

Agenda

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Cabinet

Date: **Wednesday 12 June 2019**

Time: **6.00 pm**

Place: **Long Room - Oxford Town Hall**

For any further information please contact:

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Details of how City Councillors and members of the public may engage with this meeting may be found on page 8 of this agenda.

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Cabinet

Membership

Chair/ Leader	Councillor Susan Brown	Leader of the Council, Cabinet Member for Economic Development and Partnerships
Vice Chair/ Deputy Leader	Councillor Linda Smith	Deputy Leader (Statutory), Cabinet Member for Leisure and Housing
	Councillor Ed Turner	Deputy Leader, Cabinet Member for Finance and Asset Management
	Councillor Nigel Chapman	Cabinet Member for Safer Communities and Customer Focused Services
	Councillor Mary Clarkson	Cabinet Member for Culture and City Centre
	Councillor Tom Hayes	Cabinet Member for Zero Carbon Oxford
	Councillor Alex Hollingsworth	Cabinet Member for Planning and Sustainable Transport
	Councillor Mike Rowley	Cabinet Member for Affordable Housing
	Councillor Marie Tidball	Cabinet Member for Supporting Local Communities
	Councillor Louise Upton	Cabinet Member for Healthy Oxford

The quorum for this meeting is three, substitutes are not allowed.

Future items to be discussed by the Cabinet can be found on the Forward Plan which is available on the Council's [website](#)

Copies of this agenda

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AGENDA

PART ONE PUBLIC BUSINESS

- 1 APOLOGIES FOR ABSENCE
- 2 DECLARATIONS OF INTEREST
- 3 ADDRESSES AND QUESTIONS BY MEMBERS OF THE PUBLIC
- 4 COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA
- 5 COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES
- 6 ITEMS RAISED BY BOARD MEMBERS
- 7 SCRUTINY COMMITTEE REPORTS

Any recommendations to the Cabinet flowing from the Scrutiny Committee meeting on 04 July will be published as a supplement to this agenda.

8 SEACOURT PARK AND RIDE EXTENSION

11 - 20

Lead Member: Planning and Sustainable Transport (Councillor Alex Hollingsworth)

The Executive Director Development has submitted a report to seek approval to appoint a contractor for the main contract works and for final scheme approval.

Recommendations: That Cabinet resolves to:

1. **Approve** the appointment of ODSL as the main contractor to construct the park and ride extension, subject to final scheme approval;
2. **Grant** final scheme approval to enable the scheme, as amended, to be delivered within the budget of £5,156,122 approved by Council in February 2019; and
3. **Delegate** to the Director of Development, acting in consultation with the Heads of Law & Governance and Finance, and the Portfolio holder for Planning & Transport, the authority to enter into all necessary and appropriate contracts to implement the delivery of the proposed extension to the Park and Ride scheme at Seacourt.

9	<p>BUS EURO 6 LOW EMISSION ZONE</p> <p>Lead Member: Zero Carbon Oxford (Councillor Tom Hayes)</p> <p>The Transition Director has submitted a report seeking Cabinet agreement to support Oxfordshire County Council in the application to the traffic commissioner for the implementation of a Bus Euro VI Low Emission Zone.</p> <p>Recommendations: That Cabinet resolves to:</p> <p>Support Oxfordshire County Council in the application to the traffic commissioner for the implementation of a Bus Euro VI Low Emission Zone in Oxford.</p>	21 - 38
10	<p>SAFEGUARDING REPORT AND ACTION PLAN</p> <p>Lead Member: Safer Communities and Customer Focused Services (Councillor Nigel Chapman)</p> <p>The Assistant Chief Executive has submitted a report on the progress made on the Oxford City Council’s Safeguarding Action Plan 2018/19.</p> <p>Recommendations: That Cabinet resolves to:</p> <ol style="list-style-type: none"> 1. Note the key achievements of the Safeguarding work delivered through Oxford City Council during 2018/19; 2. Agree the Safeguarding Action Plan 2019/20 set out in Appendix 1; and 3. Approve Oxford City Council’s safeguarding policy updated April 2019 	39 - 106
11	<p>RELEASE OF CAPITAL FUNDS FOR THE EAST OXFORD COMMUNITY CENTRE</p> <p>Lead Member: Deputy Leader - Finance and Asset Management (Councillor Ed Turner) and Supporting Local Communities (Councillor Marie Tidball)</p> <p>The Executive Director Customer and Communities has submitted a report to seek the release of £800k for consultancy support for the delivery of the East Oxford Community Centre including any associated social housing.</p> <p>Recommendations: That Cabinet resolves to:</p> <ol style="list-style-type: none"> 1. Approve the release of £800k of the East Oxford Community Centre Capital budget for detailed design and feasibility work, technical specification, planning and oversight of the build of the East Oxford Community Centre including social housing, to occupation; and 	107 - 128

2. **Delegate** to the Interim Director Communities, acting in conjunction with the Heads of Law & Governance and Finance, and in conjunction with the Portfolio Holders for Supporting Local Communities and Finance & Asset Management, the authority to enter into all necessary and appropriate contracts and to take any required steps to secure the development of the East Oxford Community Centre and associated housing.

12 APPOINTMENT TO OUTSIDE BODIES 2019/20

129 - 146

Lead Member: Leader, Economic Development and Partnerships (Councillor Susan Brown)

The Head of Law and Governance has submitted a report to agree appointments to charities, trusts, community associations and other organisations for the 2019/20 Council Year.

Recommendations: That Cabinet resolves to:

1. **Approve** appointments to charities, trusts, community associations and other organisations as shown in Appendices 1A – 1D; and note the appointments to partnerships as detailed in Appendix 1E;
2. **Note** the guidance for appointees as detailed in Appendix 2;
3. **Agree** to add the Climate Alliance and the Oxfordshire Building Trust to the list of charities, trusts, community associations and other organisations as detailed at paragraph 14 of the report; and
4. **Delegate** authority to the Head of Law and Governance, in consultation with the Leader of the Council, and where appropriate with other group leaders, to make any changes to appointments to Outside Bodies as may be required during the course of the Council year 2019/20.

13 MINUTES

147 - 156

Recommendation: That Cabinet resolves to APPROVE the minutes of the meeting held on 29 May 2019 as a true and accurate record.

14 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

- 10 July
- 07 August
- 11 September
- 09 October
- 13 November

All meetings start at 6pm.

15 MATTERS EXEMPT FROM PUBLICATION

If the Board wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

The Board may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PART TWO
MATTERS EXEMPT FROM PUBLICATION

16 SEACOURT PARK & RIDE - APPENDIX 2

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.

Member's 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.

HOW OXFORD CITY COUNCILLORS AND MEMBERS OF THE PUBLIC CAN ENGAGE AT THE CABINET

Addresses and questions by members of the public, (15 minutes in total)

Members of the public can submit questions in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Head of Law and Governance by 9.30am two clear working day before the meeting (eg for a Tuesday meeting, the deadline would be 9.30am on the Friday before). Questions can be submitted either by letter or by email (to cabinet@oxford.gov.uk).

Answers to the questions will be provided in writing at the meeting; supplementary questions will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes that are published on the Council's website within 2 working days of the meeting.

The Chair has discretion in exceptional circumstances to agree that a submitted question or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the question and/or address is limited to 3 minutes, and will be answered verbally by the Chair or another Cabinet member or an officer of the Council. The text of any proposed address must be submitted within the same timescale as questions.

For this agenda item the Chair's decision is final.

Councillors speaking at meetings

Oxford City councillors may, when the chair agrees, address the Cabinet on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, stating the relevant agenda items. An address may last for no more than three minutes. If an address is made, the Cabinet member who has political responsibility for the item for decision may respond or the Cabinet will have regard to the points raised in reaching its decision.

Councillors speaking on Neighbourhood issues (10 minutes in total)

Any City Councillor can raise local issues on behalf of communities directly with the Cabinet. The member seeking to make an address must notify the Head of Law and Governance by 9.30am at least one clear working day before the meeting, giving outline details of the issue. Priority will be given to those members who have not already addressed the Cabinet within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Cabinet. The Cabinet's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

Items raised by Cabinet members

Such items must be submitted within the same timescale as questions and will be for discussion only and not for a Cabinet decision. Any item which requires a decision of the Cabinet will be the subject of a report to a future meeting of the Cabinet

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To: Cabinet
Date: 12 June 2019
Report of: Executive Director Development
Title of Report: Seacourt Park & Ride Extension – Appointment of Main Contractor and Final Project Approval

Summary and recommendations	
Purpose of report:	To seek approval to appoint a contractor for the main contract works and for final scheme approval.
Key decision:	Yes
Cabinet Member:	Planning & Sustainable Transport
Corporate Priority:	Vibrant & Sustainable Economy Clean and Green Oxford
Policy Framework:	Local Transport Plan 4 Oxford Local Plan 2036 (Submission Draft) Oxford City Council Corporate Plan, 2016-2020
Recommendations: That the Cabinet resolves to:	
	<ol style="list-style-type: none"> 1. Approve the appointment of ODSL as the main contractor to construct the park and ride extension, subject to final scheme approval; 2. Grant final scheme approval to enable the scheme, as amended, to be delivered within the budget of £5,156,122 approved by Council in February 2019; and 3. Delegate to the Director of Development, acting in consultation with the Heads of Law & Governance and Finance, and the Portfolio holder for Planning & Transport, the authority to enter into all necessary and appropriate contracts to implement the delivery of the proposed extension to the Park and Ride scheme at Seacourt.

Appendices

Appendix 1	General Arrangement Plan – Public Agenda
Appendix 2	Price submitted by ODSL – Exempt Information

Introduction and background

1. Planning permission for the proposed extension to the existing park and ride scheme on land to the north of Botley Road, and to the east of the existing park and ride scheme was granted, subject to conditions, on 12th March 2018.
2. In summary the consented scheme provided for:
 - 685 Additional car-parking spaces;
 - Provision of a landscaped buffer to the north, south and east of the site with associated landscaping;
 - Provision of 10 disabled car-parking spaces, located close to the proposed pickup and drop-off area;
 - A single storey building of 150sqm to provide customer waiting and toilets;
 - 30 cycle spaces across the site with the majority being located close to the waiting area located to the southern part of the site;
 - New pedestrian and cycle access route from the eastern part of the site onto Botley Road;
 - A new turning circle, bus pick-up/drop off servicing adjacent to the proposed customer building;
 - Provision of high level lighting, CCTV and stand-alone ticket machines;
 - Attenuation pond for flood compensation;
 - Integral landscaping and tree planting within parking rows.
3. The scheme to be delivered is substantially the same as that which achieved the grant of permission, but it has been necessary to incorporate some minor changes, which are either on land that comprises highway or otherwise comprise permitted development. See General Arrangement Plan at Appendix 1.
4. These minor changes to the layout comprise the following:
 - Retention of the turning area on the existing park and ride scheme. This will enable improved access from land to the west of the existing car-park for contractors employed by the Environment Agency to deliver the Oxford Flood Alleviation Scheme (OFAS).

- Re-positioning a short section of access carriageway to land just north of that occupied by the Garage. This is because further work has shown that the incorporation of a section of existing road currently owned and used by the Garage for access and deliveries, as part of the internal circulation carriageway as originally envisaged, will not work in practice.
 - The main vehicular access junction has had to be slightly modified in order to better relate to the County Council's planned Botley Road Corridor Scheme and to meet the S278 Highways Act 1980 requirements.
 - There have been very minor changes in the vicinity of the western boundary of the proposed extension to accommodate the requirements of the Environment Agency, particularly concerning flood mitigation and the planned OFAS works.
 - Taken together these changes have reduced the number of additional car-parking spaces from 685 to a total of 596. Notwithstanding this, the payback period still falls within an acceptable range.
5. Various interested parties including the Mid-Counties Co-op Ltd, Johnson Cars Limited, Oxfordshire County Council, the Environment Agency and the prospective contractor (ODSL) have been informed of these changes and provided with updated plans.
 6. Alongside finalising plans for the proposed park and ride extension, it has been necessary to address other matters, in particular arrangements to secure the physical implementation of the scheme. To this end various discussions have been held with ODSL and as a result of this process, ODSL have recently submitted a price to deliver the main contract works and this has been subject to a tender review exercise. The price now proposed by ODSL is detailed at Exempt Appendix 2.
 7. The main contract works will be regulated via a contract, the form of which would be based on a New Engineering Contract (NEC) 3 Option B (with Bill of Quantities).
 8. Subject to the Cabinet granting final scheme approval and approving the appointment of ODSL to deliver the main contract works, officers have made arrangements to use White Young Green (WYG) to perform the roles of Contract Administrator and CDM Co-ordinator, in accordance with the Construction (Design and Management) Regulations 2015.

Options Considered

Not implementing the scheme.

9. This would mean halting work now and not proceeding with the physical implementation of the scheme. This would result in abortive fees as various consultants have been employed by the Council to, for example, design the scheme, obtain planning consent, produce a programme/ independent cost estimate and to develop the draft contract documentation.
10. Financially it would mean forgoing the additional income from car-parking of approximately £193k per annum set out in the Councils Medium Term Financial Strategy.
11. More importantly, not improving the existing park and ride facility would undermine the policy of discouraging the use of the private motor vehicle in the City Centre.

This option is not recommended.

Implementing the scheme using ODSL as the main contractor

12. ODSL as a Teckal company is exempt from the Public Contracts Regulations 2015, and in effect ODSL can be regarded as an arm of the Council. This does not provide exemption from the duty to address best value. Here, ODSL have submitted an independently evaluated competitive price, offer operational flexibility, which is considered key here due to the interface of the proposed Park & Ride extension with works proposed to be undertaken as part of the Oxford Flood Alleviation Scheme; apply Council policies concerning things like the Oxford Living Wage; support a local workforce; use, to the extent possible, the local supply chain, and potentially provide indirect benefit to the Council tax-payer through the payment of dividend to the shareholder (which is the Council), and as such their appointment is considered to provide best value in this instance.

This is the recommended option.

Implementing the proposed scheme using an external contractor selected via a pre-procured Framework or via Open Market Tender

13. These alternative procurement routes are always open to the Council, but at this stage taking either of these options would introduce an element of delay compared to using ODSL, which as a Teckal company is exempt from the Public Contracts Regulations 2015 and is able to start on site somewhere between the end of June and mid-July 2019. If ODSL had not submitted an independently examined competitive price or if they could not reasonably demonstrate that they adequately addressed best value, then it would have been appropriate to select one of these alternative options to obtain a suitable contractor to deliver the main-contract.

This option is not recommended.

Other implications

Crime and Disorder

14. There are two groups of issues here:

- During construction the contractor will take care to ensure that the site is appropriately contained and supervised at all times, in order to not only deter unauthorised access and possible criminal activity, but also to promote public safety.
- The completed scheme will incorporate high-level lighting and CCTV to deter crime and promote public safety, and the design will also make it more difficult for unauthorised vehicles to access the site.

Health and Safety Implications

15. The Council is classed as a Commercial Client under the Construction Design and Management Regulations (CDM) 2015, and must perform specified duties; these include making suitable arrangements for managing health and safety during the project and ensuring that other competent duty holders are appointed. To this end the Council has appointed WYG as Principal Designer and Designer.

16. The Designers duties include planning, managing, monitoring and co-ordinating Health and Safety in the pre-construction phase of a project throughout the design process. By contrast the Principal Designer performs an important role in influencing how risks to Health and Safety are managed throughout a project.

17. WYG's dedicated site management team will, assuming that Cabinet grants final scheme approval, carry out the duties under the CDM regulations for the duration of the construction phase and will continuously assess Health and Safety on behalf of the City Council.

Environmental Implications

18. The current policy of the City and County Councils is to encourage the use of P&R sites and to discourage the private motorist from driving into the City. This policy has been extremely successful in reducing city centre congestion and pollution.

19. In order for the P&R sites to remain an effective measure of control, there obviously needs to be an appropriate level of capacity in the sites to meet demand. If there are insufficient sites and/or capacity does not exist, then potential customers will be forced to seek parking elsewhere, probably resulting in slow journeys around city streets, contributing to congestion and creating avoidable emissions.

20. As the amount of city centre parking is reduced and the zero emission zone (ZEZ) is introduced, it is reasonably anticipated that the requirement for P&R parking will increase. It is therefore appropriate that additional provision is made to enable and support a positive and sustainable change in customers' behaviour. The consented scheme also makes provision for some additional electric vehicle charging points.

Sustainability Implications

21. The consented scheme provided for a:

- Ground source heat pump to provide space heating and hot water for the proposed single storey customer focused building;
- Sustainable urban drainage system for all hard surfaced areas;
- Sedum-planted green roof for the proposed single storey customer focused building.

22. More generally, issues concerning sustainability were considered as part of the planning application that was determined by the Planning Committee in January 2018, following which the Planning Decision was issued on 12th March 2018.

Financial implications

23. The capital budget for this scheme is now approximately £5.156m. It is envisaged that the majority, if not all of the scheme, will be funded from the Community Infrastructure Levy, with any balance being drawn from the Council's Capital Financing Reserve.

24. This needs to cover expenditure to date, consultant fees, miscellaneous expenses, contingency and the main contract works.

25. The contract price submitted by ODSL to deliver the consented scheme, as modified, can be accommodated within the existing budget whilst allowing an externally recommended level of contingency.

26. In terms of the Council's revenue budget, the Medium Term Financial Plan, includes an annual contribution of £193k per annum, from 1st April 2020. Clearly some adjustment will be necessary because the estimated completion date is now July 2020.

27. In terms of the business case, the current scheme (as modified) would, assuming that all of the budget provision was utilised, provide a payback period of approximately 17 years, assuming that there were inflationary increases to car-parking charges. Further details are contained in Exempt Appendix 2 (attached).
28. The award of the main works contract to ODSL is considered appropriate in best value terms because their price was competitive compared to an estimate produced by an independent quantity surveyor which was examined via a tender evaluation exercise. The employment of ODSL will contribute to their profitability, where the Council, as shareholder, is able to receive dividend, which provides indirect value to the Council tax-payer. In addition ODSL support the Oxford Living Wage, employ a largely local workforce and make an increasing use of local sub-contractors and the local supply chain, which all presents additional social and economic value.

Legal issues

29. The Council exercises control of ODSL, it has no private shareholders, and at least 80% of its activities are carried out in the performance of tasks entrusted to it by the Council. In short ODSL enjoys the benefit of Teckal company status.
30. Amongst other things, this means that ODSL falls outside of the Public Contracts Regulations 2015 with regard to:
- Public contracts awarded by the Council
 - Public contracts awarded by ODSL to the Council
 - Public contracts awarded by ODSL to “another legal person controlled by the Council.
31. The Council is therefore quite within its rights to award the main contract works for the proposed extension of the park and ride scheme to ODSL.
32. Notwithstanding this, the Council still has to satisfy itself that the award of a contract to ODSL reasonably provides ‘best value’ under Section 3 of the Local Government Act 1999. As a best value authority the Council must make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. Given the context within which ODSL operates this can be demonstrated via an independent valuation exercise, informed by the ‘social value’ of the contract, such that the proposed price submitted by ODSL is a genuine market price.
33. The Council must also be satisfied that awarding this contract to ODSL does not confer an unlawful advantage on ODSL, and therefore does not constitute illegal State Aid. State Aid is any assistance or subsidy given by a Member State which distorts or threatens to distort competition. State Aid can appear in many guises and is effectively anything that is provided at below market value.
34. Economic transactions carried out by a public body such as the Council do not confer an advantage on the other party (ODSL), and therefore do not constitute illegal aid, if they are carried out in line with normal market conditions. This circumstance is normally referred to as the Market Economy Operator Principle (MEOP). In order to determine whether a public body’s commercial arrangements constitutes State Aid, it is necessary to assess before any transaction is entered into whether, in similar circumstances, a private market economy would have been prepared to enter into the contract in question.

35. In accordance with the Draft Guidance issued by the Commission, the Council has considered a price as determined via an estimate prepared by an independent quantity surveyor and a tender evaluation exercise informed by an independent quantity surveyor acting on its behalf, and is satisfied that the contract price is in line with market conditions and prices prevalent in the Oxfordshire.
36. It is envisaged that the actual works would be awarded with an NEC 3 (Option 3 – with Bill of Quantities) contract. This is an appropriate form of contract for the type of work necessary to deliver the park and ride extension.

Level of risk

37. The timing of delivery for this scheme has been dependent on the programme for the proposed OFAS. Until relatively recently it was unclear how OFAS would affect the proposed works to extend Seacourt Park & Ride. It is now clear that the majority of the extension works can be completed prior to OFAS commencing on site, and that a relatively modest level of mitigation will be required. It is envisaged that any additional work and expenditure incurred by the Council as a result of OFAS will be refunded by the Environment Agency. This risk is being mediated by an agreement between the Council and the Environment Agency, which is currently in the process of being finalised.
38. An obvious risk concerns the weather. As with all NEC3 contracts the risk associated with adverse weather events lays with the employer, which in this case is the Council. These can only be mediated to some degree by taking the opportunity to compress the contractors programme where possible by, for example, working longer hours in dry periods, although scheme contingency could be drawn upon to the extent possible to offset these additional costs should they arise.
39. There are potential risks concerning ecology. To be clear the Council is obliged to have full regard to the relevant legislation here, including the Protection of Badger Act 1992, and to proceed accordingly. Whilst appropriate mitigation works have already been undertaken on site, the services of an ecologist have been retained to provide advice, as may be necessary, as the Council moves forward.
40. As in any construction project there is always the possibility that a contractor either does not resource the job to the extent required or makes detailed changes to the scheme as it is built on site. This category of risks will be mediated by WYG who have been appointed to administer the contract on behalf of the Council (as client) and where provision has been made for them to have a sustained presence on site throughout the period of construction, allowing any potential issues to be dealt with efficiently.

Equalities impact

41. These matters were considered as part of the determination of the planning application which received the grant of consent on 12th March 2018. At a high level, the scheme provides for crossing points with dropped kerbs, a new customer building incorporating a toilet for the disabled, a number of designated disabled car-parking spaces, appropriately designed and sited signage and new lighting. The Council would however expect the recommended contractor to have regard to the provisions of the Equality Act 2010 at all times.

Conclusion

42. The plans to extend the Seacourt Park & Ride facility (as modified) are little different to those which obtained the grant of permission on 12th March 2018. This report therefore confines itself to a request for final scheme approval and for permission to appoint a contractor to undertake the main-contract works. The recommended contractor is ODSL.

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Background Papers:

- Seacourt Park & Ride Extension – Draft NEC3 Contract, OCC (Exempt information).
- Seacourt Park & Ride Extension, Due Diligence Tender Review, WYG (Exempt information).

Appendix 1



FOR INFORMATION ONLY

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Project: SEACOURT PARK AND RIDE EXTENSION
BOTLEY ROAD, OXFORD

Drawing Title: APPENDIX 1
GENERAL ARRANGEMENT

REV	DESCRIPTION	BY	CHK	APP	DATE

Scale @	A4	Drawn	Date	Checked	Date	Approved	Date
1:2000	IF	22/05/19	MR	22/05/19	MR	22/05/19	
Project No.	Office	Type	Drawing No.	Revision			
A081175-28-6	35	12	SKETCH	-			

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To: Cabinet
Date: 12 June 2019
Report of: Transition Director
Title of Report: Bus Euro VI Low Emission Zone

Summary and recommendations	
Purpose of report:	Cabinet is asked to support Oxfordshire County Council in the application to the traffic commissioner for the implementation of a Bus Euro VI Low Emission Zone.
Key decision:	Yes
Executive Board Member:	Zero Carbon Oxford
Corporate Priority:	Vibrant, Sustainable Economy & Cleaner, Greener Oxford
Policy Framework:	Air Quality Action Plan
Recommendations: That Cabinet resolves to:	
<ol style="list-style-type: none"> Support Oxfordshire County Council in the application to the traffic commissioner for the implementation of a Bus Euro VI Low Emission Zone in Oxford. 	

Appendices	
Appendix 1	Draft Traffic Regulation Condition
Appendix 2	Map of Zone
Appendix 3	10km Carfax Map
Appendix 4	Risk Register
Appendix 5	Equalities Impact Assessment

Introduction and background

- As part of the councils' efforts to improve air quality in Oxford, it is working in partnership with Oxfordshire County Council on proposals to introduce a Zero Emission Zone (ZEZ) in the city. The Council has committed itself to a vibrant, sustainable economy and a clean, green Oxford in its corporate plan. It is also

required to take action to address air pollution as set out in the Part IV of the Environment Act 1995.

2. There is no safe level of air pollution. A 2016 report from the Royal College of Physicians and the Royal College of Paediatrics and Child Health found that outside air pollution cuts short 40,000 lives a year in the UK. Transport is by far the most significant source of emissions of oxides of nitrogen (NOx) in the city, accounting for 75% of emissions. Of this part it is estimated that buses make up 56% of these emission in the city centre¹.
3. Oxford has seen a large reduction in air pollution levels, however there is further action to take on air pollution. Following 15 months of extensive consultation Oxford City Council and Oxfordshire County Council have set out a vision for zero transport emissions in Oxford by publishing updated proposals for a ZEZ.
4. The ZEZ aims to, in time, introduce emissions requirements for all vehicle types. New requirements for hackney carriages have already been agreed and controls on loading and parking by all vehicles are due to be implemented in 2020, with further restrictions across a wider area being considered for 2022.
5. Since January 2014, buses operating in Oxford city centre Low Emission Zone have been required to meet the Euro V standard for oxides of nitrogen (NOx). The zone was developed and implemented in partnership with the County Council, with the support of bus operators, in 2012/13. The requirement is enforced through a Traffic Regulation Condition (TRC) which was added to all relevant operators' licences by the Traffic Commissioner.
6. Oxford City Council monitors air quality at over 70 locations in the city and reports on air quality through annual monitoring reports which are submitted to Defra. In 2017, significant decreases of nitrogen dioxide levels were observed in the city centre, although several monitored locations in the city still registered levels above the legal limit. Nitrogen dioxide pollution levels saw an overall reduction of 23% in the city centre when compared with the figures obtained in 2016. This improvement is thought to be due mostly to the introduction of Euro VI buses on many city centre bus routes during 2016 and 2017. It is now clear that Euro VI buses emit significantly less emission than Euro V buses.
7. As part of Oxford's journey to Zero the two councils aims to ensure Oxford's public transport network is fully zero emission by 2035 at the latest. The transition to a fully zero emission public transport network will require significant investment and time to implement as significant infrastructure is needed. The Council therefore aims to work in partnership to develop a detailed plan for the transition together with operators.
8. In the short term, as technology develops, both Councils want to ensure that the City's our bus fleet is clean and assist in the reduction of harmful NOx across the city. Bus Euro VI engines have been proved to reduce NOx by approximately 99.5% compared to Euro V. It is on the background of this evidence that the two councils are proposing to extend the existing Low Emission Zone Euro V to a Euro VI requirement.

¹ Ricardo Energy and Environment source apportionment study for St Aldates/High Street

New requirements

9. As part of the ZEZ scheme the councils propose to introduce a Euro VI for NOx for buses in central Oxford in two stages:

Date	Services required to comply with Euro VI standard
1 December 2020	All registered local bus services* operating within the streets affected except those which serve stops more than 10km from Carfax
1 December 2022	All registered local bus services * operating within the streets affected

*Limited exemptions will apply – see draft Appendix 1 Draft TRC for details

10. The phasing is designed to help operators plan investment in new buses or retrofits and focus the improvements on shorter distance routes, which by definition spend a larger proportion of their operating mileage in the city. For guidance, a map showing a 10km radius from Carfax is available in Appendix 3.
11. The full details of the proposed new requirements are in the draft Traffic Regulation Condition available in Appendix 1. Minor amendments are possible prior to final submission.
12. TRCs cannot be applied to buses and coaches that are not registered as local bus services, so this scheme will not affect tourist coaches or other privately hired buses and coaches. It does however affect the London and airport coaches, City Sightseeing and National Express services.
13. The Zero Emission Zone proposals include possible measures from 2022 to apply emissions requirements to those buses and coaches not covered by the TRC. These would be implemented using different powers and would be progressed as a separate scheme.

New zone

14. The proposed streets affected – in effect the new ‘low emission zone’ for buses – covers a larger area than the current zone. The current zone was defined on the basis of the previous city centre Air Quality Management Area, which has since been enlarged to cover the whole city. However it was not appropriate for the new requirements to cover the whole city at this stage as the focus is still on the city centre and the main routes leading into it, which carry high volumes of buses.
15. There are some bus routes serving the Headington area which do not enter the city centre, and the councils are keen to promote more ‘orbital’ services in Headington and East Oxford in future. As these routes by their nature are likely to be less commercially viable and as bus emissions account for a small proportion of total emissions in this part of the city, officers consider that the streets affected should include only the city centre and routes leading into it, rather than the whole city.
16. A map of the proposed new zone is available in Appendix 2.

Next Steps

17. Bus operators have been consulted on the proposals informally and no objections have been received as of 09.05.2019. Proposals have been developed with input from operators and at this stage the Council is not expecting formal objection to the TRC.
18. If both councils approve the proposed Bus Euro VI Low Emission Zone, the County Council will write to the Traffic Commissioner to ask for a new TRC to be applied to operators' licences.
19. The Traffic Commissioner will then publish the TRC in Notices and Proceedings, a fortnightly publication in which matters relating to bus operating licences are published. Operators have 28 days from the date of publication to submit an objection to the proposed TRC to the Traffic Commissioner. If an operator objects, the Traffic Commissioner would hold a public inquiry to hear objections and then make a decision about whether to apply the TRC to operators' licences.
20. If no objections are received the Traffic Commissioner would apply the TRC to all relevant operators' licences and the requirements would take effect on the specified dates.

Financial implications

21. Officer time to support the making of the TRC including liaison with bus operators is covered within existing posts.
22. Whilst in theory the Traffic Commissioner can require costs to be paid for a public inquiry, the Office of the Traffic Commissioner have confirmed that this is not normal practice for TRC inquiries.
23. There are costs associated with the upgrade of the bus fleet which will fall to operators. To assist operators in complying with the new requirements the City Council has secured a total of £2.3 million to allow operators to retrofit buses to meet the new standard. City Council Officers will work with local bus operators to deliver this project, which will be subject to a legal agreement to secure delivery of the outlined benefits. The project delivery period is 2019/20 financial year.

Legal issues

24. The TRC is applied by the Traffic Commissioner, not by the city or county councils. There is a robust process for the consideration of objections. Since the Traffic Commissioner would be the decision-making body, any legal challenge of the decision itself would be directed at the Traffic Commissioner, not the councils, although the quality and accuracy of any evidence submitted to the Traffic Commissioner by the councils in support of the TRC would of course be subject to scrutiny.
25. All District Authorities have a statutory duty to review and assess local air quality, within the programme of Local Air Quality Management established under requirements within Part IV of the Environment Act 1995. The Council is also

required to prepare an Air Quality Action Plan to reduce air pollution. This scheme contributes to the Council's commitments under the Environment Act 1995.

Level of risk

26. See attached Risk Register in appendix 4.

Environmental impact

27. Bus Euro VI engines have been proved to reduce NOx by approximately 99.5% compared to Euro V. It is predicted that the introduction of the Bus Euro VI zone will lead to compliance of the air quality legal limit in the city centre. While NOx emissions are significantly reduced, energy is utilised to clean the exhaust and Euro V vs. Euro VI CO2 emissions are neutral as a result.

Equalities impact

28. An Equalities Impact Assessment has been completed and is available in Appendix 5.

Report author	Mai Jarvis
Job title	Environmental Quality Team Manager
Service area or department	Environmental Sustainability
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e-mail	mjarvis@oxford.gov.uk

Background Papers: None	
1	ZEZ briefing

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Appendix 1

Oxford Low Emission Zone Traffic Regulation Condition

Streets affected

Street names refer to the entire length of the street within the Oxford City Council administrative area unless otherwise stated.

Woodstock Road, Moreton Road, Banbury Road south of Marston Ferry Road, St Giles, Beaumont Street, Hythe Bridge Street, Worcester Street, Walton Street, Kingston Road, St Margaret's Road, Frideswide Square, Botley Road, Becket Street, Hollybush Row, Oxpens Road, Thames Street, Butterwyke Place, Speedwell Street, Castle Street, Norfolk Street, St Aldate's, Abingdon Road north of Weirs Lane, Old Abingdon Road, Iffley Road north of Donnington Bridge Road, Cowley Road, Oxford Road (Cowley) north of Between Towns Road, Warneford Lane, Morrell Avenue, Headington Road west of Gipsy Lane, St Clement's, London Place, High Street, Longwall Street, St Cross Road, South Parks Road, Parks Road, Broad Street, Holywell Street, Mansfield Road, Marston Road, Godstow Road, Mere Road, First Turn, Queen Street, New Road, Park End Street, George Street, Chain Alley, Magdalen Street, Cornmarket Street.

The Traffic Regulation Condition is as follows:

Condition 1 (applicable **immediately**)

All local services which enter, leave or operate within the streets affected must be operated exclusively by buses whose engines have been either:

type approved as meeting at least the **Euro V** standard for all emissions; OR

certified by Oxford City Council as being fitted with a certified emission reduction technology which ensures that, in urban operating conditions, the emissions of NO_x are reduced to a level comparable to a minimum of **Euro V**.

Condition 2 (applicable from **1 December 2020**):

All local services which enter, leave or operate within the streets affected **AND** which do not serve any stops more than 10km in a straight line from Carfax, central Oxford must be operated exclusively by buses whose engines have been either:

type approved as meeting at least the **Euro VI** standard for all emissions; OR

certified by Oxford City Council as being fitted with Clean Vehicle Retrofit Accreditation Scheme (CVRAS) approved emission reduction technology which ensures that, in urban operating conditions, the emissions of NO_x are reduced to a level comparable to at least **Euro VI**.

Appendix 1

Condition 3 (applicable from 1 December 2022)

All local services which enter, leave or operate within the streets affected must be operated exclusively by buses whose engines have been either:

type approved as meeting at least the **Euro VI** standard for all emissions; OR

certified by Oxford City Council as being fitted with Clean Vehicle Retrofit Accreditation Scheme (CVRAS) approved emission reduction technology which ensures that, in urban operating conditions, the emissions of NO_x are reduced to a level comparable to at least **Euro VI**.

Conditions 1, 2 & 3: notes

Buses used on services subject to Condition 1 may be monitored – this may include the use of traffic enforcement cameras. This monitoring may lead to enforcement action if a bus is observed, by camera or on-street observation, which does not comply with Condition 1.

Conditions 1, 2 & 3: exemptions

Exemption A (applicable immediately and continues indefinitely):

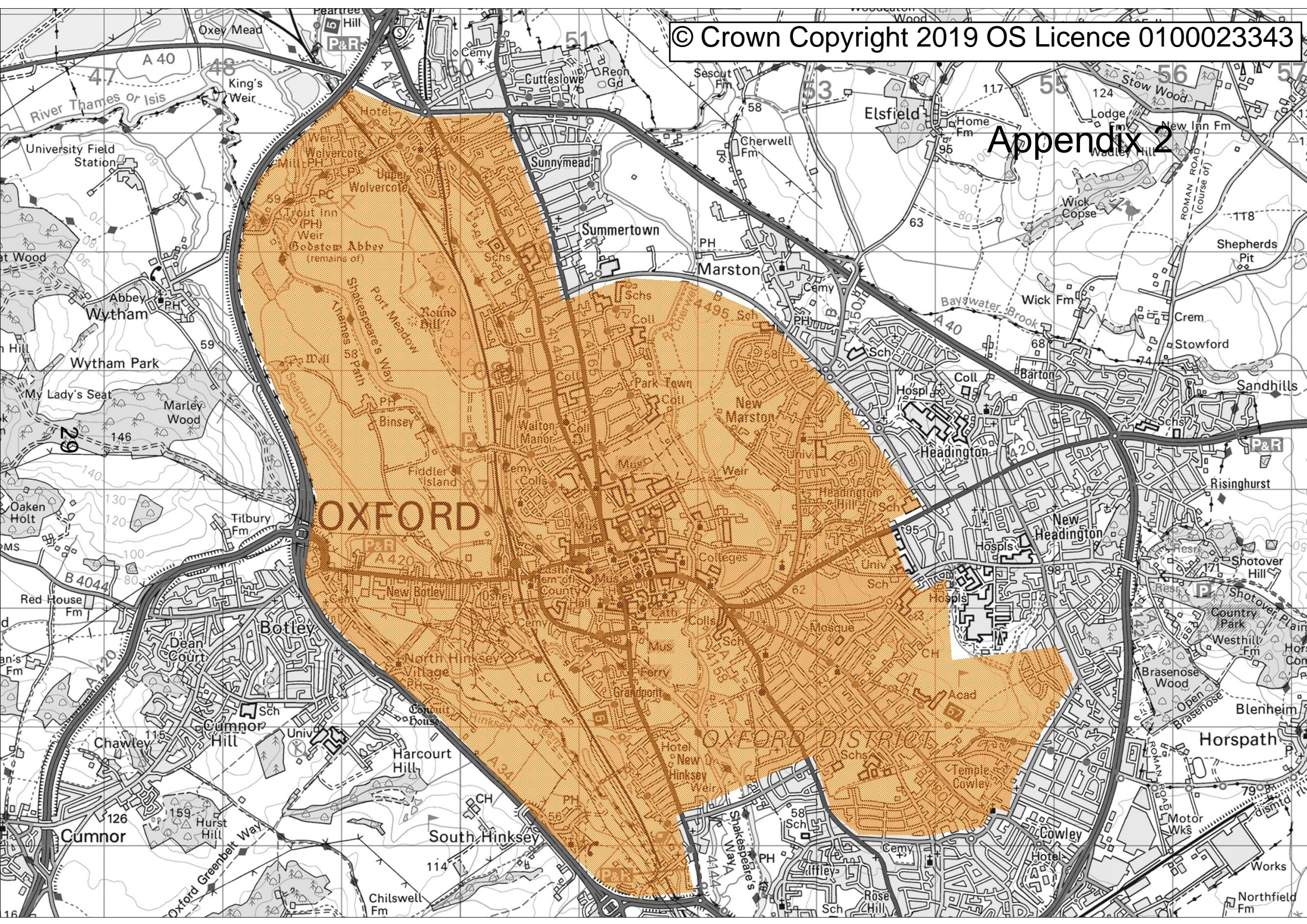
Very low frequency services are exempt. To qualify for this exemption, a service must pass no point in the streets affected more than 25 times a week in any one direction, and must not be a service operated primarily for the purposes of tourism. It must be a genuinely stand-alone service, defined as one on which less than 50% of the operating mileage is over the same roads as another service of the same operator.

Conditions 2 & 3: exemptions

Exemption B (applicable until 150 calendar days after the “applicable from” dates in Conditions 2 & 3):

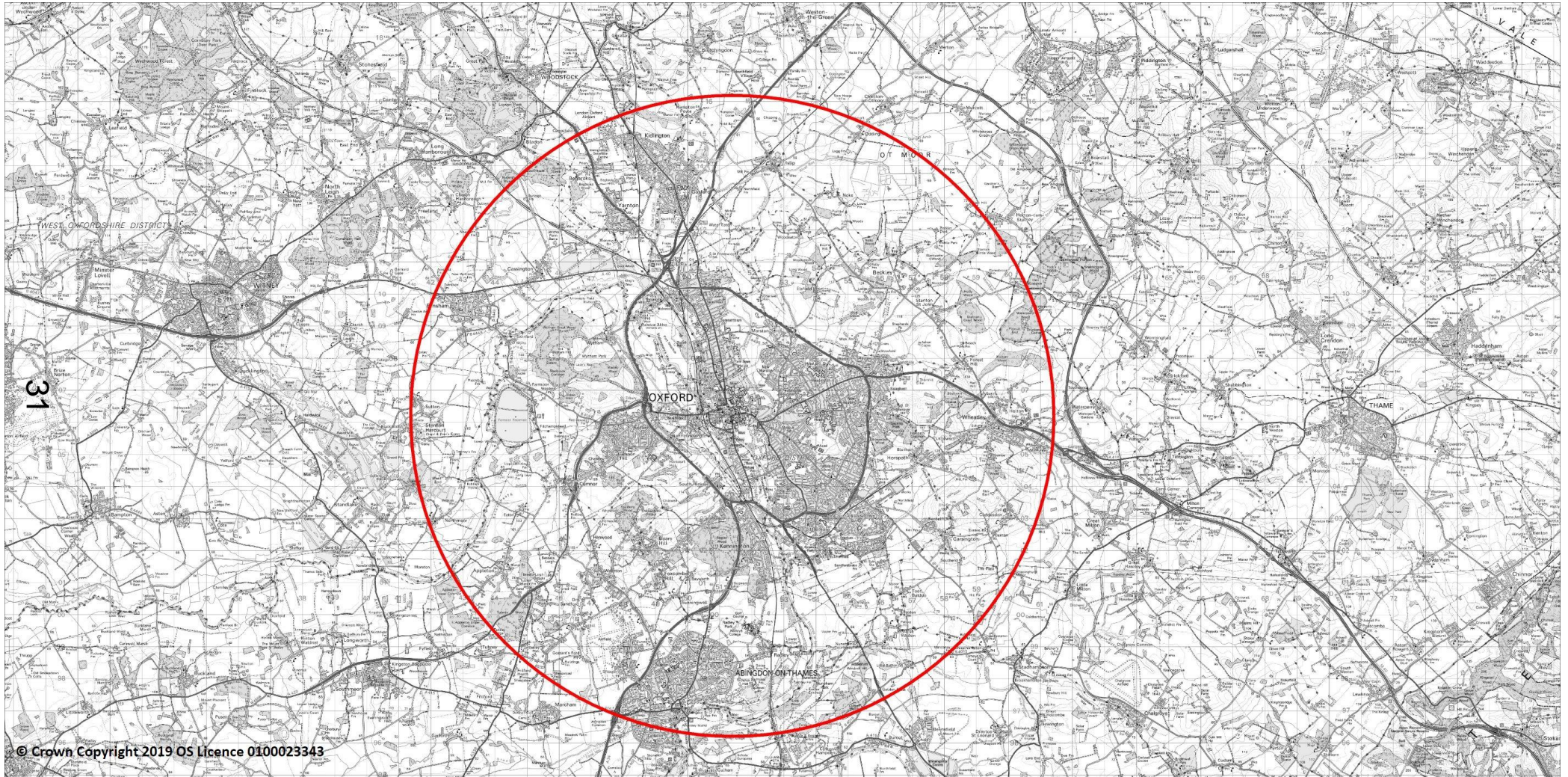
If a service is run commercially during June 2020 (in the case of Condition 2) or June 2022 (in the case of Condition 3) but is then withdrawn before Condition 2 or 3 comes into effect, any subsidised replacement service shall be exempt until 150 calendar days after the relevant “applicable from” date, to allow time for procurement of a minimum of Euro VI vehicles.

Appendix 2



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Appendix 3



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Appendix 4

Appendix 4 Risk Register

Bus Euro VI Low Emission Zone

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls					
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner	
Objections from bus operators	Operators object to the proposal to introduce a Euro VI LEZ	T	Lack of engagement and planning	Public Enquire and delay of project	23/04/2019	MJ	3	3	1	1	1	1	We have already worked closely with operators in our local authority area to develop a scheme which is workable for all	Accept the residual risk					
Public Enquiry by traffic commissioner	Public enquiry led by traffic commissioner as a result of bus operator objections	T	Lack of engagement and planning	Delay to project and possible non delivery	23/04/2019	MJ	3	3	2	2	1	1	We have already worked closely with operators in our local authority area to develop a scheme which is workable for all	Accept the residual risk					
33 Inability of technology to deliver improvements to air quality	Risk that retrofit technology does not deliver the air quality benefits we expect	T	Technology failure	Lack of benefit	23/04/2019	MJ	1	1	1	1	1	1	We are only allowing certified retrofit technology and have on-board diagnostics available which monitor bus emission in real time.	Accept the residual risk					

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City centre low emission zone (LEZ) Equality impact assessment

1. Introduction

1.1. This document assesses the impact of the proposed LEZ on different social groups to identify any discriminatory or socially exclusive effects. In line with county council and national guidance, this assessment covers the following:

- Disability and health
- Age
- Gender
- Race
- Socio-economic status
- Religion
- Location (urban/rural)

2. Analysis

2.1. The tables at the end of this assessment contain the analysis of the impacts of the proposed scheme on different groups.

3. Conclusions

3.1. The proposals will significantly reduce emissions from buses in central Oxford and prevent older, more polluting buses from being used in future. This will be a major health benefit for all those spending time in the city centre, particularly residents.

3.2. People suffering from asthma or other respiratory conditions are particularly susceptible to the effects of air pollution and the proposals will therefore be of particular benefit to them.

3.3. The proposals are not considered to have any discriminatory effects arising from differences of religion, race, or gender.

3.4. The LEZ will increase bus companies' operating costs because newer and less polluting vehicles are more expensive than older more polluting vehicles. This could lead to some bus services being reduced in frequency or withdrawn completely, or increased fares.

3.5. If the proposals result in worsened bus services or increased fares, this will have a particularly negative effect on people who are unable to

Appendix 5

use a car for transport. This includes people with certain disabilities (including older people with disabilities), people below driving age, and people who cannot afford to buy and run a car.

3.6. If the proposals result in worsened bus services or increased fares, the most likely services to be affected are infrequent services serving rural areas. The groups listed in 3.5 are therefore likely to be particularly affected if they live in rural areas.

3.7. The proposals include a number of features to protect bus services, including:

- Exemption for very low frequency bus services
- Temporary exemption for some Euro VI buses
- Temporary exemption for commercial bus services withdrawn close to the compliance deadline
- Permission for retrofitted pollution abatement equipment to be used on existing vehicles, rather than purchasing new vehicles

3.8. These features have been included specifically to minimise or prevent worsening of bus services or increased fares and are considered to mitigate negative impacts to an acceptable level, given the significant wider benefits of the proposals.

Appendix 5

Disability and health

Table 1: People with a disability that increases their reliance on public transport	
Potential negative effects	Mitigation
Fare increases Reduced bus service frequency Loss of bus services NOTE: these are risks only and may not materialise	The proposals include a number of features to protect bus services, including: <ul style="list-style-type: none"> • Exemption for very low frequency bus services • Temporary exemption for some Euro VI buses • Temporary exemption for commercial bus services withdrawn close to the compliance deadline • Permission for retrofitted pollution abatement equipment to be used on existing vehicles, rather than purchasing new vehicles

Table 2: People with respiratory health problems
Positive effects
Overall levels of exposure to nitrogen dioxide will be reduced, which will be of particular benefit to people with respiratory health problems.

Age

Age-related health problems and disabilities are covered in the section above.

Table 3: People below driving age (including children travelling to school)	
Potential negative effects	Mitigation
Fare increases Reduced bus service frequency Loss of bus services NOTE: these are risks only and may not materialise	The proposals include a number of features to protect bus services, including: <ul style="list-style-type: none"> • Exemption for very low frequency bus services • Temporary exemption for some Euro VI buses • Temporary exemption for commercial bus services withdrawn close to the compliance deadline • Permission for retrofitted pollution abatement equipment to be used on existing vehicles, rather than purchasing new vehicles

Appendix 5

Socio-economic status

Table 4: People unable to afford to buy and run a car	
Potential negative effects	Mitigation
Fare increases Reduced bus service frequency Loss of bus services NOTE: these are risks only and may not materialise	The proposals include a number of features to protect bus services, including: <ul style="list-style-type: none"> • Exemption for very low frequency bus services • Temporary exemption for some Euro VI buses • Temporary exemption for commercial bus services withdrawn close to the compliance deadline • Permission for retrofitted pollution abatement equipment to be used on existing vehicles, rather than purchasing new vehicles

Location

Table 5: People living in rural areas – particularly those in one of the groups identified in Tables 1, 3 and 4	
Potential negative effects	Mitigation
Fare increases Reduced bus service frequency Loss of bus services NOTE: these are risks only and may not materialise	The proposals include a number of features to protect bus services, including: <ul style="list-style-type: none"> • Exemption for very low frequency bus services • Temporary exemption for some Euro VI buses • Temporary exemption for commercial bus services withdrawn close to the compliance deadline • Permission for retrofitted pollution abatement equipment to be used on existing vehicles, rather than purchasing new vehicles

Religion, race and gender

The proposals are not considered to have any discriminatory effects arising from differences of religion, race, or gender.

To: Cabinet
Date: 12 June 2019
Report of: Assistant Chief Executive
Title of Report: Oxford City Council Safeguarding Report 2018/19

Summary and recommendations	
Purpose of report:	To report on the progress made on the Oxford City Council's Safeguarding Action Plan 2018/19
Key decision:	Yes
Cabinet Member:	Safer Communities and Customer Focused Services
Corporate Priority:	Strong and Active Communities
Policy Framework:	Corporate Plan. Safeguarding Policy
Recommendations: That Cabinet resolves to:	
1.	Note the key achievements of the Safeguarding work delivered through Oxford City Council during 2018/19
2.	Agree the Safeguarding Action Plan 2019/20 set out in Appendix 1; and
3.	Approve Oxford City Council's safeguarding policy updated April 2019

Appendices	
Appendix 1	Oxford City Council's Safeguarding Action Plan 2019/20
Appendix 2	Oxford City Council participation in Safeguarding Boards and Working Groups
Appendix 3	Oxford City Council Policy and Procedures for safeguarding children, and adults with care and support needs

1 Introduction

1.1 This report aims to:

- Outline Multi- agency safeguarding arrangements in Oxfordshire
- Share the results of the safeguarding self-assessment audit 2018.
- Highlight the key achievements and progress made in relation to the safeguarding work delivered by Oxford City Council.
- Focus on areas identified for further improvement in 2019/20 collated within an action plan attached at Appendix 1.
- Consider challenges and risks in relation to external service changes and actions identified within the plan.

1.2 Oxford City Council has a legal duty of care to ensure children and adults at risk are protected within the facilities, services and activities under the direct remit and control of the Council. The Council has specific legal responsibilities under the Children Act 2004 (section 11) and the Care Act 2014 (sections 42-46) which aim to make sure the welfare and development needs of children are met and that children are protected from harm.

1.3 Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm as well as protecting children and vulnerable adults from abuse and maltreatment, preventing harm to children's health or development and ensuring that they grow up with the provision of safe and effective care enabling them to live free from harm, abuse and neglect.

1.4 Oxford City Council's Safeguarding Policy builds upon existing good practice across its services and sets out its safeguarding policies and procedures.

2. Oxfordshire Multi Agency Safeguarding Arrangements

2.1 Safeguarding children and adults with care and support needs remains one of the Council's key priority objectives. Under the core objectives in the Corporate Plan 'Strong and Active Communities' the Council aims to safeguard and protect vulnerable people including improving quality of life for older people and protecting children, families and adults at risk of exploitation. The Council therefore takes its safeguarding responsibilities seriously and fully engages in multi-agency partnership work across Oxfordshire.

2.2 The development, delivery and quality monitoring of safeguarding service provision is the responsibility of the Oxfordshire Safeguarding Children Board (OSCB) and Oxfordshire Safeguarding Adults Board (OSAB).

2.3 The Children and Social Work Act 2017 introduced flexibility to replace Local Safeguarding Children Boards (LSCBs) with new local safeguarding arrangements. It also established that collective responsibility and accountability of these arrangements lies with Oxfordshire County Council, the Clinical Commissioning Group and the Police, "the three safeguarding partners".

2.4 In response to these changes, the three safeguarding partners in Oxfordshire have made arrangements to work together as an Executive Group with overall

accountability for safeguarding consisting of the Chief Executive of Oxfordshire County Council, the Assistant Chief Constable of Thames Valley Police and the Accountable Officer of The Clinical Commissioning Group.

- 2.5 The Executive Group will work with relevant partners through the Oxfordshire Safeguarding Children Board (OSCB), under the leadership of an Independent Chair, Richard Simpson. This includes representatives from all of the neighbouring District Councils. The Oxford City Council's representative on this group is the Assistant Chief Executive.
- 2.6 The existing OSCB Executive Group will become the Business Group and continue to work operationally under the OSCB. The Council's Policy and Partnership Team Manager is a representative on the group. The Oxford City Council is further represented on the performance and quality assurance group, training sub groups, exploitation sub group, neglect strategy group, as well other task and finish groups. A flow chart is available in Appendix 2 for reference.
- 2.7 There are no proposed changes to the Adult Safeguarding Board, OSAB, which will continue to have an independent Chair, Dr Sue Ross. The Policy and Partnership Team Manager is the Oxford City Council's representative on this Board.

3. City Council Safeguarding Responsibilities

- 3.1 The Council has a statutory duty to ensure that, in discharging its functions, it has regard to the need to safeguard and promote the welfare and well-being of children, young people and adults with care and support needs. Day to day safeguarding challenge are managed by the Safeguarding Champions in each Service Area with oversight across all areas being provided by the Safeguarding Coordinator and Designated lead officers
- 3.2 Every year the Council is required to complete an annual self-assessment to evidence standards in the quality of its safeguarding work. The self- assessment audit, which is a joint audit between the OSCB and OSAB spans across all Council departments, is approved by the Council's Strategic Safeguarding Group and the Assistant Chief Executive. The audit then goes through a vigorous peer group assessment process with the Council's County-wide partners for challenge and approval. This year the Council was able to evidence best practice in all areas.
- 3.3 Adult safeguarding procedures support adults who are at greatest risk. Those who rely on others (staff, family and neighbours) for their care and support. In Oxfordshire this is about 43,222 people.
 - In 2017-18, Oxfordshire County Council was contacted 6639 times about concerns that a person with care and support needs was experiencing abuse or neglect.
 - 1666 (1 quarter) of these concerns resulted in further enquiries being conducted.

- 84% of the enquiries¹ resulted in action being taken to reduce the risk of harm.

3.4 The child population of Oxfordshire has grown by 6% in the last ten years and is estimated to stand at 141,800 young people aged under-18. Alongside this growth there has been increased demand for services particularly towards the high end of the continuum of need. Key data presented by the OSCB shows that the local context is one of continued increasing demand on services and higher rates of escalation into child protection and care.

- The number of children on a child protection plan rose from 569 March 2017 year to 730 at the end of March 2018 (higher than national average).
- Neglect is the most common reason for children to be subject to child protection plans (65%). This is higher than the national average

4 Safeguarding Audit 2018

4.1 The Council is required to evidence its standard of work in the following areas:

- (1) Leadership, Strategy and Working Together
- (2) Commissioning, Service Delivery and Effective Practice
- (3) Performance & Resource Management
- (4) Outcomes for, and Experiences of, People Who Use Statutory Services

4.2 The evidence provided is given the following BRAG rating:

Blue – the standard/compliance point is fully met and can be evidenced as completed

Green – the standard/compliance point is near completion or fully met but cannot be evidenced at this point

Amber – the standard/compliance point is not met but work has begun or work is underway but has experienced delays in completion

Red – the standard/compliance point is not met, work is not underway and there are issues with commencing work

4.3 Oxford City Council's assessed standards were as follows:

2018

	1A	1B	1C	2A	2B	2C	2D	3A	3B	4A
Oxford City Council	B	B	B	B	B	B	B	B	B	B

The full Self-Assessment is available here: [Self-assessment 2018](#)

¹ An enquiry is any action that is taken (or instigated) by a local authority, under Section 42 of the Care Act 2014, in response to indications of abuse or neglect in relation to an adult with care and support needs who is at risk and is unable to protect them because of those needs.

5. Key achievements to note 2018/19

5.1 Leadership, Strategy and Working Together

5.2 The Assistant Chief Executive has overall responsibility for Safeguarding. Four senior staff members are designated as safeguarding leads. These members of staff have been consistent and engaged throughout.

- The Council's Policy and Partnership Team Manager / Assistant Chief Executive have attended all four board meetings and Executive board meetings for both OSCB and OSAB this year.
- The Council's partnership support and input as a council has been noted at OSCB executive board level.
- The Council's Policy and Partnership Team Manager has participated in the development of the safeguarding in housing sub group of the OSCB
- The Policy and Partnership Team Manager and Assistant Chief Executive were involved in the interview process for the new independent chair of the OSAB
- The Policy and Partnership Team Manager co-ordinated an external deep dive audit of housing providers' safeguarding practice across Oxfordshire on behalf of the Partnership. This audit is in its final stages.

5.3 The Policy and Partnership Team Manager provides the link between the OSAB, OSCB and the Council's strategic safeguarding group which oversees the safeguarding champions and supports the co-ordination and decision making about safeguarding practice across the Council.

5.4 The Council's Safeguarding Coordinator has been responsible for sourcing, procuring and implementing the new central recording system MyConcern. The MyConcern application has had a positive impact on the safeguarding culture within the Council. Quarterly reports are published on the intranet to show staff across the organisation the current areas of concern. Reporting trends in relation to topic or service area are brought to the attention of the strategic safeguarding group for discussion and further consideration.

5.6 Commissioning, Service Delivery and Effective Practice

5.7 The Council has a robust system for ensuring that any grant and commissioned services have a suitable safeguarding policy and procedure before committing any funding.

5.8 In 2017 Oxford City Council ran a pilot of the commissioned services safeguarding audit. This means organisations that receive grants or funding from Oxford City Council were asked to complete a self- assessment of their safeguarding practices and policies. In 2018 the audit was expanded to 14 organisations that work directly with, provide services to, or have contact with children or adults with care and support needs. The audit included the Council's leisure provider Fusion,

Homeless Oxfordshire as well as smaller organisations such as Oxford Friend and Arts at the Old Fire Station

5.9 The recommendations below from the audit have been provided to the service providers and commissioning departments as part of their feedback:

- Service providers are advised to inform the commissioning team manager of all safeguarding incidents that result in an adult safeguarding enquiry² or child protection procedures³.
- Service providers are advised to complete the annual safeguarding audit and discuss any issues as soon as possible with the commissioning agent and safeguarding coordinator if necessary.
- Commissioning teams within the Council are advised to inform all commissioned services of their safeguarding responsibilities and request that an annual audit is completed.
- The Council's commissioning teams should inform one of the four designated safeguarding leads when a safeguarding enquiry is raised from an external commissioned service.

5.10 Performance & Resource Management

5.11 Now that the MyConcern application is fully implemented the Council is able to track the number of safeguarding concerns raised, referral rates and reporting trends. From 1st August 2018 – 30th April 2019 there have been 135 concerns logged. The proportion of adult concerns to child concerns is 70%-30%.

5.12 From these 135 concerns, 63 were referred to either adult or child safeguarding teams or directly to emergency services. The remaining concerns, not referred further, were managed internally or sign posted to a different service for support.

5.13 The Council has continued to provide a bespoke one hour safeguarding briefing for all members of staff. This briefing is an introduction to safeguarding awareness, policies and procedures and real life scenarios for discussion on what to do and who to speak to. It is the Council's policy to remind staff that they must share their concerns but must also work with other agencies and internal teams to provide safe outcomes.

5.14 The Council's one hour awareness briefing is updated annually; it is shared with the other District Councils and with the two safeguarding boards. This year's update addressed all forms of exploitation (e.g. cuckooing and county lines), hate crime statistics and information on PREVENT and how to safeguard people and communities at risk of becoming or supporting terrorists.

² See footnote 1.

³

Section 17 of the Act places a general duty on all local authorities to 'safeguard and promote the welfare of children within their area who are in need.' Basically, a 'child in need' is a child who needs additional support from the local authority to meet their potential.

Section 47 of the Act requires the local authority to investigate the child's circumstances where they have 'reasonable cause to suspect that a child ... is suffering, or is likely to suffer, significant harm,' and to 'take any action to safeguard or promote the child's welfare.'

5.15 In addition the Council has provided internal level 2 safeguarding adults and child courses, meaning a further 50 staff members have renewed or completed their appropriate level training. There have been three sessions provided so far for councillors with 19 out of 48 members attending one of those sessions.

5.16 **Outcomes for, and Experiences of, People Who Use Statutory Services**

5.17 The MyConcern application is also available to staff at Oxford Direct Services Limited (“ODSL”). ODSL team managers completed the introductory training so they are able log safeguarding concerns raised from home visits. ODSL staff have identified and reported child neglect, self-neglect, mental health concerns, financial abuse and suicidal thoughts.

5.18 As part of the Health Inequalities Project the Council has funded two embedded mental health workers who sit within the Tenancy Sustainment Team. The team manage high risk tenants with complex needs. The two mental health professionals are supporting housing officers to better understand mental health issues, risk and management of concerns and navigate the most appropriate pathways for support for these clients. The Council is evaluating the client experience of this project and will provide a full report to the Health and Wellbeing Board at the end of the project. The project has also provided mental health first aid training for front line workers in the Housing and Community Safety Teams. The Health Inequalities Project reports progress into the Health Inequalities Commissioning Group, which works in partnership with many agencies across Oxfordshire and is currently chaired by Oxfordshire Clinical Commissioning Group.

5.19 The inclusion of modern slavery in the Care Act 2014 as a form of abuse means that the subject of modern slavery is included in the remit of adult safeguarding in England. Oxford City Council As part of the Thames Valley Partnership is hosting the Victims First Willow Project⁴. The Thames Valley-wide service seeks to identify and support those individuals who are assessed as being victims of exploitation or who are deemed to be at risk of exploitation. The project has also provided in house modern slavery training to front line staff in the Anti-Social Behaviour and Community Response Teams. Research is currently being carried out by out by Elmore Community Services, the research project was set up to investigate the nature and extent of modern slavery and trafficking in Oxford. The findings will be used by city and county-wide bodies responsible for community safety to:

- Identify where exploitation is happening and who is vulnerable
- Understand how to protect and support victims better
- Make it harder for exploiters and traffickers to operate in our area

⁴ [The Willow Project is part of ‘Victims First’ and is one of a number of services for victims commissioned by the PCC. It will be delivered by Thames Valley Partnership under a two year contract with the Office of the Police and Crime Commissioner.](#)

6 The key areas of focus for 2019/20

6.1 To support the priorities of the OSAB and OSCB and to improve safeguarding provision in all of the Council's Service areas the key areas of focus will include:

- Identifying lessons learnt through the MyConcern application and assessing training needs in specific service areas including ODSL.
- Recognising and naming neglect early
- Increasing Councillor safeguarding training participation
- Providing staff with support and training for incidents involving suicide threats
- Continuing to strengthen the work with the Council's Thriving at Work programme to support staff where safeguarding concerns have been raised.
- Incorporating the principles of contextual safeguarding into the Council's safeguarding culture i.e. understanding, and responding to, young people's experiences of significant harm beyond their families.
- A strategic, planned approach to domestic abuse, modern slavery and peer on peer abuse
- Internal audit of safeguarding across the Council's housing services and identification of further training needs / procedures.

7. Risks and Challenges

7.1 This year has seen changes to service areas, the creation of Oxford Direct Services Limited as well as changes in senior management roles and team leadership. It is important in the next 12 months to ensure that:

- Safeguarding is embedded across all services areas
- Team managers are able to support staff with safeguarding concerns
- Staff can confidentially raise concerns for colleagues
- New staff induction programmes include access to MyConcern and appropriate training
- Members receive training and understand how to report safeguarding and handle sensitive information
- Training addresses local and national concerns
- Sufficient horizon scanning is conducted to allow the Council to predict impending trends and changes to government priorities and funding opportunities
- Staff are listened to through the internal survey about what they feel they need support with most in relation to good quality safeguarding practice.

7.2 Following the deaths of 5 individuals who were or had previously been through the Oxfordshire homeless pathway Oxford City Council made a referral to the OSAB to undertake a Safeguarding Adult Review (SAR). The OSAB concluded that (under the Care Act 2014 definition) the 5 individuals did not have care and support needs, so therefore did not fit the criteria for a formal adult safeguarding review. It did however recommend that an investigative review is established into the systems that are in place to support those who are on the homeless pathway but are not engaging in services, but do have significant health issues and care

and support need . The scope of this review is being developed with input from Council Officers.

8. Financial implications

8.1 The Council has committed within the budget to make an annual contribution towards the running costs of the OSCB of £10,000 and the OSAB of £10,000. The Council has two members of staff who are active trainers who contribute to the OSCB training pool and one for the OSAB training pool.

8.2 All work identified in this report can be funded from within the Policy and Partnerships budget.

9 Legal issues

9.1 The Council's legal responsibilities are set out in the body of the report and otherwise there are no legal implications arising from the report.

10. Equalities impact

10.1 Oxford City Council's Safeguarding Policy is attached as an appendix

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Background Papers:	
1	Oxford City Council Safeguarding Self- Assessment 2018

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Appendix 1: Oxford City Council Safeguarding Action Plan June 2019 to June 2020



Key Influences/inputs

- Corporate Plan
- The Safeguarding Self-Assessment Audit
- Oxfordshire Safeguarding Children’s Board (OSCB) Business Plan
- Oxfordshire Safeguarding Adults (OSAB) Business Plan
- Oxford City Council’s Children and young people strategy
- Oxfordshire Children’s and Young Peoples plan

The annual Safeguarding Self- Assessment Audit is a joint audit between the OSCB and OSAB.

The Action Plan Framework is based on the Self-Assessment Standards and it is aimed at maintaining best practice ‘blue rated standard across service areas and raising the Council from a ‘green’ good rated standard to a ‘blue’ rated standard across the board.

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Area identified for Improvement	Action	Measure	Outcome	Impact	Lead	Completion date
Leadership, Strategy and working together	<u>Policy and Procedure</u> Monitor safeguarding activity through MyConcern and provide quarterly updates to DSLs.	Concerns, trends and issues highlighted at Strategic Safeguarding meeting.	Awareness of changes to reporting themes and safeguarding challenges faced by staff	Training and information targeted at specific issues	RW	All year
	Child and adult neglect concerns monitored through MyConcern.	Number of referrals to MASH/ASC where neglect is primary factor	Identify neglect early and provide early help where possible	Reduce number of CP plans for neglect	RW	All year

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Develop and adapt neglect screening tool for district use.	Screening tool suitable for all staff at City and districts agreed by Neglect strategy group	Early warning signs communicated through districts and early help signposted.	Greater understanding of early help services, reduce number of neglect CP plans	RW	June 2020
Safeguarding Policy update	Annual policy review and update	CEB sign off and circulated to all staff	Easily accessible policies and guidance for all staff	RW	April 2019
Safeguarding procedures document update	Annual review and update	CEB sign off and circulated to all staff. Referred to in safeguarding briefing.	Easily accessible procedural guidance and support for all staff.	RW	April 2019
Suicide Threat guidance	Identify areas of needs and desired outcomes in line with County prevention plan	Training offering and support structure for staff managing suicide threats	Support and guidance for all staff	RW LJ	Aug 2019
<u>Communications</u>					
Safeguarding newsletter released quarterly	Newsletter containing MyConcern data circulated every three months via intranet and news page.	Visual representation of the safeguarding work done by everyone.	Provide feedback to staff	RW	All year
Promote the Safeguarding Champion structure	Use internal communications to publish profiles of champions	Raise awareness of champions network	Imbed positive safeguarding culture	RW	All year
Coordinate external communication plan with Districts and County to ensure coordinated response to key dates and themes.	Bi-annual district meetings	Communication Strategy for safeguarding and key messaging throughout the year	Provide a clear structure for key messaging from serious case reviews	RW	All year

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51	Provide agency updates at subgroup meetings and coordinate actions across districts.	Attendance at PIQA, PAQA and joint training sub-group	Provide single agency update to partners and share news	Share good practise and highlight concerns	RW	All year
	<u>Oxford Direct Services</u> Support Oxford Direct Services in delivering safeguarding.	Share training materials, information and updates from Safeguarding Boards.	Coordinated safeguarding approach from city and Council and ODS	Increase knowledge and awareness across ODS and increased reporting rates.	RW	All year
	Develop Champions Network at ODS	Champions network to provide support and guidance to ODS colleagues	Improve reporting standards and referral times	Raising standard of	RW TB	Aug 2019
	Support ODS Safeguarding Lead with training development	Update awareness briefing and include reporting procedures	Early identification of issues affecting welfare. Share information and concerns.	Early help services utilised and reduce number of MASH/ASC referrals.	RW TB	July 2019
	<u>Modern Slavery Strategy group</u> Membership of Modern Slavery Strategy Group - objective to develop and deliver a plan which coordinates and improves our response to modern slavery in Oxfordshire.	High level representative on strategic group	Provide strategic oversight, structure and accountability for our collective response to modern slavery in the County	Identification of victims, increased referrals and perpetrators brought to justice.	LL	On-going
	Where Modern Slavery is suspected on a premises, disclosed or person is at risk of MS record details on MyConcern	Centrally recorded data on MS cases identified in City.	Identify training need and reporting trends in service areas.	Raise awareness of risks and signs that MS is present	LL	All year

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52	<p><u>Domestic Abuse Strategic Group</u></p> <p>Membership of Domestic Abuse Strategic Group and Oxfordshire Domestic Abuse Advisory Group</p>	Implement and Coordinate domestic abuse County strategy in City and districts	Service user engagement, referral to services for victims and perpetrators.	Improve outcomes for victims, children and families, and perpetrators	LJ	All year
	<p><u>Child Sexual Exploitation and exploitation sub-group</u></p> <p>Continue to work with OSCB CSE (Child Sexual Exploitation & Exploitation) Sub-group and Kingfisher Team in delivering the CSE Action plan aims</p>	Regular attendance at CSE sub-groups and associated meeting and carryout any agreed actions	Multi-agency information sharing and guidance.	Joint response to reduce crime and protect children exploitation and serious harm	RA	On-going
	<p>Screening tools to be agreed by strategic safeguarding group and available to all staff on Intranet.</p>	Training to specific teams, use recorded no MyConcern	Multi-agency approach and consistency in referral	Accurate measure of individuals believed to be at risk of exploitation.	RW RA	Dec 2019
	<p>Hotel Watch scheme to continue. Statement of intent for all hotels in City.</p>	All hotels to be contacted by city and council.	Raise awareness of safeguarding and exploitation in all of city's hotels.	Reduce opportunity for safeguarding and exploitation in the city.	LL RA	On-going
<p>Commissioning service delivery and effective practice</p>	<p><u>Procurement</u></p> <p>Ensure all grant and commissioned services are required to and evidence suitable safeguarding policy and procedure before funding is committed</p>	Safeguarding policy and contracts amended to reflect requirement.	All commissioned services have safe practises Written evidence in procurement process, contracts and contract monitoring visits	Efficient effective council	LC	On-going

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Ensure all grant and commissioned services complete a safeguarding self-assessment	Included in Council self-assessment	Move from good practise to best practise	Gaps in service provision highlighted and amended.	RW	Dec 2019
Provide feedback and support to agencies to complete action plan updates	Evaluate results of small audit returns and provide feedback	Engage commissioned services in safeguarding	Improve safeguarding across all services	RW	June 2019
Continue our grants programme to support the voluntary and community sector deliver services.	Percentage of grant applications received from target communities (groups/ areas) High quality commissioned services	Better services for target communities	Strong and active communities	LC	On-going
<u>Housing and homelessness</u> Ensure all commissioned services complete annual safeguarding audit.	Contracts include requirement to complete audit	All commissioned services have safe practises Written evidence in procurement process, contracts and contract monitoring visits	Efficient effective council	RW	Aug 2019
Service providers to notify City of all safeguarding incidents referred under Section 42 Care Act and Section 47 Children's Act.	Serious safeguarding incidents centrally recorded.	Move from good practise to best practise	Improve practise and information sharing	RW	All year
<u>Licensing responsibilities</u> Taxi licensing Continue best practise through Joint Operating Framework	JOF fully implemented.	All taxi drivers will complete safeguarding training in order to renew/obtain licence.	Best practice in taxi licensing and safeguarding responsibilities.	RA	On-going

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<p style="text-align: center;">54</p> <p>Performance and resource management</p>	<p><u>Training</u> Annual review of training needs and content to be included in all staff awareness briefing</p>	<p>Horizon scanning, emerging trends identify local issues.</p>	<p>Current and relevant material aligned with Safeguarding board priorities.</p>	<p>Workforce of aware of city priorities and county wide and national trends.</p>	<p>RW</p>	<p>Feb 2019</p>
	<p>Measure training outcomes in practice and assess effectiveness of training staff.</p>	<p>Review evaluation forms, referrals and staff survey</p>	<p>Accurate picture of effectiveness of safeguarding training.</p>	<p>Ability to capture staff views and improve service.</p>	<p>RW</p>	<p>Dec 2018</p>
	<p>To promote the support available to staff through the Employee Assistance Programme 'Health Assured' and to develop further support where required.</p>	<p>Include details on safeguarding awareness briefing.</p>	<p>Employees encouraged to consider own welfare when managing challenging situations.</p>	<p>Healthier workforce, positive safeguarding culture.</p>	<p>RW</p>	<p>On-going</p>
	<p>Continued data reports to service heads from HR</p>	<p>Training renewal dates monitored and monthly reports sent to service heads.</p>	<p>Renewal dates are aligned with Safeguarding Board standards.</p>	<p>Employee trained to local standards.</p>	<p>BM</p>	<p>All year</p>
	<p>Continue to deliver internal safeguarding awareness briefing throughout the year</p>	<p>Clear framework for delivering messages. Meaningful and relevant to services.</p>	<p>Quarterly sub training group meeting – plan and support the delivery and development of internal training packages.</p>	<p>All employees able to meet safeguarding training requirements.</p>	<p>RW</p>	<p>All year</p>
	<p>Continue to Work with the OSCB and OSAB Training Groups/ workshops to develop training programmes and learning events that meet the needs of our staff</p>	<p>Represent on training sub-group and attend meetings regularly.</p>	<p>Provide a collective report to safeguarding raining</p>	<p>Effective partnership working.</p>	<p>RW</p>	<p>On-going</p>

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		sub group to continually improve our training by listening to staff feedback.			
Identify teams that will be required to attend child exploitation training once finalised by subgroup	Staff working directly with children or public facing roles to be offered exploitation training.	Staff aware of multi-agency procedure and partnership protocols.	Increase number of victims accessing support.	RA	Dec 2018
Identify teams that should attend domestic abuse training and promote course attendance	Staff working directly with children or public facing roles to be offered training.	Staff aware of multi-agency procedure and partnership protocols.	Increase number of victims accessing support.	RW	On-going
Councillor training to become mandatory	Safeguarding awareness briefing adapted to meet the needs of Councillor training	All employee and Councillors training to minimum level.	Provide safeguarding in the community	RW	
Identify teams required to attend Modern Slavery and Exploitation training once finalised by the Safer Oxfordshire Partnership's Exploitation Training Strategy	Staff will have clear knowledge of their responsibilities as a First Responder	Staff and Councillors training to the minimum level	Increase number of victims accessing support	LL	On-going
<p><u>Community Engagement</u></p> <p>Complete and the VCS safeguarding policy for Community Associations</p>	Signed off template at OSCB training subgroup.	Templates being used by resident associations, community groups commissioned through Oxford City Council.	Safe practise and reduced risk to children, young people and adults with care and support needs.	ST	All year

Appendix 1

56	<p>Outcomes and experiences of service users using statutory services</p>	<p><u>Youth Ambition</u> Ensure all child safeguarding concerns are recorded on MyConcern.</p>	<p>Youth Ambition staff has access to create and update records.</p>	<p>Referral journey is tracked and use of practitioner tools is monitored.</p>	<p>Information available to safeguarding boards.</p>	<p>ST RW</p>	<p>Mar 2019</p>
		<p>All identified Young carers are referred to support services</p>	<p>Details to be recorded on MyConcern.</p>	<p>Younger carers are referred to Carers Oxfordshire and young carer's needs assessment completed.</p>	<p>Measurable identification and classification of young carers and use of support service.</p>	<p>CM</p>	<p>June 2019</p>
		<p>Youth ambition manager to continue as safeguarding champion</p>	<p>Youth Ambition manager to maintain position as safeguarding champion and on strategic safeguarding group.</p>	<p>Provide Safeguarding link between Youth Ambition, Oxford City and safeguarding boards.</p>	<p>Services and Youth sessions available to young people identified through safeguarding concerns</p>	<p>JB</p>	<p>On-going</p>
		<p><u>Adult Safeguarding</u></p> <p>Promote use and awareness of joint protocols e.g. Adults who don't engage, multi-agency self-neglect policy and Hoarding Protocol</p>	<p>Engage partner agencies to provide outcomes and options for individuals who don't engage or use services.</p>	<p>Improve partnership working and highlight specific problem areas in the City</p>	<p>Greater emphasis on partnership protocols</p>	<p>RW</p>	<p>All year</p>
		<p><u>Modern Slavery</u></p> <p>Victims of modern slavery referred to Willow Project</p>	<p>Victims identified or suspected to be referred for support through Willow Project</p>	<p>Prevention work, crisis intervention and ongoing long term support and work directly with victims and their</p>	<p>Specialist support to victims of other forms of serious crime who have developed complex needs</p>	<p>LL</p>	<p>All year</p>

Appendix 1

			families	as a result.		
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Document Control

Document	Oxford City Council Safeguarding Action Plan 2019/20
Owner	Caroline Green Assistant Chief Executive
Author	Rosie Woollcott Safeguarding Coordinator
Date last reviewed	April 2019
Next Review Date Due	Oct 2019
Version	1

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Name: 'Oxford City Council Safeguarding Action Plan'

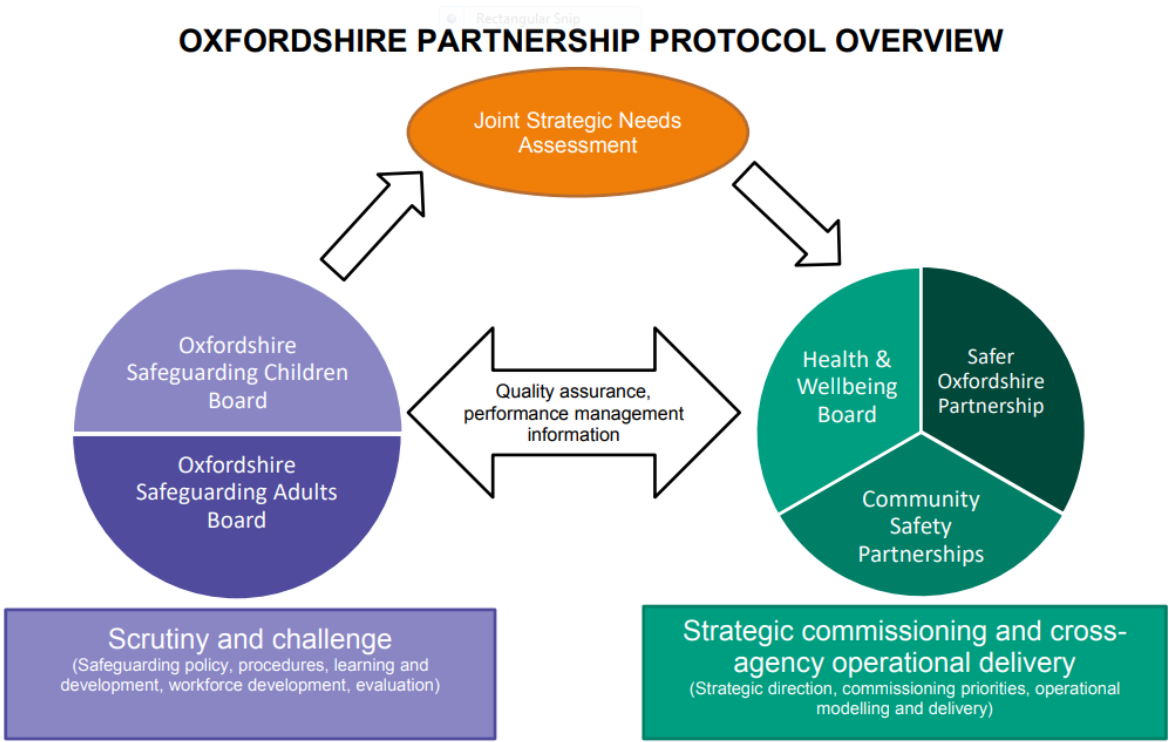
File Location: M:\Assistant Chief Executive\Safeguarding\CEB 2019

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Appendix 2

Oxfordshire Partnership Protocol Overview and Safeguarding Board involvement

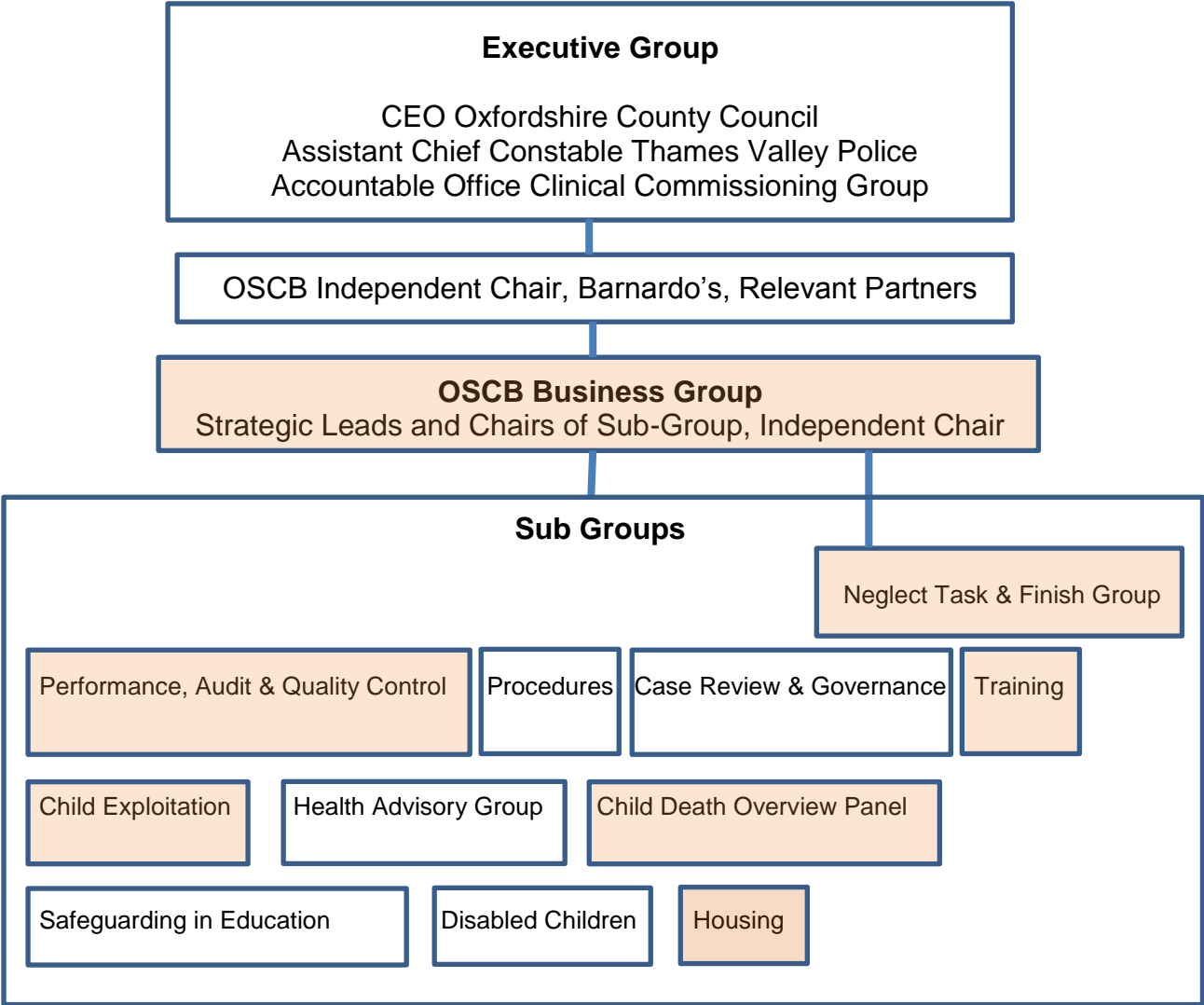
The diagram below shows where the safeguarding boards fit within the JSNA and key partnerships.



Appendix 2

Oxfordshire Multi-Agency Child Safeguarding Arrangement

Draft Structure chart – highlighted areas show Oxford City representation



Appendix 2

Oxfordshire Adult Safeguarding Board

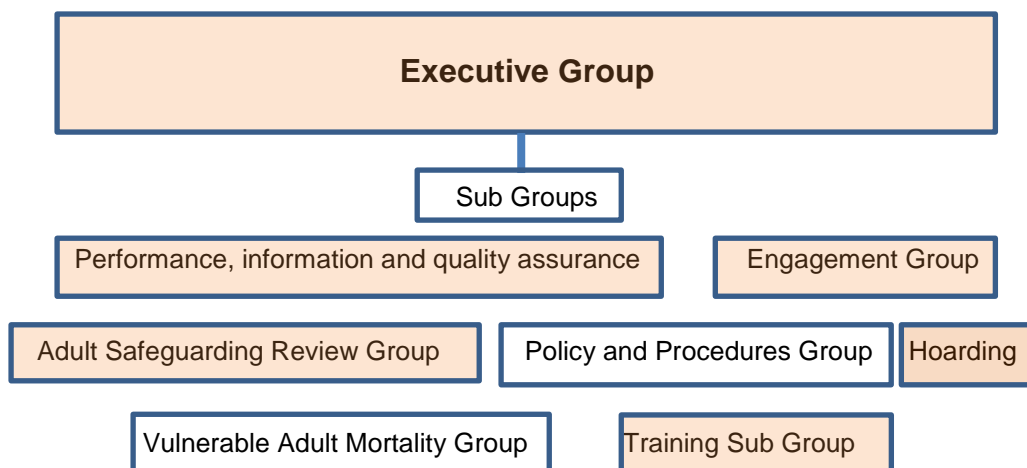
The three key members on the Oxfordshire Safeguarding Adults Board are:

- The Director of Adult Social Care, Oxfordshire County Council
- The Director of Quality, Oxfordshire Clinical Commissioning Group
- The Detective Chief Inspector, Protecting Vulnerable People, Thames Valley Police

There are senior representatives on the board from the following organisations:



Oxfordshire Adult Safeguard Board structure and sub-group participation



Appendix 2

Appendix 3

Corporate Policy, Partnership and Communications

www.oxford.gov.uk



Safeguarding Children, Young People and Adults with Care and Support Needs

Policy & Procedures

Document	Safeguarding Children, Young People and Adults with Care and Support Needs Policy & Procedures.
Owner	Dani Granito, ACEX
Author	Rosie Woollcott
Date Reviewed	April 2019
Review due	April 2020
Version	12

Version No. 12	Date	Notes
1	1 October 2012	First draft reviewed and sent to Human Resources and Data Protection Manager for initial Comment
2	November 2012	Revised document in the light of comments received from Human Resources and Data Protection Manager
3.	9 November 2012	Circulated to Named Safeguarding Officers and Named Policy Officers and Heads of Service
4	December 2012	Section 11 Self- Assessment completed
5.	December 2012	Copy revised according to comments received and issues that emerged through the Self- Assessment Process
6.	January 2013	Further revision to text in preparation for Named Safeguarding Officers meeting on 10 th January
7.	29 October 2014	Circulated to Named Safeguarding Officers for review
8.	November 2014	Revised for Section 11 Self-Assessment
9.	October 2015	Circulated to Named Safeguarding Officers for Review
10.	November 2015	Revised for Section 11 Self-Assessment
11.	January 2016	Revised to reflect restructure in Designated Safeguarding Officers

Appendix 3

12.	April 2018	Policy revised and approved CEB June 2018
13.	April 2019	Policy and procedures revision updates for approval June 2019

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Section A – Safeguarding Policy

1 Introduction

- 1.1 Oxford City Council undertakes a range of activities that bring its employees, members and volunteers into contact with children, young people and adults with care and support needs.
- 1.2 In addition the Council procures services from other organisations who may work with children, young people and adults with care and support needs.
- 1.3 The purpose of this policy is to clearly state the duty and responsibilities of all Council employees, members and volunteers working for or on behalf of Oxford City Council in relation to safeguarding children, young people and adults with care and support needs.
- 1.4 This policy supports the Oxford City Council Corporate Plan objective for strong and active communities.

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2 Policy Scope

- 2.1 This policy and procedures apply to all city council employees, which include contractors and agency staff.
- 2.2 This policy and procedures apply to all elected Councillors, also known as Members.
- 2.3 This policy and procedures apply to any person volunteering for Oxford City Council.
- 2.4 Safeguarding role and responsibilities are located appendix 4

3 Aims

Through this policy document and the Safeguarding Action Plan, Oxford City Council aims to;

- 3.1 Safeguard children, young people and adults with care and support needs from harm, exploitation or abuse.
- 3.2 Promote the wellbeing and support the development of children, young people and adults with care and support needs and support their development as residents and members of the Oxford community.
- 3.3 Ensure safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the Oxfordshire Safeguarding Boards requirements.

4 Objectives

Oxford City Council undertakes a wide range of activities that underpin and meet the aims of this policy, for example Oxford City Council will ensure;

- 4.1 Robust communication and escalation processes are in place that complements Oxfordshire's Safeguarding Children Boards (OSCB) and Oxfordshire's Safeguarding Adults Boards (OSABs) strategies.
- 4.2 Clear lines of accountability within the Council for Safeguarding.
- 4.3 Employee, member and volunteer induction, training and continuing professional development so that employees, members and volunteers are competent to undertake their roles and responsibilities, in relation to safeguarding children and adults at with care and support needs.

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- 4.4 Safe working practices including recruitment, vetting and barring procedures.
- 4.5 Effective interagency working including effective information sharing and adherence to the 'partnership protocol'.
- 4.6 Further details of the work the City Council undertakes to meet the aims of the policy are contained both with this document and in the Safeguarding Action Plan (available from the Policy & Partnerships Team).

5 Legal Framework

- 5.1 This policy has been developed in accordance with the principles established by relevant legislation and guidance including:
 - The Children Act 1989 and 2004
 - Working Together to Keep Children Safe 2018
 - The Care Act 2014
 - The Mental Capacity Act 2005

6 Duties

The council has the following duties:

- 6.1 To ensure that, in discharging its functions, it has regard to the need to safeguard and promote the welfare and well-being of children, young people and adults with care and support needs.
- 6.2 To ensure that other organisations commissioned to provide services on its behalf have regard to the need to safeguard and promote the welfare and well-being of children, young people and adults with care and support needs.
- 6.3 To report any suspected victims of exploitation (slavery or human trafficking) to the Secretary of State.
- 6.4 To provide support for people who are homeless or facing homelessness.
- 6.5 To make all employees, members and volunteers, aware of their responsibilities and how to act in ways that protects them from allegations of abuse. (See *Appendix 2*).
- 6.6 To have a designated safeguarding lead to be involved in the management and oversight of individual cases.
- 6.7 To provide a senior officer to act as first point of contact in the event of the death of child/young person or adult with care and support needs on council premises that the organisation may be the first to be aware of and to ensure that there is an effective response.

Appendix 3

- 6.8 To share information with relevant agencies. Information sharing protocols are covered in section 12.

7 Interaction with other council policies and external documents

The following documents support the aims of this policy and should be read alongside it:

- [Recruitment and Selection Policy](#)
- [Criminal Records Policy](#)
- [Employee Code of conduct](#)
- [Safer Recruitment guidelines](#)
- [Whistle Blowing Policy](#)

8 Commissioned Services

- 8.1 Oxford City Council provides a number of services that support the development and promote the wellbeing of children and young people and adults with care and support needs. [The Oxford City Children and Young People's Strategy](#) sets out in detail what services are provided for children and young people.
- 8.2 The Council will refer contractors to the guidance document, which was issued under section 11(4) of the Children's Act 2004 and the Department of Education and Skills Statutory Guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children's Act 2004 (issued 2015).¹
- 8.3 The Council reviews all safeguarding policies of commissioned services to check they meet local and national standards.
- 8.4 All contracts include standard safeguarding requirements:
1. 'Where applicable the Organisation shall have policies and procedures in place that comply with Oxfordshire Safeguarding Adults Board recommendations as amended from time to time.'
 2. 'Where applicable the Organisation will ensure that it has in place protection and prevention of abuse and child protection policies consistent with Oxfordshire Safeguarding Children Board procedure manual as amended from time to time and will ensure compliance with these policies.'
- 8.5 Voluntary organisations must comply with standards set by Oxfordshire Safeguarding Children's Board and Oxfordshire Safeguarding Adults Board and this is stated in our funding agreements.

¹ 'Working Together to Safeguard Children', Department for Education, 25 March 2015

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- 8.6 Safeguarding guidance is included throughout our grant process within all service areas and through our formal procurement portal process.
- 8.7 When groups apply for grant funding from Oxford City Council, the organisation must provide its safeguarding policies.
- 8.8 Where relevant to the post, all agencies that provide us with contracted staff must have procedures in place to safeguard young people and adults with care and support needs equivalent to those described in this policy.

9 Monitoring & Review

- 9.1 The Safeguarding Coordinator will complete an annual safeguarding audit to measure the organisation's performance against standards set by the local safeguarding boards.
- 9.2 Following the audit the safeguarding action plan is developed annually to ensure effective implementation of this policy and other local and national safeguarding priorities. Progress on the action plan is reviewed every 6 months and reported to Strategic Safeguarding Group.
- 9.3 This policy will be reviewed annually and goes through the Council's Scrutiny Committee and City Executive Board clearance process.

Appendix 3

Section B

Safeguarding Procedures

This section sets out the range of work that supports the implementation of the safeguarding policy. Step by step reporting and recording procedures are located in Appendix 1.

10 Training

- 10.1 Guidance on how to access training is available on Keeping People Safe.
- [Safeguarding awareness briefings and training](#)
- 10.2 The following procedures are in place to ensure employees, members and volunteers complete the appropriate safeguarding training. There are different levels of training available to employees, volunteers and members, defined by the Oxfordshire Safeguarding Boards.
- 10.3 All new employees, members and volunteers will be briefed on their responsibilities towards children, young people and adults with care and support needs during their induction.
- 10.4 All employees are required to complete safeguarding awareness level training (in-housing briefing/OSCB and/or OSAB on-line training). This must be refreshed every three years. This includes employees supervising work experience students.
- 10.5 Members are encouraged to complete safeguarding awareness level training as a minimum. This should be refreshed every three years.
- 10.6 Volunteers are required to complete safeguarding awareness level training as a minimum. This must be refreshed every three years.
- 10.7 Volunteers should contact HR Admin and Support using the hradmin@oxford.gov.uk email address, under the heading 'Safeguarding awareness briefing' to arrange to book onto a course.
- 10.8 Line managers are responsible for ensuring that employees in relevant posts attend the appropriate level of training for their role.
- 10.9 Employees, members and volunteers working directly with children will be required to complete OSCB Generalist or Specialist Training or equivalent, appropriate to their role.

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- 10.10 Employees, members and volunteers working directly with adults with care and support needs will be required to complete OSAB levels one to three Multi-Agency Training or equivalent, appropriate to their role.
- 10.11 Recruiting managers should follow the City Council Recruitment and Selection Procedures and undertake the required Oxford City Council Recruitment and Selection training.
- 10.12 Designated Safeguarding Leads and Safeguarding Champions will be required to attend the OSCB Designated Lead training course no less than once in a two year period. They will also attend the OSAB Leader/Manager training no less than once in a three year period.
- 10.13 When it is uncertain whether an employee fits into any of these categories, line managers should discuss the issue with the Human Resources team.

11 Safer Recruitment

- 11.1 To ensure Safeguarding is embedded in our recruitment and selection procedures this policy operates in conjunction with following Oxford City Council policies and guidelines:
- [Recruitment and Selection Policy](#)
 - [Criminal Records Policy](#)
 - [Safer Recruitment guidelines](#) – internal use only
- 11.2 The Head of Business Improvement is responsible for ensuring that the appropriate recruitment procedures are in place and compliance with the Disclosure and Barring legislation through the Disclosure and Barring Service ['DBS'].²
- 11.3 The following statement is included in all job descriptions:
- 'Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.'*

12 Information Sharing

- 12.1 Oxford City Council understands the importance of ensuring that personal data is always treated fairly, lawfully and appropriately and that the rights of individuals are upheld. Oxford City Council is fully committed to compliance with the requirements of the General Data Protection Regulations.

² Protection of Freedoms Act 2012

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12.2 To meet the statutory requirements of The Care Act 2014 and The Children's Act 2004 all employees, members and volunteers must comply with the following policies, guidelines and protocols:

- [Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers](#)
- [Safeguarding Information Sharing Protocol OSCB](#)
- [Oxford City Council Internet and e-mail policy](#) internal use only
- [Oxford City Council IT Security Policy](#) internal use only
- [Oxford City Council Data protection policy](#)

12.3 Oxford City Council recognises that all information regarding the safeguarding of children, young people and adults with care and support needs should be kept confidential. However, in order that children, young people and adults with care and support needs are protected from harm, in some circumstances, usual considerations of confidentiality that might apply to other situations within Oxford City Council may be overridden.

12.4 It is important that employees, members and volunteers can share information appropriately as part of good safeguarding practise and do so confidently.

12.5 There are 7 golden rules to information sharing:

- 1) Remember that the GDPR is not a barrier to sharing information
- 2) Keep a record of your decision and the reasons for it. Record what you have shared, with whom and for what purpose but only keep the records for as long as necessary
- 3) Be open and honest with the person (and/or their family where appropriate) at the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so
- 4) Seek advice if you are in any doubt, without disclosing the identity of the person where possible
- 5) Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in public interest. You will need to base your judgement on the facts of the case
- 6) Consider safety and well-being of the person and others who may be affected by their actions
- 7) Necessary, proportionate, relevant, accurate, timely and secure

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13 Modern Slavery and Duty to Refer

13.1 The Council has additional responsibilities to report all incidents of human trafficking and modern slavery. Information on 'duty to refer' can be found on 'Keeping People Safe' and in this guidance document.

- [Duty to refer](#)

13.2 For procedures on reporting and referring an incident of Modern Slavery at Oxford City Council see Appendix 1.

13.3 Oxford City Council is required under Section 54 of the Modern Slavery Act 2015 to prepare a slavery and human trafficking statement for each financial year. A Section 54 Statement must detail the steps taken during the previous financial year to ensure that no slavery or human trafficking is taking place in any part of its business or in any of its supply chains (or a declaration that no such steps have been taken).

- [Transparency statement](#)

Section C

Safeguarding Guidance

14 General Guidance

14.1 What are your responsibilities?

- To keep safeguarding in mind at all times
- To carry out your duties in a way that safeguards
- To share your concerns
- To protect yourself from any allegations
- Remember to 'Think Family'. If you have concerns about an adult, consider the impact on the wellbeing of any children

14.2 How you may become concerned

You may become concerned about the safety or welfare of a child, young person or adult with care and support needs in a number of ways:

- The person may tell you
- The person may say something that worries you
- A third party may voice concerns

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- You may see something – an incident or an injury or other sign

14.3 What to do if someone discloses abuse to you:

- Listen – don't interrupt
- Don't show shock – react calmly
- Don't allow your shock/ distaste to show
- Do not speculate or make assumptions. Let them speak freely – don't ask leading questions
- For adults, ask them what they would like to do about what happened (unless you think they are at risk)
- Don't promise to keep it quiet
- Do not approach the alleged abuser
- Alert a Safeguarding Champion and your line manager within 24 hours

15 Guidance for safe working practices with children, young people and adults with care and support needs.

15.1 Oxford City Council's Youth Ambition Service have their own Guidance and Procedures Document which includes:

- Anti-Discriminatory Practice Guidance
- Youth Work and Confidentiality
- Lone-Working Guidance for Youth Workers
- Encouraging Positive Behaviour
- Anti- Bullying Guidance

Contact Youth Ambition Team Manger to request a copy

15.2 The following general advice has been adapted from: 'Guidance for safe working practice for the protection of children and staff in education settings', Department for Education and Skills, 2006. It applies to both children and adults with care and support needs.

15.3 Exercise of professional judgment

There will be occasions and circumstances in which employees, members and volunteers will have to make decisions or take action in the best interest of the child, young person or adult with care and support needs which could contravene this guidance or where no other guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interest and welfare of the child, young person or adult at risk and in so doing will be seen to be acting reasonably.

15.4 Grooming

There are occasions when adults (or other children) embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of the child, young person or adult at risk, and manipulate that relationship so exploitation and abuse can take place for example sexual, drug, criminal and domestic abuse. Employees, members and volunteers should be aware that in conferring special attention as a favour upon a child, young person or adult at

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risk might be construed as being a part of a 'grooming' process, which is an offence.

15.5 Recording images

Employees, members and volunteers should be aware of the potential for the recording of images to be misused for pornographic or 'grooming' purposes.

Our media consent form explains the conditions of use, and the different levels of consent required for child and adults when taking and storing photos.

- Media Consent Form - see appendix 3

15.6 Behaviour

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting:

- Adults should act as a role model and not drink alcohol, smoke (or look at inappropriate images) in the presence of children/young people
- At no time should adults enter children/young people's rooms.

15.7 Social contact

Employees, members and volunteers should not seek to establish social contact with children, young people or adults at risk who they have met through work for the purpose of securing a friendship or to strengthen a relationship. If a child, young person or adult at risk (or a parent or carer) seeks to establish a social contact, or if this occurs coincidentally, the employee should exercise their professional judgement in making a response and be aware that such contact might be misconstrued as grooming.

15.8 Communication using technology

Children, young people and some adults at risk use technologies as a positive and creative part of their activities. Children and young people often use these methods to make plans with friends or organise events so if you are working with young people it might be necessary to communicate with young people in this way. By technologies we mean:

- Mobile phones
- E-mail
- Social networking sites e.g. Facebook –socialising with friends and making new ones within on line communities
- Instant Messenger – chatting with friends live on line

15.9 Contact Details

Employees, members and volunteers should not give their personal contact details to children/young people/ adults at risk including home address, personal e-mail address or mobile numbers.

Adults, where possible, only use equipment provided through work to communicate with children/young people/ adults at risk.

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An exception to this may be where councillors are communicating with young people in their constituency for the purpose of representing them in the council. In these circumstances adults should be circumspect in their communications with children/young people so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.

15.10 Social networking sites

Under no circumstances should personal accounts in social networking sites be used to communicate with children/young people/adults at risk that employees, members and volunteers have met in the course of their work. The use of a professional networking site may only be used in line with council policy.

If employees, members and volunteers do use a social networking site to communicate with young people employees, members and volunteers should set up an account using their work e-mail address and only join groups that are managed by the City Council or County Council, Participation and Play team and those that are you are specifically invited to join such as UK Youth Parliament or Oxfordshire Youth Parliament Groups.

If young people you don't know 'invite you to be a friend' you should not accept their invitation.

Do not pass on any young person's e-mail or mobile phone number without their permission.

15.11 One to one situations

Employees, members and volunteers should avoid spending time alone with a child/young person. Where possible they should ensure there is visual access and/or an open door during one to one meetings.

15.12 Physical contact

There are occasions when it might be appropriate for employees, members and volunteers to have physical contact with children or young people e.g. sports coaching (see below), but it is crucial that they only do so in ways appropriate to their professional role.

It is not possible to be specific about the appropriateness of each physical contact. Employees, members and volunteers should use their professional judgement at all times. They should be aware that any physical contact may be misconstrued.

Adults should:

- Never touch a child or young person in a way which may be considered indecent
- Never indulge in horseplay, tickling or fun fights
- Always encourage children or young people, where possible, to undertake self-care tasks independently
- Always be prepared to explain actions and accept that all physical contact be open to scrutiny

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Extra caution may be required where it is known that a child or young person has suffered previous abuse or neglect. In the child's / young person's view physical contact might be associated with such experiences and lead to employees, members and volunteers being vulnerable to allegations of abuse.

15.13 Sports coaching

Employees, members and volunteers who coach sports will, on occasions, have to initiate physical contact with children/young people/adult with care and support in order to support them so they can perform a task safely, to demonstrate the use of a particular piece of equipment or assist them with an exercise. This should be done with the person's agreement.

15.14 Confidentiality

Confidential information about a child, young person or adult at with care and support needs should never be used casually in conversations or shared with any person other than on a need to know basis. In circumstances where the identity of a child/young person/ adult does not need to be disclosed the information should be used anonymously. See section 11 for further details.

15.15 Dress and appearance

Employees, members and volunteers should consider the manner of dress and appearance appropriate to their role. Employees, members and volunteers should ensure they are dressed decently and appropriately for the tasks they undertake.

15.16 Behaviour outside the workplace

Where there are concerns about an employee's, member's or volunteer's behaviour outside the workplace towards a child, young person or adult with care and support needs that may constitute abuse, this should be reported to a Designated Officer at the earliest opportunity.

16 **Guidance on work experience with children, young people or adults with care and support needs**

16.1 For the purposes of work experience placements, all students are regarded as employees.

16.2 Employees, members and volunteers responsible for any child, young person, or adult with care and support needs during work experience must ensure their appropriate safeguarding training is up to date and recorded by HR.

16.3 The employee, member, or volunteer responsible for the work experience placement must be satisfied that the health and safety needs of every person can be met, and will ensure the above training takes place and for the following actions:

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- Acquiring signed parent/carer permission for the student to take part in the scheme, where they are under 16.
- Acquiring information from parents/carers about any medical conditions and emergency contact information for parents/carers
- Acquiring relevant information about the student's history or behaviour from the organiser of the work placement
- Ensuring that a confidentiality and a statement of responsibility form is signed by the student
- Ensuring that there is a timetable of activities for the extent of the placement, including what employee will be supervising the student at any one time.
- Ensuring that there is an up to date risk assessment for all activities, which is returned to parents / carers, either directly or via the organiser of the work experience.
- Managers must assess the risks to children, young people and adults with care and support needs before they start work, taking into account their inexperience, lack of awareness of risks, immaturity and other specific needs.
- There is no need to carry out a new risk assessment each time a young person is employed, as long as the current risk assessment takes into account the characteristics of children, young people and adults with care and support needs.
- Whenever there is a change to the activities or nature of work carried out a new risk assessment will be required.
- Ensuring that the student is aware of health and safety, fire and first aid procedures while they are on placement
- Being the initial point of contact for the student to report any complaints/incidents to during their work experience particularly if in relation to their supervisor.

17 Guidance on risk assessments

- 17.1 A risk assessment should be carried out for events that we organise for groups of children, young people or adults with care and support needs, for example disability forums and young people's networking events.
- 17.2 For regular events there is no need to carry out a new risk assessment for each occurrence if there is a standard risk assessment in place which takes account of activities and characteristics of different children, young people and adults at risk attending.
- 17.3 Guidance on risk assessment can be found on the intranet
- [Risk Assessments](#)
 - [Risk Assessments and safe systems of work code of practise](#)
 - [Standard Risk Assessment form](#)

18 Guidance on transporting a child, young person or adult with care and support needs

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- 18.1 Wherever possible, it is advisable that transport is undertaken other than in private vehicles, with at least one adult in addition to the driver acting as an escort.
- 18.2 Employees, members and volunteers can transport children 12 years or over, or adults with care and support needs, in the course of their duties as long as the following conditions apply:
- insurance is valid and covers the use of the vehicle for business purposes
 - the vehicle is roadworthy with a valid MOT certificate
 - the child, young person or adult with care and support needs wears a seat belt
 - prior permission of the parent/guardians has been obtained.
 - these are the responsibility of the employee transporting the child, young person or adult with care and support needs.
- 18.3 Employees, members and volunteers should:
- be aware of the safety and welfare of the child and adults with care and support needs is their responsibility
 - report the nature of the journey, route and expected arrival time to their line manager or the relevant employee.
 - accommodate any specific needs the child or adult with care and support needs may have

19 Use of taxis

- 19.1 Children and adults with care and support needs are transported by taxi under the County Council transporting adults with care and support needs scheme. Any taxi used must come from the Oxfordshire County Council approved taxi list.
- 19.2 Oxford City Council has assisted in the development and implementation of the joint operating framework. The joint operating framework was commissioned by the Child Sexual Exploitation Sub-Group of Oxfordshire Safeguarding Children Board and is the result of collaboration between the City and District Councils, the county council and the police with the intention of involving health partners in the next stage if appropriate. It provides a single set of minimum standards for agencies with responsibilities for transporting children/adults with care and support needs in Oxfordshire, including addressing vetting, training, awareness raising, information sharing, policy alignment, enforcement activity and quality assurance and monitoring.
- [The Oxfordshire Joint Operating Framework for Transporting Children/Adults with Care and Support Needs and Taxi Licensing](#)
- 19.3 Checklist for booking transport for children is available in *Appendix 4*
- 19.4 A Taxi booking form can be found in *Appendix 5*

Appendix 1

Procedures for reporting, referring and recording safeguarding concerns

These procedures are designed to be read and followed in conjunction with Oxford City Council's safeguarding children, young people and adults with care and support needs policy.

1 Safeguarding Procedures

1.1 Emergencies

Call police using 999 if

- There are immediate concerns for the person's safety or urgent welfare checks where there are serious concerns for the individual.
- You witness a crime (such as physical abuse) or if you are a victim of crime e.g. public order offences. You don't have to be the intended victim; you can be caused harassment, alarm or distress by someone's actions towards another.
- Someone discloses to you that they have just been the victim of crime and the perpetrator is still in the vicinity.
- ***Inform your line manager and a safeguarding lead at the earliest opportunity. Make a written record of the incident.***

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1.2 Raising a concern

Step 1. Inform your line manager. If you have concerns about a person's welfare you must inform your line manager and keep them updated about subsequent action.

Step 2. Consult a safeguarding champion. Safeguarding champions have completed advanced level safeguarding training. They will guide you through the referral process. Safeguarding champions will not take ownership of the concern or make referrals on your behalf; they are a resource for support and guidance.

Step 3. If necessary make a referral. In Oxfordshire there are different referral pathways for adults and children. A safeguarding champion will advise on the most appropriate action. See sections 2 and 3 for guidance.

Step 4. Record your concern on the Oxford City Council central reporting system MyConcern.

2 Adult Safeguarding

2.1 Adult Safeguarding Triage Team

- Tel: 01865 328232

If you've encountered an issue and are unsure if it is a safeguarding issue or not you can call and request a consultation with the Safeguarding Triage Team.

2.2 Safeguarding enquiry criteria

To enable the safeguarding team to begin investigating, your safeguarding concern will need to meet the criteria for a Section 42 (S42) safeguarding enquiry under the requirements of the Care Act 2014?

The requirements are as follows:

- The adult is reported as having or appears to have needs for care and support?
- The adult is reported or appears to be experiencing or at risk of abuse or neglect?
- As a result of care and support needs is the adult unable to protect themselves from either the risk of, or the experience of abuse or neglect?

2.3 Safeguarding Referral

Safeguarding referrals go to Adult Social and Health Care. You can report:

- Online: [Safeguarding referral form](#)

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When a concern is raised with the Social and Health Care team, they will pass this information to the Adult Safeguarding Team. The wishes of whoever is the subject of the concern will always be listened to and acted upon, and then a decision will be made about what needs to happen next.

Safeguarding Champions should consult [The Adult Safeguarding Threshold of Need Matrix](#) before advising on a referral pathway.

2.4 Consent

Unless there is a risk to the person's safety you should gain the person's consent before making a referral. Always advise the person of your concern and explain the steps you will take. It is important that the person's wishes are known, when making a referral you will be asked if you have the person's consent and what they want to happen. You can make a referral without the person's knowledge if you have good reason to. The person making this decision must make a written record of their decision. If you are unsure seek advice from the Safeguarding Triage Team.

2.5 Urgent concerns

If you have urgent concerns for the safety or wellbeing of a person (that do not require police) contact Social and Health Care during office hours

- Tel: 0345 050 7666
- 8.30am - 5pm Monday - Thursday
- 8.30am - 4pm Friday
- In an emergency, out of hours please contact 0800 833408.
-

2.6 Care needs assessment

If your concerns is not about abuse or neglect but someone not receiving care when you think they should, you should request a Care Needs Assessment using the: [Assessment Form for Professionals](#).

2.7 Extremism

Protecting those vulnerable to extremism is a safeguarding issue: similar to protecting people with care and support needs from other harms e.g. neglect or exploitation.

If you are concerned about an individual being drawn into extremism you should follow safeguarding procedures.

- Inform your line manager
- Get advice from a safeguarding champion
- Refer Social and Health Care Team Tel: **0345 050 7666**

For more information see the [PREVENT](#) intranet page.

3 Child Safeguarding

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3.1 Multi Agency Safeguarding Hub

For urgent safeguarding concerns contact the Multi-Agency Safeguarding Hub (MASH) on **Tel: 0345 050 7666**

You should call MASH immediately if there is an urgent safeguarding concern, for example:

- allegations/concerns that the child has been sexually/physically abused
- concerns that the child is suffering from severe neglect or other severe health risks
- concern that a child is living in or will be returned to a situation that may place him/her at immediate risk
- the child is frightened to return home
- the child has been abandoned or parent is absent

Following a conversation with the MASH team you may be asked to submit a referral form.

[The Oxfordshire MASH Referral Form](#) for professionals only to refer children to social services.

Or you can email a report to MASH on the secure email on: mash-childrens@oxfordshire.gcsx.gov.uk

3.2 Locality Community Support Service

For emerging concerns that do not require an immediate safeguarding response contact LCSS on Tel: 0345 2412705 or email LCSS.Central@oxfordshire.gov.uk

Contact the LCSS if you wish to complete a No Names Consultation. This means you can discuss the issue and get help and advice without giving the name of the child or family.

3.3 Consent

When gaining advice or making a referral you should ideally do so with the families knowledge and consent. The MASH and LCSS will ask you if you have parental consent to share the child's details. If you wish to discuss a concern without a family's knowledge or consent you can do so via a No Names Consultation only.

There will be situations where it is not appropriate to ask for consent e.g. if the parent is suspected of abuse and doing so may put the child at increased risk. For further information sharing guidance please see the document below:

[Information sharing for practitioners](#)

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3.4 Child sexual exploitation

If a child has made a disclosure regarding sexual exploitation, or if you think a child may be at risk of being sexually exploited, please contact the Kingfisher Team on: **01865 309196**. Out of hours calls to this number will be diverted to the Thames Valley Police Referral Centre.

3.5 Radicalisation

If you are concerned that a child or young person is being radicalised;

- 1) Make safe, call 999 if you have concerns for the safety of the child, young person or the public.
- 2) Follow child safeguarding procedures
- 3) For more information see Oxford City Council [PREVENT](#) intranet page

3.6 Position of trust

If you have a concern about a professional or person in a position of trust you should speak to a safeguarding champion. They will contact the Local Authority Designated Officer (LADO) to report an allegation or concern.

- Tel: 01865 810603
- Email: LADO.safeguardingchildren@oxfordshire.gov.uk

3.7 Further information

Visit the OSCB procedures page to find out more about topics such as:

- private fostering
- child sexual exploitation
- female genital mutilation
- disabled children
- forced marriage
- children missing education
- preventing extremism

[Click here to visit the Procedures page](#)

3.8 Escalation

Designated Safeguarding Leads (DSLs) are responsible for handling escalation processes and inter agency disputes.

DSL with overall escalation responsibilities is:

- Dani Grantio – Policy and Partnerships Team Manager

The Council has signed up to the Oxfordshire Safeguarding Board's escalations policy.

[OSCB Escalation process](#)

4 Modern Slavery & Human Trafficking

4.1 Duties

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- If a person presents themselves at Oxford City Council as a victim of modern slavery the immediate safety of that person is paramount.
- You must share your concerns if you suspect someone is the victim of modern slavery even if they had not made any disclosures.
- Thames Valley Police and The Home Office must be notified of any victim or suspected victim of slavery or human trafficking regardless of whether they recognise themselves as a victim or accept help.
- If you suspect that modern slavery is taking place at a location, business or private premises you must share any information with Thames Valley Police.
- You must make a record of your concerns on MyConcern.
- Anyone under the age of 18 must be referred to the MASH.

4.2 Human Exploitation Coordinator

[Linda Ludlow](#) is the Council's Human Exploitation Coordinator. Linda must be informed if a disclosure of modern slavery is made, or if you suspect modern slavery is taking place.

If Linda is not available speak to any of the Safeguarding Champions for guidance.

4.3 National Referral Mechanism

Where there are reasonable grounds to believe that a person may be a victim of slavery or human trafficking, we must notify the Home Office.

If the person consents to enter the national referral mechanism (NRM), you use the NRM referral forms.

The National Referral Mechanism is for individuals to access support services.

4.4 Duty to notify MS1

If the person has not consented to enter the NRM, you must send the '[MS1: notification of a potential victim of modern slavery form](#)'.

This form should be completed with reference to the guidance, which is available from [The Home Office](#).

4.5 Recording

Always inform a Designated Safeguarding Lead officer that a referral has been made. Details of the incident and a record of the referral should be recorded on MyConcern.

4.6 Children

For anyone under 18 a MASH (Multi-Agency Safeguarding Hub) referral must be submitted form together with the completed NRM form.

5 Procedure for allegations against a council employee or volunteer

- 5.1 The Council has additional policy for managing allegations involving council employees or volunteers.

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[Policy and Procedure for Managing Allegations against Employees and Volunteers](#)

- 5.2 Allegations of abuse against an employee, member or volunteer will be reported to Oxfordshire County Council Children's Local Authority Designated Officer (LADO) by the Head of Business Improvement and the initial consultation will be to determine whether the allegation is so serious that it should immediately be referred to Social Services and/or the Police.
- 5.3 The Council recognises that it may be difficult to inform on colleagues but assures all employees, members and volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concerns about a colleague's practice or the possibility that a child, young person, or adult at risk may be being abused or bullied.
- 5.3 The Council's [Whistle Blowing Policy](#) is available on Keeping People Safe.

6 Procedure for reporting of child deaths

- 6.1 All members of the Oxfordshire Safeguarding Children Board are required to provide a senior officer contact who will act as a first point of contact for any deaths of children /young people on council premises that the organisation may be the first to be aware of and to ensure that there is an effective response.
- 6.2 If you become aware of a child death you should immediately contact:
- Head of Business Improvement: Tel: 01865 252233

Otherwise you should contact one of the Designated Lead Officers. Contact details are given at the end of this document in *Appendix 6*.

7 Procedure for reporting deaths or serious abuse of adults with care and support needs

- 7.1 The Oxfordshire Safeguarding Adults Board is required to review deaths of adults with care and support needs where there is at least a suspicion that the death resulted from abuse or neglect. Board will also review serious cases of abuse or neglect of adults with care and support needs.
- 7.2 If you become aware that an adult with care and support need has died or has been seriously abused or neglected on council premises, you should inform:
- Head of Business Improvement: Tel: 01865 252233
- 7.3 If the death of a young person aged 16-17 or adult with care and support needs has or appears to have, resulted from violence, abuse or neglect by a

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person they are related to or who they have been in an intimate personal relationship or who is a member of the same household, this will trigger a Domestic Homicide Review (DHR). If appropriate the DHR will be carried out jointly with a Serious Case Review.

In such circumstances, you should contact either:

- Tim Sadler Chair of Oxford Safer Communities Partnership 01865252101
- Head of Business Improvement: Tel: 01865 252233
- Policy and Partnership Team Manager: Tel 01865 252111

8 Recording concerns

8.1 MyConcern



MyConcern is the central reporting system for safeguarding concerns raised by Oxford City employees and Councillors. The system is monitored by a core group of safeguarding champions. Each new concern is triaged by a member of the group. Where there are outstanding actions they will direct actions to be completed to the case owner and notify the relevant teams to follow up. Once referrals are completed (internally or externally) the report can be closed. A safeguarding champion will apply the relevant safeguarding flags.

Accurate reporting on MyConcern is essential to correctly interpret the data, complete lessons learnt and identify trends and training issues.

8.2 User information

User instructions can be found in [Keeping People Safe](#). If you would like a training session, demonstration or log in details please contact Rosie Woollcott - [Safeguarding Coordinator](#).

8.3 Recording concerns

Recording and reporting of concerns should be:

- brief
- factual – Who are you concern about, where do they live, what happened? Why are they at risk?
- have context – what was the purpose of the visit/interaction? Are they a council tenant? Are they known to other departments

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Remember

If making an external referral you can copy and paste in to the 'details' box. Include reference numbers and names of professionals spoken to. You can add more than one person to a concern. If you don't know the name put 'unknown' this can be updated later.

8.4 Referral details

Always apply referral details to the concern. This can be done through the 'Update Concern' option. Click on the concern you wish to update and go to the referral tab. Enter the date of the referral and choose from the list of agencies. Choose the outcome which is most appropriate.

8.5 No referral required

You may have discussed your concern with a safeguarding champion and decided that no further action needs to be taken. E.g. the situation is already being managed internally or by another agency. If there are no new concerns or information to give to the primary agency you should not repeat the same information. If there are new or escalating concerns about an on-going situation then you should record your concern on MyConcern and inform the primary agency.

Appendix 2

Glossary of terms used and abbreviations

Adult with care and support needs

Is defined as a person aged 18 or over:

- who is or may be in need of care or support who is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect him or herself against the abuse or neglect or the risk of it.

This could include:

- people with dementia
- people with learning difficulties
- people with mental health problems
- people with drug or alcohol problems
- people with sight and hearing or physical disabilities
- people who through age or illness are dependent upon other people to help them
- people who care for others
- a person aged 18 or over who has a condition of the following type:
 - a learning or physical disability
 - a physical or mental illness, including addition to alcohol or drugs; or
 - a reduction in physical or mental capacity

Adult Safeguarding Enquiry Section 42

Section 42 refers to a safeguarding enquiry under the requirements of The Care Act 2014.

The criteria for a Section 42 (S42) safeguarding enquiry under the requirements of The Care Act 2014 are as follows:

- the adult is reported as having or appears to have needs for care and support
- the adult is reported or appears to be experiencing or at risk of abuse or neglect
- as a result of care and support needs is the adult unable to protect themselves from either the risk of, or the experience of abuse or neglect

Child

Is defined as a person who is of compulsory school age (a child is of a compulsory school age until the last Friday in June in the school year which they reach 16).

Child Protection

Section 47 Investigation

If the child is deemed to be at risk of significant harm, child protection procedures will be instigated immediately. This is the highest priority referral and will involve a discussion between social workers and the police. A strategy meeting will take place, involving the police and social workers, (with other agencies contributing where necessary) and a plan will be agreed about next steps. Examples of next steps could include the child having a medical examination or a video interview by the police and social workers. Following the initial strategy meeting there may be a review meeting to share information and make a new plan based on information and/or evidence gathered.

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Section 17 Child in Need

If the child is not deemed to be at risk of significant harm but is in need of additional services, they are termed, 'A child in need'. The first step in a Section 17 enquiry is for the social worker to contact the parents/carers of the child to discuss the referral. This will be done via telephone where possible, but otherwise, a letter will be sent requesting contact within 1 week. The social worker will also make checks with other agencies, (for example, the school or the health visitor) and an initial assessment of the child's needs must be completed by the social worker within 7 days.

Disclosure and Barring Service (DBS)

The DBS combines the functions of the ISA and the CRB into one organisation. It operates the vetting and barring scheme which aims to prevent unsuitable people from working with children, young people or adults at risk and conducts criminal record checks to enable an assessment to be made on the suitability of a person to care or work with children, young people or adults with care and support needs.

Employees

All Oxford City Council workers including employees, contractors, and agency workers.

Health

Health means 'physical or mental health' and development means 'physical, emotional, social or behavioural development' (adapted from the Children Act 1989)

Oxfordshire Safeguarding Children's Board (OSCB)

The Children's Act 2004 requires each local authority to establish a Local Safeguarding Children's Board (LSCB). The Oxfordshire Safeguarding Board (OSCB) is the key statutory mechanism for agreeing how all relevant organisations in Oxfordshire will cooperate to safeguard and promote the welfare of children, young people in the county, and for ensuring the effectiveness of their arrangements for safeguarding.

Oxfordshire Safeguarding Adults Board

The Care Act 2014 requires each local authority to establish a Safeguarding Adults Board (SAB) for its area. The Oxfordshire Safeguarding Adults Board (OSAB) is the key statutory mechanism for agreeing how all relevant organisations in Oxfordshire will cooperate to safeguard and promote the welfare of adults at risk in the county, and for ensuring the effectiveness of their arrangements for safeguarding.

No further action

After considering the information contained in a referral the social worker may decide that the case requires 'NFA' (no further action). They may signpost the family to other services for support and as the referrer; you should be notified of this decision in writing. If you remain concerned about a child or family or if the circumstances change and you feel the risk to a child has increased, you should discuss with your Named Safeguarding Officer or Line Manager before re-referring your concern to the assessment team with additional information.

Safeguarding and promoting the welfare of adults with care and support needs

Appendix 3

Is defined as:

- protecting adults with care and support needs from maltreatment
- preventing impairment of health and well-being of adults with care and support needs
- ensuring that adults with care and support needs are living in circumstances consistent with their needs and with the provision of safe and effective care; and
- undertaking that role so as to enable those adults with care and support needs to have optimum life chances and independence

Safeguarding and promoting the welfare of children and young people

Is defined as:

- protecting children and young people from maltreatment
- preventing impairment of children/young people's health and development
- ensuring that children/young people are growing up in circumstances consistent with the provision of safe effective care; and
- undertaking that role so as to enable those children/young people to have optimum life chances and enter adulthood successfully

Welfare

Is defined in terms of children/young people's health and development and adults' health, well-being and independence.

Well-being

Relates to any of the following

- personal dignity (including being treated with respect)
- physical and mental health and emotional well-being
- protection from abuse and neglect
- control by a person over day-to-day life (including over the nature and provision of care and support)
- participation in work, education, training or recreation
- social and economic well-being
- domestic, family and personal relationships
- suitability of living accommodation
- a person's contribution to society (taken from Care Act 2014)

Young person

Is defined as a person under the age of 18

Appendix 3

Safeguarding roles and responsibilities

This documents sets out key safeguarding responsibilities at Oxford City Council.

All Employees, members and volunteers

Are responsible for carrying out their duties in a way that safeguards and promotes the welfare of children, young people and adults with care and support needs. They must also act in a way that protects them from wrongful allegations of abuse. They must bring matters of concern about safety and welfare of children, young people and adults with care and support needs to the attention of their Line Manager. A Safeguarding Champion or a Designated Lead Officer should then be informed. A list of all Safeguarding Officers is available on the City Council intranet page [‘Keeping People Safe’](#).

The Assistant Chief Executive

Is the lead for safeguarding at the City Council. In this role this person is the City Council’s representative on the Oxfordshire Safeguarding Children Board.

The City Executive Board Member

Portfolio holder for Supporting Local Communities is responsible for safeguarding.

The Designated Safeguarding Lead Officers

Have responsibility for:

- ensuring that the City Council operates procedures for dealing with allegations in accordance with guidance from the Oxfordshire Safeguarding Boards (Children and Adults), and in cooperation with the Oxfordshire Multi-Agency Safeguarding Hub
- resolving inter-agency issues.
- liaising with the Oxfordshire Safeguarding Children Board and the Oxfordshire Safeguarding Adults Board on any relevant issues.
- overseeing and reviewing the implementation of policy and procedures.
- supporting the development and review of the Safeguarding Children, Young People and Adults with care and support needs Policy, Procedures and Action Plan.

The Policy & Partnership Manager

Responsible for primary liaison with the Safeguarding Children and Adults Boards, and for the coordination and dissemination of information across the authority, including that related to assessments and audits.

The Policy & Partnership Manager will also ensure that the Chief Executive, Assistant Chief Executive, Directors, the Leader of the Council and relevant Executive Board members are kept well informed on safeguarding issues.

The Safeguarding Coordinator

Ensures we have best practice in safeguarding children and adults with care and support needs, across all of the City Council services and within the community. The Safeguarding Coordinator also leads on the development and implementation of Oxford City Council’s Safeguarding Children and Adults with care and support needs

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policy and procedures and is responsible for the completion of the annual safeguarding audit and other reports to the safeguarding boards.

The Head of Business Improvement

Is responsible for ensuring that recruitment procedures for posts with direct access to children, young people or adults with care and support needs are in line with this policy and that appropriate training is provided.

The Head of Business Improvement is also responsible for the implementation of the safeguarding training, ensuring that the appraisal process reflects the needs of the Policy, and for the reporting of child deaths.

The Head of Business Improvement is the Chair of the Named Safeguarding Officers Group.

The Corporate Secretariat Manager

Is responsible for coordinating information searches across the relevant Council services and liaising with the Safeguarding Teams in relation to Investigations and Serious Case Reviews and monitoring safeguarding referrals to child and adult social care services.

The Head of Housing & Property

Is responsible for providing advice and guidance with regard to adults with care and support needs.

All Heads of Service

Must ensure that their employees, members and volunteers are subject to appropriate Disclosure and Barring Service (DBS) checks and that their employees, members and volunteers comply with the Safeguarding Children and Adults with Care and Support Needs Policy and Procedures.

All Line Managers

Are responsible for ensuring that their employees, members and volunteers have the appropriate training.

All Line Managers are responsible for safer recruitment of employees, members and volunteers in their service area and being aware of the policy on recruiting people with a criminal record.

Line Managers are also responsible for adhering to the appraisal process and for including safeguarding in 1 to 1s and team meetings.

Strategic Safeguarding Group

Members include, Heads of services, managers and individuals who have been named as having a responsibility to oversee safeguarding activity within their team. Or who have a specific safeguarding responsibility within their job role, Designated Safeguarding Leads and Safeguarding Champions.

The role of the group is to ensure safeguarding is strategically placed across service plans and to ensure that strategies and plans that include safeguarding are in line with the corporate plan.

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Safeguarding Champions

Must have undertaken the Specialist Safeguarding training. They provide reassurance and advice to all employees, members and volunteers, and will advise on the appropriate policies, procedures and referral routes. Their responsibilities also include maintaining safeguarding as a standing agenda item at team meetings and disseminating information.

Appendix 3

Definitions of Abuse

Some forms of abuse or the way in which abuse is perpetrated can differ when inflicted on a child or adult.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.³

Violence, coercion and intimidation are common, involvement in exploitative relationship being characterise in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Signs that MAY indicate Child Sexual Exploitation:

- going missing from school/home/care placement
- associating with older people/adults
- isolation from family/friends/peer group
- physical symptoms including bruising/STI's (Sexual transmitted Infections)
- substance misuse
- mental health
- unexplained possession, goods and or money
- inappropriate use of the internet and forming relationship, particularly with adults, via the Internet. Note: Adults may pose as peers to entrap the child⁴

Child Exploitation

Children can be abused for sexual exploitation as already discussed. Children are also vulnerable to other forms of exploitation. Criminals may use children to commit crimes such as burglary or thefts, knowing that the sentencing if caught will be more lenient. Children are also by criminal gangs to carry, deliver and hide drugs, money, weapons or other contraband.

Cuckooing

This occurs when someone befriends a child or adult but in fact soon begins to exploit, hurt or harm them. This can include sexual abuse, forced prostitution,

³ Department for Education - Guidance on Child Sexual Exploitation –Definition and a guidance for practitioners, local leaders and decision makers working to protect children from child sexual exploitation February 2017

⁴ Department for Children, Schools and Families (DCSF) Safeguarding Children & Young People from Sexual Exploitation (2009)

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financial exploitation, physical abuse or other violence. Adults with care and support needs are particularly vulnerable to this type of abuse but it can happen to anyone.

Discrimination

Types of discriminatory abuse:

- unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as [‘protected characteristics’ under the Equality Act 2010](#))
- verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- harassment or deliberate exclusion on the grounds of a protected characteristic
- denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- substandard service provision relating to a protected characteristic

Domestic violence or abuse

Domestic violence or abuse can be characterised by any of the indicators of abuse outlined in this section relating to:

- psychological
- physical
- sexual
- financial
- emotional

Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage.

Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include:

- acts of assault, threats, humiliation and intimidation
- harming, punishing, or frightening the person
- isolating the person from sources of support
- exploitation of resources or money
- preventing the person from escaping abuse
- regulating everyday behaviour

Emotional abuse

Child

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless, unloved or inadequate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development

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capability, over protection and limitation of exploring and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another e.g. domestic abuse. It may involve serious bullying causing children to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of children.

Adults

Emotional abuse can include being humiliated, put down or made to feel anxious, frightened or intimidated. Some level of emotional abuse is involved in all forms of ill-treatment, though it may also be happening on its own. Emotional abuse is often the first sign of other forms of abuse happening.

Emotional abuse may include:

- humiliating the person for losing control of their bladder or bowels
- shouting orders
- using humiliating or patronising names, or failing to address the person in their preferred manner
- treating adults as children
- humiliation, emotional blackmail, blaming, swearing, intimidation, name calling or isolation from friends and relatives
- the use of social isolation (ignoring)
- locking the person in their bedroom
- using other people to provide physical control over a person
- harassing a person to eat food they don't want to eat (which is contrary to their religious or cultural beliefs) or not allowing them to eat, e.g. victims of slavery or servitude not being allowed to eat the food that their controllers are eating but instead to forage in bins
- threats of harm or abandonment
- verbal or racial abuse
- Isolation or withdrawal from services or emotional supports.

Female genital mutilation

FGM is a procedure where the female genitals are deliberately cut, injured or changed. There is no medical reason for this to be done.

It's also known as "female circumcision" or "cutting", and by other terms such as sunna, gudniin, halalays, tahur, megrez and khitan, among others.

FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts. It is illegal in the UK and is child abuse.

It can seriously harm the health of women and girls and cause long-term problems with sex, childbirth and mental health.

Financial abuse

This includes theft, fraud, or exploitation and the misuse of position or authority for financial gain.

Financial abuse may include:

- denying the person access to or control over their money and personal finances

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- taking the persons money or other property without their consent (which is also likely to constitute a criminal offence) or where their consent is fraudulently obtained
- misappropriation of money, valuables or property
- changes to wills or other legal documents, by coercion, misinterpretation or where consent for the changes were fraudulently obtained
- denying the person access to information or documentation concerning their personal finances or individualised funding package
- personal use of a person's telephone which is not recorded or reimbursed
- borrowing or asking to borrow money or personal possessions of an adult at risk even for a brief period e.g. CDs, lawn mowers etc.
- employees, members and volunteers purchasing clients possessions at a grossly below real and accepted value of the item
- employees, members and volunteers using clients vehicle for their own purposes
- theft or burglary
- Grooming for the purpose of financial gain.

Child

Financial abuse can also happen to children. Withholding funds from a child may also be form of neglect if it prevents the child from obtaining basic needs such as food clothes or travel to school or medical appointments.

Human trafficking

Trafficking is defined as:

Arranging or facilitating the travel of another person, with a view to that person being exploited (taken from Modern Slavery Act 2015)

Modern Slavery

Modern slavery is the recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation.

Exploitation is defined as:

- slavery, servitude and forced or compulsory labour
- sexual exploitation
- removal of organs
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to.
- securing services by force, threats or deception
- securing services from children or adults with care and support needs.
(taken from the Modern Slavery Act 2015)

Neglect

Child

Neglect is the persistent failure to meet the child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health and development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger

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- ensure adequate supervision (including the use of adequate care givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional or educational needs.

Adult

Neglect may occur where there is failure to take appropriate action to safeguard a person's welfare or to be negligent in the face of risk.

Concerns or allegations of physical or sexual abuse are often seen as more serious than neglect. But long standing physical neglect is often a major factor in deaths from abuse.

Neglect may include:

- not giving the necessary help or support so that an adult at risk can eat or drink
- failure to provide adequate food or drink or ensure that the person can eat and drink it, e.g. by placing it out of reach or not providing the equipment a person needs
- not providing adequate food, shelter, clothing or personal health care
- not using the person's communications devices to allow expression of needs, choices or preferences
- failing to recognise or acknowledge non-verbal messages conveyed of people who have limited communication abilities
- leaving the person alone in a vehicle for extended periods
- Not obtaining or seeking the appropriate medical, specialist, therapy or other health support the person may need e.g. dental care
- Not ensuring that a person has access to regular medical support including assessments for medication blood levels, blood pressure, diet and nutrition or access to regular health screening tests.
- Failure to access or provide proper care or medical services for the person
- Failure to report concerns
- Negligence in the face of risk taking
- Failure to give prescribed medication.

Organisational Abuse

Includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment.

It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation, including disrespectful language and attitudes.

Physical abuse

Child

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm.

Physical harm may be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

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Adult

Being physically hurt or harmed, or put at risk of harm, either deliberately or through rough, careless or thoughtless behaviour.

Physical abuse may include:

- non-accidental actions causing injuries, such as bruising, lacerations or welts, burns, fractures or dislocations
- threats of violence
- refusing someone food or service because they have not done what they were asked to
- hitting, smacking, biting, shaking or kicking
- pulling arms, hair or ears
- bending back fingers or bending the arm up behind the back
- placing hot substances in the mouth
- leaving someone in clothing or bedding that has been soiled
- physical restraint which is not justified, authorised or excused by law
- Being lifted or moved roughly or carelessly or in a way that makes a person frightened or puts them at risk.
- misuse of medication e.g.:
- giving medication that has not been prescribed
- giving too much medication or over prescribing medication like anti psychotics (to make the care of people with dementia or challenging behaviours easier for employees, members and volunteers)
- Giving over the counter medication without first checking with the consumer's doctor for appropriateness or any potential harmful side effects

Self-neglect

Types of self-neglect

- lack of self-care to an extent that it threatens personal health and safety
- neglecting to care for one's personal hygiene, health or surroundings
- inability to avoid self-harm
- failure to seek help or access services to meet health and social care needs
- inability or unwillingness to manage one's personal affairs

Indicators of self-neglect

- very poor personal hygiene
- unkempt appearance
- lack of essential food, clothing or shelter
- malnutrition and/or dehydration
- living in squalid or unsanitary conditions
- neglecting household maintenance
- hoarding
- collecting a large number of animals in inappropriate conditions
- non-compliance with health or care services
- inability or unwillingness to take medication or treat illness or injury

Sexual abuse

Sexual offences are defined in the [Sex Offences Act 2003](#)

Child

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.

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Young people under the age of 16 cannot legally consent to sexual activity and sexual intercourse with children under the age of 13 is statutory rape.

Adult

An offence occurs when the person did not give consent to the sexual act. Consent and the legal definition of 'sexual' are covered in the Sex offences Act 2003.

Sexual abuse does not have to be physical, for example it could include jokes or comments or being made to watch, look or listen to something that makes you feel uncomfortable or embarrassed.

All adults have the right to express their sexuality. However, where there is any doubt as to a person's capacity to make informed decisions it is essential that the concern is reported and the necessary assessments are carried out in accordance with the Mental Capacity Act.

Appendix 4

Media consent form

- [Media Consent form](#)

Appendix 5

Checklist for booking transport for children

- 1) Ensure parent has agreed to their child being transported in a taxi and has signed the relevant consent forms.
- 2) Confirm with parents, where child/young person needs collecting from e.g. home, school, college and get the full address and postcode.
- 3) Find a local taxi company from the [Oxfordshire County Council approved taxi list](#).
- 4) Telephone the company and make the booking, get a quote, booking number and confirm payment by invoice. They may require a purchase order to be able to invoice.
- 5) Email Taxi Company to confirm details of young person pick up and drop off details using the booking form (available on the internet).
- 6) Receive confirmation of pick up times from the taxi company.
- 7) Confirm pick up details with the parents /young persons and telephone number of worker contact in case there is a problem.

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- 8) On the day of meeting ensure worker has taxi details in case taxi does not arrive or there is delay.
- 9) Worker to meet young person at the venue/meeting.
- 10) At the end of the meeting worker to ensure that young person is collected from venue /meeting by taxi and returned home/school safely.

Appendix 6

Taxi Booking Form

Request from: (Name)

Contact telephone number Mobile

Ref for invoice: (What event /visit)

Invoice Code:

Date of event

Pick up time to arrive at (address).....

.....

For (time)

Collect (Name of young person)

From (pick up address)

- When collecting a child from school or college, please go to meet them in the school/college main reception, unless otherwise directed.
- When collecting a child **from home** knock the client’s door, do not use the horn.
- Do not leave a child or young person at the destination until they have met by myself or a co-worker.
- If the child/ young person is not picked up at the designated place please call worker.
- Do not leave until the worker has investigated and gets back the driver.
- Please let the worker know if the taxi is running late.
- Please carry names, addresses for young people on the transport
- Carry ID badge, workers or clients may ask to see badges.

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Return: Collect (at time)

From (address)

And drop at (address)

Please let me know approximate collect and return times as soon as you can, by e-mail if that is easier so that I can pass on information to the children and young people.

Please e-mail back to (insert name) to confirm details

Appendix 7

Contact Details

Adult Social and Health Care

- Tel: 0345 050 7666
8.30am - 5pm Monday - Thursday
8.30am - 4pm Friday
- out of hours emergency number: 0800 833408
- socialandhealthcare@oxfordshire.gov.uk

Child Death Overview Panel

- 01865 231974
- www.oxfordshirepct.nhs.uk

Designated Safeguarding Lead Officers (DSLs)

- Corporate Secretariat Manager: 01865 252140
- Head of Business Improvement: 01865 252233
- Head of Housing & Property: 01865 252447
- Policy & Partnership Team Leader: 01865 252209

Oxford City Council Safeguarding Champions

A list of current Safeguarding Champions and contact details are available on the Intranet – link below.

<http://occweb/intranet/keeping-people-safe.cfm>

Oxford City Council Safeguarding Officers

If you wish to know who the person to contact in your service areas is please see the link below, or ask your Line Manager.

<http://occweb/intranet/documents/safeguarding-officers-full-list>

Oxfordshire Safeguarding Children's Board

oscb@oxfordshire.gov.uk

General enquiries: 01865 815843

Training: oscb.training@oxfordshire.gov.uk

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Oxfordshire MASH

Tel: 0345 050 7666

Oxfordshire Children's Social Care Team

- Oxford City – 01865 328563
- Emergency Duty Team: 0800 833 408
- John Radcliffe Hospital Assessment Team: 01865 221236 (for antenatal safeguarding concerns and issues concerning children in the hospital)

Oxfordshire Safeguarding Adults Board

- OSAB@Oxfordshire.gov.uk
- Safeguarding Adults Triage Team 01865 328232

Reporting Child Deaths on City Council premises

- Head of Business Improvement: 01865 252233

Thames Valley Police

- Child Abuse Investigation Unit (CAIU)
- CAIU teams are based at Cowley and Banbury Police Stations
- Non-emergency dial 101
- In an emergency dial 999

Domestic Abuse Investigation Unit (DAIU)

- Teams based at Cowley and Banbury Police Station
- Non-emergency dial 101
- In an emergency dial 999

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Further Resources and information

Care Quality Commission

- 03000 616161
- Enquiries @ cqc.org.uk

FGM

- If you or someone you know may be at risk of FGM, please speak up and call the NSPCC on:
- 0800 028 3550 (FGM Helpline) - a free 24hr service for advice, information or support (or email: fgmhelp@nspcc.org.uk)
- Or contact MASH, Oxfordshire Multi-Agency Safeguarding Hub on:0345 050 7666 (or email: mash-childrens@oxfordshire.gcsx.gov.uk)
- If someone is at immediate risk, call the police on 999.
- For further information visit the Oxford Against Cutting website

Oxfordshire Age Concern Advice and Helpline

- 0345 450 1276
- admin@ageconcern.org.uk

Oxfordshire Domestic Abuse Services (ODAS)

- This service is delivered in partnership with Oxfordshire County Council and affiliated to National Women's Aid
- To access services call the Domestic Abuse Helpline on 0800 731 0055
- Email address for agency use only: oxfordshiredomestic@a2dominion.co.uk

Oxfordshire Mind

- Phone: 01865 263730
- Email: office@oxfordshiremind.org.uk
- Address: 2 Kings Meadow Osney Mead Oxford OX2 0DP

Oxford Street Population Outreach Team (Oxford SPOT)

- Tel: 01865 243229
- Email Outreach.Oxford@mungos.org
- More information on intervention and support can be found here: <https://www.oxford.gov.uk/info/20019/homelessness>

NSPCC Child Protection Helpline

- 080 0800 500
- help@nspcc.org.uk Training resources
- Details of the OSCB training courses, and more, are available on the OSCB web site: www.OSCB.org.uk/training
- Detail of OSAB training courses are available on the OSAB website:
- www.OSAB.co.uk/training

Turning Point

- Service number for Oxfordshire is 0300 0134 776
- Email Oxfordshire@turning-point.co.uk

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- Oxford Hub - Turning Point Oxford, Rectory Road, Oxford, OX4 1BU.
- Tel: 01865 261 690

To: Cabinet
Date: 12 June 2019
Report of: Executive Director Customer and Communities
Title of Report: Award of East Oxford Community Centre Design Contract

Summary and recommendations	
Purpose of report:	To seek the release of £800k for consultancy support for the delivery of the East Oxford Community Centre including any associated social housing.
Key decision:	Yes
Cabinet Member:	Councillor E Turner, Finance and Asset Management Councillor Marie Tidball, Supporting Local Communities
Corporate Priority:	Strong and Active Communities
Policy Framework:	Community Centre Strategy
Recommendations: That the Cabinet resolves to:	
<ol style="list-style-type: none"> 1. Approve the release of £800k of the East Oxford Community Centre Capital budget for detailed design and feasibility work, technical specification, planning and oversight of the build of the East Oxford Community Centre including social housing, to occupation. 2. Delegate to the Interim Director Communities, acting in conjunction with the Heads of Law & Governance and Finance, and in conjunction with the Portfolio Holders for Supporting Local Communities and Finance & Asset Management, the authority to enter into all necessary and appropriate contracts and to take any required steps to secure the development of the East Oxford Community Centre and associated housing. 	

Appendices	
Appendix 1	Site location plan for the three sites
Appendix 2	Risk Register
Appendix 3	Equalities Assessment

Introduction and background

1. This report seeks approval to release funds for the detailed design, feasibility, technical specification, planning and oversight of the redevelopment of the East Oxford Community Centre (the Community Centre) site to provide 900m² of community space. This includes the refurbishment of the existing community centre and additional new buildings as well as some housing on site. In addition, the Chinese Advice Centre and Fusion Arts Building on the Princes Street site will be demolished. Discussions are underway with the Chinese Advice Centre on the relocation of the Advice Centre. Film Oxford and Fusion Arts are anchor tenants in the new Community Centre. One block ("Block B") has already been demolished and tenants relocated.
2. As part of the development, it is proposed that the Games Hall and Film Oxford sites be released for housing subject to planning. The Council is in discussion with community groups on these sites. It has been agreed with Film Oxford that they will relocate on the East Oxford Community Centre site. Games Hall users will be relocated to alternative venues.
3. Appendix 1 shows the location of the key sites.
4. The concept was developed following extensive consultation with the local community in 2016, and it is now proposed that detailed design and feasibility work be undertaken based on the preferred proposal.
5. This report seeks the release of funding for the development of proposals for the Princes Street site and concept plans for the Games Hall and Film Oxford sites.
6. Following an OJEU compliant procurement process, Arcadis has been selected to undertake this work at a total cost of £800k, from detailed feasibility and design to overseeing the delivery of the project through to occupation of the Community Centre. There are break clauses at key points in the process. Approval will be sought from Cabinet during Autumn 2019 for the release of capital funds for the build, once the work has been undertaken to complete the full business case.

Background

7. Following a desktop feasibility exercise and concept plan development in September 2017, the cost of the redevelopment of the Community Centre was estimated at £4.0m. This assumed a very modest refurbishment of the existing original school building and new build to the rear of this building (with Fusion Art, B Block and the Chinese building having been demolished).
8. It was calculated that £2.6m (Sept 2017) could be achieved if the residential development sites (Film Oxford and Games Hall sites) were sold on the open market (subject to planning permission being in place) to part fund the £4m projected cost of the Community Centre redevelopment. Capital funding of £4m was allocated in the 2017/18 budget as the Community Centre would be developed in advance of the Film Oxford and Games Hall sites being sold for housing, subject to planning approval.
9. In addition to the £4million, £10.6m was approved in the Housing Revenue Account (HRA) Capital Programme to fund land purchase, assumed as £2.6m, plus construction/ delivery cost of the housing. The Council has recently been considering its strategic direction in respect of its development of housing following the removal of the debt cap in the HRA in October 2018. If approved by Cabinet in May 2019, any subsequent housing scheme including social housing, arising from the East Oxford Community Centre site could be undertaken in the Housing Company financed by the HRA. The budget in the HRA and the reflection of General Fund borrowing to the Housing Company will be updated at an appropriate time.
10. Members should note that the cost estimates included in this report were based on 2017 figures, these estimates will need to be reviewed and updated following the completion of the detailed design and members will be updated on the revised cost of the project when Project approval is sought in a further report to Cabinet. Key issues that could impact costs include:
 - (a) Residential property values may have changed since the development was originally proposed
 - (b) Build cost inflation
 - (c) The need for all new public buildings to comply with almost zero carbon standards from September 2019
 - (d) The cost of project management, design and feasibility not being fully costed as part of the original proposals.
11. There was a delay to the project in 2018 whilst consideration was given to the co-location of Oxfordshire County Council facilities on site to offset the on-going cost of the community centre operations. Due to the footprint and level of dedicated space the County Council required combined with the impact it would have on the

availability of community space, the City Council decided not to proceed with this option in October 2018.

12. An agreed detailed scheme for the Community Centre and associated housing on the Princes Street site now needs to be worked up, with the reference group being an important partner in that discussion. Allocation of the requested funds for detailed design and feasibility, estimated at £500k, will determine whether the proposal is feasible, financially viable and affordable. If this is the case, then a business case will be prepared to Cabinet for project approval to award a build contract. Consultant oversight of the project to occupation will cost an additional £300k.
13. Subject to detailed feasibility, it is intended that any new homes on the Princes Street site will be offered for social rent within the HRA. Given that new community space must meet zero carbon or almost zero carbon build standards, there is an opportunity to explore the possibility of building the integrated social housing to a similar standard. The detailed study will include a full assessment of the feasibility of this aspiration.
14. If there are no issues arising from detailed design, feasibility and consultation, it is anticipated that an application for planning permission for a Community Centre scheme will be submitted in Autumn 2019.

Procurement process

15. In December 2018, a procurement exercise as set out in the following paragraphs, was undertaken for a Dynamic Purchasing System (DPS) framework to appoint an external design and delivery professional team to design and deliver the community and residential development.
16. The specification included all professional services from feasibility through to practical building completion. This approach was taken to ensure the ability to use the same external advisors throughout the design and delivery process, avoid any delay and to ensure value for money by packaging up the work as a single contract.
17. The appointed supplier would comprise a lead company bringing in sub-consultants where required. Key requirements of the team are a strong project manager who can proactively manage the diverse workstreams, and an architect and team who are experienced in the engagement and design issues associated with community use. The external project manager would report to the internal client project manager – providing the latter with a single point of co-ordination and liaison for efficiency.
18. The Council's 'Development Management (DPS) Framework was used to procure the relevant team, via mini competition. The framework was established by the

Council specifically for the procurement of suppliers for end to end professional services for design/development projects.

19. Three companies submitted tenders in January 2019. Since then the Communities Team has developed a User Brief and interviews were held in April 2019 to further evaluate the external teams and their proposals.
20. The tenders were scored using the Council's standard scoring mechanisms on the basis of the DPS 70% (price):30% (quality) weighting. The Procurement rules allow for the evaluation criteria to be varied from the standard 60/40 quality price split when this framework is used. The use of a framework has already established the quality of the suppliers being invited to tender through the mini competition and consequently a split of 70/30 in favour of price is used for contracts like this.
21. Arcadis have been selected as the preferred consultant team.
22. The design / delivery team appointment and contract would be structured so that the work is undertaken in stages such that the Council is only committed to one stage and the relevant fee expenditure at any point in time. This would broadly follow the Royal Institute of British Architects (RIBA) stages of design/ build. The cost breakdown is estimated as:
 - Detailed feasibility, design, and preparing an application for planning permission (£500k)
 - Preparing a detailed specification, build tender and project oversight (£300k)
23. Work will be appointed in stages and the Council reserves the right to terminate the contract at any point, subject to payment for services already satisfactorily undertaken. It should be noted that detailed feasibility work may result in a scheme not progressing beyond that stage.

Financial implications

24. Council through the Medium Term Financial Plan and 2017/18 Capital Projects Programme, originally approved a total budget of £4 million to complete the project. Paragraph 18.12 of the Council's Constitution requires that project approval is sought from Cabinet for all projects in excess of £500k. Since the work will cover detailed feasibility and design through to oversight of the build and occupation of the buildings, totalling £800k, approval is sought from Cabinet to commission this work to take the project forward. Once feasibility and design work has progressed to the point that a Full Business Case including updated costings, can be presented, approval will be sought from Cabinet for the whole East Oxford Community Centre scheme.

25. The value of the land released for housing is estimated at £2.6m, which will provide part funding for the scheme.

Legal Implications

26. By virtue of Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 the Council has discretion to provide, inside or outside its area, such recreational facilities as it thinks fit and those powers specifically include powers to provide indoor facilities for sports activities as well as premises for the use of clubs or societies having athletic, social or recreational objects and staff, including instructors, in connection with any such facilities or premises provided by the Council; This power would encompass the work proposed to be undertaken in this report in relation to the provision of an enhanced community centre in East Oxford.

27. The Consultant team – Arcadis has been procured in accordance with the Council’s Contract rules by establishing a dynamic purchasing system framework set out in the Paragraph 19.18 (b) of the Council’s Constitution (version April 2019).

Level of risk

28. A Risk Register is attached (Appendix 2).

Equalities impact

29. An Equalities Assessment is attached (Appendix 3).

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Background Papers: None

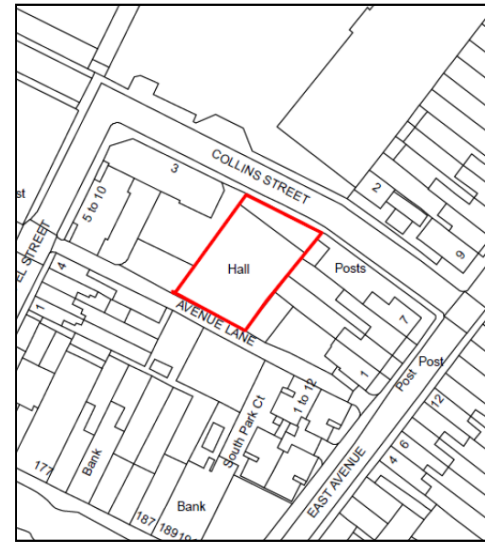
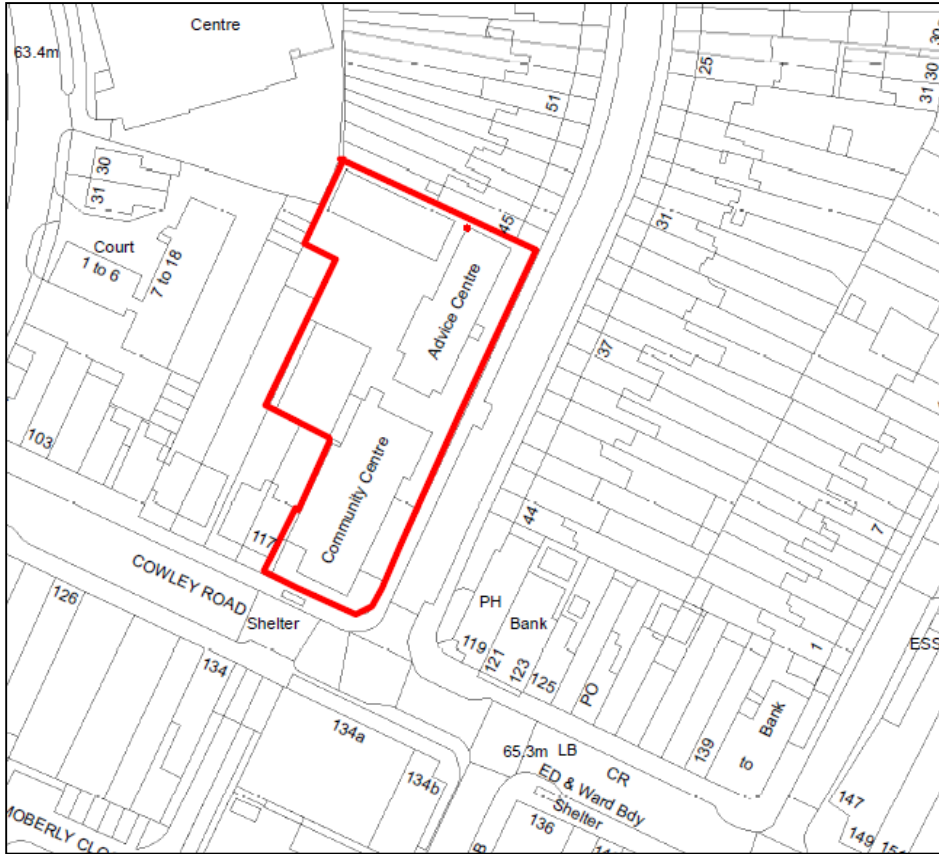
Appendix 1

Sites

Initial concept drawing

Appendix 1: The three sites for development associated with East Oxford Community Centre

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Initial concept drawing

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Notes:

- Indicative Layout only and is likely to be amended as part of detailed design
- Original concept included student housing, residential housing is now proposed
- Community centre to cover 900m² (equivalent to existing space on site)
- Refurbishment of existing community Centre with some new buildings
- New building regulations for public buildings to build to almost carbon neutral from September 2020

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Project Risk Register

Nos.	Raised by	Date Raised	Probability	Impact	Gross Risk Score	Proximity	Description	Mitigation	Owner	Target Date	Revised Probability	Revised Impact	Residual Risk Score	Status	Date last rev'd by board
East Oxford Community Centre - RISK REGISTER (DRAFT - 16 MAY 2019)															
		2019													
1		May	2	3	6		Dev Board/CEB approval not given May/ June 2019 - for design team consultancy contract award	Pre- brief key members in advance. Ensure case for contract award is robust.	Project Sponsor/ PM (Proj.Manager)	June	2	3	6		
2		May	2	3	6		Complex Project - team roles and responsibilities ambiguous. Inefficiency, delayed decision making, and issues missed.	Ensure external and internal roles & responsibilities clearly defined. Same for project governance and decisions/authorisation.	Project Sponsor	May/June	2	3	6		
3		May	3	3	9		Community Centre Brief (CCB) not fixed in time to allow planning application in October 2019	Agree with Design Team when this CCB must be fixed to allow planning application by October 2019.	Communities Team/ Consultant	July / Aug	3	3	9		
4		May	3	4	12		Community engagement process becomes protracted, departs from programme.	Agree Engagement Plan as a priority- actions/ dates/ roles. Agree dates for User/Client Spec 'fix', and design 'fix'.	Communities Team / PM	June	2	4	8		
5		May	3	4	12		Planning process raises issues which impact on development capacity of sites, impacts achievable sqm, values and costs.	Consultant team to prepare schemes for early pre app discussions and an iterative viability process	PM / Consultant	July / August	2	2	4		
6		May	3	3	9		Detailed due diligence (suveys) raise issues impacting on cost e.g. Archaeo, heritage, asbestos etc. Prioritise surveys with limited time windows e.g. ecology,	Comprehensive programme of suveys as early as feasible (and appropriate) and understand impact on project.	PM / Consultant	Ongoing	3	3	9		
7		May	3	3	9		Programme is very ambitious in view of project complexity e.g. need for wide community engagement, political and local sensitivity, and need to fix build brief urgently.	Review programme regularly to ensure speed does not compromise successful outcome. Appoint design team with relevant expertise and resources. Mobilise internal project team structure (resource & expertise) to match.	Project Sponsor / PM	Ongoing	2	2	4		
8		May	2	3	6		Community (or private partner) put forward alternative proposal / funding proposal which delays programme whilst considered.	Extract any community proposal/ views as as priority. Resolve how any proposal impacts project/deliverability, agree any change in strategy and move on.	Communities Team / PM	June - July	2	3	6		
9		May	3	3	9		Legal issues - title/ leases.	Title report produced by OCC legal. Actions to be followed up.	OCC Legal	Ongoing	3	3	9		
10		May	3	4	12		Legal - tenants occupation (leases/licences). E.g, Film Oxford - unsatisfactory occupational terms/ risks.	Risk reviewed regularly with OCC legal team. To be continued. No action agreed due to Film Oxford in principle support to relocate to a new EOCC facility.	OCC Legal/PM	Ongoing	3	3	9		
11		May	3	4	12		Decant strategy not agreed (plan for each tenant) in time to adhere to programme. Any cost of securing/ rental payments for temporary premises or alterations required not currently in budget.	Determine decant strategy for each tenant by Sept 2019, including any budgetary needs and identify premises/ alterations/timing implementation plan.	Communities Team / PM	Aug / Sept	2	3	6		
12		May	3	3	9		Residential site values change - e.g. market conditions, build inflation, policy change	Regular viability reviews throughout project. Contingency allowances where appropriate.	PM	Ongoing	2	3	6		
13		May	3	4	12		Corporate priorities change, or funding re-allocated if programme delayed substantially		Project Sponsor	Ongoing	2	4	8		
14		May	3	4	12		Any changes to Community Centre design sought after design fix / or after build contract award - will be very costly and incur delay.	Ensure all project team and stakeholders sign up to a definitive 'design fix'. Provisions for any changes within contracts.	PM / Users	Sept	3	3	9		
15		May	3	3	9		PR - negative public press if delay incurred, lack of information, or engagement process not robust	Engagement and comms plan to be addressed as a priority. And stakeholder groups categorised.	PM/ Communities team/ Comms team	Ongoing	2	2	4		
16		May	3	2	6		Project evolves away from Consultant Brief/Contract - incurs additional professional fees and delay.	Ensure Consultant Contract is appropriately scoped against fees to minimise any additional fee claims. Acknowledge that substantial change in Client Brief will incur additional cost/delay	Project Sponsor / PM	June & Ongoing	3	2	6		
17		May	2	4	8		Commitment (leases) of anchor tenants not secured before build award contact. Impact on expected income streams and viability, and need to fill space which may be partially bespoke.	Ensure level of commitment required (agreement to lease) agreed early on with anchor tenants (as a minimum) and secured prior to contract award.	PM	Sept	2	3	6		
18		May	3	4	12		Anchor tenants (and or other tenants) do not take space at the new facility. Income and viability risk. Potential negative PR	As above - plus ensure full business case addresses this possibility, market demand, and identifies a 'back up' plan.	Communities Team / PM	June - Sept	2	4	8		
19		May	3	4	12		Original allocated project budget is not sufficient. Further budget is not forthcoming.	Feasibility/viability must be iterative, and the case for any further funding robust supported by business case.	PM / Project Sponsor	Sept	3	4	12		
20		May	2	3	6		Residential strategy for Council direct delivery of housing units changes	Housing Manager forms part of project team, and ongoing discussion.	Housing / PM	Ongoing	2	2	4		
21		May	3	4	12		Full Business Plan does not identify a viable operational basis which can be delivered, and / or cannot be supported financially.	Ensure business case developed in parallel with engagement and design to identify any issues early on.	Communities Team /Finance	June - Sept	3	4	12		

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Form to be used for the Full Equalities Impact Assessment

Service Area: Community Services	Section:	Date of Initial assessment: 15.05.19	Key Person responsible for assessment: H. Lewisman	Date assessment commenced: 15.05.19	
Name of Policy to be assessed:		East Oxford Community Centre Development			
1. In what area are there concerns that the policy could have a differential impact	<u>Race</u>		<u>Disability</u>		<u>Age</u>
	<u>Gender reassignment</u>		<u>Religion or Belief</u>		<u>Sexual Orientation</u>
	<u>Sex</u>		<u>Pregnancy and Maternity</u>		<u>Marriage & Civil Partnership</u>
Other strategic/ equalities considerations	<u>Safeguarding/ Welfare of Children and vulnerable adults</u>		<u>Mental Wellbeing/ Community Resilience</u>		
2. Background: Give the background information to the policy and the perceived problems with the policy which are the reason for the Impact Assessment.	<p>The City Council's Community Centres Strategy (2016-2020) has a clear objective of 'considering the feasibility study on the development of East Oxford Community Centre and work with the Reference Group and stakeholders to extend and improve the range of activities offered at the centre.'</p> <p>The key intended aims of the project are:</p> <ol style="list-style-type: none"> 1. to create a sustainable cultural hub that is used by a broader range of the community, 2. thereby helping celebrate local diversity and cultural identity 				

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3. improve skills, reduce inequalities and improve health
4. increased occupancy and customer satisfaction.
5. removal of the Council's backlog maintenance liabilities across the 3 sites
6. for any improvement to be funded by cross-subsidisation (residential) as far as possible

In terms of Corporate priorities these aims clearly contribute as follows:

- 'Strong and active communities' theme – as illustrated by the aims above.
- 'Meeting housing need' - the potential consolidation of community facilities at OCC including 2 nearby facilities - also enables the delivery of much needed housing.

Two other nearby community facilities were included within the feasibility study as some of the activities within them could potentially be re-housed in a new improved EOCC facility, thereby creating longer terms savings through a single site operation, with associated economies of scale and efficiency of investment, resources, and management. This consolidation also offered the potential to release land for housing development to cross subsidise the new community build, subject to the floorspace requirements defined by Communities for their new facility.

These 2 other properties are :

1. East Oxford Games Hall (EOGH), Collins St, and
2. Film Oxford's premises, Catherine St

EOGH is also in poor condition, and Film Oxford are keen to co-locate with Fusion Art (at EOCC) and their current property has poor access and limitations.

The present condition of the EOCC (and EOGH) facility means that there is a poor user experience, its unwelcoming to new users, and the facilities have a significant maintenance backlog (underlined by the estimated costs of repair and maintenance/refurbishment below). After year on year increases in visits to EOCC since we took on the management and operation from the East Oxford Community Association, the 2018/19 year has shown a dip in visits to 56,899 which we believe is a direct impact from the deteriorating condition of the building.

Feasibility work has been undertaken to scope the potential 'property options' available to improve the EOCC facility (and potential consolidation as above). This has included conceptual scheme drawings, QS costing advice, valuation of potential residential development land, and public consultation. The aim being to deliver a scheme which is largely self-funding, but which meets the project objectives.

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	<p>The conceptual scheme work has indicated the broad scale of facility which might be achievable, based on the concept of cross subsidisation through residential use on part of the sites, plus necessary capital budget allocation to enable a facility which is close to the existing level of net floorspace provided at EOCC. Albeit this will reflect an overall reduction in community floorspace across the 3 sites.</p> <p>The City Council currently operate and manage the site but we are currently in discussions with the community regarding the operation and management of the site going forward.</p> <p>The current tenants at the site are;</p> <ul style="list-style-type: none"> Fusion Arts • AKCHI • BKLUWO • East Oxford Community Association • Oxfordshire Chinese Community and Advice Centre (44b Princes Street) • Phoenix Lounge • Oxpots <p>The key considerations for the Council will to be to continue to evolve and development of this Equalities Impact Assessment as we move along the process.</p>
<p>3. Methodology and Sources of Data:</p> <p>The methods used to collect data and what sources of data</p>	<p>We have been engaging the community through various methodologies. We have been meeting with the community through the reference group (made up of tenants, Film Oxford and local councillors) regularly and most recently monthly. Minutes are taken for each meeting and shared.</p> <p>We have undertaken a thorough needs analysis.</p> <p>There have been various site visit to understand best practice in this area including with members of the East Oxford Community Association.</p> <p>There has been significant and widespread consultation regarding the development in 2017.</p>
<p>4. Consultation</p>	<p>There has been significant consultation:</p>

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This section should outline all the consultation that has taken place on the EIA. It should include the following.

- Why you carried out the consultation.
- Details about how you went about it.
- A summary of the replies you received from people you consulted.
- An assessment of your proposed policy (or policy options) in the light of the responses you received.
- A statement of what you plan to do next

In September 2016 we carried out a public consultation on three design principles. This gave the public the opportunity to vote on their preferred option with option 3.1, a mix of refurb and new build being the most voted for option. This was widely promoted through a mix of social media, through the reference group, press releases and websites.

In 2017 we gave local community groups the opportunity to fund raise to deliver the communities self titled “option 3+”. To support this we gave a time frame of 6 months and funded a part time fund raiser to help achieve this. Unfortunately there was insufficient money raised or interest generated to progress this scheme any further. Additional information is in the below document which was created by the community.



In 2017 we offered the reference group the chance to visit two facilities in London to look at how other organisations have gone about this. The main feedback and feeling of the trip was the importance of flexible, multi-use space. Further details about what we learnt in the document below;

Community Centre Visits

March 2017



We have also visited other facilities, including the below;

- Doncaster Arts <https://www.thepoint.org.uk/>

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- Ipswich Arts Centre <http://ipswichartscentre.org/>
- Fitzrovia Community Centre <http://www.fitzroviacommunitycentre.org/>
- Hub 67 <http://hubsixtyseven.com/>

The clear feedback from the Community is the following;

- That option 3.1 was the development option favoured by the community
- That the entrance to the facility is difficult to find and not very accessible.
- That the outside space is important.
- That it is important that we maintain the vibe from the existing centre.
- Modern flexible and accessible spaces are important
- That less housing on the site would be preferable if feasible

What works well and not so well at the existing Community Centre

Works well	Works not so well (an opportunity to address)
<ul style="list-style-type: none"> • Good mix of users, tenants and staff 	<ul style="list-style-type: none"> • Poor sense of arrival (users struggle to find the entrance on princes street) • The entrance also provides a sheltered and unsupervised alcove that has been noted by neighbours as a night time hot spot for ASB, drug use and rough sleeping
<ul style="list-style-type: none"> • Heritage at the site e.g gable that borders cowley road 	<ul style="list-style-type: none"> • On entering the centre it is poorly signed and no real sense of where spaces are or where you would need to go
<ul style="list-style-type: none"> • The 'vibe' at the site (a diverse 	<ul style="list-style-type: none"> • Toilets on ground floor are out at

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	<p>mix of cultures and inclusive activities which fits with the wider cowley road area)</p>	<p>the back – with some anti-social behaviour/drug use</p>
	<ul style="list-style-type: none"> Some secure and safe outdoor space (although this can be improved on) 	<ul style="list-style-type: none"> Poor natural light (except for the lounge)
	<ul style="list-style-type: none"> Cycling, walking and public transport over cars (no parking spaces) 	<ul style="list-style-type: none"> Poor condition of the buildings and maintenance backlog
	<ul style="list-style-type: none"> There are three general bookable spaces and a commercial kitchen. This allows variety and some flexibility (although the relationship between all of the spaces is poor and might be able to be improved) 	<ul style="list-style-type: none"> Security and access– tenants have access outside of staff times and there are push button access pads to entrance. These are often left on the latch by tenants/users., which can lead to security concerns. The site doesn't seem to be very welcoming or conversely have secure access.
	<ul style="list-style-type: none"> The general bookable spaces are busy during evening and weekends 	<ul style="list-style-type: none"> The general bookable spaces are quiet during the daytimes Mon-Fri
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> There is a bar area that the community feel is essential for the centre, however more and more community spaces are moving away from this – could this be more flexible space
		<ul style="list-style-type: none"> Poor / little ICT
		<ul style="list-style-type: none"> Staff office is poor and a concealed box. It is not open or welcoming or well placed.

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<p>5. Assessment of Impact: Provide details of the assessment of the policy on the six primary equality strands. There may have been other groups or individuals that you considered. Please also consider whether the policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults</p>	Race	Disability	Age
	Neutral	Positive Impact	Positive Impact
	Gender reassignment	Religion or Belief	Sexual Orientation
	Neutral	Neutral	Neutral
	Sex	Pregnancy and Maternity	Marriage & Civil Partnership
	Neutral	Neutral	Neutral
<p>This is an initial assessment and it will develop over time as the project moves forward. The current view is that this will have an overarching positive impact with the facility to help enable the site to become more sustainable in the longer term and turnaround the current decline in the condition of the buildings. The conditions of the buildings are poor which resulted in the recent closure of B Block and as such doing nothing would mean a real risk of eventual closure.</p> <p>The aim of the project is to improve the existing East Oxford Community by a mix of refurbishment and new build. The project will ensure that it meets the latest building control guidance to help improve access to the facility, with the current site not meeting modern guidance and access poor for those with some physical impairment.</p> <p>The user brief that the professional team will take forward includes all of the consultation to take into consideration. The community and reference group will be involved in the ongoing design development.</p> <p>An area that the Council also needs to carefully consider is the re-homing of those using the East Oxford Games Hall. There are currently a very low number of these at circa 12 groups, with the majority from local colleges and sports such as badminton and martial arts. An initial assessment</p>			

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	<p>has indicated that local facilities in very close proximity such St Gregory the great school, Oxford Spires Academy and Iffley Rd sports centre, Asian Cultural Centre and Regal Community Centre should be able to accommodate the needs of these groups.</p> <p>We are also looking at developing a decant plan for existing users over the next few months to look at how we best accommodate user needs during the works program.</p>
<p>6. Consideration of Measures:</p> <p>This section should explain in detail all the consideration of alternative approaches/mitigation of adverse impact of the policy</p>	<p>We have involved the community at each stage of the project and will continue to do so going forward.</p> <p>Various different options for the development of the project have previously been presented to the project and option 3.1 was the most favoured affordable. Mitigations are also highlighted above.</p>
<p>6a. Monitoring Arrangements:</p> <p>Outline systems which will be put in place to monitor for adverse impact in the future and this should include all relevant timetables. In addition it could include a summary and assessment of your monitoring, making clear whether you found any evidence of discrimination.</p>	<p>We have set up an EOCC officer project group that will monitor this as well as through the EOCC reference group.</p> <p>This will also be developed as we move through the project stages.</p>
<p>7. Date reported and signed off by City Executive Board:</p>	<p>It is proposed to go to Executive Board in June.</p>

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<p>8. Conclusions:</p> <p>What are your conclusions drawn from the results in terms of the policy impact</p>	<p>That this is a positive development that should make the building sustainable going forward and remove/reduce the risk of any unplanned closures. It will help improve the accessibility of the building and also enable the building to become more flexible and modern to accommodate existing groups and the wider community not only for now but for in the future as well.</p> <p>This will continue to evolve during the next stages of the project with key input and involvement from the community.</p>				
<p>9. Are there implications for the Service Plans?</p>	<p>NO</p>	<p>10. Date the Service Plans will be updated</p>		<p>11. Date copy sent to Equalities Lead Officer</p>	
<p>13. Date reported to Scrutiny and Executive Board:</p>		<p>14. Date reported to City Executive Board:</p>		<p>12. The date the report on EqlA will be published</p>	

Signed (completing officer)

Signed (Lead Officer)

Hagan Lewisman (initial assessment)

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To: Cabinet
Date: 12 June 2019
Report of: Head of Law and Governance
Title of Report: Appointments to charities, trusts, community associations and other organisations 2019/20

Summary and recommendations	
Purpose of report:	To agree appointments to charities, trusts, community associations and other organisations for the 2019/20 Council Year.
Key decision:	No
Executive Board Member:	Councillor Susan Brown, Leader and Cabinet Member for Economic Development and Partnerships
Corporate Priority:	Strong and Active Communities
Policy Framework:	N/A
Recommendations: That the Cabinet resolves to:	
<ol style="list-style-type: none"> 1. Approve appointments to charities, trusts, community associations and other organisations as shown in Appendices 1A – 1D; and note the appointments to partnerships as detailed in Appendix 1E; 2. Note the guidance for appointees as detailed in Appendix 2; 3. Agree to add the Climate Alliance and the Oxfordshire Building Trust to the list of charities, trusts, community associations and other organisations as detailed at paragraph 14 of the report; and 4. Delegate authority to the Head of Law and Governance, in consultation with the Leader of the Council, and where appropriate with other group leaders, to make any changes to appointments to Outside Bodies as may be required during the course of the Council year 2019/20. 	

Appendices	
Appendix 1A - E	List of nominations to charities, trusts, community associations and other organisations for 2019/20 (with 2018/19 appointments listed for reference).
Appendix 2	Guidance Note for Members appointed to charities, trusts, community associations and other organisations.

Introduction

1. The Council currently has representatives on a total of 56 outside bodies (17 community associations, 10 charities, 8 trusts and 21 other organisations). These are detailed in Appendices 1A – 1D. Most of Council's representatives sit on the committee of the organisation to which they have been appointed, with many acting in a non-voting advisory role or simply being invited to attend meetings as an observer. Councillors who have been appointed to charities and trusts serve as Trustees on those bodies.
2. The Council also has representatives on 10 partnerships (see Appendix 1E for details) but the Cabinet is only asked to make appointments to 3 of these partnerships. In the case of the remaining partnerships the appointments are either made by the individual partnership or determined by virtue of a councillor's position as a portfolio holder on the City Council's Cabinet.
3. Guidance to assist Council representatives on these organisations is provided upon appointment. This ensures that all appointees understand their role and responsibilities in representing the Council on the organisation. A copy of the guidance (updated in 2018) is attached at Appendix 2.
4. The list of outside bodies and the appointment of representatives to those organisations is a decision for the Leader of the Council, who chooses to seek Cabinet agreement to the nominations. This is done annually in June.
5. Proposed changes to the list of outside bodies will be reported to the Cabinet as required during the year. Since 2017 the authority to approve any change to the representation on an individual organisation has been delegated to the Head of Law and Governance in consultation with the Leader of the Council, and where appropriate with other group leaders. It is recommended that, in future, this delegation is restated annually to provide for good governance and clear decision making.
6. Details of the individual grants awarded by Council to the charities, trusts, community associations and other organisations to which it appoints representatives are included in Appendices 1A – 1E of this report.

Categories for appointments to outside bodies

7. The list of organisations to which the Council makes appointments has evolved over time. The justification for the inclusion of many of the organisations on the list is self-evident but in some cases the reasons for the Council to continue to appoint to an organisation is less obvious.
8. To address this the following categories are used to provide some rigour to the decision making underpinning the Council appointments to outside bodies:

A.	Appointments to organisations that have a significant impact on the achievement of any of the Council's corporate policy objectives and service priorities and/or organisations who receive funding from the Council
B.	Appointments to organisations with established historical links to the local community, the city of Oxford or the City Council on which representation is desirable and should be maintained as a matter of local goodwill and for as long as

	nominations are forthcoming from members
C.	Appointments which will allow the Council to influence policy at a national or regional level
D.	Appointments which are a statutory requirement and/or to a partnership

Annual Review - feedback from Councillors and Outside Bodies 2018/19

9. All Council representatives were asked to comment on the organisations' contribution to the local community and the Council's corporate objectives and whether they felt it was valuable having Council representation on that organisation. The majority of the representatives returned feedback forms confirming that Council representation should continue.
10. As in previous years the organisations were invited to comment on the contribution made by the Council's representative. Although response rates remain low the majority of the comments received were positive and welcomed the contribution and commitment of the Council representatives.
11. The feedback from Council representatives and the organisations was reviewed by the Leader of the Council and used to inform the recommendations in this report.
12. Where any concerns were raised, for example non-attendance at meetings, these have been addressed with the representative or organisation concerned and the outcomes are reflected in the recommendations on future appointments.

Proposed appointments and changes to representation in 2019/20

13. Appendices 1A – 1D set out the proposed nominations to charities, trusts, community associations and other organisations for 2019/20. There are fewer individual nominations this year as many of the representatives on the charities and trusts are part way through their four year term to coincide with their elected term of office.
14. Following consideration of the feedback from councillors and organisations the Leader of the Council has proposed the following specific changes to the list of organisations for 2019/20:

Outside Body	Decision
Climate Alliance https://www.climatealliance.org/home.html	Oxford has been a member of the Climate Alliance since 2015 and Councillor John Tanner has been an active participant. There is an annual fee associated with membership (€1018.87 for 2018/19). Due to an oversight the organisation has not previously been included on the list of Outside Bodies.
Oxfordshire Building Trust - was set up in 1981 and has restored or helped restore a number of historic buildings. It also offers grant aid and advice, and campaigns on heritage and conservation	The Trust's constitution requires 8 members of the Board to be appointed for a 3 year term (3 appointees from the County Council and 1 from the City and each District

<p>issues. http://www.oxfordshirebuildingtrust.co.uk/</p>	<p>Council). In 2014 the City Council decided, on the advice of the then representative not to re-appoint to this organisation as “funds were drying up”. The Trust approached the Council in early 2019 seeking a closer involvement at both the member and officer level. The Portfolio Holder, Planning and Transport and the Acting Head of Planning Services believe that this is an opportunity for the Council to re-establish links with a local organisation and which will allow the Council to influence policy at a regional level (Category C).</p>
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Legal and Financial issues

15. Representation on outside organisations presents legal implications for the Council if the roles and responsibilities of those involved are not fully defined. Council representatives are provided with detailed written guidance on their roles and responsibilities (Appendix 2).
16. The appointments proposed in this report have no direct financial implications for the Council.

Level of risk

17. Representation on outside organisations should result in benefit to both the Council and the organisation concerned. There is a risk that such benefit may be lost to either or both parties if representation is withdrawn or inadequately resourced or briefed.

Equalities impact

18. An Equalities Impact Assessment is not required. The Council seeks to appoint nominees that represent as far as possible the diverse nature of the Outside Bodies and the communities that they serve.

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Appendix 1A Community Associations Appointments 2019-2020

Community Associations	Current Appointment(s) 2018-19	2019/20 OCC Funding	Notes	2019/20 Nominations	
<p>These appointments are annual. The local ward councillors are usually appointed to Community Associations.</p>					
<p>Category:</p>					
<p>A. Appointments to organisations that have a significant impact on the achievement of any of the Council's corporate policy objectives and service priorities &/or organisations who receive funding from the Council</p>					
1.	Barton Community Association	Cllr Rush		1 x appointment	Cllr Rush
2.	Bullington Community Association	Cllr Kennedy Cllr Lygo			Cllr Kennedy Cllr Lygo
3. 33	Cutteslowe Community Association	Cllr Gotch Cllr Gant	£8500		Cllr Gotch Cllr Gant
4.	Donnington Community Association	Cllr Curran Cllr Tarver			Cllr Curran Cllr Tarver
5.	Donnington Doorstep Family Centre	Cllr Tarver Cllr Kennedy	£8,000 (per year to 2020/21)		Cllr Tarver Cllr Kennedy
6.	East Oxford Community Association	Cllr Azad Cllr Hayes			Cllr Azad Cllr Hayes
7.	Florence Park Community Association	Cllr Simm Cllr Arshad			Cllr Simm Cllr Lloyd-Shogbesan
8.	Headington Community Association	Cllr Munkonge Vacancy		2 x appointments	Cllr Munkonge Cllr Garden

Appendix 1A Community Associations Appointments 2019-2020

Community Associations		Current Appointment(s) 2018/19	2018/19 OCC Funding	Notes	2018/19 Nominations
9.	Jericho St Barnabas Community Association	Cllr Cook Cllr Pressel			Cllr Cook Cllr Pressel
10.	Littlemore Community Association	Cllr Corais		1 x appointment	Cllr Corais
11.	North Oxford Association	Cllr Fry Cllr Gant			Cllr Fry
					Cllr Gant
12.	Northway Community Association	Cllr Chapman Cllr McManners			Cllr Chapman Cllr McManners
13.	Regal Area Community Centre Association	Cllr Azad Cllr Arshad			Cllr Azad Cllr Arshad
14.	Risinghurst Community Centre	Cllr Munkonge Vacancy	£500	2 x appointments	Cllr Munkonge Vacancy ¹
15.	Rose Hill Community Association	Cllr Aziz		1 x appointment	Cllr Aziz
16.	South Oxford Community Association	Cllr Donnelly Cllr Tidball			Cllr Donnelly Cllr Tidball
17.	West Oxford Community Association	Cllr Cook Cllr Pressel			Cllr Cook Cllr Pressel

¹ The second ward councillor, Cllr R Smith, is a Trustee of the Risinghurst Community Centre Association in a personal capacity.

Appendix 1 B - Charities Appointments 2019-2020

Charities	Current Appointment 2018/19	Expiry	Status and length of appointment	OCC Funding 2018/19	Notes	2019/20 nominations		
B Appointments to organisations with established historical links to the local community/ city/ Council on which representation is desirable and should be maintained as a matter of local goodwill and for as long as nominations are forthcoming from Members.								
1.	Agnes Smith Advice Centre	Cllr Taylor	2019	Attends Management Committee Annual x 1	£81,026 (per year to 2020/21)	Re-appoint	Cllr Taylor	
2.	Alice Smith Trust and Sarah Nowell Educational Organisation	Cllr Taylor	2022	Trustee x 1 4 year term				
3.	City of Oxford Charity	Cllr Curran	2020	Trustee x 6 4 year term				
		Cllr Azad	2020					
		Cllr Kennedy	2021					
		<i>Cllr Howlett</i>	2022					
		Cllr Simm	2022					
		Cllr Altaf Khan	2022					
4.	Elder Stubbs Charity	<i>Judith Harley</i>	2019	Trustee x 6 4 year term Must be a resident of or represent: Hockmore St, Cowley, Church Cowley, Temple Cowley, Parish of Cowley St John			1 x vacancy	Cllr Taylor
		<i>Bryan Keen</i>	2020					
		Cllr Arshad	2022					
		<i>Cllr Bely Summers</i>	2022					
		Cllr Curran	2022					
		Cllr Tarver	2022					
					1 vacancy	Cllr Simm		

Appendix 1 B - Charities Appointments 2019-2020

5.	Headington Parish Charity	Cllr Clarkson	2019	Trustee x 2 4 year term		Re-appoint	Cllr Clarkson
		Cllr Garden	2022				
6.	Non Ecclesiastical Charities of St Mary's Magdalen	Cllr Brown	2020	Trustee 4 year term			
7.	Parochial Charities of St Clement, Oxford	Cllr Azad	2020	Trustee x 2 Cllr term of office. Should be Cllrs for St Clements or St Mary's wards.			
		Cllr Hayes	2022				
8.	Rose Hill & Donnington Advice Centre	Cllr Corais	Annual x 2	Attend meetings of Board of Trustees	£85,955 (per year to 2020/21)	2 x vacancy	Cllr Corais
		Cllr Aziz					Cllr Turner
9.	St Aldate's Parochial Charity	Cllr Kennedy	2020	Trustee x 1 4 year term			
10.	Susan Kidd Charity	Cllr Upton	2022	Trustee x 1 4 year term			

Appendix 1C Trusts Appointments 2019-2020

Trusts	Current Appointment	Expiry	Status and length of appointment	2019/20 OCC Funding	Notes	2019/20 nominations
A. Appointments to organisations with established historical links to the local community/ city/ Council on which representation is desirable and should be maintained as a matter of local goodwill and for as long as nominations are forthcoming from Members						
1. Katherine Rawson Trust	Mike Gotch	2020	Trustee x 3 (with voting rights) 4 year term			
	Cllr Wade	2020				
	Cllr Goddard	2022				
2. Old Marston Charities Trust	Cllr Haines	2020	Trustee x 2 (no voting rights) 4 year term			
	Cllr Clarkson	2020				
3. Oxford Leon Trust	Cllr Rowley	2022	Trustee x 2 4 year term			
	Cllr Tanner	2019				
4. Oxford Playhouse Trust	Cllr Clarkson	2019	Observer to the Board x 1 Annual	£24,000 (per year 2020/21)	Re-appoint	Cllr Clarkson
5. Oxford Poverty Action Trust	Cllr L Smith	2019	Trustee x 1 (with voting rights) Annual		Re-appoint	Cllr L Smith
6. Oxford Preservation Trust	Cllr Cook	2019	Trustee x 2 (with voting rights) Annual		Re-appoint	Cllr Cook
	Cllr Upton					Cllr Upton
7. Oxfordshire Building Trust	New appointment	2022	Trustee x 1 3 year term		New appointment	Cllr Cook
8. Pegasus Theatre Trust	Cllr Curran	2019	Annual x 1	£24,000 (per year 2020/21)	1 x vacancy	Cllr Aziz

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Appendix 1D Outside Bodies Appointments 2019-2020

	Organisation	Current Appointment(s) 2018/19	Length of appointment	2019/20 OCC Funding or Cost to OCC	Notes	2019/20 nominations
A	Appointments to organisations that have a significant impact on the achievement of any of the Council's corporate policy objectives and service priorities &/or organisations who receive funding from the Council					
C	Appointments which will allow the Council to influence policy at a national or regional level					
1.	Citizen's Advice Bureau	Cllr Bely-Summer Cllr Tarver	Annual x 2	£190,000 (per year to 2020/21)	Category A	Cllr Djafari-Marbini Cllr Tarver
2.	Council of Ruskin College	Cllr Kennedy Cllr Rush Cllr Djafari-Marbini	Annual x 3			Cllr Kennedy Cllr Brown Cllr Lygo
139.	Climate Alliance	n/a	Annual x 1		Category A	Cllr Tanner
4.	Fusion – Oxford's Community Arts Agency	Cllr Clarkson Cllr Hayes	Annual x 2	£28,128 (per year to 2020/21)	Category A	Cllr Clarkson Cllr Humberstone
5.	Gatehouse	Cllr Howlett	Annual x 1	£5580	Category A	Cllr Howlett
6.	Historic England South East - Heritage Champion	Cllr Cook	Annual x 1		Category A	Cllr Cook
7.	Homeless Oxfordshire (was Oxford Homeless Pathways)	Cllr Hollingsworth Cllr L Smith	Annual x 2	£252,753	Category A 1 rep to be Leisure & Housing portfolio holder	Cllr Hollingsworth Cllr L Smith
8.	Modern Art Oxford	Cllr Cook Cllr Hollingsworth	Annual x 2	£70,000 (per year to 2020/21)	Category A	Cllr Cook Cllr Hollingsworth
9.	Mortimer Hall Management Committee	Cllr Upton	Annual x 1		Category B – historical links and goodwill gesture	Cllr Upton

Appendix 1D Outside Bodies Appointments 2019-2020

10.	NABAEMC (National Association of Black Asian and Ethnic Minority Councillors (UK))	Cllr Azad	Annual x 1		Category C	Cllr Azad
11.	Oxford and District Sports and Recreation Association for the Disabled (OXSRAD)	Cllr Upton	Annual x 1		Category C Should be Healthy Oxford portfolio or Leisure & Housing portfolio	Cllr Upton
12.	Oxford Asian Cultural Association	Cllr Azad Cllr Aziz	Annual x 2		Category A	Cllr Azad Cllr Aziz
13.	Oxford Sports Council Executive Committee	Cllr Upton Cllr Lygo	Annual x 2		Category C 1 x should be Healthy Oxford portfolio or Leisure & Housing portfolio	Cllr Upton Cllr Lygo
14.	Oxfordshire Community and Voluntary Action	Cllr Tidball (Simm)	Annual x 1	£38,000	Category A	Cllr Tanner
15.	Oxfordshire Association of Annual Councils	Cllr Tanner	Annual x 1			Cllr Tanner
16.	Oxfordshire Museums Council	Cllr Clarkson	Annual x 1		Category C	Cllr Clarkson
17.	Oxfordshire County Council School Organisation Stakeholder Group	Cllr Tidball	Annually x 1		Category C Should be Supporting Local Communities portfolio	Cllr Tidball
18.	South Oxford Adventure Playground Executive Committee	Cllr Donnelly	Annual x 1	£5000 (per year to 2020/21)	Category A Should be a Hinksey ward councillor	Cllr Donnelly
19.	The Porch Steppin Stones Centre	Cllr Aziz	Annual x 1	£55,000	Category A	Cllr Aziz
20.	Association Public Service Excellence (APSE)	Cllr Corais	Annual x 1		Category C	Cllr Corais
21.	Local Government Information Unit	Cllr Hollingsworth	Annual x 1		Category C	Cllr Hollingsworth

Appendix 1E Partnership appointments 2019-2020

<p>D Appointments which are a statutory requirement and/or to a partnership</p> <p>These appointments are usually made by the Partnership or linked to Cabinet Portfolio responsibilities; they are included here for information only</p>		
Partnership		Cabinet Portfolio
Oxford Strategic Partnership (OSP) and sub groups		
1.	Oxford Strategic Partnership (OSP)	Cllr Brown - Leader and Cabinet Member for Economic Development and Partnerships
2.	Economic Growth Steering Group	
3.	Low Carbon Oxford	Cllr Hayes - Cabinet Member for Zero Carbon Oxford
4.	Oxford Safer Communities Partnership	Cllr Chapman – Cabinet Member for Safer Communities and Customer Focused Services
5.	Stronger Communities Steering Group	Cllr Tidball - Cabinet Member for Supporting Local Communities
Growth Board and Growth Board Advisory Sub-Groups and Scrutiny Panel		
6.	Oxfordshire Growth Board	Cllr Brown - Leader - Economic Development and Partnerships
7.	Infrastructure advisory sub-group	Councillor L Smith - Cabinet Member for Leisure and Housing
8.	Affordable Housing advisory sub- group	Councillor Rowley - Cabinet Member for Affordable Housing
9.	Oxfordshire Plan 2050 advisory sub-group	Councillor Hollingsworth - Cabinet Member for Planning and Sustainable Transport
10.	Growth Board Scrutiny Panel	Councillor Tanner Councillor Gant Councillor Simmons
Other		
11.	Oxfordshire Partnership	Cllr Brown - Leader and Cabinet Member for Economic Development and Partnerships
12.	The Oxfordshire Local Enterprise Partnership (OxLEP)	
13.	Safer Oxfordshire Partnership	Cllr Chapman – Cabinet Member for Safer Communities and Customer Focused Services
14.	Oxfordshire Environment Partnership	Cllr Hayes - Cabinet Member for Zero Carbon Oxford
15.	Thames Valley Police and Crime Panel	Cllr Chapman – Cabinet Member for Safer Communities and Customer Focused Services
16.	Health & Well Being Board	Cllr Upton - Cabinet Member for a Healthy Oxford
17.	Health Improvement Board	

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Guidance for Members who are appointed by the Council to serve on Outside Bodies

Introduction

This guidance has been produced to support Councillors who are appointed to serve on outside bodies by outlining their responsibilities and obligations in that role. The guidance does not attempt to provide definitive answers to every particular set of circumstances but rather to provide a framework against which members can exercise judgement when faced with potential conflicts.

Councillors may be appointed to a wide range of outside bodies. Most appointments are made by the Cabinet. Councillors may also be appointed directly by the outside body itself to serve in a private capacity (for instance as a member of the community) rather than as an elected member of the Council, or they may be serving as a member of that body before being elected as a Councillor.

The roles of Councillors on outside bodies will depend upon the legal nature of that organisation and the capacity in which they are appointed to act. Councillors must act according to the framework set by the outside body and take an informed role in the management of the outside body's affairs. This involves attending meetings on a regular basis and carrying out their duties to the best of their abilities. Whilst it is permissible for a Councillor to take account of the Council's interests, Councillors should apply their own judgement in any given situation.

The application of the council's code of conduct

Members must adhere to the council's code of conduct as set out in the council's constitution when taking part in council business.

Interests

If you have a Disclosable Pecuniary Interest (DPI) in a matter to be considered at the meeting, and that interest is on your register of interests, you must not speak or vote on the matter. You should also leave the room during any discussion of, or vote on any matter in which you have a DPI.

When councillors discuss matters relating to an outside body on which they serve at council meetings, they may take account of that outside body's interest. However, they should not vote simply in accordance with the mandate of that outside body. The primary consideration is the public interest.

Where a Councillor has been appointed to an outside body as a representative of the council he/she may regard themselves as not having an interest. It is important to remember that simply by appointing a Councillor to an outside body the council does not grant the person an automatic exemption from conflicts of interest in every circumstance relating to that body.

Bias and Predetermination

If a member is found to have been biased when making a council decision, the decision is likely to be set aside in the event of legal challenge. (Where actual bias has not been established the personal impartiality of the Councillor is to be presumed.)

In summary, the duties of a Councillor as a Director, or a trustee or a member of a management committee may well give rise to a legitimate fear of lack of impartiality.

The fundamental principles of this guidance are as follows:-

- Councillors will act according to the rules, constitutions and frameworks set by the relevant outside body and, where possible, with those of the Council
- Councillors will make independent and personal judgements based on their responsibilities to the outside body
- Councillors will report back on their involvement with the outside body – you will be asked to complete a feedback form each year about the organisation to which you are appointed for consideration by the Cabinet

The guidance addresses three specific circumstances which arise from time to time and as a result of which potential conflict can arise. These are:-

- Where the Councillor is appointed Director of a Company
- Where the Councillor is appointed as a Trustee
- Where the Councillor is appointed to an Unincorporated Association

Insurance

You should establish as soon as you are appointed what, if any, insurance is in place that covers you in your role.

You should establish what insurance the organization itself holds for other purposes, for example third party liability insurance and employers liability insurance (the second of which is a legal obligation for all organisations which employ staff). Clearly adequate and comprehensive insurance cover for the organisation is likely to limit any residual exposure for you as a Trustee, Director, Committee member, etc.

The ability of local authorities to indemnify councillors and officers for any personal liability arising from actions or decisions taken by them in the course of their official duties is covered under the Local Authorities (Indemnities for Members and Officers) Order 2004.

Where the Councillor is appointed Director of a Company

Companies can be:

- Limited by shares, usually operating a trade or business. They have shareholders and distribute profits to shareholders as dividends.
- Limited by guarantee, “not for profit” organisations. This type of company may also be a charity and has members rather than shareholders.

Companies offer limited liability which means that the members or shareholders are usually not personally liable for the company’s debt and liabilities, subject to some limited exemptions.

The powers of the directors are usually set out in the Articles of Association. These are the rules that govern the internal management of the company.

The Director cannot vote simply in accordance with the Council mandate, to do so would be a breach of duty.

When acting as a Director a Councillor owes a fiduciary duty to the company, not to the individual shareholders, to act honestly and in good faith and in the best interests of the company as a whole. Directors must take proper care of the interests of the company.

A general duty of care and skill to the company is imposed, but a Director requires no greater skill than might reasonably be expected of someone of that individual's particular knowledge and experience. A Director is not deemed to be an expert, but is expected to use due diligence and to obtain expert advice if necessary.

There may be actual or potential conflicts between the interests of the Council and the interests of the company. In such circumstances it would be inappropriate for the Councillor to take part in discussions upon such topics both as a Councillor and as a Director. If the conflict is a serious one or repeatedly presents itself then it may be appropriate for the Councillor to resign as a Director of the company. If in doubt, Councillors should seek advice from the Monitoring Officer about any potential conflicts of interest.

Directors are not allowed to make a private profit from their position. They must therefore disclose any interests they or their family have in relation to the company's contracts. Whether they are then allowed to vote will depend upon the Articles of Association of the company.

Directors must ensure compliance with relevant companies legislation in relation to the keeping of accounts and the making of relevant returns to the Registrar of Companies. Failure to do so incurs fines and persistent default may lead to disqualification as a Director.

Directors should also ensure that the company complies with other legislation such as Health and Safety legislation if the company employs staff or employs contractors to undertake work.

Where the Councillor is appointed as a Trustee

A number of useful publications are available on the Charity Commission's website: www.charitycommission.gov.uk.

Those who are responsible for the control and administration of a charity are referred to as trustees, even where the organisation is a company limited by guarantee where they are not strictly trustees.

Trustees must take care to act in accordance with the Trust deed and to protect the charity's assets. They are also responsible for compliance with the Charities Acts and the Trustee Act 2000.

Trustees must not make a private profit from their position. They must also perform their duty with the standard of care which an ordinary, prudent business person would show. Higher standards are required of professionals and in relation to investment matters.

Charitable Trustees must ensure that the information relating to the Trust and Trustees is registered with the Charity Commissioners and annual accounts and returns are completed and sent.

If charitable income exceeds £5,000 the letters, advertisements, cheques etc., must bear a statement that the organisation is a registered charity.

Trustees are under a duty to ensure compliance with all relevant legislation for example in relation to tax and health and safety.

Where the Councillor is appointed to an Unincorporated Association

Groups which are neither limited companies nor charitable trusts may be “unincorporated associations” which have no separate legal identity from their members.

The rules governing the members’ duties and liabilities will (or should) be set out in the organisation’s constitution, which is simply an agreement between members as to how the organisation will operate. Usually the organisation’s constitution will provide for a management committee to be responsible for the everyday running of the organisation. Management Committee members must act within the organisation’s constitution and must take reasonable care when exercising their powers.

The Code of Conduct for Councillors

These guidelines should be read in conjunction with the Members’ Code of Conduct which has been adopted by Council. When Councillors are representing the Council on another body, they must follow the code unless it conflicts with a legal duty owed to the other body.

Some outside bodies may require the Councillor to treat their business as confidential. This may sometimes create a dilemma for the Councillor and may seem contrary to the idea of assisting public accountability. However, a Councillor will be bound by any confidentiality undertaking given.

General

As mentioned earlier these guidelines are intended solely for the purpose of providing a general basis upon which members appointed to outside bodies can exercise their judgement when balancing their respective responsibilities as a Councillor and a nominated representative. The guidelines cannot provide a detailed answer for all circumstances and consequently, if in doubt, a Councillor should seek further advice and guidance from the Council’s Monitoring Officer.

Head of Law & Governance
14 May 2018

Minutes of a meeting of the CABINET on Wednesday 29 May 2019

www.oxford.gov.uk



Committee members:

Councillor Brown (Chair)

Councillor Linda Smith (Deputy Leader)

Councillor Chapman

Councillor Clarkson

Councillor Hayes

Councillor Hollingsworth

Councillor Rowley

Officers:

Tom Bridgman, Executive Director (Development)

Caroline Green, Assistant Chief Executive

Tim Sadler, Transition Director

Anita Bradley, Monitoring Officer

Carolyn Ploszynski, Planning Policy and Place Manager

Stephen Clarke, Head of Housing Services

Claire Sutton, Team Leader, Design & Heritage Team

Nigel Kennedy, Head of Financial Services

Hagan Lewisman, Active Communities Manager

Laura Harlock, ODS Cemeteries Manager

Stefan Robinson, Scrutiny Officer

John Mitchell, Committee and Member Services Officer

Apologies:

Councillors Turner, Tidball and Upton sent apologies.

1. Declarations of Interest

None.

2. Addresses and Questions by Members of the Public

Dr Nick Brown, University of Oxford (Chair of the Building Estates Sub-Committee), addressed the Cabinet in relation to item 12 on the agenda, Extension of the Central Conservation area. He said the impact of the proposal in relation to the Science Quarter would fall exclusively on the University and the sixteen science departments in the area and limit the ability of some departments to upgrade their existing buildings which are increasingly no longer fit for purpose. He believed that, overall, it would place an unreasonable additional burden on the University.

3. Councillor Addresses on any item for decision on the Board's agenda

None.

4. Councillor Addresses on Neighbourhood Issues

None.

5. Items raised by Board Members

The Chair announced changes to some Cabinet Member portfolio titles and responsibilities, these would be published very shortly. In the meantime she drew attention to a few key changes. Councillor Chapman would become Cabinet Member for Safer Communities and Customer Focused Services, taking on liaison with the police and community safety matters from Councillor Hayes who would, in turn, become the Cabinet Member for Zero Carbon Oxford. Councillor Hollingsworth would be Cabinet Member for Planning & Sustainable Transport and Councillor Rowley, Cabinet Member for Affordable Housing.

6. Scrutiny Committee Reports

The Cabinet had before it three Scrutiny reports and the draft Cabinet responses to them. Councillor Gant spoke to these reports in his capacity as Chair of Scrutiny Committee and Chair of the Tourism Management Review Group.

Report of the Tourism Management Review Group

The subject of this review had been chosen by the Scrutiny Committee. He paid tribute to the significant contribution made by officers to the report, notably Laurie-Jane Taylor, until recently City Centre Manager; Matt Peachey, Economic Development Manager; and Stefan Robinson, Scrutiny Officer. There was a recognition that tourism was not “working as well as it should” in the City. A vision was needed and agreement about, for example, how best to manage coaches in a medieval city and the Council’s relationship with the Destination Management Organisation, Experience Oxfordshire. The recommendations of the review need to be factored into a longer term strategic vision for the city, taking account of such things as major developments, and transport planning. He thanked the Cabinet for its response to the recommendations but was disappointed with the responses to many of them and the absence of explicit acceptance or rejection in some cases.

The Cabinet Member for Culture and the City Centre (Councillor Mary Clarkson), thanked Councillor Gant and the Scrutiny Officer for the report which she welcomed. She agreed that a close relationship with Experience Oxfordshire was important. The Council had contributed the majority of financial support to Experience Oxfordshire in the past, despite the fact that many of the beneficiaries (eg Blenheim and Bicester Village lay outside the City), other Councils needed to play their part too. She agreed that any vision for tourism needed to be developed in partnership with other stakeholders it couldn’t and shouldn’t be developed in isolation. The Council’s capacity to deal with the management of coaches in the city was constrained as it was not the Highways Authority.

The Chair said the Council continued to lobby government for the permission necessary to allow introduction of an overnight tourism levy. She recognised the importance managing coaches effectively but was doubtful about the merits of seeking

“Coach Friendly Status” which appeared to be skewed too much in favour of operators’ needs.

The Chair said this was a thorough piece of work and thanked Councillor Gant and the officers for it. The report and its recommendations now had to be considered in the context of the Council’s wider strategic aims and a balance struck between the needs of tourists and those of residents.

Future Strategic Direction of the Council’s group of Housing Companies

Councillor Gant was grateful for the positive response to the Committee’s recommendations, and was particularly pleased to see that that “...zero carbon homes should always be considered as part of any feasibility study.”

The Cabinet Member for Affordable Housing, Councillor Mike Rowley had welcomed the thorough Scrutiny debate. Councillor Donnelly’s observation about the need to ensure proper account was taken of those who may be disabled had been helpful as had been the discussion about the ability to purchase parcels of land when suitable opportunities arose.

Community Infrastructure Levy (CIL) Draft Charging Schedule

Councillor Gant was once again grateful for a positive response to the Committee’s recommendations.

The Cabinet Member for Planning and Sustainable Transport said the consequence of the recommendation was that agreement of an application for Exceptional Circumstances Relief would take slightly longer than otherwise would have been the case but then, as the title implied, it would be an infrequent occurrence.

7. The future strategic direction for the Council's group of housing companies

The Head of Housing Services had submitted a report to consider and approve changes to the arrangements between the Council’s group of Housing companies and the Council’s Housing Revenue Account for the delivery of affordable housing in response to recent government policy changes and to agree to a review of future Oxford City Housing Limited (OCHL) development with a view to expanding activity and accelerating affordable housing delivery.

The Board Member for Affordable Housing, Councillor Mike Rowley introduced the report, once again thanking the Scrutiny Committee for its contribution to this important area of work. He reminded Cabinet members of the original reason for the establishment of the Council’s housing company and how the subsequent change in Government policy now necessitated a change in approach with a view to expanding activity and accelerating affordable housing delivery.

It was important to emphasise that the new Government policy was to remove restrictions on the ability to borrow within the HRA in order to stimulate an increase in

new supply. It was also important to be clear that the increased debt will need to be serviced and paid back.

The Head of Housing Services said progress of the development programme, as well as the further review into how to both increase and accelerate delivery, would be monitored via the quarterly meetings of the Shareholder. The revised Council budget proposals within the report are to support the agreed development programme of OCHL. It was noted that there was capacity to deliver houses on the sites listed in paragraph 13 of the report and a number of further sites could be brought forward if there was greater capacity. The focus was currently on larger sites which were, generally, more cost effective to develop than smaller ones.

Cabinet resolved to:

1. **Agree** that the Oxford City Housing Limited group of companies (OCHL) continues with the current development and acquisition programmes as detailed in paragraphs 9,12 and 14 of this report;

2. **Agree** that the Council's Housing Revenue Account from this date onwards purchases and manages the social rented and shared ownership units (with the exception of the Barton Park units);

3. **Recommend** to Council to increase the HRA capital programme by £45.303m so that adequate additional budgetary provision is made available for the acquisitions to take place (see Appendix 1);

4. **Recommend** to Council to approve a revised HRA budget and Business Plan that incorporates the new acquired dwellings that impacts on rental income, maintenance spend, interest payments, debt redemption activity and other matters as set out in Appendix 2;

5. **Recommend** to Council to approve the re-phasing of the loans from the General Fund Capital Programme in relation to the borrowing activity of OCHL over the MTFP period 2019/20 to 2022/23(see appendix 1);

6. **Agree** that delegated authority is given to the Assistant Chief Executive in consultation with the Head of Finance and the Head of Law and Governance to approve and facilitate the agreed purchase by the HRA of all affordable housing units at the OHCL development sites;

7. **Authorise** Phase 2 of the review of the role and future activity of OCHL and the detail of the review as set out in paragraph 17 of the report; and

8. **Grant** delegated authority to the Assistant Chief Executive in consultation with the Head of Finance and Head of Law and Governance to approve the sale of sites as set out in the OCHL business plan to OCHL providing that such sales comply with the mechanism set out in paragraph 31 of this report and s123 of the Local Government Act 1972, and are made on the basis that following development all affordable housing units at the sites would be purchased back by the Council through the Housing Revenue Account.

8. Community Infrastructure Levy Charging Schedule Review

The Head of Planning Services had submitted a report to seek approval for the Draft CIL Charging Schedule and revised CIL 123 list to be submitted to the Secretary of State for examination, approve the statement of modification and approve the policy for Exceptional Circumstances.

The Cabinet Member for Planning & Sustainable Transport, Councillor Alex Hollingsworth introduced the report which followed on from the earlier consultation which had revealed concerns about the viability of imposing a levy on B2 and B8 designated developments; it was therefore proposed that those developments should not be subject to a levy.

The recommendation in relation to the Exceptional Circumstances Relief Policy now needed to be revised (to take account of the agreement to the Scrutiny Committee recommendation described above) by the removal of recommendation 3 as shown in the report.

Cabinet resolved to:

1. **Approve** the Statement of Modification (Appendix 5) the Community Infrastructure Levy (CIL) Draft Charging Schedule (Appendix 4) and the revised CIL Regulation 123 list (Appendix 7) and Authorise the Head of Planning (or any officer acting in that capacity), to make any typographical changes to the document deemed necessary and then to formally submit to the Secretary of State for examination; and
2. **Approve** the discretionary Exceptional Circumstances Relief Policy (as per Regulation 56 of the Community Infrastructure Levy Regulations 2010 (as amended) (Appendix 6).

9. Clean Bus Technology Fund

The Transition Director had submitted a report following an award to the Council of £671,550 from the Joint Air Quality Unit, DEFRA to retrofit buses in Oxford with emissions reduction equipment, in the interest of improving air quality. The report sought project approval.

The Cabinet Member for Zero Carbon Oxford, Councillor Tom Hayes, introduced the report. This report was not just about the immediate financial advantage of the award. It was, more fundamentally, another measure which would make a demonstrable improvement to the city's air quality and, consequently, to people's health, and was, thus, aligned with the Council's values. Transport emissions generally were the biggest source of poor air quality and buses contributed more to that than anything else.

Cabinet resolved to:

1. **Grant project approval** for the bus retrofit programme outlined in the report; and
2. **Delegate to the Transition Director**, in consultation with the Monitoring Officer and Section 151 officer, the authority within the funding envelope of £671,550 provided within the Council's capital programme and funded from external grant to enter into:
a) appropriate agreements with the Council's bid partners; and

b)third parties required to deliver the project subject to their being selected under an appropriate procurement process.

10. Revolving Construction Loan to Low Carbon Hub IPS

The Head of Financial Services had submitted a report to request Cabinet to approve a revolving loan facility to Low Carbon Hub.

The Head of Financial Services introduced the report which sought to renew the previous loan agreement which had worked well to date, with all due payments having been made.

There was agreement that this arrangement, as with the previous item, was more than just a matter of money, given the nature and value of the work undertaken by the Low Carbon Hub; it was something the Council should be proud of.

Cabinet resolved to:

1. **Approve** a revolving loan facility to the Low Carbon Hub of £2.3 million at an annual interest rate of 5%, secured on the assets of the Low Carbon Hub whilst noting the success of previous loan facilities;
2. **Recommend** that full Council agrees to make budget provision of £2.3 million to enable this loan facility to be created; and
3. **Instruct** the Head of Law and Governance in consultation with the Head of Financial Services to draw up and enter into a new loan agreement with the Low Carbon Hub setting out the terms of the loan.

11. Extension to Central (City & University) Conservation Area

The Acting Head of Planning Services had submitted a report seeking Cabinet approval for a new conservation area boundary.

The Cabinet Member for Planning & Sustainable Transport, Councillor Alex Hollingsworth, introduced the report reminding Cabinet Members that this was a report on the outcome of the recent consultation. The inclusion of the St Thomas' area was important, as one of the City's first suburbs, and for the reasons listed in the report.

The reason for the inclusion of the University Science Quarter was set out in the report and because, among other things, it was "... a physical demonstration of the commitment to scientific research within the city."

In response to the earlier contribution from Dr Brown, he did not believe the introduction of the Conservation area would place a "heavy burden" on the University. The designation would merely require planning permission to demolish a building and introduce some requirements in relation to flues. The character of the area was important, revolving as it did around scientific excellence. The designation should encourage the development of high quality new science buildings over time.

The Planning Policy and Place Manager pointed out that the area was surrounded by a conservation area and, importantly, no "Article 4" direction for the area was proposed.

The Chair said it was not the intention of the designation to “preserve the area in aspic” but rather to ensure the replacement of buildings of sufficient quality in due course that reflect the physical demonstration of scientific research.

The Conservation Area Appraisal and Management Plan is also being developed for the Central Conservation Area. This will make the purpose of the designation clear and Oxford University is engaged with this process alongside other stakeholders. Given the concerns expressed by Oxford University the Chair highlighted the importance of this engagement.

Cabinet resolved to:

Approve the proposed new conservation area boundary to include all areas proposed on the map at Appendix 2 of the report.

12. Community leases

The Head of Community Services had submitted a report to agree three community leases and delegate the authority to agree further community leases with a market value below £50,000 per annum to the Regeneration and Major Projects Service Manager.

The Committee Clerk drew attention to the need to make two corrections to the report. “Purpose of the report” on the first page of the report should simply read “To agree three community leases.” the rest of that sentence to be deleted. The second sentence of paragraph 3 of the report beginning “This report requests ...” should be deleted.

Cabinet Members were unequivocal about the value of the three organisations for which these leases were to be prepared and pleased to be able to support the recommendations.

Cabinet resolved to:

1. **Approve** terms for new leases for the Trustees of the Oxfordshire Chinese Community and Advice Centre at Princes Street, the Leys Community Development Initiative at Blackbird Leys Community Centre and The Trustees of The Parasol Project at Plowmans Tower; and
2. **Delegate** authority to the Regeneration and Major Projects Service Manager in consultation with the Head of Community Services to make such amendments as are required in order to complete the above three leases.

13. Grave Reclamation in Oxford City Council Cemeteries

The Head of Community Services had submitted a report in response to the fact that by about 2021 all Oxford City Council Cemeteries will be full and closed to new burials leaving Oxford City without any new space to bury Oxford residents. This report was to approve reclaiming grave plots, potentially providing burial space for an additional two years.

The Cabinet Member for Leisure & Housing introduced the report by thanking the officers for working up this proposal about a delicate matter in a sensitive manner. It was important to emphasise that no previous internments would be disturbed by what was being proposed. The practice had been adopted by other authorities faced by similar pressures and would provide Oxford residents with choice in the future which would otherwise be denied.

The Chair noted that pressure on space for burials within the City had a long history. She also placed on record her thanks to the officers for their sensitive handling of the matter.

It was agreed that recommendation as given in the report should be amended to reflect the fact that graves would be available to city residents to people *liable* to pay Council tax to Oxford City Council.

Cabinet resolved to:

1. **Grant** project approval to the grave plot reclamation proposal as set out in this report;
2. **Agree** that Wolvercote & Botley will be the first cemeteries where reclaimed graves will be made available (Botley is still open to new burials and Wolvercote has only recently closed to new burials.);
3. **Agree** that graves available through grave reclamation would only be made available to Oxford City residents (residents would be classed as people liable to pay Council tax to Oxford City Council);
4. **Agree** that graves where the deeds have never been purchased and have interments (commonly known as unpurchased graves) may be sold at a lower cost; and
5. **Agree** to delegate to the Head of Community Services the ability to deal with the design and detail of the Scheme.

14. Park & Ride Management

The Transition Director had submitted a report concerning Park & Ride Management.

The Cabinet Member for Planning & Sustainable Transport, Councillor Alex Hollingsworth said the report's recommendations would remove the confusion flowing from the fact that the City Council runs three Park and Ride sites and the County Council runs two.

The Chair welcomed this example of co-operation with the County Council.

Cabinet resolved to:

1. **Authorise** the Council's entry into an Agency Agreement with Oxfordshire County Council under which the City Council would be appointed to provide management services for Oxfordshire County Council's two Oxford Park & Ride sites – Thornhill and Oxford Parkway (Water Eaton);
2. **Authorise** the Council's entry into an agreement with Oxford Direct Services Limited ("ODSL") under which the management responsibilities taken on by the Council under

the Agency Agreement with the County Council referred to in Recommendation 1 above would be carried out by ODSL; and

3. **Delegate** authority to the Chief Executive in consultation with the Council's Monitoring Officer and s151 Officer to agree the terms of the Council's entry into the two agreements referred to in Recommendations 1 and 2 above.

15. OVO Energy Women's Cycle Tour

The Head of Community Services had submitted a report to highlight the requirements of delivering the OVO Energy Women's Cycle Tour in Oxfordshire over the next three years (2019, 2020 and 2021).

The Chair introduced the report. The opportunity to contribute to this important event represented a good investment for the City and would provide valuable opportunities to promote cycling generally but particularly for women and those from parts of the community which tend to have low levels of participation in sporting activity.

The Active Communities Manager said officers would be working closely with schools and partners to promote both the event and cycling generally.

It was agreed that the risk register should include reference to the importance of ensuring a positive legacy from the tour and the risk of failing to do so.

Cabinet resolved to:

1. **Support** Oxfordshire being a host venue for the OVO Energy Women's cycle tour in 2019, 2020 and 2021;
2. **Agree** the principle of an equal share of costs between the County Council, the four districts and the City Council for the three years of the Event;
3. **Recommend** that Council allocates a budget of £30,000 funded from reserves to pay the City Council's share of the costs for 2019; and
4. **Agree** that sponsorship, regardless of which partner attracts it, will be used to reduce the hosting costs on an equal basis.

16. Award of Asbestos Surveying Contract

The Head of Housing had submitted a report to seek delegated authority to award an asbestos surveying contract.

The Assistant Chief Executive said the contract was necessary to comply with the relevant regulations and the money to do so had been identified.

Cabinet resolved to:

Delegate authority to the Assistant Chief Executive, after consultation with the Monitoring Officer, following completion of the EU-compliant tender process described in this report, to award an asbestos surveying contract to the successful contractor.

17. Minutes

The Cabinet resolved to APPROVE the minutes of the meeting of the City Executive Board held on 10 April 2019 as a true and accurate record.

18. Dates of Future Meetings

Meetings are scheduled for the following dates for the rest of 2019:

- 12 June
- 10 July
- 07 August
- 11 September
- 09 October
- 13 November
- 11 December

All meetings start at 6pm.

19. Matters Exempt from Publication

If the Board wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

The Board may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

20. The future strategic direction for the Council's group of housing companies - Appendix 3

No matters were considered in confidential session.

The meeting started at 6.00 pm and ended at 7.45 pm

Chair

Date: Wednesday 12 June 2019

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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