 2018 results indicate little change from 2017, it must be noted that from June to August 2017 St Clements Street had limited traffic due to disruptive sewer works being conducted on-site. The works resulted in pollution levels being halved during that period, which was subsequently reflected in the  $\text{NO}_2$  annual mean for 2017. Without these works and resultant road closure, St. Clements was estimated to register a final annual mean

value of 51  $\mu\text{g m}^{-3}$ . This indicates that there was a clear reduction of pollution levels in St. Clements in 2018 compared to 2017.

Figure 3.3 below shows the long term trend for levels of measured  $\text{NO}_2$  at a number of historic diffusion tube monitoring stations. The results are expressed in  $\mu\text{g m}^{-3}$ . It is quite clear that there has been a significant downward trend in measured levels of  $\text{NO}_2$  at most of these locations since historic monitoring began in 2003. In 2018, air quality improvements have continued to occur in the city Centre. Overall, the annual mean objective for  $\text{NO}_2$  was only exceeded at 4 of the 72 locations in 2018.

Figure 3-3– Long Term Trends in Annual Mean NO<sub>2</sub> (ugm<sup>-3</sup>) at Oxford’s diffusion tube monitoring locations, 2003-2018.



### 3.2.2 Particulate Matter (PM<sub>10</sub> and PM<sub>2.5</sub>)

Airborne particulate matter varies widely in its physical and chemical composition, source and particle size. The terms PM<sub>10</sub> and PM<sub>2.5</sub> are used to describe particles with an effective size less than 10 and 2.5 µm respectively. These are of concern with regard to human health, as they are small enough to penetrate deep into the lungs. They can cause inflammation and a worsening of the condition of people with heart and lung diseases. In addition, they may carry surface absorbed carcinogenic compounds into the lungs. Larger particles, meanwhile, are not readily inhaled, and are removed relatively efficiently from the air by sedimentation.

In 2018, PM<sub>10</sub> data was monitored by automatic continuous monitors at Oxford St. Ebbes and Oxford High Street. PM<sub>2.5</sub> was monitored at Oxford St. Ebbes.

The AQS objective for PM<sub>10</sub> is a maximum of 50 µgm<sup>-3</sup> for any 24h mean period, not to be exceeded more than 35 times a year.

The result of PM<sub>10</sub> measurements during the course of 2018 show only 1 exceedance of the 50 µgm<sup>-3</sup> 24h mean, which was registered on Saturday 3<sup>rd</sup> March at Oxford St Ebbes. According to Kings College,<sup>11</sup> the exceedance is not directly related with pollution generated in the city but instead, from an unexpected recirculation of air bringing a cocktail of particulates from coal burning areas in Eastern Europe, mixed with a regional contribution from wood burning. The analysis from King's states:

*“Moderate and high particle pollution was measured throughout London and the south on Friday and Saturday, and also across large parts of the UK and western Europe including Germany, Belgium and the Netherlands. A change in wind direction to include a track from east Europe caused increase sulphate particles from Thursday 1st March, indicative of particles from coal burning areas. Air tracks from then onwards included greater time over north western Europe and the UK and particle pollution increased showing contributions from traffic, gas combustion and wood burning. Saturday brought an unexpected recirculation of air that had been over us on Friday. Wood burning particles slowly increased from Thursday through to Sunday morning. The greatest concentrations from fresh local wood burning were seen on Saturday and Sunday evenings, unusually wood burning was seen throughout the daytime and may be indicative of people remaining at home due to travel disruption and heating their homes all day. There is evidence that the particle pollution included not just fresh wood smoke but also wood smoke particles that had chemically*

*reacted in the atmosphere to form organo-nitrate particles. The weekend also included nitrate particles more typical of normal spring time episodes produced from chemical reactions between traffic exhausts, natural gas burning, and farming.”*

Oxford St. Ebbes registered a 24 hourly mean of  $55 \mu\text{g m}^{-3}$  for  $\text{PM}_{10}$  on Saturday the 3<sup>rd</sup> March, whilst Oxford High Street measured  $47.3 \mu\text{g m}^{-3}$

The AQS objective for 24-hour mean  $\text{PM}_{10}$  was fully met at Oxford High Street and Oxford St Ebbes in 2018.

Table A.6 in Appendix A shows the number of exceedances to the  $\text{PM}_{10}$  24-hour mean objective in the past 5 years.

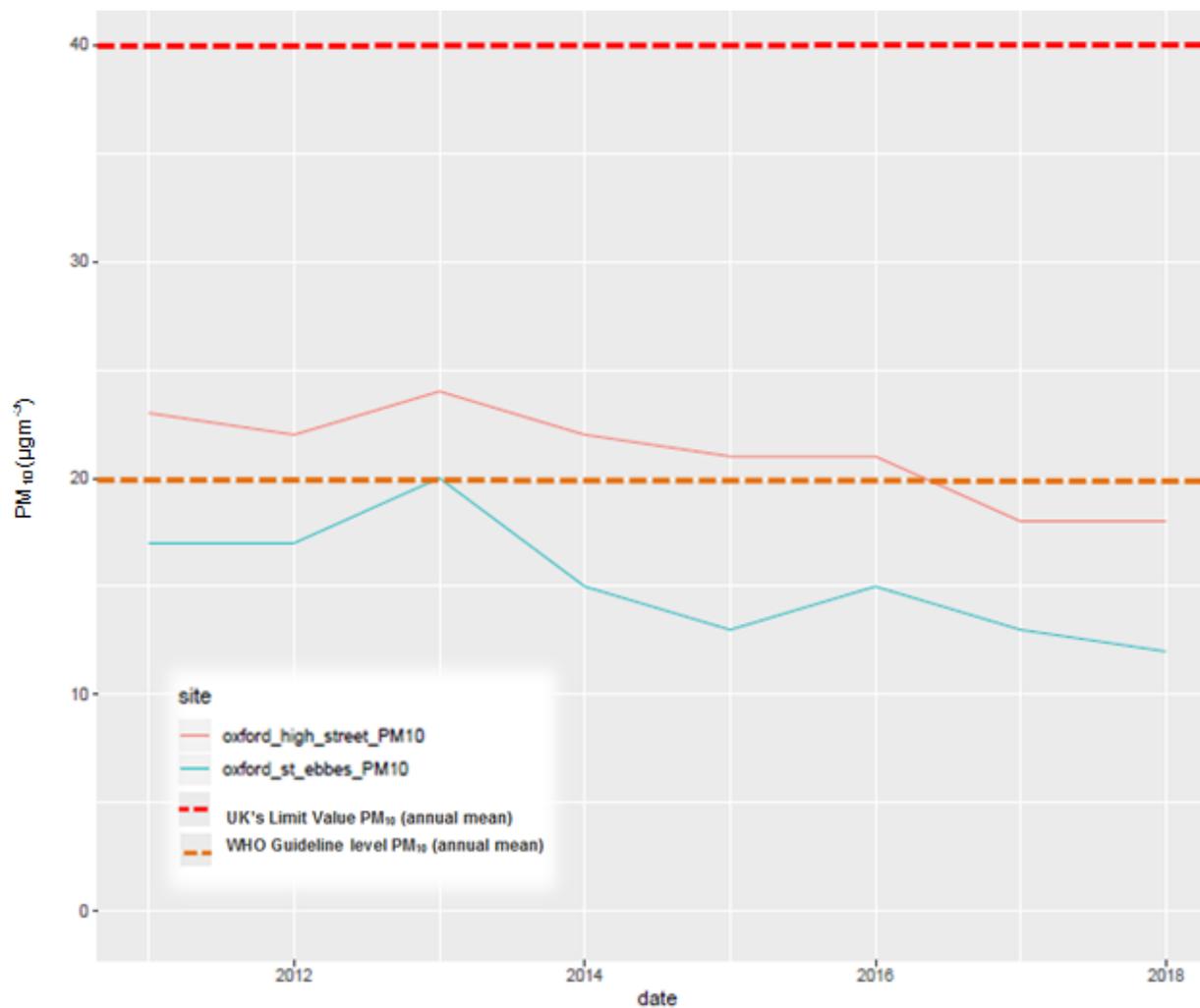
The annual mean AQS objective for  $\text{PM}_{10}$  is  $40 \mu\text{g m}^{-3}$ . Table A.5 in Appendix A compares the ratified and adjusted monitored  $\text{PM}_{10}$  annual mean concentrations for the past 5 years with the air quality objective of  $40 \mu\text{g m}^{-3}$ .

Oxford High Street registered an annual mean of  $18 \mu\text{g m}^{-3}$ . Oxford St. Ebbes  $12 \mu\text{g m}^{-3}$ . This objective was therefore met in 2018.

No AQS objective exists for  $\text{PM}_{2.5}$ ; however a non-mandatory compliance target of  $25 \mu\text{g m}^{-3}$  to be met by 2020 exists. The monitored annual mean for this pollutant was  $10 \mu\text{g m}^{-3}$  at Oxford St. Ebbes. Table A.7 in Appendix A presents the ratified and adjusted monitored  $\text{PM}_{2.5}$  annual mean concentrations for the past 5 years.

The figures below show the 7 year long term trend for levels of measured  $\text{PM}_{10}$  and  $\text{PM}_{2.5}$  at continuous monitoring stations in Oxford, and the current recommended WHO guideline values, which are significantly lower for  $\text{PM}_{10}$  and  $\text{PM}_{2.5}$  than the UK limit values. The results are expressed in  $\mu\text{g m}^{-3}$ .

Figure 3-4– Long term trends of Annual Mean PM<sub>10</sub> (µg m<sup>-3</sup>) at Oxford’s continuous monitoring stations, 2011-2018.



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Figure 3-5– Long term trends of Annual Mean PM<sub>2.5</sub> (µgm<sup>-3</sup>) at Oxford’s continuous monitoring stations, 2011-2018



Figure 3.4 shows that PM<sub>10</sub> levels measured in Oxford at the locations of our automatic monitoring sites have seen a downward trend since 2013. The step change in that year can be attributed to the Low Emission Zone, which banned high-emission buses (i.e. buses with engines older than Euro V) from the City Centre. Bus companies began converting their vehicles in the run up to the zone's introduction in 2014.

This was particularly important for the reduction of PM emissions from exhaust, as all Euro V and Euro VI bus diesels are fitted with a Diesel Particulate Filter (DPF), which reduce the amount of PM that is released from exhaust into the atmosphere by more than 80%.

Figure 3.5 shows that the steady decreases that we see in Figure 3.4 for PM<sub>10</sub> are not so clear for PM<sub>2.5</sub>. In 2013, we can also clearly see the effect caused by the introduction of the LEZ on the reduction of PM<sub>2.5</sub> levels.

Figures 3.4 and 3.5 also show that none of the current WHO guideline values for PM<sub>10</sub> and PM<sub>2.5</sub> were breached in 2018. All the automatic monitoring stations measuring Particulate matter (PM<sub>10</sub> and PM<sub>2.5</sub>) in Oxford fulfilled both relevant UK limit values and WHO guideline values for these pollutants in 2018.

### 3.2.3 Ozone (O<sub>3</sub>)

Ozone (O<sub>3</sub>) is not emitted directly into the atmosphere in significant quantities, but is a secondary pollutant produced by reaction between nitrogen dioxide (NO<sub>2</sub>) and hydrocarbons, in the presence of sunlight. Whereas nitrogen dioxide (NO<sub>2</sub>) contributes to ozone formation, nitrogen oxide (NO) destroys ozone and therefore acts as a local sink. For this reason, ozone levels are not as high in urban areas (where NO is emitted from vehicles) as in rural areas. Ozone levels are usually highest in rural areas, particularly in hot, still, sunny weather conditions giving rise to "*summer smog*".

O<sub>3</sub> is measured at Oxford St. Ebbes. The AQS objective for daily maximum on an 8 hour running mean is 100 µgm<sup>-3</sup> not to be exceeded more than 10 days a year. Oxford St. Ebbes did not meet the AQS objectives for this pollutant in 2018.

Oxford St. Ebbes data capture of O<sub>3</sub> was of 99.9 % in 2018. The site exceeded the AQS daily objective for ozone 149 times, during a total of 27 days during the year.

In 2018 there was a significant increase on the number of exceedances (+118) and days (+22) where O<sub>3</sub> was registered above the legal threshold, when compared with the results from 2017.

It is important to remember that ozone is an area wide pollutant, and whilst monitoring sites are relatively sparse compared to those monitoring nitrogen dioxide they represent the wider population exposure, so a single site may represent the ozone concentrations that hundreds of thousands of people have been exposed to.

In 2018, there was a major regional ozone episode that covered London and the entire south East England, for a duration of 35 days. Kings college<sup>11</sup> refers to this episode as being the greatest O<sub>3</sub> episode observed since 2008:

*“The episode started on 23rd June and ran until July 27th with only four days ‘low’ air pollution during the 35 day period in London and south east England. The episode included 17 consecutive days of ‘moderate’ ozone, the greatest number of consecutive days since 2008 when we measured 23 back-to-back days between 24th April and 16th May.”*

The biggest concentrations of ozone were recorded at St Ebbes during the above period, but in particular during the first week of July, with a maximum level of 157.7 µgm<sup>-3</sup> (hourly mean) being observed on the 1<sup>st</sup> July 18:00.

Appendix C shows the daily average levels of O<sub>3</sub> along the entire calendar year 2018 for the automatic monitoring station of Oxford St. Ebbes.

## Appendix A: Monitoring Results

Table A 1 – Details of automatic monitoring sites

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Monitoring Technique	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Inlet Height (m)
CM1	Oxford Centre Roadside (AURN)	Roadside	451359	206157	NO <sub>2</sub>	YES	Chemiluminescence	1	3	2.5
CM2	Oxford High Street	Roadside	451677	206272	NO <sub>2</sub> PM <sub>10</sub>	YES	Chemiluminescence TEOM	1	2	1.5
CM3	Oxford St Ebbes (AURN)	Urban Background	451118	205353	NO <sub>2</sub> PM <sub>10</sub> PM <sub>2.5</sub> O <sub>3</sub>	YES	Chemiluminescence TEOM - FDMS TEOM - FDMS UV Absorption	10	2	2.5

**Notes:**

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable.

Table A 2 – Details of non-automatic monitoring sites

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube collocated with a Continuous Analyser?	Height (m)
DT1	St Ebbes	Urban B.	451118	205353	NO <sub>2</sub>	YES	10	2	YES	2.5
DT2	Weirs Lne./Abingdon Rd. LP1	Roadside	451904	204215	NO <sub>2</sub>	YES	2	2	NO	3
DT3	LP 52 Abingdon Rd.	Roadside	451914	204154	NO <sub>2</sub>	YES	3	2	NO	3
DT4	Boundary Brook Rd/ Iffley Rd	Roadside	452961	204662	NO <sub>2</sub>	YES	0	2	NO	3
DT5	Lenthall Rd Allotments	Urban B.	452818	203448	NO <sub>2</sub>	YES	5	N/A	NO	1.5
DT6	Templar Square	Roadside	454336	203952	NO <sub>2</sub>	YES	2	2	NO	3
DT7	Oxford Rd/ Between Towns Rd	Roadside	454472	204246	NO <sub>2</sub>	YES	3	2	NO	3
DT8	Oxford Rd(Cowley) LP13	Roadside	454355	204296	NO <sub>2</sub>	YES	0	1	NO	3
DT9	Cowley Rd/ Divinity Rd	Roadside	453151	205536	NO <sub>2</sub>	YES	3	1	NO	3
DT72	Cowley Rd./ James Street	Roadside	452761	205745	NO <sub>2</sub>	YES	1	1	NO	3
DT74	Quarry Road	Kerbside	455314	206619	NO <sub>2</sub>	YES	5	1	NO	2.5
DT11	Gypsy Lne/Old Rd/Warneford Drive	Roadside	453910	206334	NO <sub>2</sub>	YES	3	5	NO	3
DT12	Churchill Drive/Old Rd	Roadside	454493	206367	NO <sub>2</sub>	YES	1	1	NO	3
DT13	Windmill Rd./Old Rd	Roadside	454876	206447	NO <sub>2</sub>	YES	3	0.5	NO	3

DT14	Windmill Rd. W	Roadside	454554	207102	NO <sub>2</sub>	YES	0	2.5	NO	3
DT15	London Rd./BHF	Roadside	454433	207058	NO <sub>2</sub>	YES	0	2.5	NO	3
DT16	Headley Way/London Rd. LP2	Roadside	453982	206817	NO <sub>2</sub>	YES	1	2	NO	3
DT17	49 London Rd. /Latimer/Sandfield Rds	Roadside	454138	206903	NO <sub>2</sub>	YES	2	2	NO	3
DT75	Roger Dudman Way	Roadside	450306	206897	NO <sub>2</sub>	YES	0	0.5	NO	2.5
DT18	The Roundway	Roadside	455596	207367	NO <sub>2</sub>	YES	0	5	NO	3
DT20	Barton Lane LP2	Roadside	454999	207759	NO <sub>2</sub>	YES	3	1	NO	3
DT21	North Way /Barton Village Rd LP20	Roadside	455116	207796	NO <sub>2</sub>	YES	0	0.5	NO	3
DT76	St Gilles	Roadside	451226	206504	NO <sub>2</sub>	YES	0	2	NO	2.5
DT77	St Clements 2	Roadside	452451	205999	NO <sub>2</sub>	YES	0	1	NO	2.5
DT25	Cuttleslowe Rbout 3 Elsfeld Rd.	Roadside	450419	210256	NO <sub>2</sub>	YES	5	2	NO	3
DT26	Cuttleslowe Rbout 3 Summers Place	Roadside	450389	210189	NO <sub>2</sub>	YES	1	2	NO	3
DT27	Wolvercote Rbout 78 Sunderland Ave.	Roadside	449824	210198	NO <sub>2</sub>	YES	1	1	NO	3
DT28	Wolvercote Rbout 51 Sunderland Ave	Roadside	449856	210162	NO <sub>2</sub>	YES	1	1	NO	3
DT71	BP City Motors	Roadside	449617	210216	NO <sub>2</sub>	YES	5	5	NO	3
DT29	Pear Tree P&R N Gateway	Roadside	449530	210734	NO <sub>2</sub>	YES	10	4	NO	3
DT30	Osney	Kerbside	450668	206053	NO <sub>2</sub>	YES	2	2	NO	3

	Lne/Hollybush Row									
DT31	Beckett St.	Roadside	450566	206227	NO <sub>2</sub>	YES	5	2	NO	3
DT32	Royal Oxford Hotel	Roadside	450674	206273	NO <sub>2</sub>	YES	0	2.5	NO	3
DT33	Botley RD/ Mill St	Roadside	450409	206224	NO <sub>2</sub>	YES	1	1	NO	3
DT34	Abbey Rd Corner	Roadside	450356	206255	NO <sub>2</sub>	YES	0	1	NO	3
DT35	Botley Rd /Hillview Rd	Roadside	450029	206207	NO <sub>2</sub>	YES	1	2	NO	3
DT37	Botley Rd S (Duke St)	Roadside	449655	206227	NO <sub>2</sub>	YES	0	2	NO	3
DT36	Botley Rd N (Prestwich Place)	Roadside	449657	206245	NO <sub>2</sub>	YES	0	2	NO	3
DT39	St Aldate's	Roadside	451359	206157	NO <sub>2</sub>	YES	0	2	YES	2.5
DT40	Queen St.	Roadside	451270	206144	NO <sub>2</sub>	YES	0	2	NO	3
DT41	Bonn Square	Roadside	451216	206133	NO <sub>2</sub>	YES	0	2	NO	3
DT42	New Rd.	Roadside	451073	206191	NO <sub>2</sub>	YES	2	3.5	NO	3
DT43	Park End St.	Kerbside	450885	206275	NO <sub>2</sub>	YES	2	1	NO	3
DT44	Hythe Bridge St.	Roadside	450795	206343	NO <sub>2</sub>	YES	0	2	NO	3
DT45	Worcester St.	Roadside	450942	206424	NO <sub>2</sub>	YES	2	2	NO	3
DT46	Beaumont St.	Kerbside	451167	206519	NO <sub>2</sub>	YES	2	1	NO	3
DT47	George St. / Magdalen St.	Kerbside	451222	206387	NO <sub>2</sub>	YES	2	0.5	NO	3
DT73	Walton Street LP18	Roadside	450960	206590	NO <sub>2</sub>	YES	1	1	NO	2.5
DT48	George St.	Kerbside	450981	206344	NO <sub>2</sub>	YES	0	0.5	NO	3
DT49	Cornmarket St.	Urban Centre	451322	206242	NO <sub>2</sub>	YES	0	2	NO	3
DT50	High St. / Turl St.	Roadside	451467	206222	NO <sub>2</sub>	YES	1	2.5	NO	3
DT51	50 High St.	Roadside	451900	206250	NO <sub>2</sub>	YES	0	2.5	NO	3

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DT52	Longwall St.	Kerbside	451972	206283	NO <sub>2</sub>	YES	1	1	NO	3
DT53	Magdalen Bridge	Roadside	452099	206117	NO <sub>2</sub>	YES	0	2	NO	3
DT54	York Place	Kerbside	452325	206015	NO <sub>2</sub>	YES	0	2	NO	3
DT55	St Clements	Kerbside	452326	205992	NO <sub>2</sub>	YES	1	1	NO	3
DT56	High St.	Kerbside	451576	206232	NO <sub>2</sub>	YES	2	1	NO	3
DT57	Speedwell St. / St. Aldate's	Roadside	451407	205807	NO <sub>2</sub>	YES	1	3	NO	3
DT58	Folly Bridge	Roadside	451437	205529	NO <sub>2</sub>	YES	0	1	NO	3
DT59	Thames St.	Roadside	451353	205643	NO <sub>2</sub>	YES	1	3	NO	3
DT60	New Butterwyke PI/ Thames St.	Roadside	451248	205710	NO <sub>2</sub>	YES	5	2	NO	3
DT61	Friars Wharf	Roadside	451219	205707	NO <sub>2</sub>	YES	0	3	NO	3
DT62	1 Blackfriars Rd.	Roadside	451072	205750	NO <sub>2</sub>	YES	0	3	NO	3
DT63	Thames St. / Trinity St.	Roadside	450926	205797	NO <sub>2</sub>	YES	0	10	NO	3
DT64	Thames St. / Oxpens Rd.	Roadside	450887	205825	NO <sub>2</sub>	YES	0	1	NO	3
DT65	Speedwell St. / Littlegate	Roadside	451206	205780	NO <sub>2</sub>	YES	1	2	NO	3
DT66	36 Faulkner St.	Urban B.	451149	205859	NO <sub>2</sub>	YES	1	20	NO	3
DT67	Old Greyfriars St.	Roadside	451149	205947	NO <sub>2</sub>	YES	5	5	NO	3
DT68	Norfolk St.	Roadside	451030	205962	NO <sub>2</sub>	YES	0	1.5	NO	3
DT69	Paradise Square	Roadside	450982	205973	NO <sub>2</sub>	YES	0	1	NO	3
DT70	Castle St.	Roadside	451062	206067	NO <sub>2</sub>	YES	0	1.5	NO	3
DT78	William Lucy Way	Urban B.	450378	207135	NO <sub>2</sub>	YES	3	20	NO	2

**Notes:**

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on/adjacent to the façade of a residential property).

(2) N/A if not applicable.

Table A 3 – Annual mean NO<sub>2</sub> monitoring results

Site ID	Site Name	Monitoring Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2018 (%) <sup>(2)</sup>	NO <sub>2</sub> Annual Mean Concentration (µg/m <sup>3</sup> ) <sup>(3)</sup>				
					2014	2015	2016	2017	2018
CM1	Oxford Centre Roadside (AURN)	Automatic	95	95	52	49	49	40	39
CM2	Oxford High Street	Automatic	49	49	47	44	47	39	38
CM3	Oxford St Ebbes (AURN)	Automatic	98	98	17	14	16	14	15
DT1	St Ebbes	Passive	100	100	17	16	18	14	15
DT2	Weirs Lne./Abingdon Rd. LP1	Passive	100	100	35	39	34	28	27
DT3	LP 52 Abingdon Rd.	Passive	100	100	37	42	38	31	29
DT4	Boundary Brook Rd/ Iffley Rd	Passive	83	83	NM	NM	34	28	27
DT5	Lenthall Rd Allotments	Passive	100	100	13	15	14	10	13
DT6	Templar Square	Passive	100	100	NM	NM	25	21	20
DT7	Oxford Rd/ Between Towns Rd	Passive	100	100	NM	NM	36	31	28
DT8	Oxford Rd(Cowley) LP13	Passive	100	100	NM	NM	34	29	27
DT9	Cowley Rd/ Divinity Rd	Passive	100	100	NM	NM	28	25	24
DT72	Cowley Rd./ James Street	Passive	100	100	NM	NM	NM	29	29
DT74	Quarry Road	Passive	75	75	NM	NM	NM	NM	16
DT11	Gypsy Lne/Old Rd/Warneford	Passive	92	92	NM	NM	24	20	18

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	Drive								
DT12	Churchill Drive/Old Rd	Passive	50	50	NM	NM	NM	22	24
DT13	Windmill Rd./Old Rd	Passive	100	100	NM	NM	29	23	23
DT14	Windmill Rd. W	Passive	100	100	<b>40</b>	<b>44</b>	<b>43</b>	33	32
DT15	London Rd./BHF	Passive	100	100	36	34	34	26	25
DT16	Headley Way/London Rd. LP2	Passive	92	92	NM	NM	35	27	25
DT17	49 London Rd. /Latimer/Sandfield Rds	Passive	100	100	NM	NM	37	24	25
DT75	Roger Dudman Way	Passive	50	50	NM	NM	NM	NM	20
DT18	The Roundway	Passive	100	100	32	32	33	23	26
DT20	Barton Lane LP2	Passive	100	100	NM	31	29	25	27
DT21	North Way /Barton Village Rd LP20	Passive	100	100	NM	30	30	26	24
DT76	St Gilles	Passive	100	100	NM	NM	NM	NM	33
DT77	St Clements 2	Passive	100	100	NM	NM	NM	NM	36
DT25	Cuttleslowe Rbout 3 Elsfield Rd.	Passive	100	100	NM	40	48	35	35
DT26	Cuttleslowe Rbout 3 Summers Place	Passive	100	100	NM	<b>42</b>	<b>40</b>	<b>41</b>	<b>41</b>
DT27	Wolvercote Rbout 78 Sunderland Ave.	Passive	83	83	NM	39	34	29	29
DT28	Wolvercote Rbout 51 Sunderland Ave	Passive	92	92	NM	34	32	26	27

DT71	BP City Motors	Passive	100	100	NM	<b>44</b>	NM	<b>41</b>	38
DT29	Pear Tree P&R N Gateway	Passive	92	92	NM	38	36	28	25
DT30	Osney Lne/Hollybush Row	Passive	100	100	28	32	33	27	28
DT31	Beckett St.	Passive	100	100	33	30	39	29	31
DT32	Royal Oxford Hotel	Passive	100	100	<b>41</b>	<b>40</b>	38	32	31
DT33	Botley RD/ Mill St	Passive	100	100	NM	28	29	23	26
DT34	Abbey Rd Corner	Passive	92	92	NM	28	30	23	22
DT35	Botley Rd /Hillview Rd	Passive	100	100	NM	<b>40</b>	<b>40</b>	34	32
DT37	Botley Rd S (Duke St)	Passive	100	100	NM	34	22	25	23
DT36	Botley Rd N (Prestwich Place)	Passive	100	100	NM	29	35	27	27
DT39	St Aldate's	Passive	100	100	<b>53</b>	<b>49</b>	<b>49</b>	39	39
DT40	Queen St.	Passive	92	92	<b>40</b>	38	36	28	26
DT41	Bonn Square	Passive	100	100	<b>40</b>	39	37	25	23
DT42	New Rd.	Passive	100	100	<b>47</b>	<b>44</b>	35	24	29
DT43	Park End St.	Passive	100	100	<b>42</b>	<b>48</b>	<b>45</b>	34	32
DT44	Hythe Bridge St.	Passive	92	92	<b>42</b>	36	38	29	29
DT45	Worcester St.	Passive	92	92	<b>52</b>	<b>50</b>	<b>51</b>	38	37
DT46	Beaumont St.	Passive	100	100	<b>43</b>	<b>44</b>	<b>45</b>	31	31
DT47	George St. / Magdalen St.	Passive	92	92	<b>46</b>	<b>52</b>	<b>49</b>	37	37
DT73	Walton Street LP18	Passive	100	100	NM	NM	NM	27	26
DT48	George St.	Passive	100	100	<b>54</b>	<b>61</b>	<b>54</b>	<b>40</b>	<b>42</b>
DT49	Cornmarket St.	Passive	100	100	29	31	30	23	24

DT50	High St. / Turl St.	Passive	92	92	38	35	36	27	28
DT51	50 High St.	Passive	100	100	<b>47</b>	<b>45</b>	<b>43</b>	34	33
DT52	Longwall St.	Passive	100	100	<b>50</b>	<b>50</b>	<b>49</b>	38	38
DT53	Magdalen Bridge	Passive	100	100	NM	27	28	22	23
DT54	York Place	Passive	100	100	32	30	28	23	23
DT55	St Clements	Passive	100	100	<b>65</b>	<b>67</b>	<b>61</b>	<b>47</b>	<b>46</b>
DT56	High St.	Passive	92	92	<b>52</b>	<b>54</b>	<b>53</b>	<b>42</b>	<b>44</b>
DT57	Speedwell St. / St. Aldate's	Passive	100	100	<b>50</b>	<b>51</b>	<b>52</b>	38	35
DT58	Folly Bridge	Passive	100	100	NM	<b>40</b>	<b>41</b>	31	33
DT59	Thames St.	Passive	100	100	28	30	32	25	27
DT60	New Butterwyke PI/ Thames St.	Passive	100	100	<b>44</b>	38	39	29	30
DT61	Friars Wharf	Passive	83	83	25	25	27	20	19
DT62	1 Blackfriars Rd.	Passive	100	100	NM	26	27	20	20
DT63	Thames St. / Trinity St.	Passive	83	83	19	20	23	16	20
DT64	Thames St. / Oxpens Rd.	Passive	100	100	27	27	32	25	23
DT65	Speedwell St. / Littlegate	Passive	100	100	37	<b>40</b>	39	32	30
DT66	36 Faulkner St.	Passive	100	100	34	30	31	22	21
DT67	Old Greyfriars St.	Passive	83	83	NM	26	30	21	20
DT68	Norfolk St.	Passive	75	75	23	30	35	23	24
DT69	Paradise Square	Passive	100	100	29	24	27	26	24
DT70	Castle St.	Passive	100	100	<b>42</b>	<b>47</b>	<b>42</b>	28	29
DT78	William Lucy Way	Passive	42	42	NM	NM	NM	NM	20

Diffusion tube data has been bias corrected

**Annualisation has been conducted where data capture is <75%**

**Notes:**

Exceedances of the NO<sub>2</sub> annual mean objective of 40µg/m<sup>3</sup> are shown in **bold**.

NO<sub>2</sub> annual means exceeding 60µg/m<sup>3</sup>, indicating a potential exceedance of the NO<sub>2</sub> 1-hour mean objective are shown in **bold and underlined**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Table A 4 – 1 Hour Annual mean NO<sub>2</sub> monitoring results

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2018 (%) <sup>(2)</sup>	NO <sub>2</sub> 1-Hour Means > 200µg/m <sup>3</sup> <sup>(3)</sup>				
					2014	2015	2016	2017	2018
CM1	Roadside	Automatic	95	95	0	2	0	0	1
CM2	Roadside	Automatic	49	49	0	0	0	0	0 (106)
CM3	Urban Background	Automatic	98	98	0	0	0 (76)	0	0

**Notes:**

Exceedances of the NO<sub>2</sub> 1-hour mean objective (200µg/m<sup>3</sup> not to be exceeded more than 18 times/year) are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 85%, the 99.8<sup>th</sup> percentile of 1-hour means is provided in brackets.

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Table A 5 - Annual mean PM<sub>10</sub> monitoring results

Site ID	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2018 (%) <sup>(2)</sup>	PM <sub>10</sub> Annual Mean Concentration (µg/m <sup>3</sup> ) <sup>(3)</sup>				
				2014	2015	2016	2017	2018
CM2	Roadside	47	47	22	21	20	18	18
CM3	Urban Background	97	97	15	13	15	13	12

Annualisation has been conducted where data capture is <75%

**Notes:**

Exceedances of the PM<sub>10</sub> annual mean objective of 40µg/m<sup>3</sup> are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16, valid data capture for the full calendar year is less than 75%. See Appendix C for details.

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Table A 6 – 24Hour mean PM<sub>10</sub> monitoring results

Site ID	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2018 (%) <sup>(2)</sup>	PM <sub>10</sub> 24-Hour Means > 50µg/m <sup>3</sup> <sup>(3)</sup>				
				2014	2015	2016	2017	2018
CM2	Roadside	47	47	0	1	4	2	0 (30)
CM3	Urban Background	97	97	0	6	0 (24)	2	1

**Notes:**

Exceedances of the PM<sub>10</sub> 24-hour mean objective (50µg/m<sup>3</sup> not to be exceeded more than 35 times/year) are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 85%, the 90.4<sup>th</sup> percentile of 24-hour means is provided in brackets.

Table A 7 – PM<sub>2.5</sub> monitoring results

Site ID	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2018 (%) <sup>(2)</sup>	PM <sub>2.5</sub> Annual Mean Concentration (µg/m <sup>3</sup> ) <sup>(3)</sup>				
				2014	2015	2016	2017	2018
CM3	Urban Background	96	96	10	10	13	11	10

Annualisation has been conducted where data capture is <75%

**Notes:**

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16, valid data capture for the full calendar year is less than 75%. See Appendix C for details.

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## Appendix B: Supporting Technical Information / Air Quality Monitoring Data QA/QC

### Automatic Monitoring Sites

Oxford City Council currently operates three continuous monitoring sites. All routine calibration and maintenance is carried out and recorded in accordance with manufacturers' and Automated Urban Monitoring Network site operators' manual.

Instrument drift is routinely checked by:

- a daily internal instrument calibration which is carried out automatically using an electronic calibration check;
- every two weeks a manual external instrument calibration is carried out by Oxford City Council using gas cylinders that can be traced back to reference standards for each pollutant;
- every six months an audit of instrument response is carried out by an external organization using independent gas calibration standards.

The above checks enable data to be examined subsequently for instrument drift, which is expected, or for faulty data which is usually not expected. Instrument drift is routinely adjusted by means of the 2 weekly external gas calibrations. Scaled data is calculated using the gas calibrations for each analyser.

Data from the continuous monitoring sites is collected and independently validated by Ricardo Energy & Environment following robust QA/QC procedures<sup>12</sup>.

A dedicated supporting unit is also employed for each site, responding to equipment breakdowns and scheduled maintenance and servicing.

### Data capture

During the course of 2018, Oxford City Council's automatic roadside monitoring station of Oxford High Street suffered from a major incident that affected the performance of both NO<sub>x</sub> and PM<sub>10</sub> analysers.

On the 1<sup>st</sup> July 2018, All Souls College in Oxford carried out building work for a 6 month period to the facades of their main building, directly above the location of the council's automatic roadside monitoring station of Oxford High Street. The proposed works involved the replacement of several damaged ashlar and weatherings with new limestone, the dismantling and re-installation of an existing old chimney, and the stonework cleaning of High Street elevation.

During the entire construction period the monitoring station was enclosed inside the scaffolding and hence completely protected from the outdoor environment, due to a plastic sheet installed around the scaffolding to protect members of the public from exposure to dust from the construction site.

The monitoring station was left running during the first 3 months but had eventually to be shut down, as continued exposure to dust resulting from the construction work were damaging the monitoring instruments and the air conditioning unit.

### **Annualisation**

The poor data capture rates observed at Oxford High Street have led to the need of annualisation of the 2018 air quality data of that monitoring station.

### **Methodology used to report low data capture**

#### **a) Hourly Mean NO<sub>2</sub>**

LAQM.TG (16) was utilised to report NO<sub>2</sub> Hourly Mean for St. Ebbes.

#### **b) 24 Hour mean PM<sub>10</sub>**

LAQM.TG (16) was utilised to report PM<sub>10</sub> Hourly Mean for St. Ebbes.

#### **c) Annual Mean NO<sub>2</sub> and PM<sub>10</sub> (*annualisation*)**

The procedures that were used to annualise NO<sub>2</sub> and PM<sub>10</sub> data at Oxford High Street are described within LAQM TG (16) guidance, Box 7.9 (page 49), and involved the identification of 2 to 4 nearby long term continuous monitoring sites lying within a radius of about 50 miles from Oxford High Street. The data capture of the selected sites needed to be at least 85%, and the sites to be chosen needed to be background (Urban background, Suburban or Rural), to avoid any type of

interference of local pollution effects that may have occurred at Urban Centre, Roadside or Kerbside locations.

### **Non-Automatic Monitoring Sites**

Diffusion tubes are supplied and analysed by an accredited laboratory (South Yorkshire Air Quality Samplers), using the 50% TEA in Acetone method.

The laboratory is subject to quality assurance testing as part of their accreditation. This involves an independent comparison to other laboratories. The results of inter-comparisons are available for scrutiny.

As diffusion tubes are not the reference method due to its low accuracy when compared with automatic monitoring, it is necessary to bias correct them.

A bias correction factor is applied to diffusion tube results to account for laboratory bias and to correct to continuous monitoring results. Oxford City Council carries out a co-location study annually, and has used the results to calculate a locally derived bias adjustment factor for each separate year studied.

In 2018 the bias correction factor derived from the local co-location study was **0.89**. The average of the national bias correction factor for diffusion tubes that were tested using the same Acetone method (50% TEA) was of **0.86** in 2018. It was considered most appropriate the use of the locally derived bias adjustment factor, due to the following:

- a) The bias adjustment factor of our local study is slightly higher than the one that was obtained nationally. Using the calculated local bias to adjust Oxford's NO<sub>2</sub> diffusion tube results represents therefore a much more conservative approach;
- b) For a question of methodology and consistency with previous AQ AS reports;
- c) Due to the fact that our local co-location study has presented "good" precision for the diffusion tubes in 2018, together with high quality chemiluminescence results, and an extremely high data capture rate for NO<sub>x</sub> (>95%) obtained from our AURN monitoring site Oxford Centre roadside.

## **Annualisation**

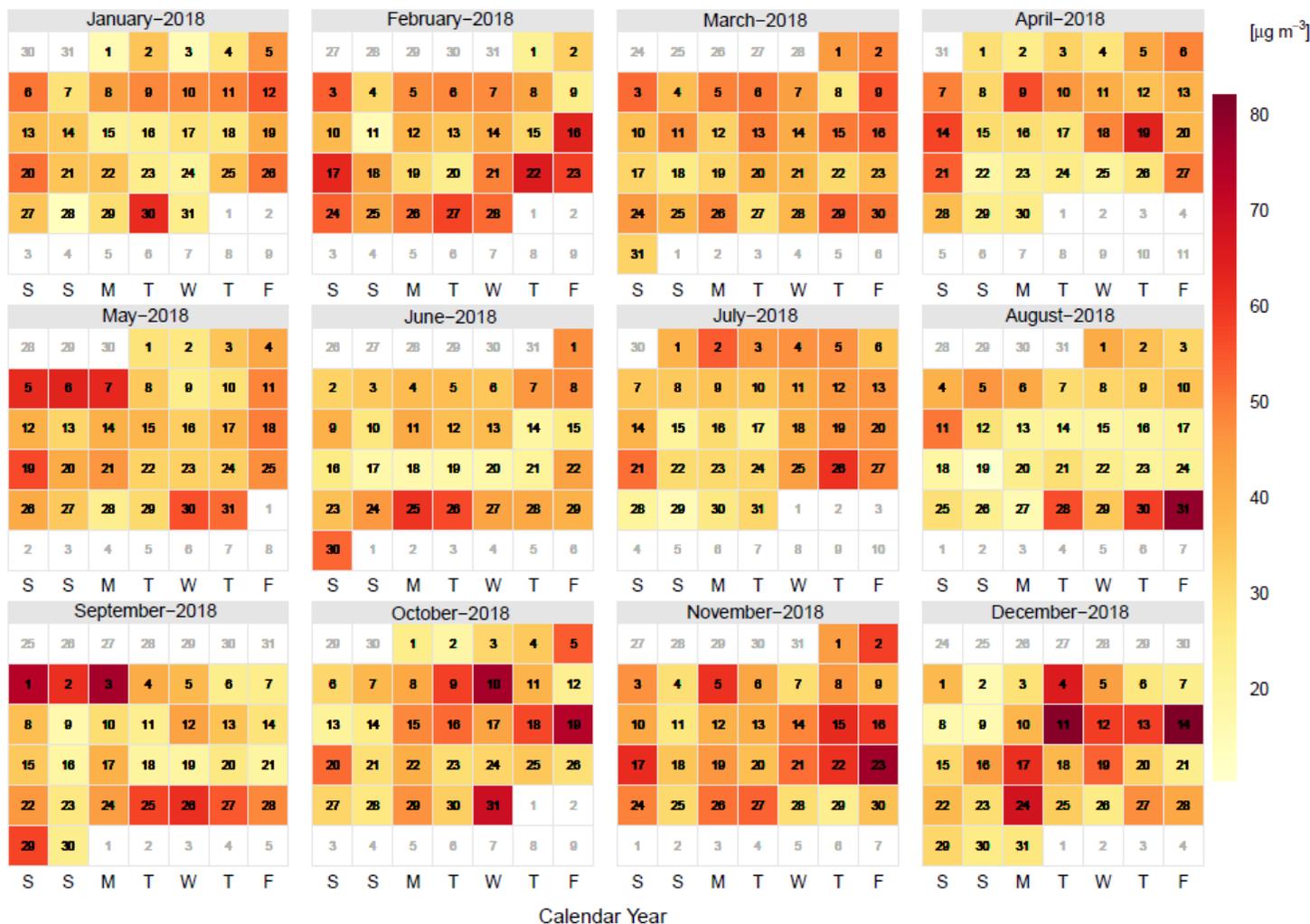
The annual mean NO<sub>2</sub> has been also annualised for all the cases where diffusion tube annual data capture was below 75%, following the specific annualisation procedure described on LAQM (TG16).

In 2018, diffusion tube results were annualised at 3 locations:

- William Lucy Way
- Roger Dudman Way
- Churchill Drive/Old Road

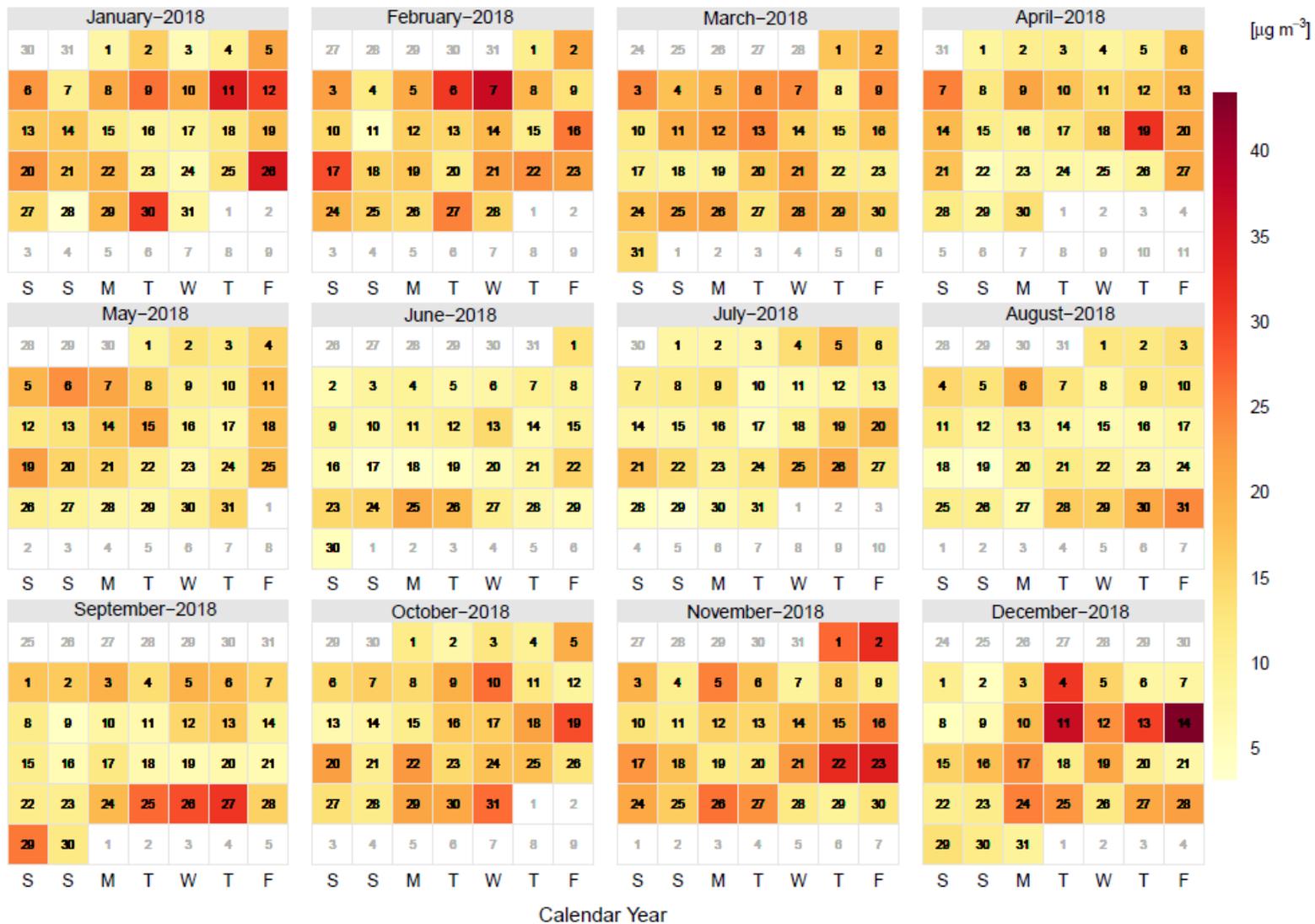
## Appendix C: Calendar Plots of Oxford's automatic monitoring

Figure C 1- Daily NO<sub>2</sub> averages at AURN automatic monitoring station of Oxford Centre roadside along calendar year 2018



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Figure C 2- Daily NO<sub>2</sub> averages at AURN automatic monitoring station of Oxford St Ebbes along calendar year 2018



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Figure C 3- Daily NO<sub>2</sub> averages at automatic monitoring station of Oxford High Street along calendar year 2018

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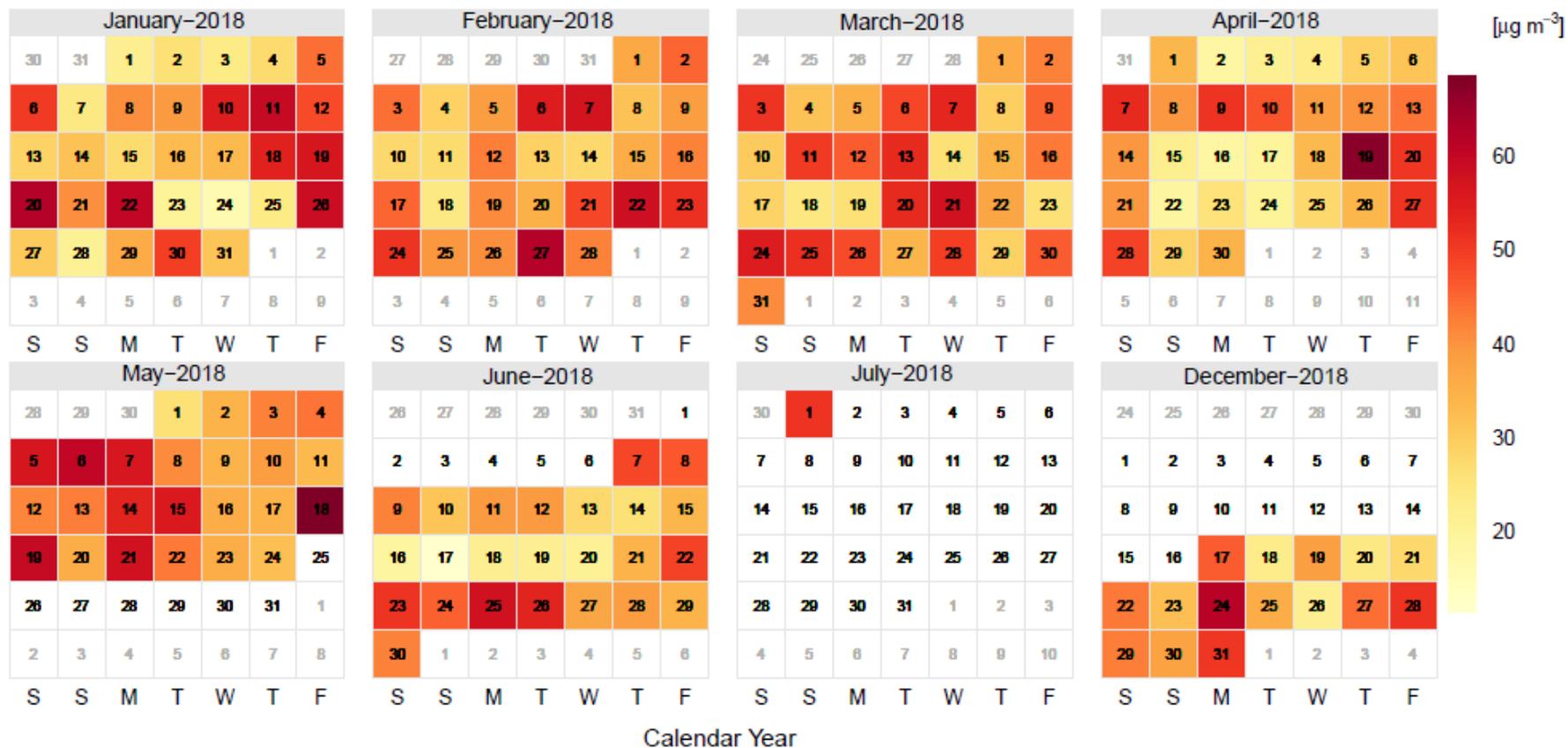
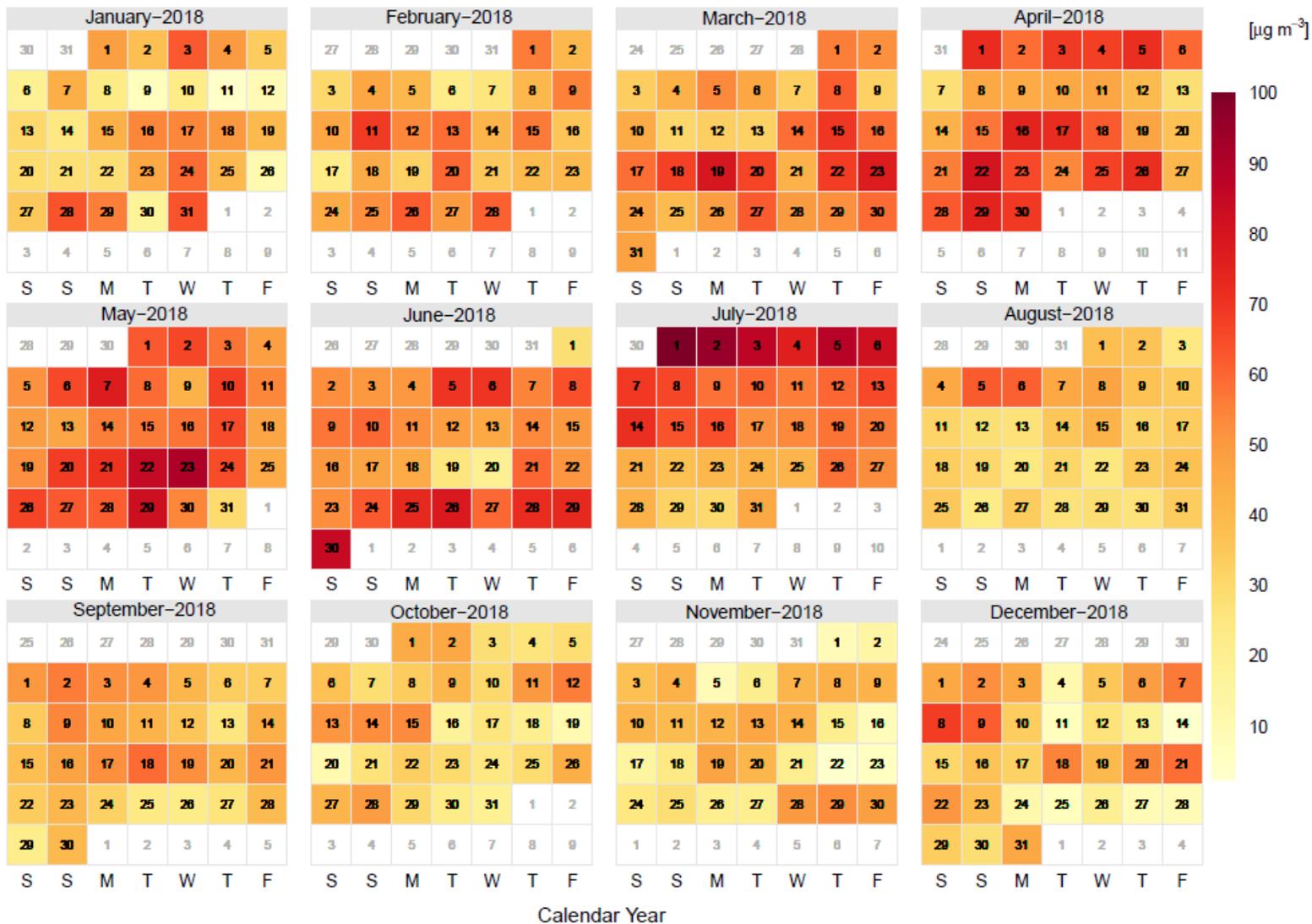


Figure C 4- Daily O<sub>3</sub> averages at automatic monitoring station of Oxford St Ebbes along calendar year 2018



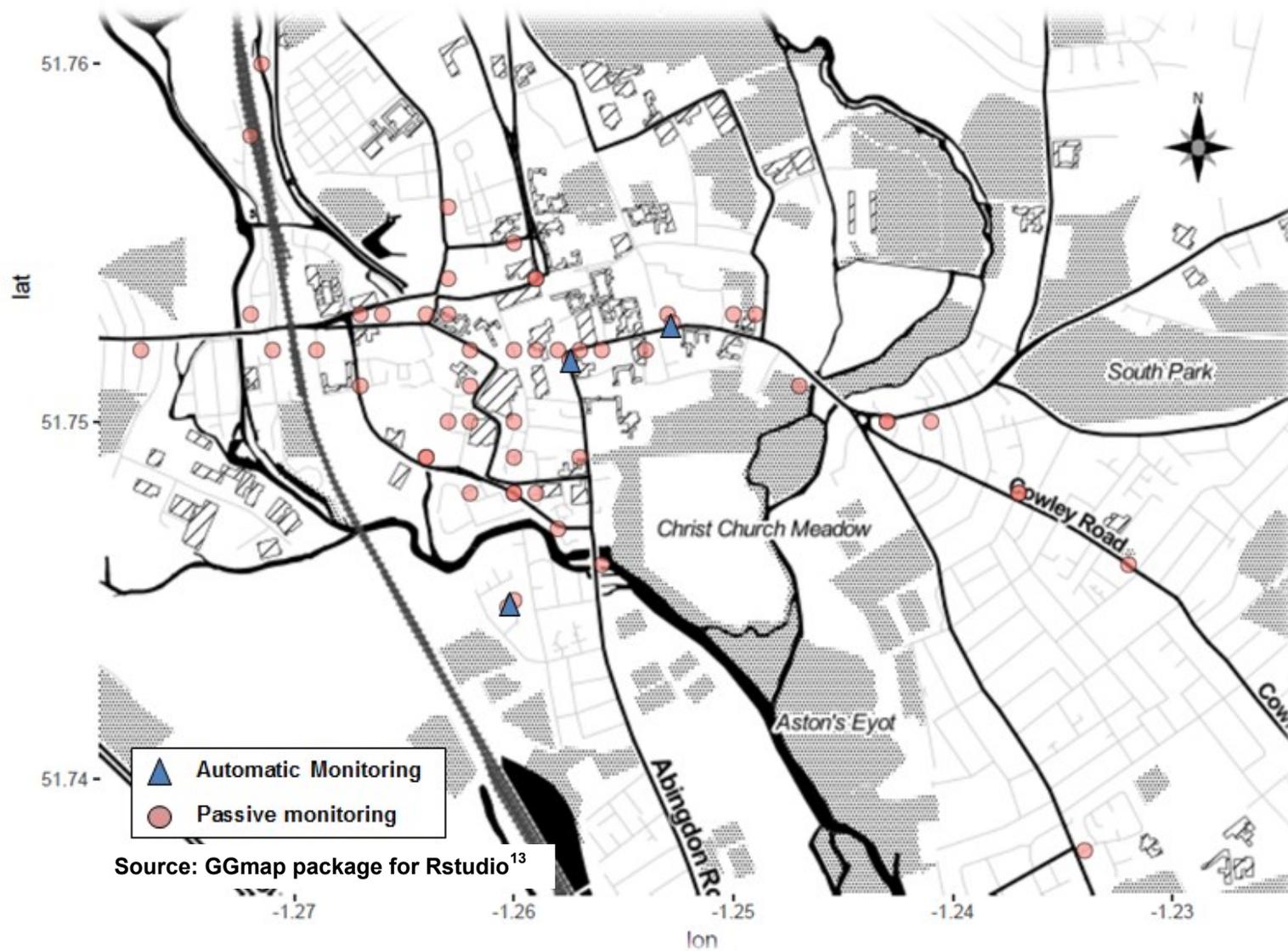
108

## Appendix D: Map(s) of Monitoring Locations and AQMAs

Figure D 1– Oxford’s air quality monitoring locations, 2018



Figure D 2– Oxford city centre air quality monitoring locations, 2018



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Figure D 3– Oxford’s diffusion tube locations by level of NO<sub>2</sub>, 2018

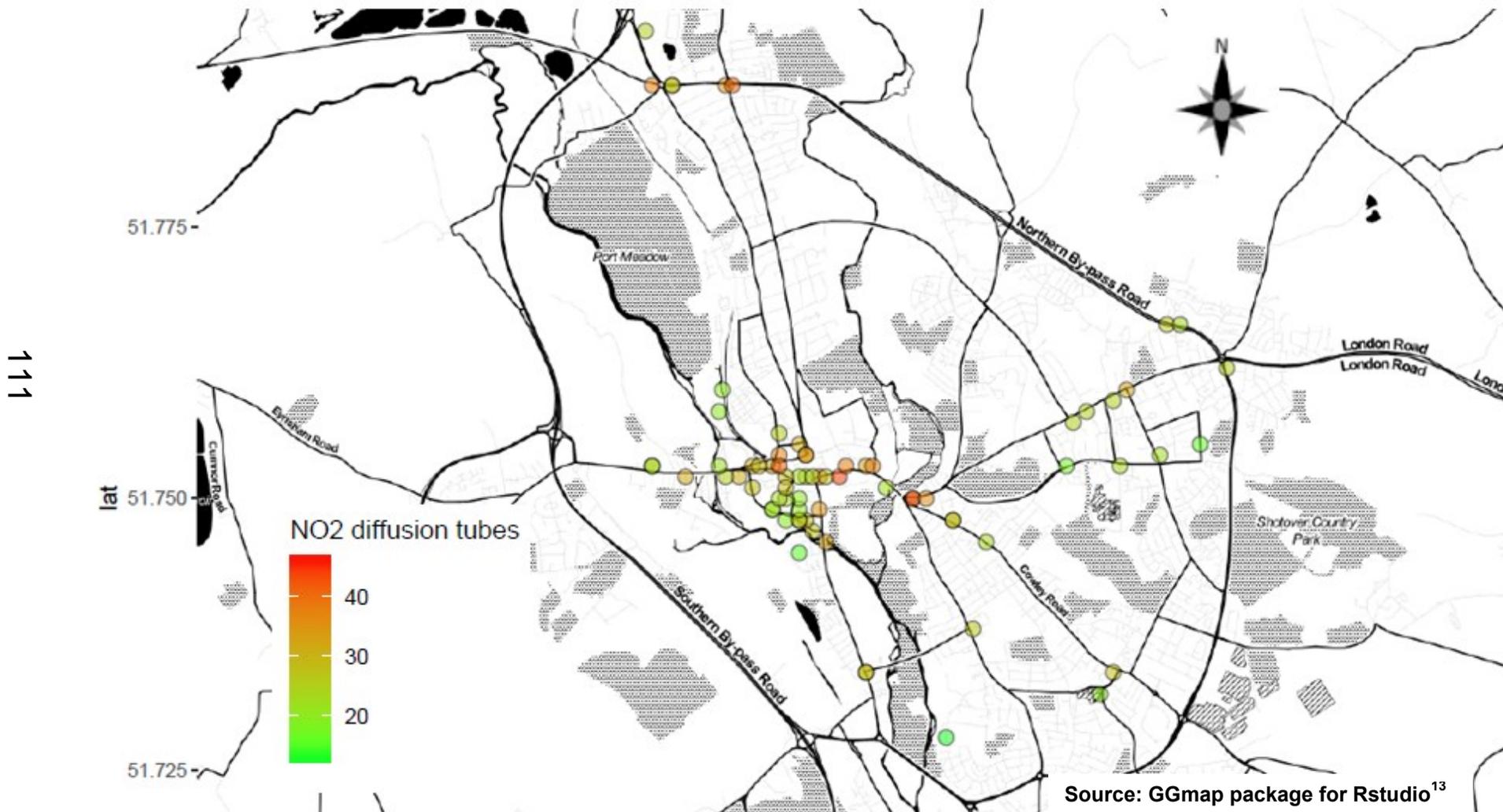


Figure D 4– Oxford city centre diffusion tube locations by level of NO<sub>2</sub>, 2018



Source: GMap package for Rstudio<sup>13</sup>

Figure D 5– West Gate diffusion tube locations by level of NO<sub>2</sub>, 2018

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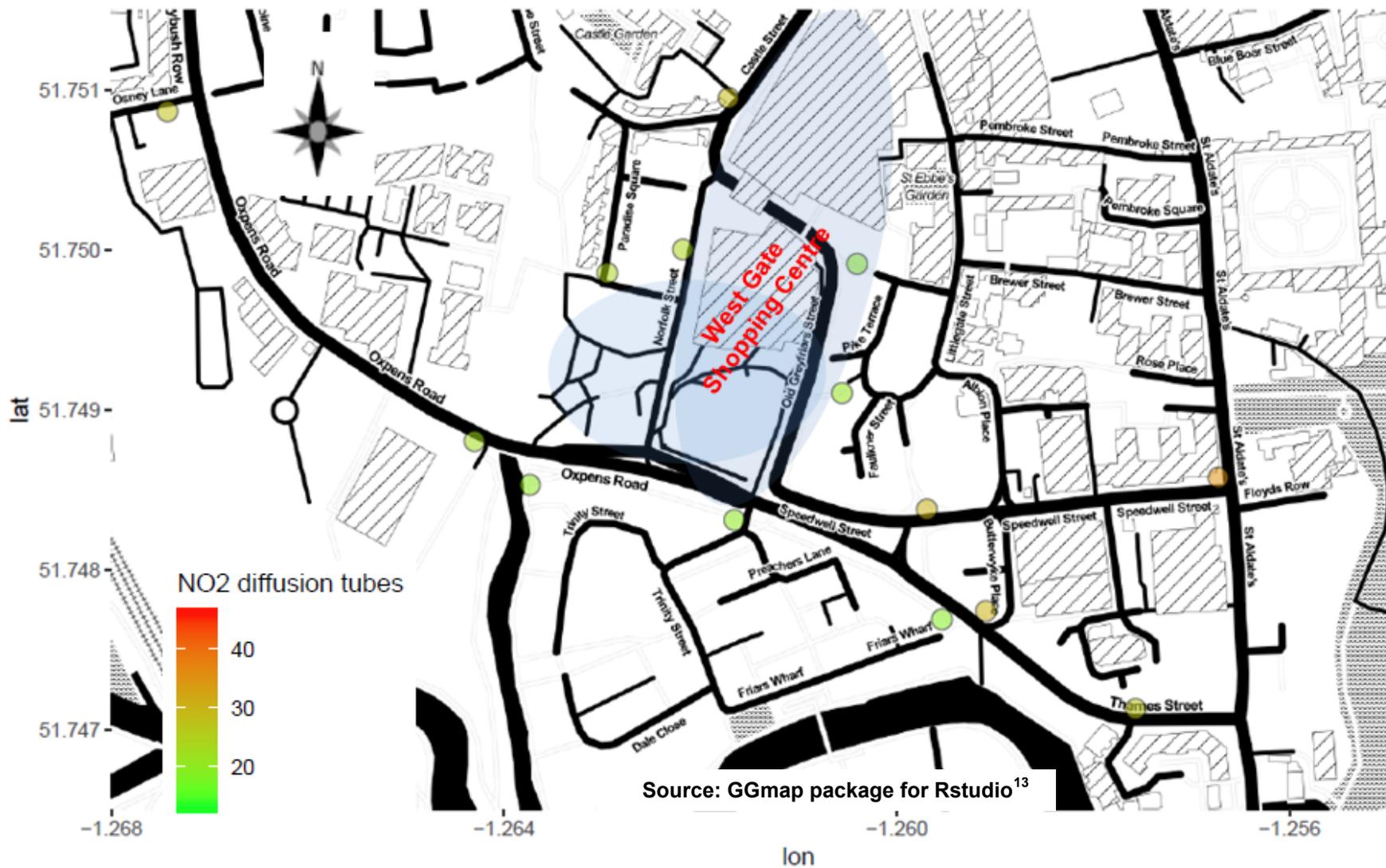


Figure D 6– Botley road diffusion tube locations by level of NO<sub>2</sub>, 2018

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Figure D 7– St Clements diffusion tube locations by level of NO<sub>2</sub>, 2018



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## Appendix E: Summary of Air Quality Objectives in England

Table E 1 – Air Quality Objectives in England

Pollutant	Air Quality Objective <sup>1</sup>	
	Concentration	Measured as
Nitrogen Dioxide (NO <sub>2</sub> )	200 µg/m <sup>3</sup> not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m <sup>3</sup>	Annual mean
Particulate Matter (PM <sub>10</sub> )	50 µg/m <sup>3</sup> , not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m <sup>3</sup>	Annual mean
Particulate Matter (PM <sub>2.5</sub> ) <sup>2</sup>	25 µg/m <sup>3</sup>	Annual Mean
Sulphur Dioxide (SO <sub>2</sub> )	350 µg/m <sup>3</sup> , not to be exceeded more than 24 times a year	1-hour mean
	125 µg/m <sup>3</sup> , not to be exceeded more than 3 times a year	24-hour mean
	266 µg/m <sup>3</sup> , not to be exceeded more than 35 times a year	15-minute mean
Ozone (O <sub>3</sub> )	100 µg/m <sup>3</sup> not to be exceeded over 10 days a year	8-hour mean

Table E 2 – World Health Organisation recommended guidelines

Pollutant	Guidelines for each pollutant	
	Concentration	Measured as
Nitrogen Dioxide (NO <sub>2</sub> )	200 µg/m <sup>3</sup>	1-hour mean
	40 µg/m <sup>3</sup>	Annual mean
Particulate Matter (PM <sub>10</sub> )	50 µg/m <sup>3</sup>	24-hour mean
	20 µg/m <sup>3</sup>	Annual mean
Particulate Matter (PM <sub>2.5</sub> )	25 µg/m <sup>3</sup>	24-hour mean
	10 µg/m <sup>3</sup>	Annual Mean
Ozone (O <sub>3</sub> )	100 µg/m <sup>3</sup>	8-hour mean

<sup>1</sup> The units are in microgrammes of pollutant per cubic metre of air (µg/m<sup>3</sup>).

<sup>2</sup> Non-mandatory target value, to be achieved by 2020.

## Glossary of Terms

Abbreviation	Description
AQ	Air Quality
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQI	Air Quality Index
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQS	Air Quality Strategy
ASR	Air quality Annual Status Report
AURN	Automatic Urban and Rural Network
CAZ	Clean Air Zone
CBTF	Clean Bus Technology Fund
COLTA	City of Oxford Licensed Taxicab Association
COPD	Chronic Obstructive Pulmonary Disease
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England
DPF	Diesel Particulate Filter
DSPs	Delivery & Service Plans
EU	European Union
EV	Electric Vehicle
FDMS	Filter Dynamics Measurement System
FoE	Friends of the Earth

GULO	Go Ultra Low Oxford
JSNA	Joint Strategic Needs Assessment
LAQM	Local Air Quality Management
LAQM PG16	Local Air Quality Management Policy Guidance 16
LAQM TG16	Local Air Quality Management Technical Guidance 16
LES	Low Emission Strategy
LEZ	Low Emission Zone
LTP	Local Transport Plan
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
O <sub>3</sub>	Ozone
OAQG	Oxfordshire's Air Quality Group
OLEV	Office for Low Emission Vehicles
OxAir	Oxford's local group with the interest to measure air quality in Oxford from a human, spatial and temporal perspective
PM <sub>10</sub>	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM <sub>2.5</sub>	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SCR	Selective Catalytic Reduction
STOP	Schools Tackling Oxford's Air Pollution
TEA	Triethanolamine (NO <sub>2</sub> Absorbent)
UK	United Kingdom
WHO	World Health Organisation
ZEZ	Zero Emission Zone

## References

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**To:** Cabinet  
**Date:** 11 September 2019  
**Report of:** Head of Community Services  
**Title of Report:** Monitoring the Community Grants Programme – Report for 2018/19

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To inform Cabinet of the findings from the monitoring of the 2018/19 grants programme.
<b>Key decision:</b>	No
<b>Executive Board Member:</b>	Councillor Marie Tidball, Supporting Local Communities
<b>Corporate Priority:</b>	Strong, Active Communities.
<b>Policy Framework:</b>	None.
<b>Recommendation:</b> That Cabinet resolves to:	
1. <b>Note</b> the results of the grant monitoring and the positive impact the community and voluntary sector is making in the city	

<b>Appendices</b>	
Appendix 1	List of community and voluntary organisations awarded a grant through the open bidding, commissioning, small grants and youth ambition programmes.
Appendix 2	Case Studies
Appendix 3	Review of The Good Exchange
Appendix 4	Risk Register

## **Introduction**

- 1 The purpose of this report is to summarise the Council's grants that were awarded during 2018/19 and highlight the impact that these grants have had on Oxford's communities.
- 2 The Council awards grants to support people with the greatest needs and to help to build capacity and strengthen communities by funding charitable and voluntary groups
- 3 Community Services ran three grant programmes last year to which eligible community and voluntary organisations could apply, they were:
  - a. Community grants programme that includes the Annual Open Bidding Grants Programme, Small Grants Programme and the Commissioning Grants Programme
  - b. Youth Ambition Grants Programme – one off grants that can be applied for on an annual basis
  - c. Holiday Activities Grant Programme – also one off grants that can be applied for on an annual basis (NB monitoring feedback for this programme is reported separately)
- 4 Commissioning themes have been identified by the council as making a substantial contribution to the achievement of our corporate priorities. Grants were awarded under the following themes:-
  - a. Arts and Culture
  - b. Community Safety
  - c. Advice Centres
  - d. Homelessness
  - e. Community and Voluntary Organisations (CVOs) Infrastructure
  - f. Specialist Play

## **Council Priorities**

- 5 Oxford City Council's Corporate Plan 2016 – 2020 highlights that communities should be strong, active, socially cohesive and safe. The grants to CVOs help the Council in meeting its corporate plan objectives and help improve the quality of life for Oxford's residents.

## **Key observations**

- 6 Our investment of £1,515,042 has supported local CVOs to secure an additional £4,264,575 of funding to benefit local people. This equates to £2.81 from other external sources for every £1 we invested. Other funders are more likely to contribute to a group if they see they have the support from their Local Authority.

- 7 Some CVOs are facing financial constraints and looking at different ways to manage their resources more effectively, some are using their reserves to make up any short-falls.
- 8 The number of refugees and asylum seekers seeking support from organisations we fund is increasing. Other key challenges being faced are access to benefits and homelessness.

### **Social Impact**

- 9 Areas where our funding is making a significant impact include:
  - a. **CVOs:** CVOs continue to deliver activities at the heart of their communities by using and supporting volunteers to deliver a wide range of key community services. Examples of the work being undertaken include:
    - a. befriending isolated older people
    - b. children's activities in deprived localities
    - c. teaching English to asylum seekers and refugees
    - d. supporting homeless people and rough sleepers with reintegration
    - e. young people learning new skills and gaining confidence through volunteering
  - b. **Accessing Information:** By funding local newspapers residents are finding out about available cultural and family events and services in their local area.
  - c. **Advice Centres:** Centres funded through the commissioning programme across the city provide information, advice and guidance to local residents.

### **Equalities Impact**

- 10 Grant funding awarded to CVOs had a significant and positive impact in addressing inequalities. Some of the inequalities addressed have included:-
  - a. Supporting people affected by loneliness
  - b. Supporting and providing activities for disabled people
  - c. Helping people affected by financial exclusion by providing free welfare benefit and debt advice
- 11 We will review our grant programme to ensure we provide funding to all nine protected characteristics in an equitable fashion. This will be based on the results of an Equality Impact Assessment we are planning to conduct, enabling us to identify any gaps and address them accordingly.

### **Grant Reporting Mechanism and Monitoring**

- 12 CVOs receiving funds formally agree to submit a report providing qualitative and quantitative information summarising activities and impacts.
- 13 All information received is collated onto the grant monitoring system for analysis, to support learning and to measure impact. Please see appendices 1 and 2.
- 14 Appendix 1: This appendix contains most of the quantitative information in one spreadsheet comprising 10 separate worksheets and is summarised below:

No	Worksheet Name	Comment / detail
1	Summary - Open Bidding	Headlines of open bidding grants up to £10,000 and Youth Ambition up to £7,000
2	Summary - Commissioning	Per Theme - Summary of Grants awarded through the Commissioning Programmes in 2018/19
3	Annual Open Bidding	Grants to Community and Voluntary Organisations – 23 CVOs
4	Open Bidding - Small Grants	Small grant programme 2018/19 – 16 CVOs
5	Open Bidding - Youth Ambition	Youth Ambition Grants Programme 2018/19 – 10 CVOs
6	Arts And Culture	Commissioned Art Organisations in 2018/19 through the Inclusive Arts and Culture commissioning grant programme - 12 CVOs
7	Community Safety	Commissioned Organisations in 2018/19 through the Community Safety commissioning grant programme – 4 CVOs
8	Advice	Advice Centres 2018/19 and data – 4 CVOs
9	Homelessness	Commissioned Organisations in 2018/19 through the Homelessness commissioning grant programme – 14 CVOs
10	CVO Infrastructure	Commissioning CVO Infrastructure 2018/19 – 1 CVO (Oxfordshire Community & Voluntary Action (OCVA))
11	Specialist Play	Commissioning Specialist Play 2018/19 – 1 CVO Parasol Project

15 Appendix 2: Comprises of six case studies from different organisations and gives real examples of the impact on local residents' lives. The narrative in the case studies is verbatim in the words of the writer – as they were received.

16 Appendix 3 is a review of The Good Exchange which is a fundraising platform where we piloted a small grants programme last year.

### **The Oxford Lottery**

17 Oxford City Council has launched an online lottery to help raise funds for local voluntary and community groups in Oxford.

18 The Lottery launched in March this year and is a weekly online lottery which allows players to enter for a chance to win a jackpot of up to £25,000, whilst nominating their favourite local charities or community groups as beneficiaries.

19 Since its launch 47 charities and community groups have registered as 'good causes', there are 225 players and 448 tickets sold. Tickets cost £1, broken down as follows: 50p goes to the charity of the player's choice, 10p goes towards the

Oxford City Lottery Community Fund, 20p goes towards the administration of the website and 20p for VAT.

**Financial implications**

20 The report demonstrates the value of the Council's grant programmes.

**Legal issues**

21 There are no legal implications.

**Level of risk**

22 Please see Appendix 4 for risk.

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# Appendix 1

## APPENDIX 1 - Summary of grants awarded through Open Bidding

### Annual Open Bidding - grants up to £10,000

Number of projects awarded a grant	Total amount of grant awarded	Total of other funding matched or levered in	Number of beneficiaries	Some of the things funding paid for
23	£143,771	£698,598	6,289	Training, community events, work with asylum seekers and refugees, work targeting people suffering from loneliness/isolation

### Open Bidding - grants up to £5,000

Number of projects awarded a grant	Total amount of grant awarded	Total of other funding matched or levered in	Number of beneficiaries	Some of the things funding paid for
14	£31,270	£38,549	8,553	community events, room hire fees for groups to meet, workshops raising confidence.

### Open Bidding - Youth Amibition grants up to £7,000

Number of projects awarded a grant	Total amount of grant awarded	Total of other funding matched or levered in	Number of beneficiaries	Some of the things funding paid for
10	£50,000	£18,786	518	Targeted work with LGBTQ young people, young women who are refugees, detached outreach, dance, activities for disabled children and young people.

APPENDIX 1

Summary of Grants awarded though the Commissioning Programmes in 2018-19.

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Commissioned Theme	Number of organisations awarded a grant	Total amount of grant awarded	Total of other funding matched or levered in	Number of beneficiaries	Some of the things funding paid for
Arts & Culture	12	£235,262	£2,551,687	208,043	Training in film & digital media, twinning events, work experience in the theatre
Homelessness	11	£446,875	Due to change in how monitoring is collected for this theme, this information was not collected, but being reviewed for next year	480	Day centres, life skills, specialist workers
Community Safety	4	£61,306	£87,318	196	Domestic violence outreach, helpline services for victims of sexual violence
Inclusive play & leisure for disabled children & young people	1	£15,000	£102,408	179	Supporting disabled children and young people to participate in inclusive mainstream play & activities
Community & Voluntary Organisations Infrastructure support	1	£27,338	£218,902	996 Oxford based community and voluntary groups	Providing information, support and advice to the voluntary sector
<b>Totals</b>	<b>29</b>	<b>£785,781</b>	<b>£2,960,315</b>	<b>208,898 plus 996 groups</b>	

Commissioned Advice Centres

<b>Number of organisations funded</b>	<b>Total amount of grant awarded</b>	<b>Number of beneficiaries</b>	<b>Total of other funding levered in</b>	<b>Total Benefit (in monetary value) take up</b>	<b>Total amount of debt written off</b>
4	£506,291	8,184	£548,327	£6,602,226	£1,208,183

APPENDIX 1

Grants to Community and Voluntary Organisations

Annual Open Bidding Grants Programme 2018/2019

Organisation	grant awarded	Description of project	number of people benefiting	achievements / outcome	other funding received for this project
African Families in the UK	£9,390	AFiUK is based at Blackbird Leys community centre. They provide training, advocacy and signposting for African migrant families. Funding was awarded for a project for a women's group called WOW (Women of the World). An open access space where trained volunteers can listen and signpost to existing services. Targeted primarily towards African women but open to all	18	18 women and 33 children have benefitted from this support, some of this support has involved providing housing information in Arabic, supporting 1 person to phone victims support and safety planning, 1 referral to Shelter housing, providing 1 job application reference,	£0
Archway Foundation	£10,000	Through a variety of activities the Archway Foundation supports people suffering from loneliness. Our funding contributes towards core costs that enables them to deliver social events and sessions.	125	300 Individuals held on data base, they have recorded 125 people accessing social sessions and events, they are also befriended by volunteers who listen and explore ways to offer further support. Users also have opportunities to meet other people in similar situations and engage in organised events.	£6,389
Ark T Centre	£3,900	Funding awarded for a project called Our Voice is Our Power. Which is a singing programme targeting older people living in the South East area of Oxford who are socially isolated	27	27 people attended over the year with 25 attending regularly and performed at 9 public venues.	£292
Asian Cultural Association	£4,025	Funding was awarded to contribute towards running a weekly women's group.	0	Due to unexpected issues this project was delayed and is now running from April 2019, feedback will be in 2019-20 report	£0
Asylum Welcome	£10,000	Asylum Welcome works to help reduce the poverty, suffering and social isolation of asylum seekers and refugees in Oxfordshire. Our funding contributes towards their core costs to support asylum seekers and refugees living in Oxford.	619	The number of individuals seeking support and advice from this organisation has doubled since 2017-18. 290 Individual service users have received support through their information and signposting service. 117 Individual service users have been supported through their education team. They also give food bags and toiletries (dependent upon need) last year 863 bags were given out.	£290,000
Blackbird Leys Adventure Playground (BLAP)	£10,396	BLAP runs an after school club for children and young people aged 8-13 years old. They have a large inside facility as well as land to the front and back and access to a school field that is adjacent to their adventure playground. Our funding contributes towards their core costs to run the club.	198	The after school club is open Monday - Friday from 3pm to 5.30pm except during school holidays. A variety of activities are available for them to take part in that includes among other things art and craft, cooking, growing vegetables, being active on the equipment, 77% of the children learnt how to grow and cook vegetables	£40,038
Cotteslowe Community Association	£2,500	The Cotteslowe Community Association organise and deliver a 3 week summer holiday play scheme for children aged 5-11 years old. Our funding contributed towards the delivery of this scheme.	39	39 children registered with the scheme and had opportunities to take part in a variety of activities to broaden their horizons, improve their social and communication skills, build confidence and strengthen friendships.	£6,000
Cotteslowe Seniors group	£1,000	A lively supportive group for the over 50's living in the Cotteslowe area. Our funding contributed towards adapted transport costs to enable people to attend social sessions and events	31	The funding has enabled the group to encourage participation in the fortnightly programme of activities and by promoting the wellbeing of the older members of Cotteslowe the principle outcome of reducing isolation has been achieved.	£0
Donnington Doorstep family centre	£10,000	Donnington Doorstep provides a variety of activities for children and young people living in the local area. Our funding contributes to the core costs of providing a free drop in facility for young people aged 8-18 years old and aims to improve the knowledge of those attending with a better understanding of what it means to be healthy, enjoy and stay safe.	321	131 adults and 190 children benefited from this project last year. 12 parents went on to take up activities in self care or progression into employment. 18 families received family support on an intensive basis	£9,000
Dovecote Voluntary Parent Committee	£8,000	The Dovecote project offer after school activities for children aged 5-13 years old living on Greater Leys. Our funding was awarded to contribute towards core costs to deliver centre based activities during summer	167	167 children had access to low cost after school activities that which supports early intervention and provides young people with the social and emotional support to help them fulfil their potential and break the cycles of underachievement.	£19,145

Home Start, Oxford	£7,704	Based in Blackbird Leys this organisation supports families with volunteers offering support, practical and emotional advice in the homes of families who are having difficulties managing parenting for a variety of different reasons	142	17 volunteers recruited and two 8 week training courses (480 hours) delivered for newly recruit volunteers. Volunteers supporting 33 families (53 adults and 89 children)	£170,000
Innovista - Thrive Project	£8,000	The Thrive project runs in Barton and targets young people classified as NEET aged 12 - 18 years old. Our funding contributed towards the core costs to deliver a young leaders programme working with 8 young people living on Barton.	13	13 young people participated in the programme. The Young Leaders learnt new skills and gained confidence.	£0
JACARI	£5,000	Jacari is a student charity providing home tutoring for disadvantaged children aged 6-16 who don't speak English as their first language. They spend an hour a week helping a child with their English language. The project also runs classes for the Mothers of children they are helping with English. Our funding contributed towards core costs of running this project	132	132 young people and 25 Mothers of these young people have benefited from English lessons. This has been proven to result in improved performance at school and an increase in the child's confidence outside the classroom.	£0
Leys CDI - The Clockhouse project	£7,000	The Clockhouse project organises activities for the over 50's living on and near the Leys. Our funding contributed towards the core costs that enabled activities to take place plus outreach to encourage new people to take part, it also enabled them to offer low cost activities	135	135 local residents used the facilities of these 83% were over 65. All activities offered the stimulation of learning something new, whether through quiz questions, perfecting a dance routine or experimenting with watercolour techniques.	£29,535
Leys News	£10,000	Leys News is part of the Community Media Group. The organisation provides professional editorial advice to local groups producing community newspapers.	51	Over the year this project has supported 34 community journalists; comprising of a core team of 10 who are involved on a regular basis through attending meetings, working in the office and contributing content to the paper. They have also support 2 young people on Work Experience, 8 young leaders from BLAP and 7 young people from the Thrive project	£29,976
Open Door	£2,456	Open Door provides a weekly drop in for refugees and asylum seekers in Oxford. They also provide a hot meal and sign posting to services. Our funding contributed towards the core costs to deliver this service.	230	230 refugees or asylum seekers have used the weekly drop in service with an average weekly attendance of 45. Each week they get a hot meal and support with issues affecting their lives which can include help with competing online forms, housing issues or visit to the GP.	£3,750
Sanctuary Hosting	£10,000	This is a scheme whereby local people offer a bedroom in their homes on a temporary basis to an asylum seeker or refugee who would otherwise be homeless. Our funding contributed to the core costs to administer this service.	35	4510 nights of accommodation was provided the refugees and/or asylum seekers in and around Oxford who would otherwise have been homeless.	£64,422
Oxford Against Cutting	£1,500	Funding was awarded to provide 5 training events to inform and raise awareness of Female Genital Mutilation among young people in Oxford.	149	149 people attended 5 training events that were delivered to community and support groups in Oxford	£0
Oxfordshire Play Association	£5,000	Among other things the Oxfordshire Play Association organise and deliver play days across the County. Our funding enabled them to deliver a free to access play day at Blackbird Leys and Wood Farm	1,000	1000 local children, young people and adults were recorded attending these free events	£4,750
Restore - Elder Stubbs Festival	£1,500	Restore support the Elder Stubbs Allotment project to organise and delivery the Elder Stubbs Festival where they promote awareness of mental health. Our funding contributed to the infrastructure costs such as hire of toilets and volunteers expenses and refreshments	2,500	Over 2500 local people attended the event in August 2018, many service users were involved with the organisation, preparation and other aspects of the event.	£3,500
Oxfordshire Association for the Blind	£4,400	Supporting children and adults who are blind or partially sighted throughout Oxfordshire. Funding awarded to recruit and support their volunteers	6	6 new volunteers recruited, 1207 hours of volunteer support provided	£8,655
South Oxford Adventure Playground (SOAP)	£5,000	SOAP is a facility offering play and recreation opportunities for children and young people aged 5-15 years old. Our funding contributed towards the delivery of Easter and Summer school holiday supervised provision	314	314 children and young people accessed the facility with 3399 visits being recorded. 5 young people from 3 local schools were supported with their Bronze Duke of Edinburgh Awards	£8,816
Wood Farm youth centre	£7,000	Funding was awarded to contribute towards the delivery of Wednesday night youth sessions	37	37 children and young people regularly attend these weekly sessions	£4,330
<b>Total amount awarded</b>	<b>£143,771</b>	<b>Total number of beneficiaries</b>	<b>6,289</b>	<b>Total other funding raised</b>	<b>£698,598</b>

APPENDIX 1

Grants to Community and Voluntary Organisations  
Small grant programme 2018/19

Organisation	grant awarded	Description of project	number of people benefiting	achievements / outcome	other funding received for this project
Headington Action	£850	Funding was awarded to contribute towards the delivery of the Headington Festival	5000	The festival took place over the weekend of the 2nd & 3rd of June, from anecdotal counts by stall holders and members of the organisation they estimate 5000 local people attended over the weekend	£950
Oxford Hindu Temple and Community Centre Project	£660	Funding was awarded to contribute towards the Oxford Summer Mela that took place on 21st May 2016	1200	1200 people from across the city attended this event including 40 stall holders representing a variety of local groups and charities.	£3,500
Leys CDI	£5,660	Funding was awarded to contribute towards project workers and material costs for the Girls and Young Women's group	33	33 girls any young women have attended on a regular basis. The Orchestra of St Johns are currently working with the group to develop a new piece of classical music	£401
Oxfordshire Chinese Community & Advice Centre	£4,470	Funding was awarded to contribute towards the delivery of healthy activities for older Chinese people living in Oxford.	301	Over the course of the year 301 Chinese children, young people, adults and older people engaged with healthy activities provided through this project	£1,000
Barton Community Association	£500	Funding awarded to contribute to the delivery of the 2018 Barton Bash	800	800 local people benefited from this popular local event, 15 volunteers recruited to help with the delivery of the event	£514
Oxford 50 + Network *	£402.50	Funding awarded to contribute towards the delivery of the 2018 older peoples event	500	500 attended the event with 59 organisations were represented at the event to inform and raise awareness of the work they do. There were two talks one from Dear Direct staff on 'Deaf Awareness' and another on the 'Oxford Playhouse turning 80'. Feedback from attendees said how useful and valuable they found the day.	£0
Syrian Community in Oxfordshire *	£600	Funding awarded to provide training for 29 Syrian women in Oxford to help them learn new skills and gain confidence	20	20 individuals undertook IT training	£0
Transition by Design *	£1,000	Funding awarded to work with Crisis Skylight to provide a weekly space for people experiencing homelessness to learn skills and gain confidence on how to maintaining homes and a supportive network for those individuals making the transition from supported accommodation into the private rental market	0	project still ongoing - to be reported on in next report	£21,067
Blackbird Leys Adventure Playground *	£2,500	Funding was awarded to contribute to a Bursary Fund to support families in Blackbird Leys who are unable to afford the daily charge (£3) for their children to attend the playground.	80	The bursary has enabled 80 children (from 35 families) who otherwise would not have been able to attend BLAP. They are often, though not always, the children that need BLAP the most.	£500

Children Heard & Seen *	£5,000	Funding awarded to provide activity sessions for children & young people who has a parent in prison to enable them to meet other children and young people in similar situations and encourage them to build friendships.	14	An averaging of 14 children have attended 11 sessions. These sessions have been largely arts and crafts based, and we have also had outside agencies come to the group to provide poetry and drama workshops.	£3,000
Dance Creative, Barton *	£3,021	Funding awarded to contribute to the delivering of an inclusive community outreach programme for older people at risk of falls and those with dementia.	12	12 local people have attended on a regular basis. The sessions have increased a little in being more physically demanding in order to give the participants chance to push themselves a bit further in strength, balance and general overall fitness.	£0
Syrian Sisters *	£2,080	Funding awarded to pay room hire charges at Rose Hill community centre to enable to group to meet	25	The group meet weekly. These meetings are an important opportunity for the women to catch up with each other and for the group's coordinator to let them know about opportunities for training, language learning and any other upcoming events they can be involved in.	£0
Aspire Oxford *	£1,975	Funding awarded to contribute towards the cost of driving licenses and courses for volunteers involved with the Gym Bus, who are local residents and recruited from Oxford City	0	project still ongoing - to be reported on in next report	£3,250
West Oxford Community Association *	£510	Funding was awarded to contribute towards the West Oxford fun day that took place on 14th July 2018	500	500 local people attended the fun day, there were 35 stalls promoting local groups and charities and 55 volunteers that helped with the organisation s and running of the events	£2,007
Leys Information Technology Zone (BLITZ) *	£2,040	Funding was awarded to pay room hire charges for the IT Hub at Blackbird Leys community centre	68	68 students enrolled on 7 courses. Most courses have been of 6 sessions in duration but one was 10 sessions long. They 2 IT Beginners, 2 IT Improvers, 1 IT Bridge, 1 PC Maintenance and 1 Advanced Word course.	£2,360
Iraqi Womens Group	£1.20	funding to pay balance of room hire for group to meet at Rose Hill community centre	0	n/a	0
<b>Total amount awarded</b>	<b>£31,270</b>	<b>Total number of beneficiaries</b>	<b>8,553</b>	<b>Total other funding raised</b>	<b>£38,549</b>

\* Applications received through The Good Exchange

APPENDIX 1

Grants to Community and Voluntary Organisations

Youth Ambition Grants Programme 2018/2019

Organisation	grant awarded	Description of project	number of people benefiting	achievements / outcome	other funding received for this project
Ark T Centre	£7,000	Funding was awarded to deliver workshops targeting young people from the LGBTQ community in Oxford.	143	The project has worked with 13 young people through My Normal Voice sessions and another 15 attended workshops. In addition to this 55 young people were reached through 6 outreach sessions and 60 young people took part in a creative workshop that was delivered at LGBTQ+ anti bullying conference.	£793
Asylum Welcome	£4,077	Funding awarded to support re-establishing a weekly girls group for migrant and refugee young women in the City.	20	13 sessions ran for migrant and refugee young women, engaging with 20 individuals. Topics discussed at sessions included self esteem, confidence, keeping safe, wellbeing and mental health. In addition to this 1:1 support has been given to 87 individual young people (male & female) on 414 issues that included migration and asylum claims, hardship, destitution and housing.	£4,000
Body Politic	£3,154	Funding awarded to deliver street dance workshops for young people in Barton, Blackbird Leys & Rose Hill	42	Dance sessions delivered in Barton, Blackbird Leys and Rose Hill that engaged with 42 young people. 18 young people performed at Cowley Road Carnival to an audience of 500. They also performed as part of Dancin' Oxford in Dancing on the Green on the 14.07.18	£500
KEEN	£6,875	Funding was awarded to deliver a Monday social club (during University term time) for young people with learning disabilities and those with a physical disability.	32	Over the year, and in addition to other activities, 15 sessions were held that focused on themes related to learning about endangered animals around the world, extracting DNA from strawberries, building a den, exploring science through construction challenges, a 3 week short film making project and a visit to Oxford Museum of Natural History. 27 families gave feedback, 96% of participants increased confidence, 81% showed increase independence.	£0
Innovista, Thrive Blackbird Leys	£4,500	Funding awarded to contribute towards providing a weekly multi-sports club at Blackbird Leys Leisure Centre.	55	3 hour sessions were provided every Friday providing basketball and football. 55 young people engaged with the activities.	£5,414
My Life, My Choice	£3,330	Funding awarded to deliver a wide range of activities for young people with learning difficulties.	22	The group met fortnightly and engaged in a variety of activities that included celebrating Christmas, attending social events and singing.	£0
Oxford Youth Enterprise	£7,000	Funding awarded to deliver an open access programme at Barracks Lane Community Garden, East Oxford.	106	Their outreach programmes within local schools and local community service providers, alongside their own open community days and fundraiser events has increased the numbers of engagement with young people and increased in the diversity of our service users. All of the sessions operate through the feedback, ideas and involvement of young people and are young person led.	£1,182
Parasol Project	£3,096	Funding has been awarded to contribute towards a their inclusive volunteering project for young people for both disabled and none disabled children and young people.	50	This programme offered 128 full day volunteering places on their activities. 50 young people gave 2447 volunteer hours. Volunteer families gave feedback on the impact this experience gave them.95% of these families said that there has been a strong impact on the young people who have shown improved ability to be interactive, taking responsibility and believing in their own potential.	£5,037
Rose Hill Junior Youth Club	£4,000	Funding awarded to deliver a variety of activities for children and young people living in the local area to tackle anti-social behaviour around the Rose Hill community centre.	21	Rose Hill Junior Youth Club worked with Oxford City Councils Youth Ambition team offering alternative activities and projects targeting the young people involved with anti social behaviour around the community centre. As a result there has been a 70% drop in anti social behaviour compared to previous year.	£1,860

Wolvercote Young Peoples Project	£6,968	Funding awarded to deliver a combination of street based youth work in Cutteslowe and Summertown shops, and centred based sessions at Cutteslowe Community Centre.	27	Street based outreach until the winter months when less young people are out and about. This detached youth work encouraged more young people to attend the youth club at Cutteslowe and as a result attendance increased from 8 to 27 attending regularly.	£0
<b>Total amount awarded</b>	<b>£50,000</b>	<b>Total number of beneficiaries</b>	<b>518</b>	<b>Total other funding levered in</b>	<b>£18,786</b>

APPENDIX 1

Commissioned Art Organisations in 2018 / 2019 through the Inclusive Arts and Culture commissioning grant programme

Organisation	grant awarded	Description of project	number of people benefiting	achievements / outcome	other funding received for this project
Fusion Arts	£28,128	This organisation fosters and promotes the improvement and development of artistic knowledge, understanding and appreciation of the arts for the benefit of the public and in particular community group, young people, older people and people with special needs. They aim to delivery inclusive projects with outcomes that bring people together in established cultural venues and events.	0	End of year monitoring data not received, correspondence from the group said they have not had capacity to complete it. Will continue to chase for this and give a short feedback in next monitoring report.	£0
Modern Art Oxford	£70,000	This organisation , located in Pembroke Street, was established to promote modern visual arts to the public. Working with artists they deliver a community and education programme aiming to increase the enjoyment and understanding contemporary art. Funding awarded to this organisation pays their rent charges to Oxford City Council.	9,959	Throughout the year 9959 individuals (children, young people and adults) attended /participated in their education and outreach programme. Of this number 68% were from Oxford with 16% from OX4 post codes. They received £1,323,692 from the Arts Council	£1,323,692
Oxford Contemporary Music	£10,000	A project working with artists and musicians to promote high quality new music to the public through the delivery of community focused projects. Core funded by the Arts Council.	4,300	The organisation supported the Council and was actively involved with the Christmas of Light Festival. The project they delivered attracted an estimated 4,300 people of which they estimated 488 people participated in the voice project in the lead up to the festival, with an estimated 889 people watching the voice collectors. This makes a total of 5,677 of audience/participants	£189,283
Film Oxford	£25,000	A project making film and digital media more accessible, delivering training to increase opportunities for individuals into their industry. Funding was used to deliver this work. £5000 was deducted to pay for rent due to the Council	422	293 people benefited from subsidised training last year on 45 courses. 40 places were free to those on benefits. 33 people were from a minority group, 33 people classified themselves as having a disability .	£68,135
Ark T Centre	£5,000	The Ark T Centre delivers art exhibitions, creative workshops, dance and music. There is a recording studio for young musicians, rehearsal space for theatre and dance, a performance and concert area and studios for a group of resident artists.	0	end of year monitoring data not received, correspondence from the group said they have not had capacity to complete it. Will continue to chase for this and give a short feedback in next monitoring report.	£0
Oxford Playhouse	£24,000	An organisation aiming to raise public awareness and appreciation of the arts through theatre, dance and music. They deliver a range of participatory opportunities for the community including youth theatre, access performances for people who are hard of hearing, deaf, blind and partially sighted and support for local artists and family friendly initiatives.	162,090	65,555 concessionary or discounted tickets sold last year, 25% of artists employed or commissioned were from a BAME background, 1717 people participated in outreach programme, 3 projects delivered targeting young people and 1 in the community.	£504,514
Experience Oxfordshire	£2,000	A Visitor Information Service for Oxford and Oxfordshire to help people get the most out of their visit. Our funding focuses on supporting marketing of cultural organisations and key city events to a tourist audience.	0	The organisation played an active role in planning and promoting Christmas light night and all other city events,	n/k
Arts at the Old Fire Station	£32,134	Launched in 2011, Arts at the Old Fire Station is a charity and social enterprise offering support for emerging artists and a gallery with a wide range of exhibitions, a theatre offering music and drama and a studio for all kinds of dance and workshops for artists	11,127	11,127 people attended performances, exhibitions or workshops last year. Through their outreach programme 156 workshops or sessions were delivered that reached 63 people and involved 25 artists.	£160,888
Pegasus Theatre	£25,000	An organisation promoting the appreciation of the arts in particular for the benefit of children and young people. The organisation boasts a strong reputation, good partnership working and good track record delivering high quality accessible arts and delivers projects with children and young people targeting those who are socially excluded	15,439	15,439 people attended theatre and dance performances, 4,747 were young people aged between 11 to 24 years old, 69% of tickets sold to local residents of which 38% were from the OX4 area.	£299,973
OVADA	£5,000	OVADA provide opportunities for artists to create new work, support the transfer of skills, knowledge & experience, encourage collaborations between artists, develops partnerships, exhibits work and builds new audiences for contemporary art.	0	End of year report not received, chasing	£0
Oxford International Links	£6,000	An umbrella organisation co-ordinating twinning links and events throughout the year, providing good partnership working and bringing a lot into the city in both funding and culture.	3,582	3582 people were recorded as benefiting from a variety of twinning events last year that included for 9 young people who were involved with the Youth Voices of International Exchange project that was held at the town hall in October 2018, others benefited from musical projects and activities throughout the year.	£5,202

Oxford Philharmonic	£3,000	Funding specifically to enable Oxford Philharmonic to increase the number of free family concerts they deliver from 2 to 3 each year, to continue to offer discounted tickets for young people for concerts (with at least 100 free tickets per year to be distributed through the Communities team), continue to deliver work in hospitals and primary schools, and contribute at least one event / activity to the city's Light Festival in November each year.	1,124	During the year 100 free tickets were distributed to the local community for 3 concerts of which two targeted 4-8 year olds and one targeted 8-12 year olds.	£0
<b>Total amount awarded</b>	<b>£235,262</b>	<b>total number of beneficiaries</b>	<b>208,043</b>	<b>total amount of funding levered in</b>	<b>£2,551,687</b>

APPENDIX 1

Commissioned Organisations in 2018 / 2019 through the Community Safety commissioning grant programme

Organisation	grant awarded	Description of project	number of people benefiting	achievements / outcome	other funding received for this project
Joint Commissioning Domestic Abuse Service	£35,306	This is our contribution to commissioning domestic abuse services across Oxfordshire in partnership with local District Councils, Oxfordshire County Council, and the Office of the Police and Crime Commissioner. For Oxford this delivers an outreach service, a telephone helpline service and 5 local dispersed accommodation places for victims unable to access a refuge.	n/k	Oxfordshire County Council commissions this service and administers the funding, our contribution helps make up a budget of £600,000 for this service. The commissioning contract started in the 2nd quarter of 2018-19, to date the team have received 38 referrals and 6 of the 7 refuges units are occupied.	n/k
Donnington Doorstep Family Centre	£8,000	Funding was awarded to develop resources on healthy relationships and consent for children and young people who are at risk or victims of Child Sexual Exploitation (CSE) and deliver 1-2-1 sessions with children who are at risk of or victims of CSE) supporting them to build resilience.	0	report late - chasing	£0
Oxford Sexual Abuse and Rape Crisis Centre	£15,000	a telephone helpline service which is run by a team of trained volunteers, enabling victims of sexual violence to deal with the effects of these crimes, improve access to information. The helpline is open 4 times a week and is the only agency providing specialist services for survivors of sexual abuse and rape,	163	The organisation supported 163 individuals last year through either the support group or counselling. The helpline took 824 calls (includes hang ups and silent callers) which provide 354.25 hours of support. Demand for this services outweighs their capacity and they currently have 109 women waiting for their face to face support. They have launched a text support and drop in group.	£87,318
Oxford Friend	£3,000	A confidential telephone helpline that provides advice, support and counselling to Oxford's lesbian, gay, bisexual and transgender community plus their family and friends.	33	The organisation went through a crisis last year, their chair and treasurer both resigned at the same time. They also had difficulties recruiting volunteers for the helpline. The helpline was closed for most of the year. During this time they rebranded and had their AGM to appoint a new chair and treasurer, they now have 4 board members and 3 volunteers, the helpline opened again in December 2018 and operates 2 evenings a week.	£0
<b>total amount of funding awarded</b>	<b>£61,306</b>	<b>Total number of beneficiaries</b>	<b>196</b>	<b>Total amount of other funding</b>	<b>£87,318</b>

Appendix 1

Commissioned Advice Centres 2018 / 2019

**ADVICE CENTRE MONITORING**

		Rose Hill & Donnington Advice Centre	Agnes Smith / BBL Neighbourhood Support Service	Oxford Community Work Agency	Oxford CAB
Oxford City Council Funding		£88,955	£81,026	£116,480	£190,000
Oxford City Council Funding - Advice Development Fund		£0	£9,500	£19,964	£366
Other funding (eg fundraising, donations, grants)		£18,892	£99,599	£37,880	£391,956
<b>Number of clients :</b>					
	New	119	1082	320	2447
	On-going with new or existing issue	318	132	267	3499
	<b>Total</b>				
<b>Total number of contacts</b>	includes telephone, face to face, casework, appointment, signposting and consultancy (clients counted more than once)	4394	1786	2329	11047
<b>Age:</b>	under 16	0	3	29	1
	17-24	14	43	34	378
	25-34	69	174	83	1107
	35-49	159	302	160	1844
	50-64	152	321	210	1668
	65+	39	108	63	853
	not recorded	5	0	8	32

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<b>Disability or life-limiting long term illness:</b>					
	Physical	101	225	134	360
	Mental	103	267	143	314
	Sensory	10	13	54	78
<b>Dependent Children</b>					
	Yes	231	382	163	1240
	No	207	700	424	2424
<b>Ethnicity:</b>					
	African	35	67	0	409
	Any other Asian background	18	18	34	183
	Any other Black background	3	10	9	51
	Any other ethnic group	0	40	0	298
	Any other Mixed background	5	6	8	80
	Bangladeshi	7	9	0	107
	Caribbean	10	40	0	140
	Chinese	0	0	0	52
	Indian	13	23	0	129
	Pakistani	253	11	14	172
	Roma, Gypsy, Traveller	0	0	0	0
	White British	253	486	331	2456
	White Irish	14	22	12	54
	White Other	18	41	68	1182
	White and Asian	7	5	57	74
	White and Black African	2	7	30	62
	White and Black Caribbean	4	33	22	68
	Not Answered / other	10	264	2	193
<b>Type of visit:</b>					
	In-house	2155	1379	542	7793
	Outreach	8	407	29	3463
	Home visit	18	0	16	82
	Court visit	16	0	137	5

Issues / categories: presented by client					
<b>Benefits</b>	Jobseekers Allowance	5	10	7	52
	Income Support	6	4	8	44
	Employment and Support Allowance	67	114	336	786
	Tax Credits	38	59	33	234
	Disability Living Allowance/AA/PIP	128	282	497	1903
	Carer's Allowance	17	24	33	225
	Housing Benefit	65	95	105	440
	Council Tax Rebate	60	99	44	389
	State Pension	9	5	5	101
	Pension Credit	14	13	26	194
	Social Fund: funeral payments, maternity grants, and budgeting loans	4	5	10	9
	Social Fund: Oxfordshire Support Fund	0	0	23	7
	Winter Fuel Payments	0	1	4	5
	Maternity benefits (SMP, Maternity Allowance)	2	4	0	20
	Discretionary Housing Payment	10	13	7	39
	Mandatory Revision	24	61	264	246
	Benefit Appeals	17	32	302	225
	Benefit Fraud	0	3	38	40
	Universal credit	70	182	234	2147
	Other	25	97	28	344
<b>Debt</b>					
<b>Priority debt</b>	Mortgage/secured loan arrears	0	8	15	33
	Rent arrears	23	84	90	430
	Council tax	24	82	79	454
	Gas/electric arrears (current address)	8	20	34	128
	Fines	0	20	8	1045
	Maintenance, child support arrears	0	2	0	2057
<b>Non Priority</b>	Credit Card /store card	21	36	82	226
	Catalogue/mail order	18	29	67	37
	Unsecured loans	5	37	97	132
	Overdraft	5	22	77	81

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	Payday loans	5	7	8	45
	Benefit and Tax credit overpayment	32	86	40	249
	HP/conditional sale	0	13	10	26
	Water rates	13	103	70	116
	Parking penalties (civil enforcement)	2	5	11	26
	Other	21	383	23	850
<b>Housing</b>	Conditions	24	12	18	106
	Homelessness / Threatened Homelessness	25	51	78	244
	Environmental / neighbour Issues	2	5	3	86
	Housing Costs (excluding housing debts)	3	14	11	125
	Other Housing Issues	4	76	8	829
<b>Other</b>	Charity applications	91	184	54	138
	Foodbank vouchers	108	69	15	124
	Consumer & General Contract	5	6	4	325
	Legal	7	16	4	566
	Education	10	13	2	106
	Employment	6	57	8	1220
	Relationship/family	10	58	6	814
	Child Support	1	4	1	92
	Immigration / Nationality	3	6	6	722
	Utilities (not debt)	9	46	0	527
	Finance/private pension/tax (not debt)	11	20	4	574
	Other	35	0	13	883

<b>CUSTOMER OUTCOMES</b>					
<b>Reduce Debt</b>	Clients advised	122	273	140	864
	Repayment agreements made	38	45	169	1624
	Total client debt for period	£369,116	£1,219,230	£697,326	£5,132,381
<b>Improve Money Management</b>	Clients assisted to prepare household budget	72	131	140	394
	Clients supported to reduce regular outgoings	0	131	113	231
<b>Increase Income from Employment</b>	Clients referred to organisations to help tackle barriers to work	0	2	38	0
	Clients referred to organisations to assist with access to employment	0	0	1	0
<b>Help to Tackle Fuel Poverty</b>	Clients given energy advise	0	35	41	194
	Clients referred or signposted for support in reducing energy consumption	0	4	0	0
	Clients provided with information or assisted to obtain better tariff	0	35	41	91
	Clients referred to Warm Homes Discount	0	7	3	52
	Clients referred to Priority Services Register	0	1	0	18
	Clients assisted to access energy/water bill grants	0	29	38	5
<b>Improve Access to Online Services</b>	Clients directly supported to access online services	0	68	39	0
	Formal training provided on accessing digital services	0	18	24	0
	Clients referred to courses in online capability	0	0	1	0

<b>Increase Uptake of Welfare Benefits and Tax Credits</b>					
	New benefit claims made of clients	76	108	383	573
	Increases in benefit obtained for clients	80	72	310	n/a
	Court Representations - number of clients	0	0	0	0
	Court Representations - success rate %	0	0	0	0
	Tribunal Appeals Representation - number of clients	17	55	69	1
	Tribunal Appeals Representation - success rate %	78%	78%	84%	100%
	Mandatory revisions - number of clients	24	20	275	0
	Mandatory revisions - success rate %	37%	30%	46%	0
	Referral for DHP application	0	13	8	0
<b>Money Gained</b>					
	Benefit take-up (projected for current period)	£316,255	£1,378,433	£1,719,421	£3,188,117
	Debt write off	£85,544	£650,519	£328,477	£143,643
	One off payments (charity grants, compensation awarded)	£20,813	£55,412	£22,066	£241,304

APPENDIX 1

Commissioned Organisations in 2018 / 2019 through the Homelessness commissioning grant programme

Organisation	grant awarded	Description of project	number of people benefiting	achievements / outcome	other funding received for this project
Housing First - Homeless Oxfordshire	£23,925	The Housing First project offers an alternative accommodation option to individuals who have been rough sleeping for long periods of time and who would not be able to live in the normal hostel accommodation. Intensive and personalised support is offered to maximise wellbeing and improve tenancy sustainment.	8	a total of 8 clients have been supported through this project, with 3 successfully moving on to independent tenancies, All 8 clients successfully maintained their tenancies.	n/k
Sit-up Service - Homeless Oxfordshire	£27,451.50	The Sit-up Service provides up to 20 spaces for rough sleepers to come in off the streets as a temporary measure whilst other, longer term options are identified. with the increase in rough sleeping this service provides additional capacity and operates 7 days a week	30	An average of 30 clients per day accessing day service	n/k
O'Hanlon House - Project 41	£75,000	Funding for 41 units of supported accommodation for rough sleepers and single homeless people with a connect to the City of Oxford. Provision of medium to low support needs with a focus on support to enable resident move on to sustain independent accommodation	38	93% of beds utilised, the shortest client stay was 1 week, the longest was 16 months	n/k
May Day Trust	£19,636	The Mayday Trust works with people going through tough times providing personalised support and housing. Funding for 10 units of supported accommodation of people with complex needs.	30	1 person moved on after 3 years staying at their London Road housing project	n/k
St Mungo's - OXSPOT	£140,364.60	Funding for core costs to deliver an assertive outreach, reconnection, personalisation and advice service for rough sleepers and single homeless people.	233	OXSPOT received 233 new referrals and continues to have new people presenting themselves to the project but few are putting roots down in Oxford or accessing support before moving on	n/k
Elmore Community Services	£21,614.50	Our funding provides a Tenancy Sustainment Officer who provides practical help, emotional support, advocacy and outreach for individuals who have complex needs and who are not receiving, or is not eligible for support from other services available.	17	Throughout the year 17 clients were supported avoiding homelessness, of those supported no one abandoned their property or were evicted and 7 client cases were closed because they were no longer under threat of losing their tenancy	n/k
Connection Floating Support	£8,000	Connection Floating Support delivers a pre-tenancy training scheme to individuals as part of a preparation for individuals to live independently and sustain tenancies. The course is personalised and can be completed in the individual's home. It covers elements such as understanding the rights and responsibilities of tenants, how to prepare to view a property, how to manage money, pay bills and other costs. The aim of this is to provide individuals with the skills in order to sustain secure tenancies in the Private Rented Sector.	70	A total of 70 referrals were made to the course during the year, 28 people completed it	n/k
O'Hanlon House - Homeless Oxfordshire	£41,389	Funding provide for the provision of day service, shower, and laundry facilities as well as breakfast and lunch and any other activate takin place - the service is for rough sleepers in Oxford and working with outreach service to access suitable accommodation	30	On average 30 clients accessed day services, the average daily use of services by clients were clothing store 5, laundry 8, showers 9.	n/k
The Gatehouse	£2,790	The Gatehouse provides an open access drop-in centre based in St Giles Parish Rooms for homeless and socially excluded persons over 25 years of age. Gatehouse provides sandwiches, cakes and soups, as well as hot and cold drinks, as appropriate, and fruit where possible. They also offer art and literature nights sandwiches, cakes and soups, as well as hot and cold drinks, as appropriate, and fruit where possible. They also offer art and literature nights	58	Based on a snap shot the number of people attending over a week was 58. The average 44% of visitors were rough sleepers	n/k
The Porch Steppin' Stones Centre	£27,500	Steppin' Stone is a Day centre for single homeless and socially excluded individuals over the age of 18 and being a resident of Oxford. The centre is open six days per week and offers a number of different activities including: allotment scheme, access to computers, outings, complementary medicine, sports, arts and crafts, books and quizzes. The centre also offers laundry and shower facilities, a clothing store and counselling. Lunch and dinner is offered at a small cost. Workshops and training in life-skills are also offered and Steppin' Stone sign-post clients to other agencies, such as Aspire and Crisis, in order for clients to access employment and training opportunities	162	158 people regularly used the centre last year, 11 people supported obtained full or part time work throughout the year and 16 began volunteering, 1 person enrolled into formal education	n/k

Aspire	£38,811.50	Aspire is a Social Enterprise with charitable status. It primarily works to facilitate the transition for individuals from homelessness into independent living. This is achieved by working with people in supported accommodation to access paid employment or unpaid work programmes/volunteering. Aspire liaises directly with referring organisations such as the City's hostels and day centres to ensure that housing and employment opportunities proceed in tandem and at an appropriate pace for disadvantaged individuals.	228	228 people were referred to Aspire, 64% were Oxford residents. They supported 19 people to secure full time work and off all out of work benefits.	n/k
Emmaus - Furniture Store	£5,000	Emmaus Oxford is an independent charity and provides accommodation and work for formerly homeless individuals. They also run a social enterprise which recycles donated furniture and other household goods. Individuals living at Emmaus are called Companions; they work 35 hours per week, usually at the store, and receive an allowance from Emmaus. All essential bills and food is covered by Emmaus. Companions cannot be in receipt of work related benefits (Job Seeker's Allowance/Income Support	30	30 people were resident during the year , average length of stay is 2 years, average age at admission 38 years old 3 leaves all banned due to drug use, violent behavioiu and serious health and safety issues. 2 positive move on from service. 1 client started college part time.	n/k
Emergency beds for young people in Oxford	£6,134.28	Funding provides one emergency bed within the Young Persons pathway for use by Oxford City	0	no information available	0
Oxford Chain	£5,026.60	Oxford CHAIN – Oxford Combined Homelessness and Information Network is a database for the use of designated homelessness services in Oxford City. The data base is an important monitoring tool for the outreach service, as well as providing key data and trends in order for commissioners and service to understand rough sleeping in the city.	0	no information available	0
<b>Total amount awarded</b>	<b>£442,643</b>	<b>Total number of beneficiaries</b>	<b>934</b>	<b>Total amount of other funding</b>	<b>n/k</b>

Please note: Due to the nature of these services and client group its likely that clients are using more than one service and will have been counted twice.

## Appendix 1

Commissioning CVO Infrastructure 2018/2019

Organisation	Grant awarded	Total amount of other funding
Oxfordshire Community & Voluntary Action (OCVA)	£27,337.51	£218,902

Supporting the development of community and voluntary organisations

996 community and voluntary groups based in Oxford and registered with OCVA receive regular updates and contact  
 365 community and voluntary groups based in Oxford are members of OCVA

2018-19 targets	Achievements
1:1 support for 20 community & voluntary groups across the city. Support includes funding advice, business planning, constitutions and structure, policies and good practice	28 groups from our priority areas received support and advice
During the year 15 training workshops were delivered on a variety of subjects that included training for groups on subjects that included trustees and their roles, chairing effective meetings recruiting and retaining volunteers	110 individuals from Oxford based groups were recorded attending
OCVA worked with Oxfordshire Community Foundation to set up a triage process for struggling groups	Triage fully set up and running, since the service was launched on average 1 group per week have been supported. Main issues are lack of long term planning and funding difficulties

## Appendix 1

### Commissioning Specialist Play 2018/19

Organisation	grant awarded	Description of project	other funding received for this project
Parasol Project	£15,000	Parasol Project provide inclusive play, social and recreational opportunities for disabled children and young people. Supporting them to access mainstream play and leisure activities with their non disabled peers.	£102,048

2018/19 targets	Achievements
Work with at least 30 disabled children aged 5-12 years old over the year	During the year Parasol supported 195 children aged 5-12 years old, of which 109 were disabled, from across the city
Work with at least 60 disabled teenagers 13-19 years old over the year	During the year Parasol supported 70 young people aged 13-19 years old, of which 48 were disabled, from across the city
To provide specialist support to play providers in Oxford City to enable disabled and young people to take part in activities over the course of the year	They are working with South Oxford Adventure Playground to develop a training programme for staff, also a partnership bid with Fusion Arts for a pilot project to provide inclusive art sessions.
Playscheme - organise and deliver Tower Play Base, an inclusive playscheme during school holidays	Playscheme ran Easter, May and in the Summer. Their links with 3 local schools have had a huge impact on the numbers of children attending the scheme. The average number of children attending per day has risen from 13 in 2014-15 to 30 in 2018-19
Youth group - organise and deliver a youth group to run weekly on Wednesdays from 6pm to 8pm	43 young people attended, on average 21 each week

Parasol employed 42 'Enablers' (support workers) over the year, they received training in safeguarding, disability equality, seizure

## Appendix 2 – Case Studies

**Disclaimer:**

*The following case studies were provided by organisations which we have funded and names have been changed for confidentiality and data protection.*

*These case studies give real examples of the impact on local residents' lives and are "verbatim" in the words of the writer – as they were received.*

### Case Study 1:

Organisation:	Thrive, Blackbird Leys
Title:	Friday night basketball and football provision
<p>Adrian is a young person who attends the Friday evening football sessions. He's 16 and has struggled to manage his anger.</p> <p>He described himself as being angry all the time, and this got him into trouble at school. His difficulties at school came to a head, and for a whole year he was excluded from any schools. This meant he had to receive home schooling, with an inevitable impact on his socialising and social skills.</p> <p>But, having a release at the end of the week and seeing the positive role models at the football sessions have helped to make him a calmer person and better at managing his anger.</p> <p>Adrian said, "When I'm playing football, I am much calmer and I never get angry." He admitted that he still has moments when he still loses his temper, but said with a big grin on his face, "playing football is helping me stay calm."</p>	

### Case Study 2

Organisation:	Parasol Project
Title:	"inclusive volunteering programme for disabled and none disabled children and young people"
<p>Many disabled people never get the opportunity to volunteer or get into paid employment. Here is an example of how Parasol is addressing this.</p> <p>A young man, with fairly complex learning difficulties, was recruited as a Role Model when he was 13 years old. The function of a Role Model is to take part in activities and be an example to others.</p> <p>When, he started, John found it very difficult to socialize and interact with his peers, often finding it much easier to speak with adults (staff). He lacked confidence in basic communication skills such as saying hello, how are you, for example, and rarely was able to use his initiative to seek out small jobs that needed to be done. This improved over time.</p> <p>At 16, he became a volunteer, and later at 19, he became a Workforce Volunteer. By this time, John was involved in many aspects of our charity including setting up spaces and organising activities.</p> <p>We have found over and over that almost every disabled/disadvantaged child/young person can do more, and take on more responsibility, than they think they can. Achieving brings about 'belief in</p>	

## Appendix 2 – Case Studies

themselves and their potential' which is exhilarating for all stakeholders.

We encouraged John to become more autonomous and proactive about what he undertook and to be more socially interactive with others. Although challenging, this gave John invaluable experiences.

Over time, John's confidence grew to the point that he successfully applied to work in a local supermarket where, a few years later, he is still happily working today.

### Case Study 3

Organisation:	<b>Oxford Community Work Agency (Barton Advice Centre)</b>
Title:	<b>Welfare Benefits</b>

Mrs. C came in with a notice seeking possession as her Housing benefit had stopped. She had an overpayment letter from Employment and Support Allowance advising that she had an overpaid of over £14,000. She was further subjected to an investigation for benefit fraud. Mrs. C was vulnerable, had significant mental health issues which led to a chaotic lifestyle and was illiterate.

After extensive research, we found that there were 6 outstanding appeals against the Employment and Support Allowance (ESA) decisions, and the Secretary of State subsequently issued submissions for each of the 6 appeals. Each submission had approximately 200 pages of information including the grounds for the decisions, copies of the decisions, calculations of the overpayments and the regulations used to support them. First we had to identify the key issues by reading through all of the submissions and making comprehensive notes to refer back to. We established that the alleged overpayments were due to a combination of the Department of Work and Pensions (DWP) making a decision that the client was living with a partner, had deprived herself of capital and had undeclared income.

However, we also established that the submissions were incomprehensible and the periods of overpayments and subsequent appeals did not correlate with the decision dates. We made a written submission of our findings to this effect to the Courts and Tribunals Service and attended the hearing with the client and a Presenting Officer from the DWP. Both the Tribunal Judge and the Presenting Officer agreed with our findings, they found that the decisions had not been legally valid and, therefore, that there were no overpayments. Housing Benefit was subsequently reinstated and the overpayment was found to be not recoverable. The fraud investigation was dropped and the client was able to stay in her own home.

### Case Study 4

Organisation:	<b>Oxford Community Work Agency (Barton Advice Centre)</b>
Title:	<b>Debt</b>

Michael suffers with severe mental health problems and is dependent on others to help him cope. His support worker brought him to our attention as he was struggling to pay his bank. Even though Michael's income was means-tested benefits, his bank had allowed him to borrow in excess of

## Appendix 2 – Case Studies

£10,000. Michael had an issue of overspending due to his mental health problems. We helped him to place a notice with his credit reference agencies which told his creditors about the problem. This means that creditors would be reluctant to continue to lend, which helped Michael to curb his spending. His bank had acted irresponsibly in allowing the debt to reach its current level for which they have a responsibility.

Michael was deeply upset because he could no longer continue to pay his bank; he defaulted on the accounts which were then passed to debt recovery agents. The numerous calls and letters demanding payment caused him considerable distress and this impacted on his mental health even further.

We told the bank that Michael suffered with mental health issues and he is therefore vulnerable. The bank must take this into account when seeking to recover a debt. We obtained a 30-day hold on all recovery action and helped him to apply for a Debt Relief Order.

Michael was able to apply for a Debt Relief Order (DRO), which is a form of insolvency, because he was able to meet the qualifying criteria: debts of less than £20,000, no more than £50 per month disposable income, assets or property valued at no more than £1,000 and not having a car worth more than £1,000. Michael had to pay a one-off fee of £90, and after 12 months of the order all his debts are written off.

### Case Study 5

Organisation:	<b>Asylum Welcome</b>
Title:	A young girl from Sudan...

A was a young woman who had travelled from Sudan with her brother, looking for refuge. She approached our office late in the afternoon crying, upset and desperate for help. After trying to reassure her that she was safe and would be looked after, she told us that she had been trafficked into the UK at about 4am and was taken to a place in Oxford. She did not know the place or the traffickers. She had been separated from her brother on the journey from France and she had feared for her life and was very distressed, but had managed to run from the place she was taken to. This was her first contact with any organisation in this country.

Two members of staff dealt with her needs: to listen to her concerns, help reassure her and support her to feel safe and secure. We made sure she had access to food and shelter and also knew about her rights and the immigration process. We registered her request for asylum with the Home Office and obtained a time to attend her initial interview, contacted other departments at the Home Office and appealed for accommodation, which was finally agreed after two hours of intense communications.

She was looked after by another member of staff who stayed with her until she was transferred to the Home Office accommodation at 9:15 pm the same day. We flagged up with agencies that she was a victim of trafficking to ensure that she accessed the correct support. We kept in touch with her in the initial two weeks putting her in touch with agencies local to her new accommodation and have heard from her that all is well and she is settled and supported.

## Appendix 2 – Case Studies

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### Case Study 6

Organisation:	<b>Asylum Welcome</b>
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Title:	N is a young person...
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N is a young person who came to us having been refused an extension to his leave to Remain. He had leave to appeal the decision, but no solicitor to take this forward and as he could not access legal aid funding. None of the statutory support services were able to support him with this.

We had a very tight deadline to the appeal hearing (two weeks) and we tried to find a 'direct access' barrister for court but were unable to do so at short notice.

Our Youth Support Worker and Front line Services Manager supported the young person to gather any supporting evidence with relevant agencies (school, Red Cross, ourselves) and then filed this with the court by the deadline.

We accompanied N to court and briefed him ahead of the session about what to expect, what he might be asked, and what were the relevant facts in this case. With our support he represented himself and won the appeal, being given a further two and a half years discretionary leave.

### Review of The Good Exchange

#### **1. Introduction**

The Good Exchange is a fundraising platform that was created by The Greenham Common Trust in September 2016.

Local community and voluntary groups only need to complete one application and where they meet the criteria of grant givers registered on the platform their application will be automatically matched and shortlisted.

It was free for us to register and to continue to use the platform to run a small grants programme. Fundraising groups pay a fee of 5% of the amount they raise however we have an agreement with The Good Exchange that all of the funding we award goes to the group.

#### **2. Small grants through The Good Exchange**

Oxford City Council has been running a small grants programme through The Good Exchange since from January 2018. We offered to match or award grants of up to £5,000 for projects that met our criteria.

During that time we have awarded 12 grants that totalled £23,159. Some of the projects we have funded includes work with children who have a parent or parents are in prison, social events for disabled people, room hire for Syrian Sisters and IT courses, community events, dance for older people. The total amount raised by these groups was £77,783 (£23,159 from Oxford City Council & £54,624 from other sources).

For one Oxford based voluntary group funding was committed from a foundation in America.

#### **3. Feedback**

Feedback from groups told us that the majority would use the platform again but some did not like using it, mainly because of compatibility with software (community groups don't always have the most recent edition) and some said they would prefer to complete a word document.

#### **4. Summary**

On the whole though The Good Exchange allows group's easier access to multiple funders, reducing their administrative burden and helps them in meeting funding needs.

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CEB Report Risk Register

Risk Score Impact Score: 1=Insignificant; 2=Minor; 3=Moderate; 4= Major; 5=Catastrophic Probability Score: 1=Rare; 2=Unlikely; 3=Possible; 4=Likely; 5=Almost Certain

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No.	Risk Description Link to Corporate Obj.	Gross Risk		Cause of Risk	Mitigation	Net Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid		Current Risk	
		I	P			I	P			I	P
1	Monitoring information not returned  (strong, active communities)	1	3	Lack of resources / trustees / skilled volunteers / staff to complete monitoring form or forgot about it	Mitigating Control: Build relationships with funded groups and visits.  Level of Effectiveness: Medium because information may not be returned & visits may not take place	1	2	Action: Reduce  Action Owner: Julia Tomkins  Mitigating Control: Keep check list and close monitoring, build relationships with groups  Control Owner: Julia Tomkins	Outcome Required:  All monitoring forms returned & monitoring visits made  Milestone Date: on going	1	2
2	Lack of value for the funding received	1	3	Failed to reach target communities, project does not take place	Mitigating Control: Monitoring of funded organisations and groups	2	3	Action: Reduce  Action Owner: Julia Tomkins  Mitigating Control: Close monitoring and build relationships with groups	Outcome Required:  Funded organisations and groups achieve agreed outcomes	1	2
3	Funded organisations and groups dependant on Oxford City Council funding.	3	4	Reduced or loss of funding from other resources	Mitigating Control: Provide support and training	3	4	Action: Reduce  Action Owner: Julia Tomkins  Mitigating Control:	Outcome Required:  Groups funded through a wide range of other funding sources	3	4

								Talk to groups about any skills gaps	and not dependent on City Council funding		
								Fund Voluntary Sector Infrastructure support			

## 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

June-2019

Year on Year: the same period from the previous year

Measure		Owner	Result 2017/18	Latest Data		Year End Target 2018/19	RAG	Trends		Comments
Ref	Description			Target	Result			Prd	Year on Year	
BIT019i	BIT019i: % all contact carried out online	Helen Bishop	37.1%	38.0%	42.9%	40%	G	↗	↗	We are currently on track and exceeding target.
WR001	WR001: Number of people moved into work by the Welfare Reform Programme	Paul Wilding	44 Number	13 Number	7 Number	50 Number	A	↗	↗	We are currently behind profile but the team is currently supporting many customers with seeking work so are hopeful to catch up later in the year.
BV009 157	BV009: Percentage of Council Tax collected	Tanya Bandekar	97.72%	30.65%	30.62%	97.75%	A	↗	↘	By 30/06 we had collected £27.9m that equates to 30.62% of the total 19/20 collectable debit. With the end of June profiled target being 30.65% we were just £25k short of this target. Recovery action has been initiated against all those accounts in arrears and hopefully we will soon be back on track.
BI001	BI001: The % of Council spend with local business	Amanda Durnan	67.34%	9.00%	74.67%	54%	G	↗	↗	We have exceeded our requirements for this quarter. We continue to try to increase local spend by requesting stakeholders to include a local supplier when tendering, however, this is dependent on the requirements, and the locality of the head office of the Supplier.
CS004	CS004: Enquiries resolved by customer service centre without hand off	Helen Bishop	94.44%	90.00%	93.80%	90%	G	↗	↗	We are currently on track and currently exceeding target

Measure		Owner	Result 2017/18	Latest Data		Year End Target 2018/19	RAG	Trends		Comments
Ref				Target	Result			Prd	Year on Year	
CH001	CH001: Days lost to sickness	Paul Adams	7.60 days	1.62 days	1.63 days	6.50	A			The year-end projection for sickness absence 6.52 days/per FTE, which is marginally above the corporate target rate. Comparison of the year to date figures with the corresponding period in 2018/19 indicates that the proportion of long-term sickness of the overall rate is far lower (45%). There are 5 service areas whose projected year end sickness absence figure is above the Council target: Community Services; Financial Services; Housing Services; Regeneration and Economy; and Regulatory Services and Community Safety. The HRBP team continues to work with the relevant service areas on measures to absence address cases and ensure that appropriate and timely interventions are in place.
158										
CS054	CS054: Time taken to determine DHP applications	Paul Wilding	12 Working Days	10 Working Days	14 Working Days	10 Working Days	G			DHP assessment is under major pressure from UC rollout. 40% of applications now come from UC customers, where we have to wait 5 weeks for confirmation of UC entitlement from DWP. This delay makes the 10 days often impossible to meet. HB DHP remains well under 10 days to assess.

Measure Ref		Owner	Result 2017/18	Latest Data		Year End Target 2018/19	RAG	Trends		Comments
				Target	Result			Prd	Year on Year	
ED002	ED002: Implementation of measures to reduce the city council's carbon footprint by 5% each year	Jo Colwell	446 Tonnes	0 Tonnes	84 Tonnes	408 Number	G			Barton Neighbourhood Centre refurbishment - LED lighting and controls upgrade completed - Est 12tCO2/year reduction. Continuing delays to Solar car port installation at Leys pools due to contractor breaching contract and subsequent contract termination - June 19. Exploring and planning alternative completion options with alternative contractor - negotiating completion options/prices. Avoided energy overspend from energy billing checks/in-house energy bureau == £8433.65 for the financial year to date.
LP119 159	LP119: The number people taking part in our youth ambition programme	Ian Brooke	6,155 Number	1,500 Number	1,351 Number	6,000 Number	A			We are currently slightly under target. This is due to not all of the funded activities having submitted their participation data at this stage. We have drawn up a leaflet for all of the summer activities that we deliver and for all of the funded activities. This will be used in a campaign this summer.
CS003	CS003: Customer calls answered on the council's main telephone service lines without hanging up	Helen Bishop	94.10%	95.00%	93.91%	95%	A			We are currently slightly under target. We recruited an additional 5 officers in June but due to training we would not have seen the benefit of them until July, so our resource levels were stretched. Due to other leavers in June we also have another 2 vacancies to fill. Positives that we reduced our opening hours to 8am-5pm in June which has given us more resource capacity at the start of the day. We also re-instated our automated missed bins service on 12th June which gives responses to customers without the need for them to speak to an officer.

Measure		Owner	Result 2017/18	Latest Data		Year End Target 2018/19	Rag	Trends		Comments
Ref	Description			Target	Result			Prd	Year On Year	
FN045	Amount of overpaid Housing Benefit collected	Tanya Bandekar	Not Recorded	£500,000	£623,790	£3,000,000	G			In June we recovered a total of £201k of overpaid Housing Benefit. The majority of this, almost £145k, was from deductions / offsets of Housing Benefit. The cumulative figure recovered in 19/20 to date is almost £624k. The target for 2019/20 is to recover £3m.
LP220	LP220: Number of people from our target groups using our leisure facilities	Ian Brooke	775,703 Number	199,700 Number	189,326 Number	798,970 Number	R			Officers are pressing Fusion and closely monitoring their delivery approach for outreach working to increase the number of visits for the organisations key target groups.
CoS031 160	CoS031: Effective delivery of the capital programme	Ian Brooke	Not Recorded	82%	82%	82%	G			On track
CS025	CS025: Percentage of Business Rates Collected	Tanya Bandekar	98.14%	30.50%	31.34%	98.5%	G			The good start to Business rates collection in 2019/20 continues. At the end of Q1 we had collected just under £34m that was over £900k above the profiled target of 30.5%.

## Scrutiny recommendation tracker 2019/20: June – August 2019

10 July CABINET

### Integrated Performance Report 2018/19 Quarter 4

<b>Recommendation</b>	<b>Agree?</b>	<b>Comment</b>
<p>Recommendation 1: That paragraph 7 of the report on the need to progress the work on establishing a Citizens' Assembly is expanded to reflect the breadth of work that will be enabled by the additional budget provision and to include additional resources specifically to support a scrutiny review, before the report is presented to Council on 22 July 2019. The Panel would suggest the inclusion of three additional bullet points:</p> <ul style="list-style-type: none"> <li>• Resource, within the overall £200k budget, for a scrutiny review group focused on considering the Council's response to the Climate Emergency motion and the outcomes of the Citizens' Assembly.</li> <li>• Work together with existing Environmental Sustainability Team officers to identify possible work streams and additional funded officer time to focus on recommendations from the Citizens' Assembly that focus on emissions reduction.</li> <li>• Other minor interventions and quick wins emerging from the Assembly.</li> </ul>	Partly	<ul style="list-style-type: none"> <li>• The budget recommended for 2019-20 of £200k will be sufficient to get the project started with resource to establish the Citizens Assembly and to develop the detailed options for carbon reduction that it will consider – leading to recommendations for Council adoption. Future budgetary provision will be established through the Budget setting process in the light of other priorities of the Council. Further work will be undertaken to establish what budgetary provision should be made going forward. Finance Panel and Scrutiny Panel are at liberty to scrutinise any area of the Councils business through normal channels by requesting officers to undertake such work but given the severe financial constraint that the Council is working under there may not be financial capacity to dedicate a resource to scrutinise work on climate change over and above that which can be undertaken using the normal reasonable officer time.</li> <li>• Agreed</li> <li>• Agreed</li> </ul>
<p>Recommendation 2: That future integrated performance reports provide:</p> <ol style="list-style-type: none"> <li>1. Reasons for capital slippage on specific projects where this occurs;</li> <li>2. An explanation of accounting terms such as favourable variance;</li> <li>3. A summary of financing, including external funding streams.</li> </ol>	Agreed	Future reports to Cabinet will include additional information in these areas
<p>Recommendation 3: That monthly reporting on the progress of major capital schemes is made available to elected members, if they request it.</p>	Partly	Information produced internally by officers is always available to elected members if requested. However, the additional rigour, control and input which goes into the presentation of a formal report to Cabinet is a much better reporting route to Members.

Agenda Item 9

Recommendation 4: That the Council revisits the case for pursuing the compulsory purchase of domestic properties that have been vacant for several years where this option has not recently been explored.	Agreed	The Council will continue to explore whether or not CPOs should be used as part of the strategy to bring long term empty homes back into use
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### Fusion Lifestyle Annual Service Plan

<b>Recommendation</b>	<b>Agree?</b>	<b>Comment</b>
Recommendation 1: That the Council undertakes outreach work in the most deprived areas within the City to further encourage the use of local leisure facilities, and confirms that there will be a robust action plan for increasing participation in these communities. This, along with increasing BAME participation, should be considered a priority within the Fusion Lifestyle contract.	Yes	Fusion Lifestyle have a contractual responsibility to undertake this outreach work and as a council we will continue to support them and challenge them to achieve more in this area.

### 12 June CABINET

#### Seacourt Park and Ride Extension

<b>Recommendation</b>	<b>Agree?</b>	<b>Comment</b>
Recommendation: That the Cabinet does not grant final project approval for the Seacourt Park and Ride Extension.	No	<p>The discussion at the Scrutiny Committee reflected previously stated opinions on this project. As the Chair of the Committee noted, some members simply don't accept the evidence submitted in relation to the need for the extension and its impact, and that continues to be the case.</p> <p>The report details the financial impact of the project over 30 years, but it is important to note that over the next ten years it is highly likely that the availability of public car parking in the city centre will be significantly reduced; it is also important to note that the lease on another of Oxford's park and ride car parks expires within the same period and will need to be renegotiated. Furthermore, while a substantial proportion of journeys to the city centre are made using the park and ride service, there are still many journeys in the city that are being made in the private car, all of which contribute to congestion and air pollution which seriously impacts on the health and well-being of the city's residents and workers. Finally, Cabinet is reminded that Seacourt is frequently operationally full, demonstrating a clear current need for additional capacity on the western approaches to the city.</p>

	<p>It therefore reasonably follows that there is a need for additional capacity in the park and ride system where it can be achieved. The proposed expansion at Seacourt Park &amp; Ride will make a significant contribution in addressing this need. This is why the project has been repeatedly approved by a substantial majority of Full Council, including the allocation of the budget for the project. I therefore recommend that the Cabinet approves the project as outlined in the report.</p>
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### Safeguarding Report and Action Plan

<b>Recommendation</b>	<b>Agree?</b>	<b>Comment</b>
<p>Recommendation 1: That the Council revisits the safeguarding recommendation made by the Scrutiny Committee on 5 June 2018 concerning the number of school aged children that receive face to face safeguarding awareness training, and provides the Committee with further information on progress against the agreed action.</p>	<p>Partial</p>	<p>In considering Safeguarding issues, it is important to note the County Council Local Authority Designated Officer team (LADO) has responsibility for delivering safeguarding support into the Education system.</p> <p>Oxford City Council has a seat on the Oxford Safeguarding Children’s Board (OSCB) board and also a seat on the sub group of the Board, overseeing Performance and quality assurance. This group has a rolling audit programme to oversee and scrutinise the safeguarding work being delivered across the sector and report back into OSCB. This includes all Oxfordshire schools both primary and secondary schools.</p> <p>Oxford City Council has limited funds for direct school engagement from the Thames Valley Police and Crime Commissioner. We have a programme where we are working with young people at risk of exclusion and/or reduced timetables as they have been identified as the most vulnerable to exploitation.</p> <p>We are currently working in The Oxford Academy, St Greg’s and Oxford Spires.</p> <p>City Council Youth Ambition team also provide additional support to children within the school setting as part of ‘our commitment to schools’ offer. The topic areas that are covered with pupils include safeguarding awareness.</p>
<p>Recommendation 2: That the Council revisits the recommendations, and agreed actions resulting from the 2015/16 Guest House Scrutiny Review Group to clarify that actions are being pursued, and ensures that matters relating to guest houses are a feature of future safeguarding reports to Cabinet.</p>	<p>Partial</p>	<p>Hotel Watch, involving the Police, Council officers and sector representatives works with hotels and guest houses in the city to improve safeguarding practices. The Cabinet Lead Member will receive an update report on progress since 2015.</p>

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