

# Agenda

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## Cabinet

Date: **Wednesday 11 September 2019**

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Time: **6.00 pm**

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Place: **The Old Library - Oxford Town Hall**

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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 7 of this agenda.

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



# Cabinet

## Membership

|                                  |                               |   |
|----------------------------------|-------------------------------|---|
| <b>Chair/ Leader</b>             | Councillor Susan Brown        | Leader of the Council, Cabinet Member for Economic Development and Partnerships |
| <b>Vice Chair/ Deputy Leader</b> | 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](#)

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# AGENDA

## PART ONE PUBLIC BUSINESS

### Pages

- 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

Scrutiny Committee meets on 03 September 2019. Any recommendations to Cabinet from that meeting will be published as a supplement to this agenda.

- 8 **CONSULTATION ON PROPOSALS FOR A REVISED COUNCIL TAX REDUCTION SCHEME 2020/21**

9 - 28

**Lead Member:** Supporting Local Communities (Councillor Marie Tidball)

The Head of Financial Services has submitted a report to seek approval for proposals for consultation on changes to the Council's Council Tax Reduction Scheme for 2020/21.

**Recommendations:** That Cabinet resolves to:

1. **Agree** that the proposals for the 2020/21 Council Tax Reduction Scheme outlined in the report be subject to consultation for an 8 week period from 23rd September 2019; and
2. **Instruct** the Head of Financial Services to bring a further report to Cabinet in January 2020 to outline the outcome of the consultation process and make proposals for the 2020/21 Council Tax Reduction Scheme.



9 **MONITORING THE COMMUNITY GRANTS PROGRAMME -  
REPORT FOR 2018/19**

29 - 64

**Lead Member:** Supporting Local Communities (Councillor Marie Tidball)

The Head of Community Services has submitted a report to inform Cabinet of the findings from the monitoring of the 2018/19 grants programme.

**Recommendations:** That Cabinet resolves to:

**Note** the results of the grant monitoring and the positive impact the community and voluntary sector is making in the city.

10 **JOINT MUNICIPAL WASTE PLAN**

65 - 102

**Lead Member:** Zero Carbon Oxford (Councillor Tom Hayes)

The Transition Director has submitted a report to:

1. Provide an update on the Oxfordshire Environment Partnership (OEP) which convenes the City, District and County Councils in Oxfordshire to share best practice and agree actions;
2. Seek support for the Resource and Waste Strategy for Oxfordshire (Appendix 1) which sets out how the City Council will work with others to deliver sustainable waste management services as part of our response to the climate emergency. It runs until 2023 and focuses on local authority collected waste; and
3. Reconfirm support for the reintroduction of joint working across Oxfordshire in the form of a partnership. Including reinstating a dedicated officer post to take forward county-wide waste management, following the declaration of a climate emergency.

**Recommendations:** That Cabinet resolves to:

1. **Adopt** Oxfordshire's Resources and Waste Strategy for Oxfordshire 2018-2023, in response to the Climate Emergency;
2. **Agree** support for reinstating a Countywide Partnership on resources and waste management;
3. **Support** the principle of the reintroduction of an Officer post to advance the shared goals of all Oxfordshire councils to effectively manage waste arising in the county, subject to City Council's budget process for 2020/2021; and
4. **Delegate** authority to the Transition Director in consultation with the Section 151 Officer, Monitoring Officer and Cabinet Member for



Zero Carbon Oxford to conclude the negotiation and agreement of a Memorandum of Understanding with all other relevant councils in Oxfordshire concerning the partnership and shared post across the proposed reformed Waste Partnership.

**11 TREASURY MANAGEMENT: ANNUAL REPORT AND PERFORMANCE 2018/19**

103 - 112

**Lead Member:** Deputy Leader - Finance and Asset Management (Councillor Ed Turner)

The Head of Financial Services has submitted a report which sets out the Council's Treasury Management activity and performance for the financial year 2018/2019.

**Recommendations:** That Cabinet resolves to:

**Note** the report.

**12 MINUTES**

113 - 118

**Recommendation:** That Cabinet resolves to APPROVE the minutes of the meeting held on 10 July 2019 as a true and accurate record.

**13 DATES OF FUTURE MEETINGS**

Meetings are scheduled for the following dates:

- 03 October 2019
- 09 October 2019
- 13 November 2019
- 11 December 2019

All meetings start at 6pm.



## **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](mailto: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







**To:** Cabinet  
**Date:** 11 September 2019  
**Report of:** The Head of Financial Services  
**Title of Report:** Consultation on proposals for a revised Council Tax Reduction Scheme 2020/21

| Summary and recommendations   |  |
|---|--|
| <b>Purpose of report:</b>   | To seek approval for proposals for consultation on changes to the Council's Council Tax Reduction Scheme for 2020/21 |
| <b>Key decision:</b>  | Yes  |
| <b>Cabinet Member:</b>  | Councillor Marie Tidball, Supporting Local Communities   |
| <b>Corporate Priority:</b>  | An Efficient and Effective Council<br>Meeting Housing Need   |
| <b>Policy Framework:</b>  | Financial Inclusion Strategy   |
| <b>Recommendations:</b> That Cabinet resolves to:   |  |
| <ol style="list-style-type: none"> <li><b>Agree</b> that the proposals for the 2020/21 Council Tax Reduction Scheme outlined in the report be subject to consultation for an 8 week period from 23rd September 2019; and</li> <li><b>Instruct</b> the Head of Financial Services to bring a further report to Cabinet in January 2020 to outline the outcome of the consultation process and make proposals for the 2020/21 Council Tax Reduction Scheme</li> </ol> |  |

| Appendices |                                    |
|------------|------------------------------------|
| Appendix 1 | Consultation questions             |
| Appendix 2 | Risk register                      |
| Appendix 3 | Initial Equality Impact Assessment |

## Introduction and background

- In April 2013 the national Council Tax Benefit (CTB) scheme was replaced by a new Council Tax Reduction (CTR) scheme. The CTB scheme was funded by the



Department for Work and Pensions (DWP) and supported people on low incomes by reducing the amount of council tax they had to pay.

2. The CTR scheme is for working age customers and determined locally by Councils rather than nationally by the DWP. The separate scheme that exists for pension age recipients is a national scheme prescribed by regulation and cannot be varied locally. Whilst the Government initially provided funding for the new local schemes, the funding has reduced each year in line with the reduction in the Council's Revenue Support Grant (RSG). RSG has now reduced to zero and consequently no funding is provided towards the CTR scheme.
3. Councils are required to review their CTR scheme annually, and determine whether or not to revise it. In order to change its scheme a council is required by law to:
  - Consult with the major precepting authorities
  - Consult with other persons it considers are likely to have an interest in the operation of the scheme.

The CTR scheme itself must be adopted by Council, and the approval of the scheme cannot be delegated to an officer or committee.

4. The CTR scheme must take account of and support:
  - Work incentives and in particular avoid disincentives for those moving into work
  - The Council's duties to protect vulnerable people (under the Equality Act 2010, the Care Act 2014, the Child Poverty Act 2010, the Housing Act 1996)
  - The Armed Forces Covenant
5. 2018/19 was the first year that Oxford City Council (OCC) amended its CTR scheme. 2019/20 saw further amendments, including the reversal of the Minimum Income Floor for Self Employed claimants. Oxford City Council's scheme is estimated to cost the Council £1.7m for 2019/20. The cost at 24 July 2019 is £1.606m. The estimated cost for 2020/21 is £1.7m however this is dependent upon things outside the Council's control, such as the level of Council Tax due for the next financial year. If Council Tax increases, then the amount of CTR increases proportionally, thus increasing the cost of the scheme.
6. Table 1 below sets out the cost and caseload (number of CTR claimants) for the OCC CTR scheme since its introduction. The cost of the scheme is shared by the Oxford City Council (15.7%), Oxfordshire County Council (73.9%) and Thames Valley Police and Crime Commissioner (10.4%) in accordance with the proportion of council tax levied by each. The table shows that the gap between the cost to the Council between 2018-19 and 2019-20 has increased by £45k and the scheme is no longer funded by Government grant.



Table 1

|                           | 2013/14     | 2014/15     | 2015/16    | 2016/17    | 2017/18    | 2018/19    | 2019/20     |
|---------------------------|-------------|-------------|------------|------------|------------|------------|-------------|
| Cost of Pension Age       | £3,567,670  | £3,557,466  | £3,326,142 | £3,274,619 | £3,172,713 | £3,284,610 | £3,627,095  |
| Pension Age caseload      | 3,572       | 3,424       | 3,261      | 3,122      | 3,056      | 2,990      | 2,982       |
| Cost of Working Age       | £6,593,636  | £6,485,387  | £6,234,439 | £6,357,253 | £6,318,785 | £6,541,638 | £6,648,458  |
| Working age caseload      | 6,434       | 6,121       | 5,963      | 5,841      | 5,666      | 5,558      | 5,466       |
| Total Cost                | £10,161,306 | £10,042,852 | £9,560,581 | £9,631,872 | £9,491,498 | £9,826,248 | £10,275,553 |
| Total Caseload            | 10,006      | 9,545       | 9,224      | 8,963      | 8,722      | 8,548      | 8,448       |
|                           |             |             |            |            |            |            |             |
| Cost of the scheme to OCC | £1,712,631  | £1,626,667  | £1,575,329 | £1,572,711 | £1,546,165 | £1,561,391 | £1,606,475  |

7. The Council's caseload has fallen by 100 over the last year. The Council still receives a substantial number of new CTR claims daily. There is nothing significant about this decrease however the cause will in most cases be related to changes to income.
8. The following changes were made to the OCC CTR scheme for the year 2019/20:
- Using a system of income bands to decide how much discount people can get from their council tax bill. This system gives a percentage reduction on an applicant's council tax bill, and it is based on the amount of their Universal Credit award, earnings and some other types of income. The income bands have been increased in line with inflation.
  - Removal of the minimum income floor (MIF) for people who have been self-employed for more than a year. The MIF assumed that people who had been self-employed for over a year were earning at least the same as someone working 35 hours a week at the National Living Wage (NLW). The Council now bases all self-employed people's CTR entitlement on their actual earnings.

The cost of savings of each of these measures was expected to be around £20k. However, taken together, the changes have had no significant impact on the overall cost of support to the Council. Council tax bills increased on average by 4.0% in Oxford in 2019/20, and the cost of CTR increased by 5.8% from March 2019 to April 2019.

9. Prior to drafting this report, officers considered a range of options for changing the CTR scheme in 2020/21. This included options to reduce the cost of the scheme incorporating the introduction of a minimum charge for all residents, providing certain categories of claimants with full CTR if a minimum charge was introduced, and bringing CTR more in line with being a discount.
10. If the Cabinet is not minded to make any significant changes to the scheme for 2020/21, it may have to consider this position going forward as the financial pressures on the council over the medium term increase.



11. For next year's scheme (2020/21), it is proposed that the Council carries out consultation to assess the impact of some minor amendments. These include:
- Changes that affect CTR to be applied from the date of the claim, rather than the Monday after the change. This mirrors how the daily charge for Council Tax works and the cost of doing this will be neutral. The impact on claimants is that some may lose up to 7 days entitlement to CTR where others will gain up to 7 days entitlement.
  - Leaving a CTR claim open for 6 months whilst there is a Universal Credit application in place. This will mean a small administration saving as the Council will be able to use the same CTR claim more than once rather than claimants having to make a new CTR claim or claims, with no financial cost or saving. The impact on the claimant is that their CTR claim will be dealt with sooner.
  - Whether or not to introduce a banded income approach for working age claimants, in the same way as UC claimants are treated, from 2021/22. The impact on the CTR claimant is that fewer changes will need to be reported to the Council for minor income changes, resulting in less administration and more certainty for claimants.
12. The 2019/20 CTR scheme, which was approved on 22 January 2019, allows for the income band scheme for residents on Universal Credit to be uprated annually in line with changes to the National Minimum Wage (NMW) and the Oxford Living Wage (OLW), and that the benefit cap be uprated in line with inflation (based on the Retail Price Index figure for September 2018). Whilst it is not necessary to consult on this annually, it will be included in the consultation to check that it is still relevant.
13. The changes proposed would have no significant impact on the amount of support provided by the Council, and will ensure that no-one has to pay more council tax as a result of receiving a small pay rise. The income bandings currently being used and based on the methodology above are shown in Table 2 below. The figures have been calculated using the 2019 figures for the NMW and OLW which are £8.21 and £10.02 per hour respectively. The band 5 value has been uprated by 3.3% which is the RPI figure for September 2018.

Table 2

| <b>Band</b> | <b>Weekly Income</b> | <b>Discount received</b> |
|-------------|----------------------|--------------------------|
| 1           | £0 - £131.99         | 100%                     |
| 2           | £132 - £197.99       | 75%                      |
| 3           | £198 - £300.99       | 50%                      |
| 4           | £301 - £397.99       | 25%                      |
| 5           | £398                 | 0%                       |

These figures will be uprated prior to the next Cabinet report in January 2020 once known.

14. Consultation will be carried out using the Council's online consultation system, and also making use of paper questionnaires. The consultation will be promoted by the Council's Communications Team. Individuals subject to the current income band scheme will also be written to, inviting them to participate in the consultation. The



consultation will last for a period of eight weeks beginning on 23 September 2019. The proposed consultation document is included at Appendix 1.

### **Discretionary support**

15. The Council Tax Regulations make provision for discretionary support to be made available on application by a customer who is facing difficulty paying their Council Tax.

### **Financial implications**

16. The current cost of the CTR scheme has been factored into the Council's Medium Term Financial Plan with the Council bearing the full cost of its share estimated at £1.7 million for 2019-20 from council tax income foregone. The cost of the scheme is likely to increase year on year as a consequence of any future increases in the Council Tax charge.
17. As Oxfordshire County Council is the principal precepting authority, it is difficult for Oxford City Council to make significant savings in its cost of support, i.e. to save £1 an additional £6 must be raised. Although there are no savings proposed from the CTR scheme this year, reductions in support will be considered each year in light of the Council's overall financial position.

### **Legal issues**

18. In considering changes to the CTR scheme, the Council must take into account the provisions of The Council Tax Reduction Schemes (Prescribed Requirements) (England) 2012 and subsequent amendments.
19. Since the introduction of CTR schemes, there have been a number of legal challenges against other local schemes. Most of these challenges have been in relation to the consultation undertaken and have questioned whether due regard was given to any equality impact assessment when changes were made to schemes. A Supreme Court ruling in 2014 (R (Moseley) v London Borough of Haringey) has determined that consultation on changes to council tax reduction schemes must also include an option for any current scheme to be retained on the same level of funding with a consequent reduction in funding for other services. There are questions in the consultation paper on these options.

### **Level of risk**

20. A risk register is attached at Appendix 2. The identified risks relate to the undertaking of consultation, rather than the changes to the CTR scheme.

### **Equalities impact**

21. An Initial Equalities Impact Assessment is attached at Appendix 3.

|                      |  |
|----------------------|--|
| <b>Report author</b> | Tanya Bandekar                         |
| <b>Job title</b>     | Service Manager, Revenues and Benefits |



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|                                |
|--------------------------------|
| <b>Background Papers:</b> None |
|--------------------------------|



# Appendix 1

## Council Tax Reduction Consultation

### **Background**

The Council Tax Reduction (CTR) scheme provides help for Oxford residents on benefits or low incomes to pay their council tax. This help is provided as a reduction in the amount of Council Tax to pay. The reduction can be up to 100% of the Council Tax bill.

Since the end of national council tax benefit (CTB) in April 2013, councils have been responsible for drawing up their own schemes of support. Oxford is one of a small number of councils who have not reduced the overall level of financial support that was available before 2013, even though government funding for Council Tax support has reduced every year since 2013, and will end completely in 2019. Because of government cuts to funding, our CTR scheme will cost us more than £1.6 million this year.

In Oxford, 8,448 people currently get help to pay their council tax. The amount of help they get depends on their income and their household, with people on some benefits not having to pay anything. These benefits include income-based Jobseeker's Allowance (JSA), Income Support (IS), Guarantee Credit and income-related Employment and Support Allowance (ESA). People in equivalent circumstances on Universal Credit (UC) will also get 100% CTR support.

The Council made two changes to the CTR scheme for the current year. We are now proposing some additional amendments to the scheme for 2020/21, and this means we have to ask you for your views on the changes we want to make.

Your CTR will not be affected by our proposals if you are pension age. Pensioners are still covered by a national scheme of support.

We are consulting you on the following changes we would like to make to CTR:

### **Consultation Questions**

Please either tick the box next to your answer, or write your response in the space provided.

1. Are you responding on behalf of an organisation?

Yes

☐

No

☐

2. If you are responding on behalf of an organisation, please state which one?

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# Appendix 1

## CTR Scheme amendments

### Amendment of income bands for people claiming Universal Credit

Universal Credit is a single monthly payment which replaces a number of benefits and tax credits paid to working age people. The Department of Work and Pensions began rolling this out to new benefit and tax credit claimants in Oxford in October 2017.

UC is designed to allow people to vary their hours at work while still getting support for their living, housing and other costs. This can result in people receiving a different amount of UC each month, which can change the amount of CTR that someone receives. As a result it could be difficult for people getting CTR to know how much council tax they need to pay themselves. The income band scheme makes it more likely that people will need to pay the same amount of Council Tax each month, with instalments only changing when income increases, or decreases, by enough to move them into the next band.

The income used to determine which band applies will be a claimant's UC basic allowance and any earnings from work, plus any unearned income. Deductions are then made for any non-dependants in the household. The income band scheme uses the following bandings to determine the amount of support provided:

| Band | Weekly Income  | Discount received |
|------|----------------|-------------------|
| 1    | £0 - £131.99   | 100%              |
| 2    | £132 - £197.99 | 75%               |
| 3    | £198 - £300.99 | 50%               |
| 4    | £301 - £397.99 | 25%               |
| 5    | £398           | 0%                |

The rationale for the figures above are as follows:

- £132 is 16 hours on the national minimum wage (NMW) rounded upwards
- £198 is 24 hours on the NMW rounded upwards
- £301 is 30 hours on the Oxford living wage(OLW), rounded upwards
- £398 is the Benefit Cap uprated by the September 2018 RPI figure

It is proposed that the bands are uprated for 2020/21 as follows:

- Bands based on the NMW are uprated in accordance with the NMW rate for over 25's from April 2020
- Bands based on the OLW are uprated in accordance with the OLW rate from April 2020
- Band 5 is increased by the Retail Price Index measure of inflation as of September 2019

Uprating the bands in this way will ensure that no-one has to make more Council Tax as a result of getting a pay rise.

We would like to know if you still agree with us using an Income Band Scheme for Universal Credit claimants.

Please could you answer the following questions in respect of the income band scheme.

3. Do you agree with the principle of using income bands for deciding how much support people get in paying their Council Tax?

Yes

☐☐



# Appendix 1

No

Don't know

☐

4. Do you agree with the proposal for uprating the income bands from 2019/20?

Yes

☐

No

☐

Don't know

☐

5. Please provide any comments you have on the income band scheme, and its proposed uprating.

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**Whilst we are not proposing this for the 2020/21 CTR scheme, we would like to know if you think it would be a good idea to introduce a banded income approach for working age claimants, the same as we currently do for UC claimants.**

Currently the CTR scheme has a banded income approach for people who are in receipt of Universal Credit. Other working age claims do not have a banded scheme and entitlement to CTR will change whenever income or families change.

To what extent do you agree or disagree with applying a banded scheme to all working age CTR claims.

Agree

☐

Disagree

☐

Don't know

☐

6. Please provide any comments you have on creating an income band scheme for all claimants.

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# Appendix 1

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**We would like your views on changing the date that a CTR change takes effect to the date that the actual change takes place, rather than from the following Monday. This would then mirror how the daily charge for Council Tax works.**

7. Do you think we should amend the effective date for a change that affects CTR to the date of the change and not the following Monday?

Yes

☐

No

☐

Don't know

☐

**We would like your views on whether to leave a CTR claim open for 6 months whilst there is a Universal Credit claim in place.**

With Universal Credit, legislation allows for claims to be 'active' for 6 months without there being a benefit payment made. We are looking to reduce the number of new claims that we receive by treating the CTR claim as being 'active' for those people on UC where the entitlement is zero for 6 months.

8. Do you think we should leave a claim open for 6 months whilst there is a UC claim in place?

Yes

☐

No

☐

Don't know

☐

## **Alternatives to reducing the amount of help provided by the CTR scheme**

Although the Council is not making proposals to reduce the support people can get under CTR for the financial year 2020/21, we would like your views on alternative approaches to funding the increasing costs of the Council's CTR scheme.

Do you think we should choose any of the following options when considering how to fund the CTR scheme? Please select one answer for each source of funding.

9. Increase the level of Council Tax

Yes

☐

No

☐☐



# Appendix 1

Don't know

10. Find savings from cutting other council services

Yes ☐

No ☐

Don't know ☐

11. Increase fees and charges

Yes ☐

No ☐

Don't know ☐

12. Please use the space below if you would like us to consider any other options.

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13. Please use this space to make other comments on the CTR scheme

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## About you

We ask these questions:

- to find out if different groups of people in Oxford have been able to take part in the consultation and to identify if any groups have been excluded. This means it is not about you as an individual – we want to find out if people with similar characteristics have had their say



# Appendix 1

- To find out if different groups of people feel differently about the options and proposals in comparison to each other and all respondents. This means it is not about you as an individual – we want to find out if people with similar characteristics have answered in the same way or not.

This information is completely confidential and anonymous.

Your personal information will not be passed on to anyone and your personal details will not be linked to your responses.

14. Are you, or someone in your household, getting CTR now?

Yes ☐

No ☐

Prefer not to say ☐

15. What is your gender?

Male ☐

Female ☐

Transgender ☐

Prefer not to say ☐

16. What is your age?

16-18 ☐

19-24 ☐

25-44 ☐

45-59 ☐

60-74 ☐

75 or above ☐

17. What is your ethnic group?

☐ White British

☐ White Irish

☐ Other White

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Other Mixed

☐ Other (Specify Below)

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Other Asian

☐ Caribbean

☐ African

☐ Black Other

☐ Chinese



# Appendix 1

18. If other, please enter details in the space below

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19. Do you consider yourself to have a disability or life limiting illness?

- Yes ☐
- No ☐
- Prefer not to say ☐



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## Appendix 2

| 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    |
| Challenge to consultation process | Customers challenge the effectiveness of the consultation  | Opp         | Due regard not given to statutory guidelines or relevant case law.                  | Any changes in the CTR scheme may not be upheld by Tribunals or Courts, when challenged by a customer.  | 25/7/19     | Tanya Bandekar | 3     | 2 | 1       | 2 | 1        | 2 |          | Reference the relevant regulations and case law in planning the consultation   | 20/9/11  |        | 50         | Laura Bessell   |
| Increased customer contact        | Customers are concerned at potential changes to the support they get and contact the Council about them.                         | Threat      | Poor explanation of changes, and no mitigation planned.                             | Customers are not clear about the impact of the changes.  | 25/7/19     | Tanya Bandekar | 2     | 2 | 1       | 1 | 1        | 1 |          | Simple explanations given of the proposed changes, together with details of mitigation.  | 20/9/11  |        | 50         | Laura Bessell   |
| Council reputation                | Proposals for changes not clearly thought through, and impact not properly understood, resulting in damage to Council reputation | Opp         | Insufficient modelling undertaken, and/or impact of changes not properly understood | Informed customers spot impacts of changes that the Council has not properly identified, undermining both the proposals and consultation process. | 25/7/19     | Tanya Bandekar | 3     | 3 | 3       | 2 | 3        | 2 |          | Expert team from different service areas assembled to work on the proposals, time taken to model changes and understand customer impact. | 20/9/11  |        | 50         | James Pickering |
|                                   |  |             |   | Changes are costed incorrectly and lead to an increase in scheme costs  | 25/07/19    | Tanya Bandekar | 3     | 3 | 3       | 2 | 3        | 2 |          | Work with Finance Team to ensure funding available and changes costed  | 20/09/11 |        | 50         | Tanya Bandekar  |



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## Initial Equalities Impact Assessment screening form

*Prior to making the decision, the Council's decision makers considered the following: guide to decision making under the Equality Act 2010:*

*The Council is a public authority. All public authorities when exercising public functions are caught by the Equality Act 2010 which became law in December 2011. In making any decisions and proposals, the Council - specifically members and officers - are required to have **due regard** to the 9 protected characteristics defined under the Act. These protected characteristics are: **age, disability, race, gender reassignment, pregnancy and maternity, religion or belief, sex, sexual orientation and marriage & civil partnership***

*The decision maker(s) must specifically consider those protected by the above characteristics:*

- (a) To seek to ensure equality of treatment towards service users and employees;*
- (b) To identify the potential impact of the proposal or decision upon them.*

*The Council will also ask that officers specifically consider whether:*

- (A) The policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults*
- (B) The proposed policy / service is likely to have any significant impact on mental wellbeing / community resilience (staff or residents)*

*If the Council fails to give 'due regard', the Council is likely to face a Court challenge. This will either be through a judicial review of its decision making, the decision may be quashed and/or returned for it to have to be made again, which can be costly and time-consuming diversion for the Council. When considering 'due regard', decision makers must consider the following principles:*

- 1. **The decision maker is responsible for identifying whether there is an issue and discharging it.** The threshold for one of the duties to be triggered is low and will be triggered where there is any issue which needs at least to be addressed.*
- 2. **The duties arise before the decision or proposal is made, and not after and are ongoing.** They require **advance** consideration by the policy decision maker with conscientiousness, rigour and an open mind. The duty is similar to an open consultation process.*
- 3. The decision maker must be **aware** of the needs of the duty.*
- 4. The **impact of the proposal or decision must be properly understood first.** The amount of regard due will depend on the individual circumstances of each case. The greater the potential impact, the greater the regard.*
- 5. **Get your facts straight first!** There will be no due regard at all if the decision maker or those advising it make a fundamental error of fact (e.g. because of failing to properly inform yourself about the impact of a particular decision).*
- 6. What does 'due regard' entail?*
  - a. **Collection and consideration of data and information;***
  - b. **Ensuring data is sufficient to assess the decision/any potential discrimination/ensure equality of opportunity;***
  - c. **Proper appreciation of the extent, nature and duration of the proposal or decision.***



## Appendix 3

7. **Responsibility** for discharging can't be delegated or sub-contracted (although an equality impact assessment ("EIA") can be undertaken by officers, decision makers must be sufficiently aware of the outcome).
  8. **Document the process** of having due regard! Keep records and make it transparent! If in any doubt carry out an equality impact assessment ("EIA"), to test whether a policy will impact differentially or not. Evidentially an EIA will be the best way of defending a legal challenge. See hyperlink for the questions you should consider <http://occweb/files/seealsodocs/93561/Equalities%20-%20Initial%20Equality%20Impact%20Assessment%20screening%20template.doc>
1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

Council Tax Reduction is claimed by low income households in the city. The following groups are over represented in this cohort compared to the general population:

Women

Single parent households

Ethnic Minorities

People with a disability or lifelong illness

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

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

At this stage proposals are only being submitted for consultation. The 2020/21 Council Tax Reduction Scheme will be informed by this consultation process. This will include:

- Uprate the income bands for Universal Credit claimants in line with previous years
- Changes that affect CTR to be applied from the date of the claim, rather than the Monday after the change. This mirrors how the daily charge for Council Tax works and the cost of doing this will net itself. There may be some gainers and losers depending on the change reported
- Leaving a claim open for 6 months whilst there is a Universal Credit claim in place
- To consider whether or not to introduce a banded income approach for working age claimants, the same as we currently do for UC



## Appendix 3

claimants from 2021/22

Within the existing Council Tax regulations, there is provision for discretionary payments to be made to people experiencing hardship. Anyone disadvantaged by the Council Tax Reduction scheme can apply for help form this scheme.

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

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

The main report seeks approval for consultation about changes to the proposed scheme. This includes general public consultation, as well as inviting people subject to the measures outlined in Question 1 above, to respond personally.

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

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

Within the existing Council Tax regulations, there is provision for discretionary payments to be made to people experiencing hardship. Anyone disadvantaged by the Council Tax Reduction scheme can apply for help form this scheme.

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

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

The impact will be monitored via applications for discretionary support. This should highlight any areas of concern.

As the changes will be rolled out on a gradual basis, as people see changes



# Appendix 3

in their circumstance, there will be an opportunity to revise the scheme in future years, if there is an unexpected negative impact on certain groups of customers.

Lead officer responsible for signing off the EqIA: Tanya Bandekar

Role: Revenues & Benefits Service Manager

Date: 5 August 2019

Note, please consider & include the following areas:

- Summary of the impacts of any individual policies
- Specific impact tests (e.g. statutory equality duties, social, regeneration and sustainability)
- Consultation
- Post implementation review plan (consider the basis for the review, objectives and how these will be measured, impacts and outcomes including the “unknown”)
- Potential data sources (attach hyperlinks including Government impact assessments or Oxfordshire data observatory information where relevant)



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

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

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



## **Introduction**

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

## **Council Priorities**

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

## **Key observations**

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



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

## **Social Impact**

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

## **Equalities Impact**

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

## **Grant Reporting Mechanism and Monitoring**

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



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

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

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

### **The Oxford Lottery**

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

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

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



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

### **Financial implications**

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

### **Legal issues**

21 There are no legal implications.

### **Level of risk**

22 Please see Appendix 4 for risk.

|                            |  |
|----------------------------|--|
| <b>Report author</b>       | Carolyn Newall   |
| Job title                  | Diversity and Inclusion Manager                                  |
| Service area or department | Community Services   |
| Telephone                  | 01865 252156   |
| e-mail                     | <a href="mailto:cnewall@oxford.gov.uk">cnewall@oxford.gov.uk</a> |



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# Appendix 1

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

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

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

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

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

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

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



# APPENDIX 1

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

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

### Commissioned Advice Centres



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



# APPENDIX 1

## Grants to Community and Voluntary Organisations

### Annual Open Bidding Grants Programme 2018/2019

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



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



# APPENDIX 1

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

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



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

\* Applications received through The Good Exchange



# APPENDIX 1

## Grants to Community and Voluntary Organisations

### Youth Ambition Grants Programme 2018/2019

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



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



APPENDIX 1

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

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



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



APPENDIX 1

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

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



## Appendix 1

### Commissioned Advice Centres 2018 / 2019

#### ADVICE CENTRE MONITORING

47

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



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



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



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



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



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



# APPENDIX 1

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

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



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

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



## Appendix 1

### Commissioning CVO Infrastructure 2018/2019

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

Supporting the development of community and voluntary organisations

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

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



**Appendix 1**

## Commissioning Specialist Play 2018/19

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

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

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



# Appendix 2

## Case Studies

**Disclaimer:**

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

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

**Case Study 1:**

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

**Case Study 2**

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



## Appendix 2

We have found over and over that almost every disabled/disadvantaged child/young person can do more, and take on more responsibility, than they think they can. Achieving brings about 'belief in themselves and their potential' which is exhilarating for all stakeholders.

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

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

### Case Study 3

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

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

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

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



## Appendix 2

### Case Study 4

|   |  |
|---|--|
| Organisation:   | <b>Oxford Community Work Agency (Barton Advice Centre)</b> |
| Title:  | <b>Debt</b>  |
| <p>Michael suffers with severe mental health problems and is dependent on others to help him cope. His support worker brought him to our attention as he was struggling to pay his bank. Even though Michael's income was means-tested benefits, his bank had allowed him to borrow in excess of £10,000. Michael had an issue of overspending due to his mental health problems. We helped him to place a notice with his credit reference agencies which told his creditors about the problem. This means that creditors would be reluctant to continue to lend, which helped Michael to curb his spending. His bank had acted irresponsibly in allowing the debt to reach its current level for which they have a responsibility.</p> <p>Michael was deeply upset because he could no longer continue to pay his bank; he defaulted on the accounts which were then passed to debt recovery agents. The numerous calls and letters demanding payment caused him considerable distress and this impacted on his mental health even further.</p> <p>We told the bank that Michael suffered with mental health issues and he is therefore vulnerable. The bank must take this into account when seeking to recover a debt. We obtained a 30-day hold on all recovery action and helped him to apply for a Debt Relief Order.</p> <p>Michael was able to apply for a Debt Relief Order (DRO), which is a form of insolvency, because he was able to meet the qualifying criteria: debts of less than £20,000, no more than £50 per month disposable income, assets or property valued at no more than £1,000 and not having a car worth more than £1,000. Michael had to pay a one-off fee of £90, and after 12 months of the order all his debts are written off.</p> |  |

### Case Study 5

|  |                                   |
|--|-----------------------------------|
| Organisation:  | <b>Asylum Welcome</b>             |
| Title:   | <b>A young girl from Sudan...</b> |
| <p>A was a young woman who had travelled from Sudan with her brother, looking for refuge. She approached our office late in the afternoon crying, upset and desperate for help. After trying to reassure her that she was safe and would be looked after, she told us that she had been trafficked into the UK at about 4am and was taken to a place in Oxford. She did not know the place or the traffickers. She had been separated from her brother on the journey from France and she had feared for her life and was very distressed, but had managed to run from the place she was taken to. This was her first contact with any organisation in this country.</p> <p>Two members of staff dealt with her needs: to listen to her concerns, help reassure her and support her to feel safe and secure. We made sure she had access to food and shelter and also knew about her rights and the immigration process. We registered her request for asylum with the Home Office and obtained a time to attend her initial interview, contacted other departments at the Home Office and appealed for accommodation, which was finally agreed after two hours of intense</p> |                                   |



## Appendix 2

communications.

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

### Case Study 6

|   |                        |
|---|------------------------|
| Organisation:   | <b>Asylum Welcome</b>  |
| Title:  | N is a young person... |
| <p>N is a young person who came to us having been refused an extension to his leave to Remain. He had leave to appeal the decision, but no solicitor to take this forward and as he could not access legal aid funding. None of the statutory support services were able to support him with this.</p> <p>We had a very tight deadline to the appeal hearing (two weeks) and we tried to find a 'direct access' barrister for court but were unable to do so at short notice.</p> <p>Our Youth Support Worker and Front line Services Manager supported the young person to gather any supporting evidence with relevant agencies (school, Red Cross, ourselves) and then filed this with the court by the deadline.</p> <p>We accompanied N to court and briefed him ahead of the session about what to expect, what he might be asked, and what were the relevant facts in this case. With our support he represented himself and won the appeal, being given a further two and a half years discretionary leave.</p> |                        |



# Appendix 3

## Review of The Good Exchange

### **1. Introduction**

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

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

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

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

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

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

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

### **3. Feedback**

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

### **4. Summary**

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



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# Appendix 4

## CEB Report Risk Register

Risk Score Impact Score: 1=Insignificant; 2=Minor; 3=Moderate; 4= Major; 5=Catastrophic  
5=Almost Certain

Probability Score: 1=Rare; 2=Unlikely; 3=Possible; 4=Likely;

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



|  |                  |  |  |  |  |  |  |   |   |  |  |
|--|------------------|--|--|--|--|--|--|---|---|--|--|
|  | Council funding. |  |  |  |  |  |  | Mitigating Control:<br><br>Talk to groups about any skills gaps<br><br>Fund Voluntary Sector Infrastructure support | funding sources and not dependent on City Council funding |  |  |
|--|------------------|--|--|--|--|--|--|---|---|--|--|



**To:** Cabinet  
**Date:** 11 September 2019  
**Report of:** Transition Director  
**Title of Report:** Oxfordshire's Resources and waste Strategy 2018-2023

| Summary and recommendations  |   |
|--|---|
| <b>Purpose of report:</b>  | <ol style="list-style-type: none"> <li>1 To provide update on the Oxfordshire Environment Partnership (OEP) which convenes the City, District and County Councils in Oxfordshire to share best practice and agree actions.</li> <li>2 To seek support for the Resource and Waste Strategy for Oxfordshire (Appendix 1) which sets out how the City Council will work with others to deliver sustainable waste management services as part of our response to the climate emergency. It runs until 2023 and focuses on local authority collected waste.</li> <li>3 To reconfirm support for the reintroduction of joint working across Oxfordshire in the form of a partnership. Including reinstating a dedicated officer post to take forward county-wide waste management, following the declaration of a climate emergency.</li> </ol> |
| <b>Key decision:</b>   | No  |
| <b>Executive Board Member:</b>   | Councillor Tom Hayes, Cabinet Member for Zero Carbon Oxford   |
| <b>Corporate Priority:</b>   | Clean, Green Oxford   |
| <b>Policy Framework:</b>   | Corporate Policy and Sustainability Strategy  |
| <b>Recommendations:</b> That the Cabinet resolves to: <ol style="list-style-type: none"> <li>1. <b>Adopt</b> Oxfordshire's Resources and Waste Strategy for Oxfordshire 2018-2023, in response to the Climate Emergency;</li> <li>2. <b>Agree</b> support for reinstating a Countywide Partnership on resources and</li> </ol> |   |



waste management;

3. **Support** the principle of the reintroduction of an Officer post to advance the shared goals of all Oxfordshire councils to effectively manage waste arising in the county, subject to City Council's budget process for 2020/2021; and
4. **Delegate** authority to the Transition Director in consultation with the Section 151 Officer, Monitoring Officer and Cabinet Member for Zero Carbon Oxford to conclude the negotiation and agreement of a Memorandum of Understanding with all other relevant councils in Oxfordshire concerning the partnership and shared post across the proposed reformed Waste Partnership.

## Appendices

|            |  |
|------------|--|
| Appendix 1 | Oxfordshire's Resources and Waste Strategy 2018-2023 |
| Appendix 2 | National context                                     |

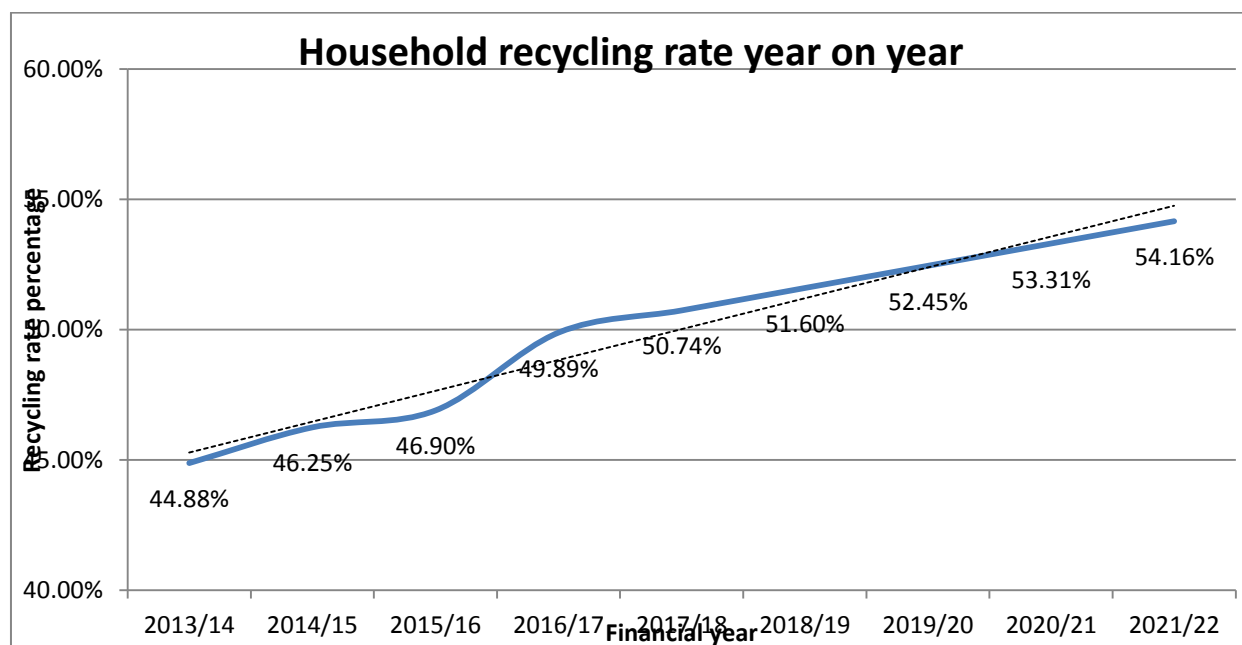
## Introduction

1. The proposal is to adopt Oxfordshire's Resources and Waste Strategy, and reinstatement of a countywide waste partnership with a full-time Partnership Officer post to resource the work of the Partnership. This forms part of the City Council's response to the Climate Emergency, in close alignment with neighbouring councils within the county.
2. In January 2019, Oxford City Council Members unanimously declared a climate emergency and agreed to create a Citizens' Assembly in Oxford to set out recommendations for how to move the city towards net zero carbon emissions. Oxford City Council has since set out arrangements for the Oxford Citizens' Assembly on Climate Change, the first of its kind in the UK, which is set to meet in late September and late October 2019, to consider measures to reduce Oxford's carbon emissions to net zero and, as part of this, strong measures that reduce the City Council's carbon footprint to net zero by 2030.
3. The Citizens' Assembly will address three themes, divided into five separate areas of content. These were selected following work undertaken for the City Council by Anthesis, an Oxford-based environmental consultancy that provided quantitative evidence of where the Council can help deliver the most significant emissions reductions. One of the themes is titled "How do we improve environmental quality on the journey to net zero?" and includes the area of content titled "Waste—How do we reduce our waste to deliver net zero?"
4. A report by Anthesis confirms waste reduction and recycling targets similar to those outlined in the strategy to drive our ambition to net zero. The City Council recognises that waste reduction is an important part of its work to deliver emission reductions and, accordingly, additional steps may be



announced following the conclusion of the Citizens' Assembly.

5. The graph below tracks Oxford city's domestic waste recycling performance, and projected performance. The Council has had great successes reflecting the continued support and recognition it places on resource management. This includes the weekly food recycling collections to all properties and the recycling incentive scheme.



6. To enable the required step change to achieve the national strategy and the City Council's own ambitious net zero aspiration, national policy change is needed as it is unlikely that incremental improvements to the Council's system will deliver what is required.
7. Under the Waste and Emissions Trading Act 2003, local authorities in two tier areas have a duty to create and update a shared waste strategy.
8. From 2007, this duty was formally exercised by the Oxfordshire Waste Partnership (OWP), the forerunner of today's Oxfordshire Environment Partnership (OEP), which has all five district councils responsible for the collection and disposal of recycling and waste in Oxfordshire (including Oxford City Council, Vale of the White Horse, South Oxfordshire, west Oxfordshire, Cherwell and Oxfordshire County Council).
9. The OWP agreed the first Joint Municipal Waste Management Strategy (JMWMS), which set out the steps that the Partnership wished to take to move from a recycling rate of around 33% to 55% in 2020 and detailed the infrastructure and collection changes that were needed. The strategy was highly successful, resulting in Oxfordshire achieving one of the best recycling



rates in England (over 60% in 2011/12).

10. Between April 2007 and March 2014, the partnership operated as the Oxfordshire Waste Partnership and agreed the first Joint Municipal Waste Management Strategy (JMWMS) for Oxfordshire in 2007. The strategy is updated every 5 years and is now due for its second review.
11. The City Council recognised the benefits of partnership working, and at the time was against the partnership being disbanded. Members may recall the benefits realised below:
  - Single view of the public purse, ensuring effective and efficient management of resources, cross subsidy between collection and disposal activities
  - Better waste collection and disposal cooperation. e.g. local food recycling waste plants constructed
  - It lead to significant improvements in performance
  - Access and appeal to secure national funding for waste reduction and recycling initiatives and projects
12. From March 2014 the OEP replaced the OWP. The formal partnership was disbanded and alongside this went the financial arrangements and formalised joint decision making. This Council is represented on this Partnership by its Cabinet Member for Zero Carbon Oxford.
13. The reforming of the partnership will require a Memorandum of Understanding agreed and signed by all members. It is recommend that the negotiation and agreement to any Memorandum of Understanding concerning a shared post across the proposed reformed Waste Partnership is delegated to the Transformation Director to make the final decision in consultation with the Section 151 Officer, Monitoring Officer and Cabinet Member for Zero Carbon Oxford
14. The aspiration is to continue to be amongst the best in the country at waste reduction, reuse and recycling, helping economic and population growth while using our resources sustainably by working together to implement initiatives that are likely to flow from the new waste strategy at national level. Some targets in the Strategy are aspirational and, without that change at national level, will be challenging to achieve however, they are more likely to be achieved and be cost-effective through a countywide approach, formally joining waste collection and disposal activities.
15. The overarching aims for the countywide rate are:
  - Keep household waste growth to zero (per person per year)
  - Increase the amount of household waste we recycle to 70% by 2030
  - Send less than 3% of our household rubbish to landfill by 2020

This is in line with the work that the city has done on what is required to deliver net zero carbon city.



16. In recent times the recycling rate for the county (includes domestic waste collections and waste recycling centre) has slipped to around 57% (in line with national trends) but continues to be one of the highest rates in England. The city's, domestic collection, performance has not slipped and in fact continues to make gains at the margins. However, to realise future aspirations, action is required. In early 2018 the public, across Oxfordshire, was consulted to determine their priorities for the service, and this fed into a draft Strategy discussed by OEP Members in July 2018. It was then announced that the National Resources and Waste Strategy was due to be published that autumn, so sign off and adoption was delayed in order to ensure that it did not contradict any of Oxfordshire's proposed policies.
17. The national strategy was published on 18 December 2018 and the potential implications of this were presented at the OEP meeting in late January 2019. At that meeting OEP agreed Oxfordshire's JMWMS as presented in Appendix 1, and this is now being presented to all partners for adoption.
18. All the member councils of OEP have agreed to this, though as this is an informal partnership, the decisions of OEP are not binding.
19. The national context is set out in Appendix 2
20. It has been stated that the net cost of any new burdens on the Local Authority will be met by Government, and Councils will be holding the Environment Minister to account for that welcome commitment. These policies are in their infancy and reportedly will be developed through further stakeholder engagement and consultation during 2019/20. First draft responses were published in July 2019. Implementation dates stretch through to 2023.
21. Oxfordshire's ability to reach the recycling targets proposed in the JMWMS will be impacted by these national changes. Oxfordshire's JMWMS proposes a 65% recycling rate by 2025, but national changes are not set to be implemented until 2023, and it is understood that the process of withdrawing from the European Union has further halted national strategy development, so there may be a time lag before recycling rates rise. Oxford City's performance impacts the overall targets as well as its own ambitious commitments to work towards waste reduction and improved recycling performance. Alternatively, new policies and legislation may remove recyclable material from local authority control, and while more material will be recycled nationally, it may no longer count towards the Council's figures and, therefore, lower Oxfordshire Local Authority recycling rates.
22. The county's ability to reach the less than 3% to landfill target is currently being impacted by several external factors, including Brexit; continuing political uncertainties (and the consequent absorption of Government and Parliament); the global commodities markets; and the appetite for cost-effective waste contracts in the industry. A recent contract to provide a bulky waste shredding service that would have reduced the Council's landfill to less



than 1% was not awarded following a change in risk profile and cost increases that rendered it undeliverable. The Council continues to explore other avenues and monitor market developments and may revisit this contract in due course.

23. OEP has stated its wish for Oxfordshire's strategy to be ambitious, helping economic and population growth while using our resources sustainably. The targets in the JMWMS have been set to demonstrate Oxfordshire's commitment to reducing waste arisings and increasing recycling, but it should be noted that the JMWMS will be reviewed in 2023/2024 (in accordance with the 5-year review cycle), and that targets may be adjusted then to reflect the changing situation.

### **Other implications**

24. Not being part of the strategy and partnership could lead to issues operating within a two-tier waste management structure and lost opportunities to gain economies of scale and transfer of funding from disposal savings to enhanced collection activities.
25. The waste strategy expresses support for partnership working. Future waste consultations and potential outcomes would be better considered and managed as a partnership, committing to better outcome for citizens. We need to be working co-operatively as councils in Oxfordshire to meet our climate emergency.
26. The approach supports actions towards tackling the climate emergency declared in Oxford and the high level of performance and initiatives expected for recycling and waste in Oxford City as one of the best performing urban authorities.

### **Financial implications**

27. There are no direct immediate financial implications with adopting this strategy. The legislative and policy changes proposed (subject to consultation) in the National Resources and Waste Strategy will be considered in future business planning cycles when further detail is known.
28. Reforming the partnership, along with a full time partnership officer, assumes a contribution from all districts with county providing the bulk of £50k and all other districts contributing. The anticipated increase from recycling credits could cover the contribution of £10k pa, subject to Council budget approval.
29. Recycling and composting materials costs around half the price of disposing of it at the Energy from Waste plant or landfill. If all of the recyclable materials in the residual bin were recycled then the County Council could save around £3million/year. As the county's population grows so the waste bill for all authorities will increase and keeping that as low as possible will help to fund essential services.



## Legal issues

30. In terms of the framework covered by the Partnership it is the Council's intention that the targets in the Resource and Waste Strategy all relate to household waste and do not include the commercial operations of Oxford Direct Services Trading Ltd. ODSTL will continue to drive recycling and efficient waste management with its customers. However, allowing those operations to be drawn into the municipal waste strategy would be inconsistent with the way that the company has been set up and operates and may put at risk the council's income stream from those activities.

## Level of risk

31. The risk of not adopting this strategy for Oxford puts the efficiency and performance of recycling and waste at risk. Operating within a two-tier waste management structure relies on good working relationships and shared objectives. Oxford city has minimal opportunities to partner with other authorities and benefits from shared resources and opportunities.

## Equalities impact

32. There are no direct immediate equalities implications with adopting this strategy. Any changes in the collection services which result from the new waste strategy, or changes in national policy/legislation will be considered at the time.

|                            |  |
|----------------------------|--|
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**Background Papers:** None







# Oxfordshire's Resources and Waste Strategy

2018-2023





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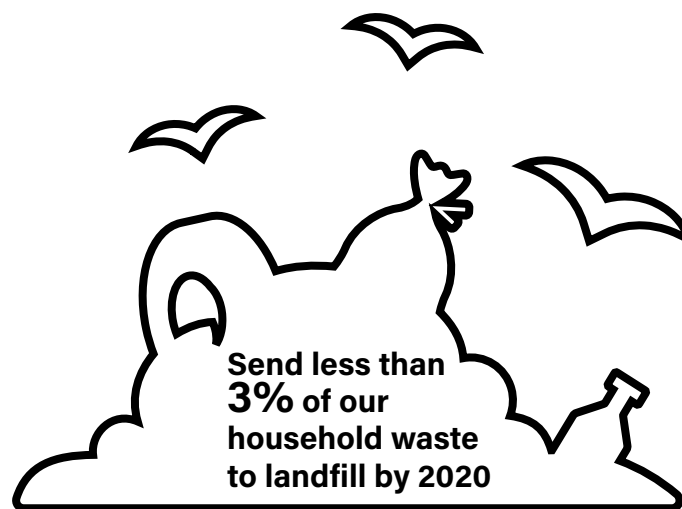
## Summary

Oxfordshire's Resources and Waste strategy has been developed on behalf of all Oxfordshire local authorities through the Oxfordshire Environment Partnership (OEP). It runs from 2018-2023 and focuses on Local Authority Collected Waste.

The next 25 years will see rapid change for Oxfordshire in population and housing growth. The types of waste and the way in which we collect and manage waste are expected to change over time as technology innovation transforms society and organisations. Attitudes towards global and local waste issues will evolve and manufacturers will adapt by seeking to make their products more sustainable.

OEP has agreed a strategy which is bold and ambitious. We want to continue to be amongst the very best in the country, helping economic and population growth while using our resources sustainably. We realise that some targets are aspirational and may be challenging to achieve, but we want to push for the change, working with Government, our contractors, manufactures, retailers and residents to make it as easy as possible to produce less waste and recycle more.

**We aim to:**



This strategy helps us all put in place some objectives, targets and practical measures to show how we will deliver our strategy. These will be further developed into a yearly action plan that will available on our website.



# What is meant by waste?

Within this document we use several terms:

- **Anaerobic Digestion (AD)** – the process by which food waste is broken down to produce biogas for electricity and digestate, a fertiliser.
- **Circular Economy** – a concept which aims to keep resources in use for much longer, extracting the maximum value from them whilst in use, and ensuring that they can be recovered and recycled easily at the end of life.
- **Commercial waste** – waste generated by businesses who need to pay for collection and management
- **Composting** – the process by which garden waste is broken down to create a soil fertiliser
- **Deposit Return Scheme (DRS)** – where customers pay an upfront deposit on a product (such as a drinks bottle) which can be redeemed on return of the product.
- **Extended Producer Responsibility (EPR)** – where producers are given significant responsibility (financial or physical) for the recycling or disposal of products at the end of their life
- **Household waste** – waste generated by householders, of which the cost of disposal or reprocessing is included within council tax payments
- **InVessel Composting (IVC)** – the enclosed process by which garden and food waste can be broken down to create a soil fertiliser. Temperature and air flow are monitored to ensure complete degradation
- **Local Authority Collected Waste (LACW)** – waste produced within Oxfordshire by householders, commercial waste collected by district councils, waste deposited at HWRCs, street sweepings, litter and fly tipped materials.
- **Municipal solid waste (MSW)** – Household waste, and waste from other sources, such as businesses, whose waste is similar in nature and composition to household waste (ie paper, card, plastic, glass, food waste etc) (MSW does not include liquid waste)
- **Recycling** – everything that needs reprocessing before it can be used again, for example glass, paper, card, plastics, food waste, garden waste, and metals
- **Resources** – a new way of looking at waste, not as something that we no longer need, but as resources for other processes.



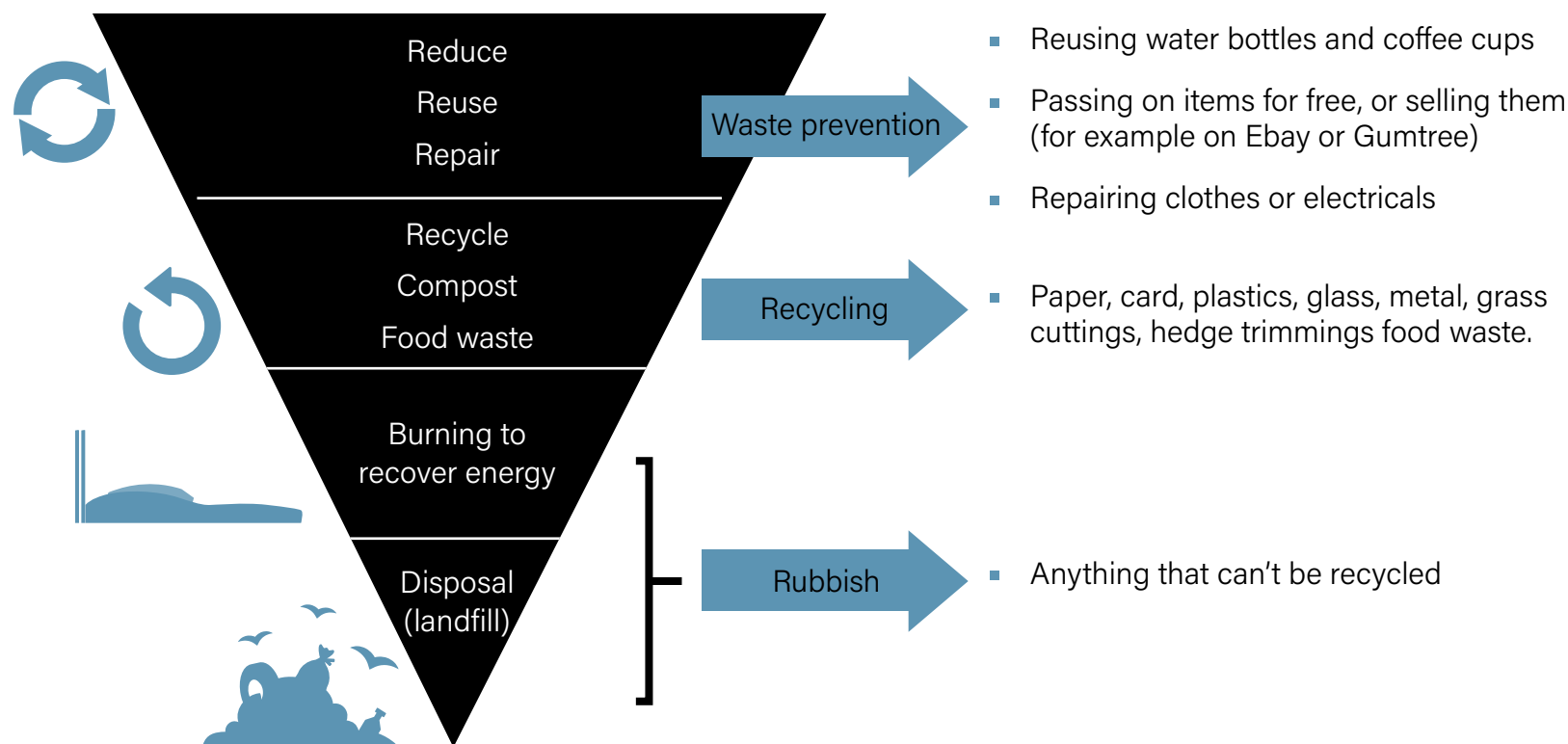


- **Rubbish** – anything that cannot be recycled. In Oxfordshire this can be managed in one of two ways:
  - **Energy Recovery** – Burnt to generate energy which is fed back in to the National Grid
  - **Landfill** – buried in the ground
- **Single use** - any disposable item which is designed to be used only once
- **Waste** – refers to everything that is thrown away, recyclables and rubbish
- **Waste Collection Authority (WCA)** – Responsible for collecting all household waste and arranging for the recyclables to be processed. Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council and West Oxfordshire District Council.
- **Waste Disposal Authority (WDA)** – responsible for providing Household Waste Recycling Centres (HWRCs), and managing any rubbish collected. Oxfordshire County Council holds contracts for processing food waste, garden waste, hazardous waste, rubbish for energy recovery and landfill.
- **Waste prevention** – activity that minimises the amount thrown away, including
  - **Reduction** – Changing behaviour so waste isn't generated in the first place – for example buying loose fruit and veg rather than packaged,
  - **Reuse** – using an item straight away without any processing - for example refilling a water bottle, using a bag for life, or passing on items when you have finished with them.
  - **Repair** – mending items such as clothes or electricals so that they can continue to be used





# Waste hierarchy



Waste is managed in accordance with the waste hierarchy; top priority is given to preventing waste, and when waste is created, it gives priority to preparing it for re-use, then recycling, then recovery and last of all disposal.

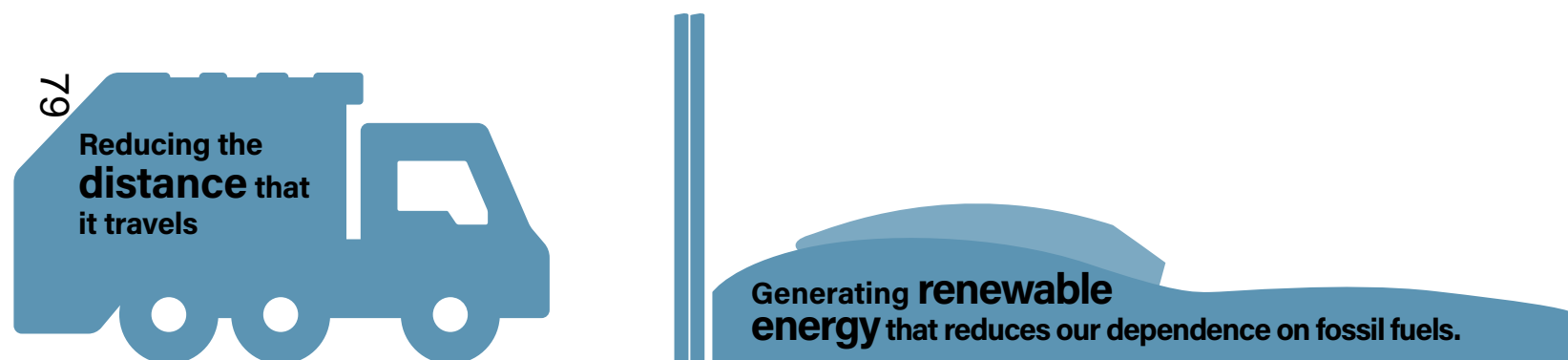


## Introduction

Oxfordshire has made great improvements in waste reduction and recycling since its first joint strategy in 2007. The County is one of the best at recycling in England, recycling around 58% of household waste, exceeding the current English Government target of 50% by 2020. In addition, residents produce around 1 tonne of waste per household each year, one of the lowest in the country, but still equivalent in weight to a small family car.

The County, City and District Councils have worked together through OEP to improve kerbside collection services for residents, ensuring that all householders have access to a kerbside service that collects a wide range of materials.

We have developed comprehensive local infrastructure so that where possible, waste is managed within county:



Our vision is for everyone in Oxfordshire, residents and businesses, to take ownership for the waste they generate. We want to work together to ensure items and materials are seen as a valuable resource to be used again, recycled for further manufacturing or sent for energy recovery.

As local authorities we will encourage and help residents and businesses to embrace the principles of waste as a resource and be part of our vision to think and act differently.



We want to help residents to reduce the amount of waste that they produce and will develop a Waste Prevention Strategy identifying the key areas we will focus on.

**Activities may include:**



We want to make it as easy as possible for residents to recycle, providing a comprehensive, accessible service for a wide range of materials. We will ensure that we recover energy from non-recyclable materials, landfilling as little as possible.



# Why is waste important?

Reducing rubbish and increasing recycling benefits the environment; less raw materials are required, saving energy, emissions and protecting natural resources. On a local scale, waste collection, management and disposal is a universal service used, and paid for, by all residents. Around £42million/year is spent on collecting, managing and processing waste county wide. By increasing the amount we reuse and recycle we could reduce the amount spent on disposing of waste by millions of pounds which could then be spent on other council services. It is easy to 'get rid' of things that we no longer want, but many things that are thrown away could be reused or repaired to be used again. As consumers and producers of waste we need to challenge our attitudes and change behaviours.

## National policy

The Government has set national recycling targets of 50% by 2020 for household waste, and 65% by 2035 for municipal solid waste in the Resources and Waste Strategy (December 18). The national strategy sets out Government plans to minimise waste, promote resource efficiency and protect the natural environment by managing waste safely. It addresses some well-known issues in the waste industry and embraces the circular economy approach of keeping products in use for as long as possible, and making it easier to reuse, repair, refurbish, or recycle them.

It also embraces circular economy principals throughout and proposes:

- Renewed action on plastics including ensuring that producers pay the full costs of disposal for packaging that they place on the market, a tax on plastic packaging that contains less than 30% recycled plastic, the phasing out of single use unrecyclable packaging and bans on other items such as drinking straws

- Incentivised recycling through the introduction of deposit return schemes
- Standardising recycling collections from businesses and households, including ensuring that each household and business has a weekly separate food waste collection
- Improving working arrangements and performance between local authorities
- A focus on the quality of material collected for recycling to ensure it can be used in the manufacture of new products
- Develop the UK reprocessing industry to reduce the amount of recyclables sent abroad
- Increased producer responsibility - requiring manufacturers and producers to consider what will happen to their product at the end of its life at design stage
- A change on how performance is measured, possibly moving away from weight based targets that incentivise collection of heavier materials
- Mandatory food waste prevention targets for food businesses and ensuring that surplus food is redistributed to those who need it before it goes to waste

These proposals have the potential to fundamentally change how Local Authorities collect and manage waste. OEP councils will proactively engage with Government through industry bodies and consultations to ensure our voice is heard as the detail of these changes are established.

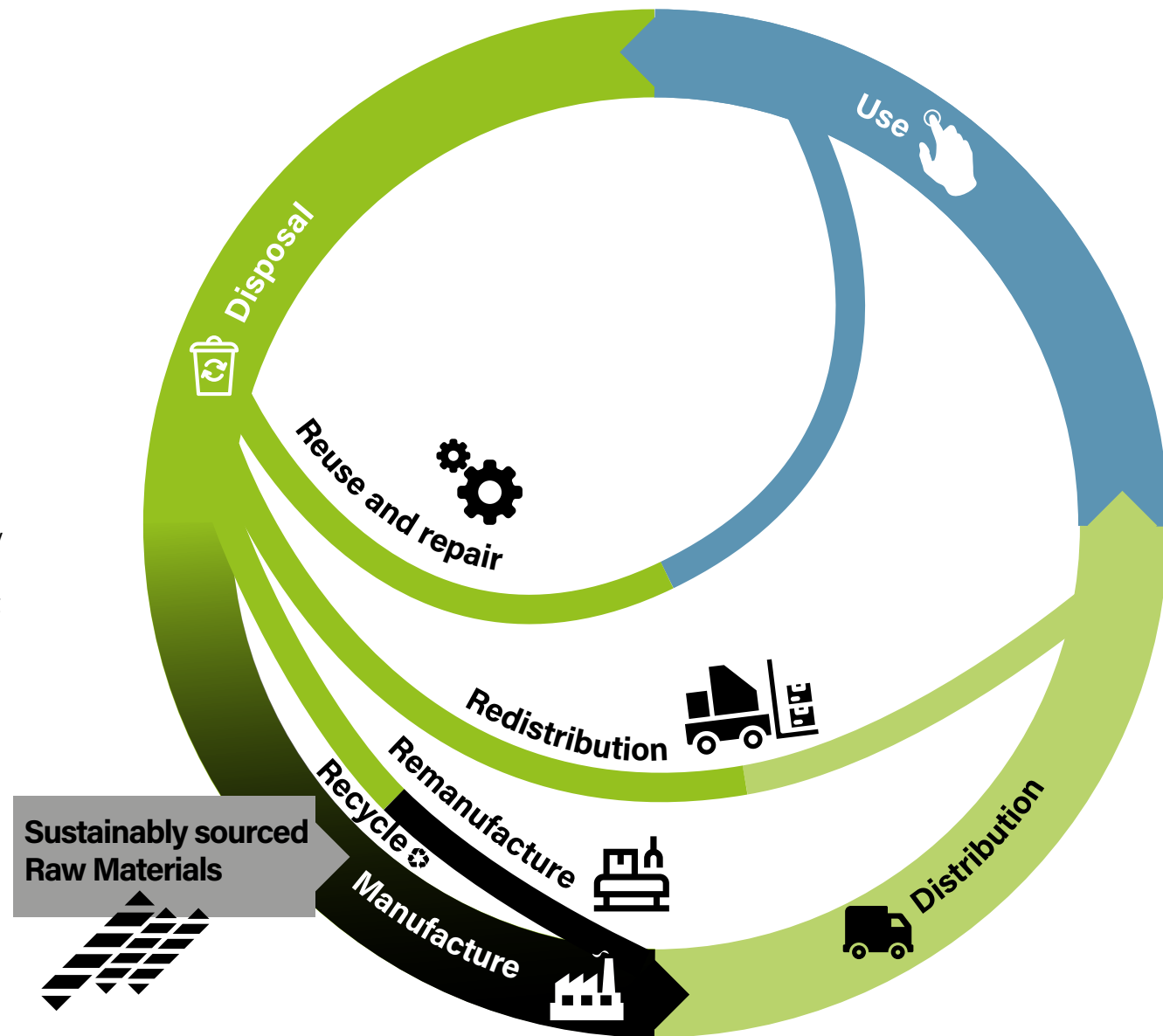


# The circular economy

The circular economy is a new way of thinking that is being increasingly adopted by Governments and organisations across the world. It aims to keep resources in use for much longer, extracting the maximum value from them whilst in use, and ensuring that they can be recovered and recycled easily at the end of life.

The circular economy creates opportunities for growth and jobs, whilst also reducing waste, saving natural resources, protecting the UK from resource scarcity/security issues, and reducing the environmental impacts of our activities. By embedding circular economy principles into council activities (such as specifying recycled goods in our procurement strategies and ensuring that goods are reused and repaired where possible), and helping residents make changes in their lives (such as repairing broken items, donating and buying second hand) we can assist in the transition to the new model.

OEP welcomes national action and policy on the circular economy and waste reduction and recycling initiatives. Behaviour change on a large scale is needed to address the issues that we all face, and only by working together with manufactures, retailers and residents will we view waste as a resource and not as a problem.





As well as national policy changes, there are other factors that may influence our activities over the next few years:

- Recyclables are traded on a global market and China's decision in 2017 to reduce the amount of contaminated recycling arriving in the country has put pressure on the UK, and other countries, to seek new markets. This infrastructure gap is yet to be fully filled.
- Changing shopping habits are altering the waste that people are looking to dispose of. The decline of newsprint and rise of online shopping is altering the amount of paper and card collected. Home delivery of groceries and menu boxes open up opportunities for 'take back schemes' where reusable and refillable packaging is used rather than disposable. Deposit return schemes for bottles and other packaging may reduce the amount placed in household bins. This is a rapid growth area, and it is possible that the composition of both recycling and rubbish bins will look quite different in a few years' time. This would be excellent progress towards the circular economy and reducing the amount of waste, and is fully supported by OEP. However the changing composition of waste will impact the reprocessing contracts we have in place, potentially leading to increased contract costs.
- There are several changes to legislation that have been raised, including the potential of an incineration tax, and a tightening of the standards that composted green waste needs to meet. These would have an operational and budgetary impact on the way that waste is managed within Oxfordshire.



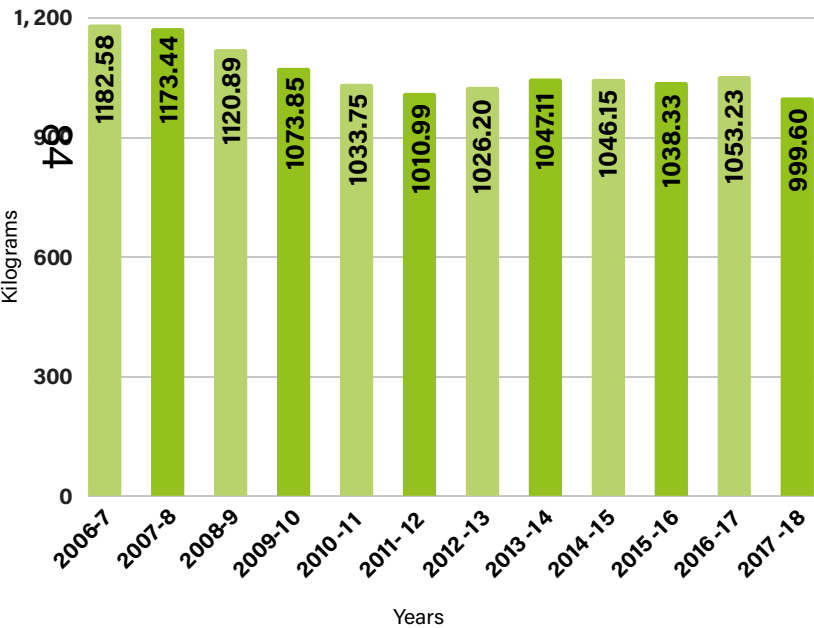
Materials Recycling Facility



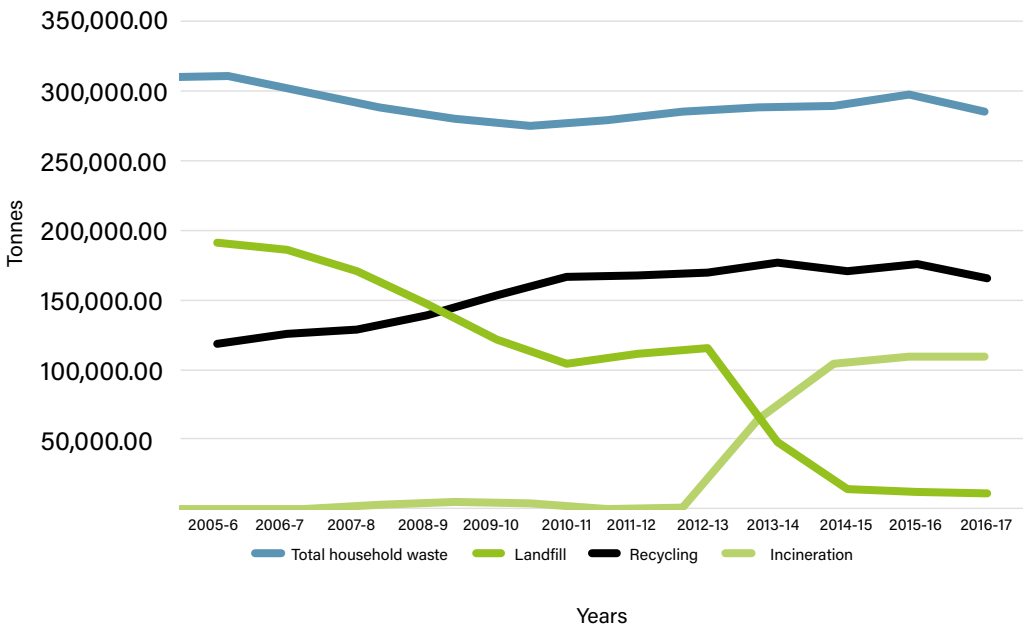
# What we are currently doing with our waste

The good news is that countywide the amount of waste we produce has gone down per person (Graph 1) and the proportion that is recycled has gone up (Graph 2).

**Graph 1** HOUSEHOLD WASTE PER HOUSEHOLD 2006-07 to 2017-18

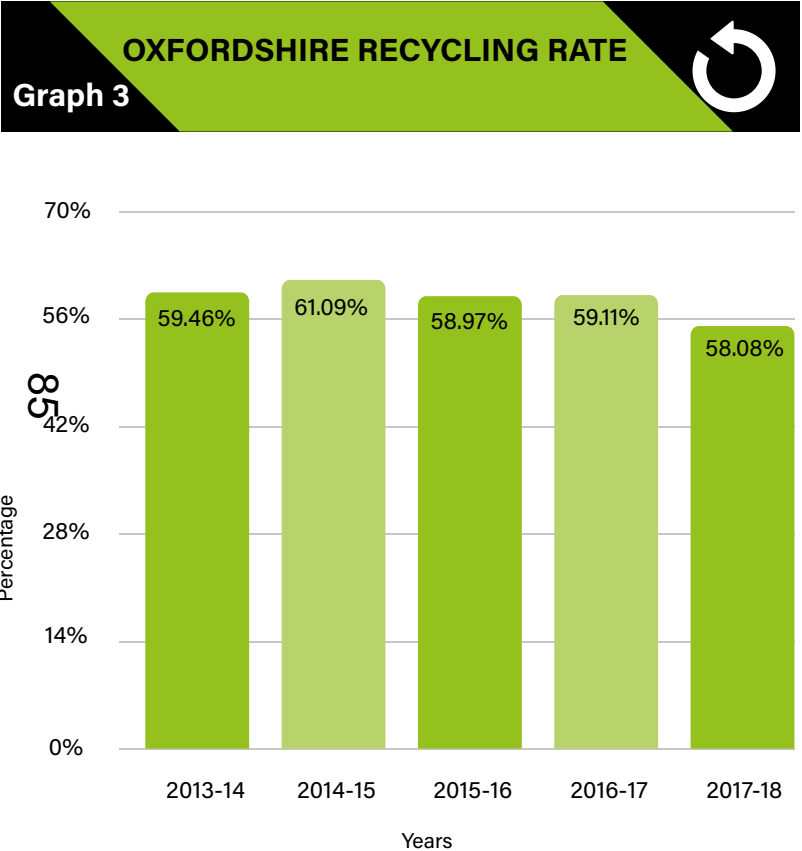


**Graph 2** TONNAGE RECYCLED, RECOVERED, AND LANDFILLED 2006-2018

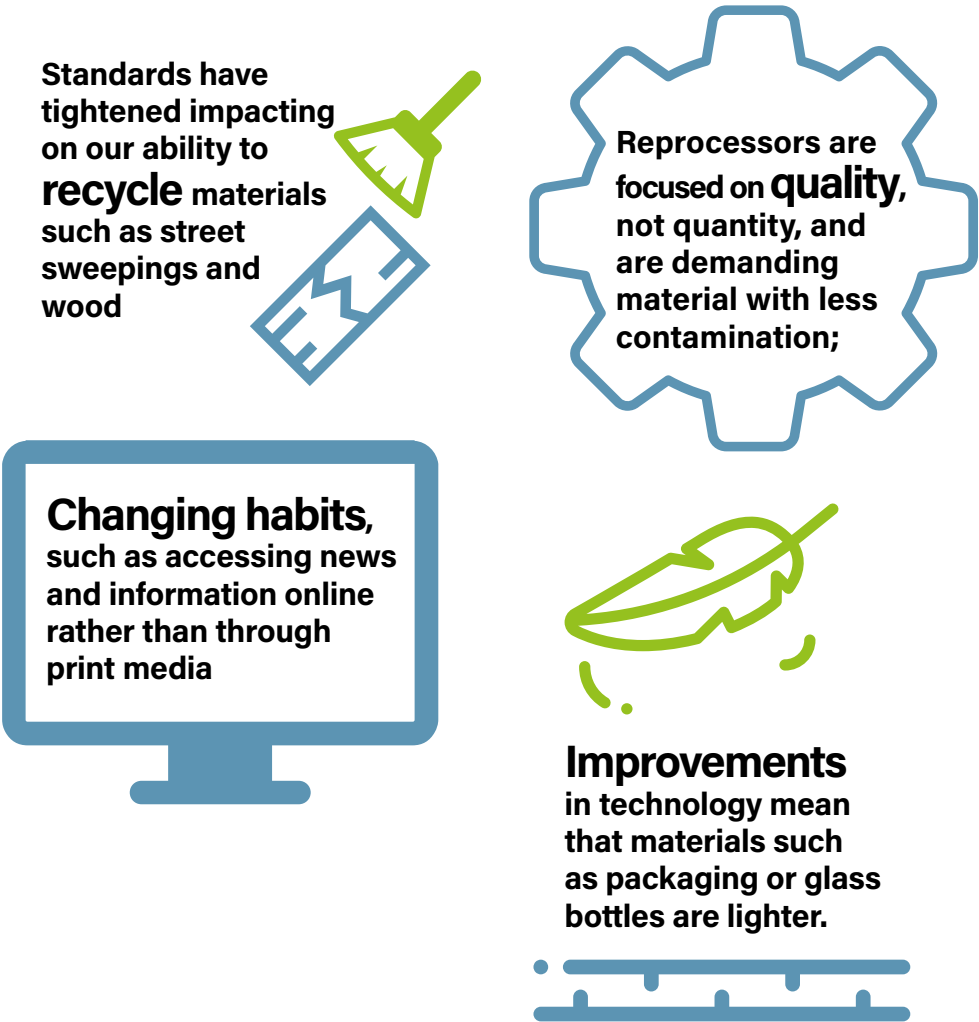




We send less to landfill and generate energy from what we can; however, our recycling levels in recent years have started to fall (Graph 3). This follows the national trend of stagnating recycling rates.



There are several reasons suggested for this;





# What happens to your rubbish and recycling?



% of waste processed in:

98



Oxfordshire

**69.0%**



UK

**80.5%**



Netherlands

**3.0%**



India

**5.3%**



Indonesia

**5.3%**



China

**5.3%**



France

**0.4%**



Turkey

**0.4%**



Germany

**0.1%**

Waste also processed in: ▪ Thailand ▪ Vietnam ▪ Italy ▪ Taiwan ▪ Norway ▪ Portugal

This is a snapshot based upon data gathered October to December 2018.  
Materials are sent to different destinations each month based upon market forces



## How we compare with other areas?

OEP was one of the first partnerships to introduce such comprehensive kerbside collection schemes, and as such has had one of the best recycling and composting rates in England for a number of years. Other counties are now catching us up and we can learn from them to improve our services to residents.

Despite having such historically good recycling rates, there is still a lot more that we can do. Although residents in Oxfordshire can recycle a wide range of materials at the kerbside, analysis shows that not all waste generated is separated for reuse and recycling. Authorities in Scotland and Wales have been set ambitious targets by their devolved administrations and are starting to pull away from England. In Oxfordshire we could achieve recycling rates of up to 80% by ensuring our current systems are properly used, and bigger increases may be achieved by looking at further collection changes.

| Authority                            | % Reuse, recycling or composting rate | Position in league table 2017/18 | Position in league table 2016/17 |
|--------------------------------------|---------------------------------------|----------------------------------|----------------------------------|
| <b>Disposal Only Authorities</b>     |                                       |                                  |                                  |
| Oxfordshire County Council           | 57.2%                                 | 1                                | 1                                |
| <b>Collection Only Authorities</b>   |                                       |                                  |                                  |
| Cherwell District Council            | 55.60%                                | 25                               | 23                               |
| Oxford City District Council         | 50.80%                                | 50                               | 66                               |
| South Oxfordshire District Council   | 63%                                   | 1 (joint)                        | 2                                |
| Vale of White Horse District Council | 60.40%                                | 7                                | 4                                |
| West Oxfordshire District Council    | 59.60%                                | 10                               | 3                                |

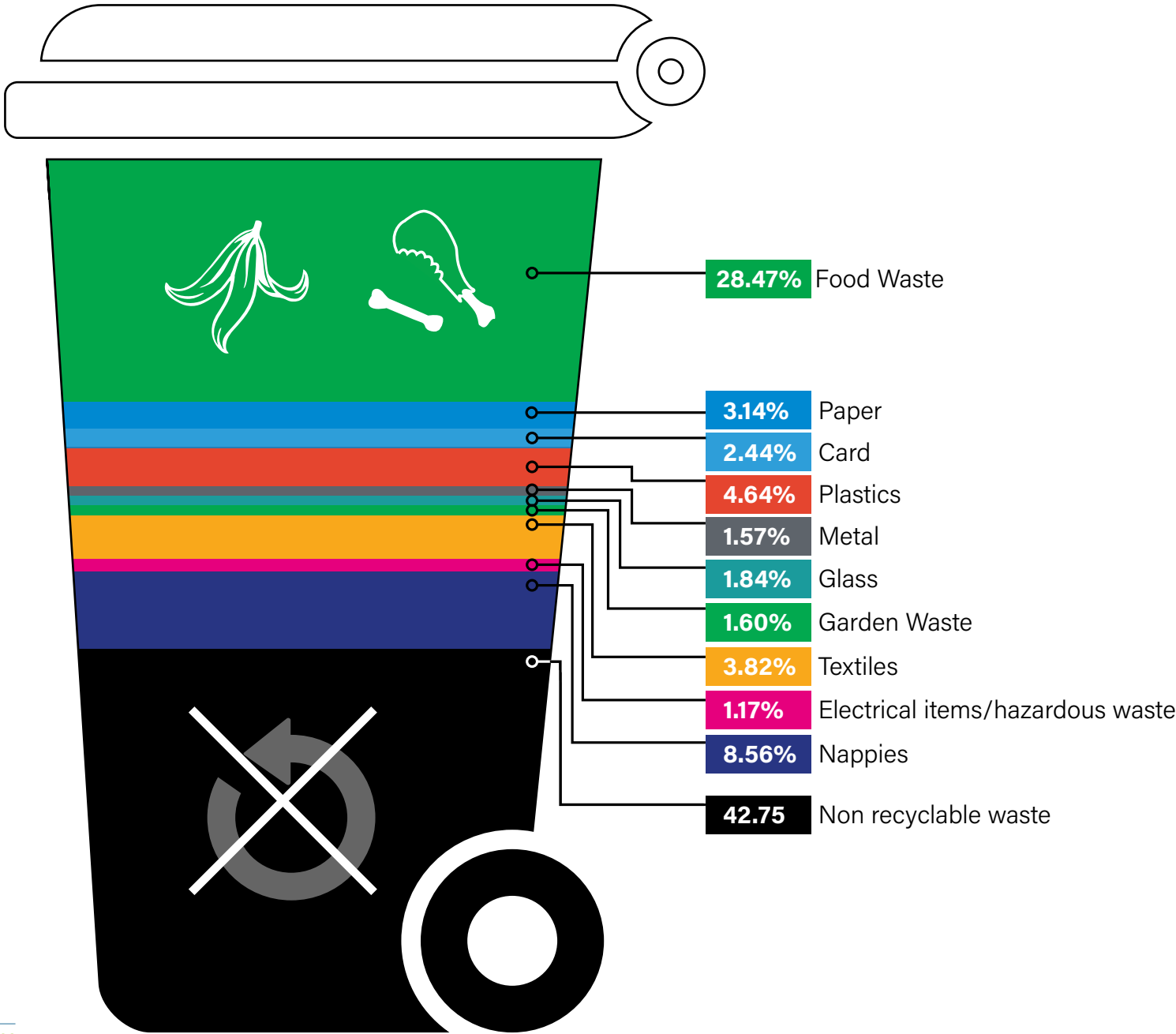




# What's left in Oxfordshire's rubbish bins?

The image below shows what's in an average Oxfordshire rubbish bin. Much of this could have been recycled instead of disposed of.

88





## Why change is needed

We must rethink how we prevent and deal with waste in the long term to minimise the environmental and financial costs of waste and move towards sustainability. A change in attitudes is needed across the whole of the country so that we consider our purchases, making smarter choices of products that have been responsibly made, and that will last longer. Amongst local authorities we may need to consider greater alignment of our services and how and when we collect rubbish if more recycling is to be achieved. Higher recycling rates may be able to be achieved by retaining weekly and fortnightly recycling collections, whilst reducing the frequency of rubbish collections.

There is a lot more recycling that we could collect. As well as being better for the environment, this would help save around £3 million each year, money that could be spent on other council services. Helping residents to make the most of existing services will be key to achieving our goals.

We want to improve the quality of the material we collect, reducing unwanted materials in the recycling, increasing the quality of acceptable materials and thus providing a better quality of feedstock to producers making new products from recycled materials. In 2017/18 4,500 tonnes material sent for recycling in Oxfordshire were deemed unrecyclable by the processor and rejected.

Oxfordshire is growing and pressure for housing growth creates additional demands for waste collection and street cleansing services. Oxfordshire currently has a population of around 677,000.

By 2040 Oxfordshire's population is expected to grow to 944,700 with over 123,500 new houses constructed. This will mean around 130,000 tonnes more waste generated from residents, at an additional cost of £16 million/year to collect, recycle, compost and dispose of the waste generated (see Graph 5 on page 20)

We need to:

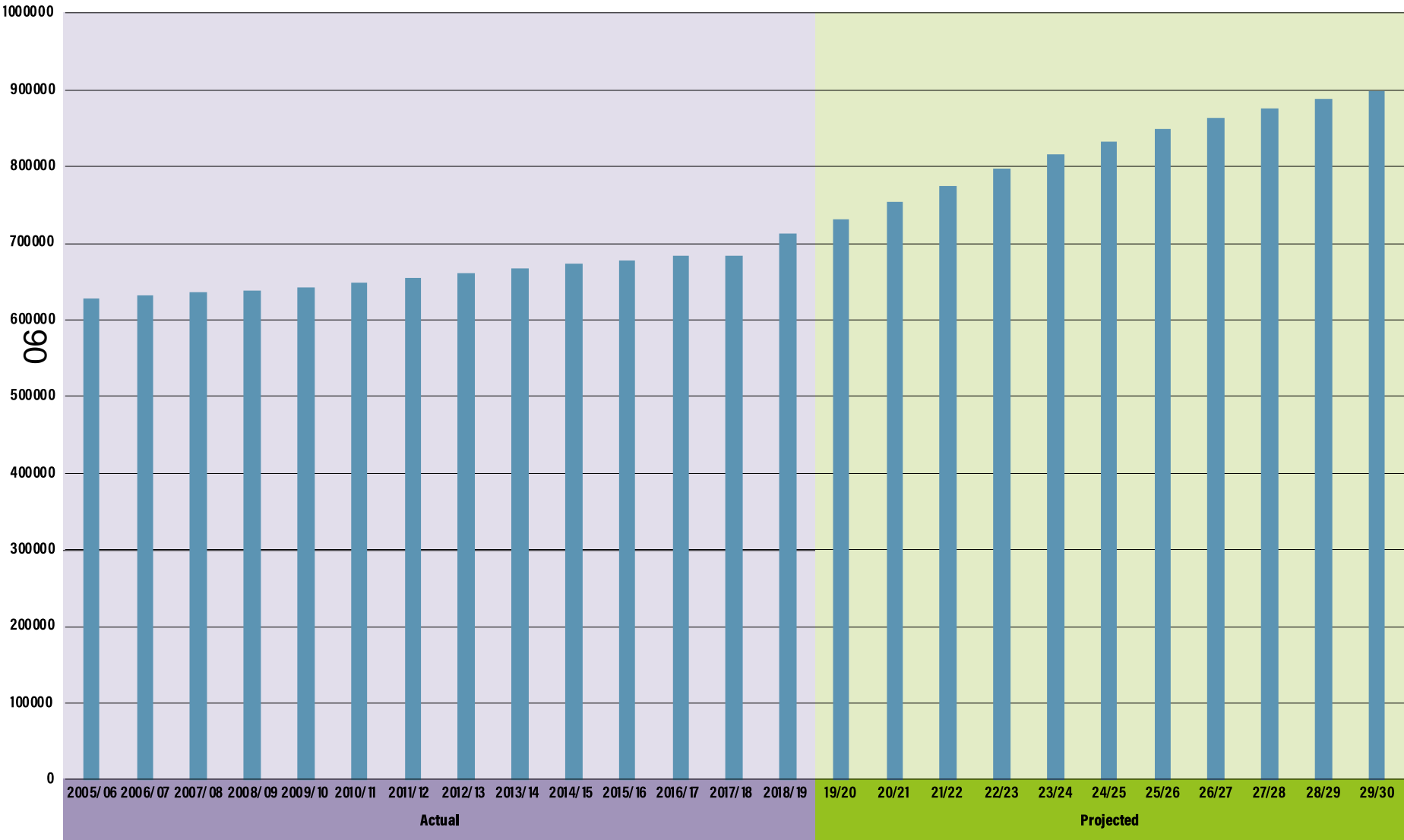
- ensure that new households have easy access to information and services to minimise waste generation and increase recycling
- be adaptable to reflect changes in national policy and wider changes in governance such as the introduction of deposit recovery schemes, Extended producer responsibility, Brexit and Chinese import decisions,
- respond to public pressure on issues such as single use plastic.
- ensure waste collection and disposal services are efficient to reflect increasing financial pressure on councils and any changes surrounding available funding in the future. Funding provided to local government has changed and reduced over recent years, the Capitalise National Audit Office found that local authorities experienced a 49.1% real term reduction in funding between 2010/11 and 2017/18.





Total Oxfordshire population

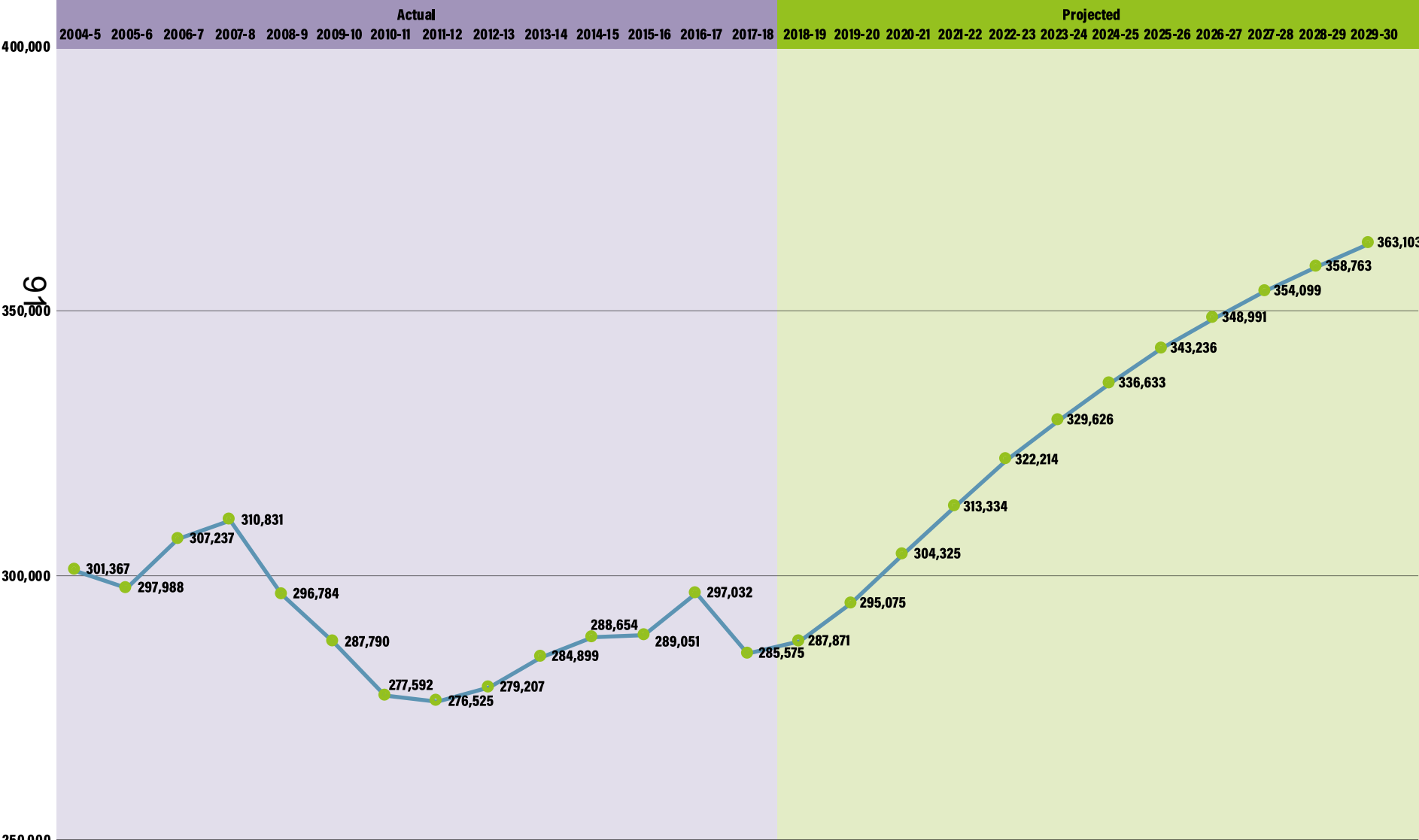
Graph 4





TOTAL HOUSEHOLD WASTE ARISING 2005-2030

Graph 5





## What we have done since 2013

OEP's last strategy was published in 2013. Since then we have:

- **Improved recycling collections so residents can recycle more** – batteries, textiles and small electricals can now be collected at kerbside for recycling.
- **Invested in new contracts, fleet, and technology** – to improve the service to residents and help increase recycling as well as reducing the costs and impacts of transport on the local environment.
- **Made it easier to recycle food waste** – including collections from flats in most districts. Where food waste is processed at an anaerobic digestion plant, residents can dispose of cooking oil and line their food waste caddy with plastic bags rather than compostable liners making it easier, cheaper and cleaner for residents to recycle their food waste. We have stickered thousands of rubbish bins to remind residents that food waste can be recycled in their food caddy, and delivered Love Food Hate Waste training to interested residents across the County.
- **Supported around 60 community groups** – to take local action on environmental issues, helping residents to save waste and energy in their homes, improve the natural environment, tackle fuel and food poverty and raised over £800,000 funding for various projects across the county.
- **Procured a new Household Waste Recycling Centre (HWRC) contract** that allows us to keep as many sites open as possible. Despite budget cuts, in 2017 we were successful in procuring a HWRC contract that keeps all sites open at the existing opening days and times. The new contract also allows hard plastics to be recycled at all sites for the first time.
- **Charging for some waste streams** – local authorities are not obliged to accept all waste streams for free, however we understand that residents want a quick and easy way to dispose of their materials. Charging a small amount for the collection of garden waste, or for disposing of DIY waste at the HWRCs allows us to cover the costs of providing these services, and ensure that residents still have easy access to disposal routes.

- The Community Action Group (CAG) Project Oxfordshire consists of over **65 groups across Oxfordshire**, at the forefront of community-led climate change action, organising events and projects on issues including waste, transport, food, energy, biodiversity and social justice.

Initiated in 2001 by Resource Futures and funded by Oxfordshire County Council, **the network is the largest of its kind in the UK**, running 3,200 events per year, attended by around 105,000 local residents and contributing over 32,000 volunteer hours to the county.

The CAG Project team provide free support to the network members, including mentoring and expertise to set up and maintain groups, develop projects, events and activities, free insurance, fundraising support, training, skill sharing events and collaborative networking opportunities.



- **Trialed a recycling reward scheme** – Oxford City’s scheme offers a reward to communities who improve their recycling rates to identify if this results in sustained increases in recycling rates.
- **Taken enforcement action against flytippers** – working closely with enforcement and environmental health teams to prosecute offenders who flytip, drop litter, graffiti or do not remove their dog foul from the streets
- **Reduced the amount of waste landfilled to less than 5%** – the Ardley Energy Recovery Facility began operations in 2014 and now takes almost all of Oxfordshire’s rubbish (non-recyclable waste), burning it to create enough energy to power over 54,000 homes.
- **Increased recycling rates by reducing contamination** – The wrong materials in the wrong bins can cause whole loads of recycling to be rejected. Batteries and gas bottles placed in the wrong bins can cause fires and explosions. All councils have improved their communication and education programmes to help residents, and South and Vale recently introduced a clear sack policy, enabling collection crews to better see what they are collecting to avoid contamination.



Oxford City Council's mascot Felicity Food Caddy

- **Published a list of where all our recycling goes** – making it easier for residents to find out what happens to their waste after it is picked up (Infographic/link to webpage?)
- **Increased the number of commercial collection services** – providing a cost-effective service to local businesses with recycling and rubbish collections that match those from residential sites.
- **Improved our own waste management** – introduced better recycling systems at all council offices, including food waste, to help people recycle as well at work as they do at home. We also encourage the reuse of furniture and electricals to reduce the number of new products bought.



Oakley Wood Household Waste Recycling Centre



## What residents say

To find out what residents thought about their waste services, and to explore thoughts on how we could help them to reduce waste and recycle more, we ran a consultation in January and February 2018, and held 3 focus groups. Over 2,200 people replied to the consultation, and 30 people attended the focus groups.

Respondents wanted to recycle more and waste less, but felt we needed to be realistic about people's busy lifestyles and make it as easy as possible to 'do the right thing.'

Consider providing bigger recycling bins or more frequent recycling collections

Provide frequent, easy to understand, communications telling residents what can and can't be recycled and why, using leaflets, social media, and other forms of communication.

Increase the number of materials recycled at the kerbside and the HWRCs

Promote places where second hand furniture can be bought and donated

Work with schools and other groups to develop skills and reduce waste.

Provide more information on what types of plastic are recyclable

Catch and prosecute those caught flytipping, littering or allowing their dog to foul the area

Provide information on where waste goes

Improve the reuse facilities available at the HWRCs

Work with government and manufacturers to reduce the amount of packaging used, and to make it more easily recyclable.

Provide information, hints and tips on

- Home composting
- Repairing electrical items
- Cooking to reduce waste and save money
- Repairing clothing



## Our strategy

OEP's strategy is ambitious; some targets are aspirational and will be challenging to achieve. However we believe it is crucial that we continue to work together to reduce the amount of waste we generate and manage resources sustainably.

### 1. We will work with residents to reduce the waste produced by each household and maximise the amount of waste reused

#### Reduce

Our aim: to stop waste growth per person per year by encouraging people to think about the products that they buy and how materials can be reused, recycled and composted.

We will:

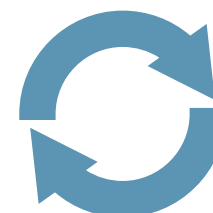
95

- 1.1** work with residents to reduce the amount of food waste generated; making the most of the food they buy, encouraging smarter shopping, planning meals and using up leftovers
- 1.2** support efforts to reduce the amount of single use packaging produced and used by retailers
- 1.3** promote activity and provide advice and support to those composting at home, repairing electrical items and clothing, and using real nappies

#### Reuse

We will:

- 1.4** work to increase reuse at the Household Waste Recycling Centres
- 1.5** encourage and promote the donation and purchase of reusable items across the county.
- 1.6** continue to support local community action on waste reduction through the Community Action Group Project.
- 1.7** focus activities on electrical items and bulky waste reuse through an A-Z listing of all the goods and materials that can be reused and recycled in Oxfordshire.





## 2. We will maximise the amount of waste that is recycled or composted and we will recover energy from the remainder in order to minimise the amount sent to landfill

### Recycle

Our aim:

- Recycle or compost at least 65% of household waste by 31 March 2025
- Recycle or compost at least 70% of household waste by 31 March 2030

We will:

- 2.1** ensure that recycling facilities and services are available to all residents
- 2.2** monitor recycling rates and target communications on areas where additional support would be beneficial
- 2.3** work with our reprocessors to ensure we have secure markets for the materials we collect.
- 2.4** promote what can and can't be accepted for recycling; reducing contamination and increasing the amount of materials recycled
- 2.5** work to increase the amount and quality of recycling collected through litter bins
- 2.6** keep residents informed of our recycling performance and where their waste goes
- 2.7** promote and encourage food waste recycling collections
- 2.8** continue to investigate recycling opportunities for new material streams, both at the Household Waste Recycling Centres and the kerbside where reliable markets are available
- 2.9** recycle more waste from council offices

### Compost

We will:

- 2.10** continue to provide advice and support to those composting at home to reduce the amount of garden waste generated
- 2.11** continue to offer garden waste collections from households
- 2.12** ensure that more of the garden waste from our own operations is composted





## Recover and Dispose

Our aim: to landfill no more than 3% of household rubbish

We will:

- 2.13** pick up and dispose of flytipped hazardous waste quickly and in accordance with the waste hierarchy
- 2.14** ensure that all clinical waste produced in homes is correctly segregated for appropriate management
- 2.15** work with residents to ensure batteries and gas bottles are disposed of correctly so that they do not cause fires or explosions
- 2.16** work with contractors and the wider industry to find the best possible practices and technology to collect, manage and process new and existing waste streams

### **3. We will work together, with local communities and service providers, to improve waste management services across the County ensuring that we become more economic, efficient, effective and that waste is managed in accordance with the waste hierarchy**

We will:

- 3.1** work to increase reuse capacity in the county through partnerships
- 3.2** work with the waste planning authority, Oxfordshire County Council, to ensure that waste facilities are suitably sized and distributed with the aim of minimising the transport of waste
- 3.3** Investigate potential new reprocessors for our materials we will encourage local facilities to tender for our business
- 3.4** look to introduce additional material streams to commercial waste collections making it easier for companies to increase their recycling rate and reduce waste that they produce
- 3.5** apply appropriate and affordable charges for household waste in order to ensure sustainability and protect council services where necessary.





#### **4. We will prepare for population growth by embedding circular economy principles into our activities and considering innovative ways of reducing, reusing and recycling more of our waste**

We will:

- 4.1** embrace the circular economy, embedding it into council practices and procurements in order to minimise waste generation in the future
- 4.2** promote the circular economy to residents, and lobby Government to make it an essential part of national strategy.
- 4.3** work with OxLep and Growth Board to embed circular economy principles into Oxfordshire's growth agenda
- 4.4** provide a planning guide for architects and property developers to ensure that adequate provision is made for sustainable waste management within new developments
- 4.5** consider new collection systems and technologies that actively encourage residents to segregate more of their waste for recycling

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#### **5. We will work to improve the local environment for all residents through effective communications and enforcement activity**

We will continue to:

- 5.1** take enforcement action against those caught committing environmental crimes and seek to recover enforcement and clean-up costs through the courts
- 5.2** develop promotional and educational campaigns to promote responsible behaviour and good local environmental quality. Campaign messages will be developed according to local priorities identified through our monitoring data. These will include campaigns to discourage flytipping, littering and dog fouling. These were the top three priorities identified in our 2018 public consultation on this waste strategy.



Oxfordshire Environment Partnership  
C/O Oxfordshire County Council  
Waste Strategy  
County Hall  
New Road  
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[www.oxfordshirerecycles.org.uk](http://www.oxfordshirerecycles.org.uk)

[www.twitter.com/OxonRecycles](https://www.twitter.com/OxonRecycles)

[www.facebook.com/OxfordshireRecycles](https://www.facebook.com/OxfordshireRecycles)





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## Appendix 2

### **National context: The proposed National Resources and Waste Strategy**

1. The Government published its Resources and Waste Strategy for England on 18 December 2018. The Strategy sets out how the UK will preserve material resources by minimising waste, promoting resource efficiency and moving towards a circular economy. The key concepts within the strategy are subject to further consultation in 2020. In May 2019 Oxford City Council and Oxford Direct Services submitted responses to all four consultations (Extended Producer Responsibility, Deposit Return Scheme, Consistency and the Plastic Packaging Tax).
2. The proposed National Resources and Waste Strategy has the potential to transform the waste industry. Government has indicated that it is keen to preserve our stock of material resources by minimising waste, promoting resource efficiency and moving towards a circular economy. The Strategy addresses some well-known issues in the waste industry and seems to embrace the circular economy approach of keeping products in use for as long as possible, and making it easier to reuse, repair, refurbish, or recycle.
3. There are several policies within the strategy that have the potential to impact the types and quantities of materials Local Authorities (LA) collect and change how they are funded for the waste management services provided. It is proposed that:
  - a. Producers of packaging will need to pay the full net cost of managing the products that they place on the market. LAs will receive funding to manage packaging through a central body (Extended Producer Responsibility).

*The Council's response expressed the view that the success of all these proposed changes rests heavily on the effectiveness of EPR, that we support the idea of producers paying the costs incurred from their packaging, and we support 'Model 2' as the method of governance (a single, independent organisation). We support the idea of a Plastic Packaging Tax in principle and oppose the inclusion of pre-consumer plastics in the definition of 'recycled material' as this could have a detrimental effect on our authority.*

- b. A deposit recovery scheme is introduced for drinks containers so residents will need to return them to a specific location rather than place them in their kerbside bin.

*The Council's response expressed the view that we fully support the principle and aims of a DRS, we do not support introducing a DRS at the same time or before introducing ERT, PPT, and Consistency, if a scheme was introduced we would support an 'on-the-go' system for hard-to-recycle materials as opposed to 'all-in', and we could support the introduction of a DRS in future following more research and after the changes in*



## Appendix 2

*other consultations have taken effect.*

- c. Service standards will be set for LA waste services, detailing what materials are collected, how and how often.

*The Council's response expressed the view that we support the introduction of 'core materials', support a numbering system for recyclable items, rather than a universal nationwide collection system (i.e. same number colour and type of bins), support a consistent approach to recycling in the UK, and strongly expect to be reimbursed for any changes.*

4. It has been stated that the net cost of any new burdens on LA will be met by Government, and this Council will be holding the Environment Minister to account for that welcome commitment. These policies are in their infancy and reportedly will be developed through further stakeholder engagement and consultation during 2019/20. First draft responses were published in July 2019. Implementation dates stretch through to 2023.
5. Oxfordshire's ability to reach the recycling targets proposed in the JMWMS may be affected by these national changes. Oxfordshire's JMWMS proposes a 65% recycling rate by 2025, but national changes are not set to be implemented until 2023, and it is understood that the process of withdrawing from the European Union has further halted national strategy development, so there may be a time lag before recycling rates rise. Oxford City's performance impacts the overall targets as well as its own ambitious commitments to work towards waste reduction and improved recycling performance. Alternatively, new policies and legislation may remove recyclable material from local authority control, and while more material will be recycled nationally, it may no longer count towards our figures and therefore lower Oxfordshire LA recycling rates.
6. The county's ability to reach the less than 3% to landfill target is currently being impacted by several external factors, including Brexit and continuing political uncertainties and absorption of Government and Parliament as a result, the global commodities markets, and the appetite for cost effective waste contracts in the industry. A recent contract to provide a bulky waste shredding service that would have reduced our landfill to less than 1% was not awarded following a change in risk profile and cost increases that rendered it undeliverable. We are continuing to explore other avenues and monitoring market developments and may revisit this contract in due course.
7. OEP has stated that they wish Oxfordshire's strategy to be ambitious, helping economic and population growth while using our resources sustainably. The targets in the JMWMS have been set to demonstrate Oxfordshire's commitment to reducing waste arisings and increasing recycling, but it should be noted that the JMWMS will be reviewed in 2023/2024 (in accordance with the 5-year review cycle), and that targets may be adjusted then to reflect the changing situation.



**To:** Cabinet  
**Date:** 11 September 2019  
**Report of:** Head of Financial Services  
**Title of Report:** Treasury Management Annual Report 2018/2019

| Summary and Recommendations                          |   |
|--|---|
| <b>Purpose of report:</b>                            | The report sets out the Council's Treasury Management activity and performance for the financial year 2018/2019 |
| <b>Key decision:</b>                                 | No  |
| <b>Executive Board Member:</b>                       | Councillor Ed Turner  |
| <b>Corporate Priority:</b>                           | An Efficient and Effective Council.   |
| <b>Policy Framework:</b>                             | Treasury Management Strategy.   |
| <b>Recommendation:</b> That the Cabinet resolves to: |   |
| 1. <b>Note</b> the report                            |   |

| Appendices |
|------------|
| None       |

## Executive Summary

1. The Council held investments of £96.2 million as at 31st March 2019. Net interest earned during the year, including from loans to companies and external borrowing, was £3.12 million against a target of £2.91 million, excluding any one-off or exceptional items.
2. The average rate of return on the Council's investments in 2018/19 was 1.15% compared to 1.17% in 2017/18. The Council's performance target for the year was 0.6% above base rate, equating to 1.10% for April-Jul 2018 and 1.35% for August 2018-March 2019. Although there was an increase in the base rate during the year, this was not reflected in investment returns as the market reduced its rates due to perceived economic and political risks.



3. At 1 April 2018, the Council had £0.17 million outstanding with the failed Icelandic Banks. Nothing was received in the year and the viability of the remaining balance was low. This balance was written off to revenue in 2018/19. Writing off the balances does not stop the Council continuing to take any actions it could to get the funds returned. The write-off is just an "accounting treatment" of the monies owing. Further information can be found in paragraphs 25-28.
4. The Council was owed £1.17 million relating to land at Barton Park as at 1 April 2018. Information that became available during 2018/19 identified that the Council is now extremely unlikely to receive payment for this debt under the Barton Oxford LLP agreement. This debt was therefore fully impaired in 2018/19. The impairment, however, due to its capital nature, is reversed out of revenue meaning that there is an impact on the level of capital resources available in the future but no direct impact on the level of general fund balances.
5. The Council held £198.5 million of fixed rate Public Works Loan Board (PWLb) debt as at 31 March 2019. The debt was borrowed in March 2012 to fund the buy-out of the Housing Revenue Account (HRA). All of the debt relates to Housing and the maturity profile ranges from 4 to 40 years. Interest paid on the debt in 2018/19 was £6.47 million.

## **Background**

6. The primary principle governing the Council's investment decisions is the Security of the investment, with Liquidity and Yield being secondary considerations.
7. The Council has a statutory duty to set, monitor and report on its prudential indicators in accordance with the Prudential Code, which aims to ensure that the capital investment plans of authorities are affordable, prudent and sustainable.
8. When considering whether to borrow, the Council's Debt Strategy requires a number of factors to be considered. These include:
  - prevailing interest rates
  - the profile of the Council's debt portfolio
  - the type of asset being financed
  - the availability of cash balances to finance capital expenditure.
9. The Council fully complied with its Treasury Management Strategy in relation to both debt and investment management in 2018/19.
10. The prudential indicators detailed in the body of this report compare the Council's outturn position against the target set for 2018/19.



## Financing the Capital Programme 2018/19

11. Table 1 below shows actual capital expenditure and financing compared to the original budget.

**Table 1**

| <b>Capital Expenditure</b>       | <b>2018/19<br/>Original<br/>Budget<br/>£'000</b> | <b>2018/19<br/>Actual<br/>£'000</b> | <b>Variation<br/>£'000</b> |
|----------------------------------|--|-------------------------------------|----------------------------|
| Non-HRA Capital Expenditure      | 65,836   | 28,944                              | -36,892                    |
| HRA Capital Expenditure          | 19,390   | 13,589                              | -5,801                     |
| <b>Total Capital Expenditure</b> | <b>85,226</b>                                    | <b>42,533</b>                       | <b>-42,693</b>             |
| <b>Resourced by:</b>             |  |                                     |                            |
| Developer Contributions          | 3,139  | 3,170                               | 31                         |
| Capital Receipts                 | 19,374   | 19,592                              | 218                        |
| Capital Grants and contributions | 1,811  | 2,635                               | 824                        |
| Major Repairs Reserve            | 13,958   | 7,216                               | -6,742                     |
| Prudential Borrowing             | 35,082   | 4,180                               | -30,902                    |
| Revenue                          | 11,862   | 5,740                               | -6,122                     |
| <b>Total Capital Resources</b>   | <b>85,226</b>                                    | <b>42,533</b>                       | <b>-42,693</b>             |

Much of the variation to the original budget relates to slippage in the programme the resources for which will be moved into funding the expenditure in future years.

## The Council's Overall Borrowing Need

12. The Council's underlying need to borrow, or Capital Financing Requirement (CFR), is the measurement and control of the Council's overall debt position. It represents all prior years' net capital expenditure which has not been financed by other means, i.e. revenue, capital receipts, grants etc.

13. The CFR can be reduced by:

- The application of additional capital resources, such as unapplied capital receipts; or
- By charging a Minimum Revenue Provision (MRP), or a Voluntary Revenue Provision (VRP)



14. Table 2 below shows the Council's CFR as at 31 March 2019, this is a key prudential indicator, and shows that actual borrowing is below the CFR:

**Table 2**

| <b>CFR</b>                 | <b>31 March<br/>2018</b> | <b>31 March<br/>2019</b> | <b>Variation</b> |
|----------------------------|--------------------------|--------------------------|------------------|
|                            | <b>Estimate</b>          | <b>Actual</b>            |                  |
|                            | <b>£'000</b>             | <b>£'000</b>             | <b>£'000</b>     |
| Opening Balance            | 238,792                  | 223,143                  | -15,649          |
| Prudential Borrowing       | 35,082                   | 4,180                    | -30,902          |
| Minimum Revenue Provision  | -63                      | -110                     | -47              |
|                            |                          |                          |                  |
| <b>CFR Closing Balance</b> | <b>273,811</b>           | <b>227,213</b>           | <b>-46,598</b>   |
| Consisting of:             |                          |                          |                  |
| External Borrowing         | 198,528                  | 198,528                  | 0                |
| Internal Borrowing         | -75,283                  | -28,685                  | 46,598           |

No new external debt was taken out during 2018/19 and as at 31 March 2019 the Council's total external debt was £198.5 million. This is below the CFR and indicates that the Council continues to borrow internally from its cash balances.

### **Treasury Position at 31 March 2019**

15. Whilst the Council's gauge of its underlying need to borrow is the CFR, the treasury function manages the Council's actual need to borrow by either:
- Borrowing to the CFR;
  - Choosing to utilise temporary cash flow funds, instead of borrowing (known as "under borrowing");
  - Borrowing for future increases in the CFR (borrowing in advance of need)



16. The Council's treasury position as at the 31 March 2019 for both debt and investments, compared with the previous year is set out in Table 3 below:

**Table 3**

| Treasury Position             | 31 March 2018      |                      | 31 March 2019      |                      |
|-------------------------------|--------------------|----------------------|--------------------|----------------------|
|                               | Principal<br>£'000 | Average<br>Rate<br>% | Principal<br>£'000 | Average<br>Rate<br>% |
| <b>Borrowing</b>              |                    |                      |                    |                      |
| Fixed Interest Rate Debt      | 198,528            | 3.15                 | 198,528            | 3.15                 |
| <b>Total Debt</b>             | <b>198,528</b>     | <b>3.15</b>          | <b>198,528</b>     | <b>3.15</b>          |
| <b>Investments</b>            |                    |                      |                    |                      |
| Fixed Interest Investments    | 61,000             | 0.63                 | 70,000             | 0.97                 |
| Call Accounts                 | 7,000              | 0.80                 | 2,500              | 0.70                 |
| Variable Interest Investments | 2,960              | 0.46                 | 13,670             | 0.65                 |
| Property Funds                | 10,000             | 4.50                 | 10,000             | 4.12                 |
| <b>Total Investments</b>      | <b>80,960</b>      | <b>1.17</b>          | <b>96,170</b>      | <b>1.15</b>          |
| <b>Net Position</b>           | <b>117,568</b>     |                      | <b>102,358</b>     |                      |

17. Overall, the Council earned a weighted average return of 1.15% on its investment which is below the target of 0.6% above base rate, which equated to 1.225% as at 31 March 2019.
18. The Council failed to achieve its target as the base rate rise that occurred in the latter half of the financial year wasn't reflected in the interest rates offered due to uncertainty in the market mainly due to Brexit.

### Prudential Indicators and Compliance Issues

19. Some of the prudential indicators provide an overview, others a specific limit on treasury activity. These are detailed below:
20. **Net Borrowing and the CFR** – In order to ensure that borrowing levels are prudent, the Council's external borrowing (net of investments) over the medium-term must only be for a capital purpose, and not exceed the CFR except in the short-term. In the short term the Council can borrow for cash flow purposes. Table 4 below highlights the Council's net borrowing position against the CFR, and shows that it is significantly below the limit, due to the level of internal borrowing that has been undertaken.



**Table 4**

| Net Borrowing & CFR                     | 31 March<br>2018 | 31 March<br>2019 |
|---|------------------|------------------|
|   | Actual<br>£'000  | Actual<br>£'000  |
| Total Debt                              | 198,528          | 198,528          |
| Total Investment                        | 80,960           | 96,170           |
| <b>Net Borrowing Position</b>           | <b>117,568</b>   | <b>102,358</b>   |
| <b>CFR</b>                              | <b>223,143</b>   | <b>227,213</b>   |
| <b>Under Borrowing plus Investments</b> | <b>105,575</b>   | <b>124,855</b>   |

21. In the current climate, internal borrowing is preferable to borrowing externally as the interest rate payable on an external loan is much higher than that which can be earned on investments. Therefore, forfeiting interest receivable on investments is more economical than paying additional interest charges for new external debt. If the net borrowing position, interest rate position and/or CFR changed significantly, the prospect of taking on additional debt would be reviewed.
22. **The Authorised Limit** – The Authorised Limit is the ‘affordable borrowing limit’ required by S3 of the Local Government Act 2003. The Council does not have the power to borrow above this level unless it explicitly agrees to do so. Table 5 below demonstrates that during 2018/19 the Council’s gross borrowing was within its Authorised Limit. The Authorised Limit allows for some headroom above the Council’s projected CFR.

**Table 5**

| Authorised Limit compared to<br>Actual Borrowing | 31 March 2018  |                 | 31 March 2019  |                 |
|--|----------------|-----------------|----------------|-----------------|
|  | Limit<br>£'000 | Actual<br>£'000 | Limit<br>£'000 | Actual<br>£'000 |
| Authorised Borrowing Limit                       | 338,199        | 198,528         | 372,118        | 198,528         |

23. **The Operational Boundary Limit** – the Operational Boundary Limit is the expected borrowing position of the Council during the year. It is possible to exceed the Operational Boundary Limit, for a short period of time, providing that the Authorised Borrowing Limit is not breached. Table 6 below shows the limits for the last two financial years. Actual borrowing remained unchanged at £198.5m hence the limits were not breached during either period.



**Table 6**

| Operational Boundaries            | 31 March<br>2018<br>£'000 | 31 March<br>2019<br>£'000 |
|-----------------------------------|---------------------------|---------------------------|
| Total Operational Borrowing Limit | 243,528                   | 274,000                   |

24. **Actual financing costs as a proportion of net revenue stream** – this indicator identifies the trend in the net cost of capital against the net revenue stream and is an indicator of affordability. Table 7 below shows that for the General Fund, the ratio is negative as external loans have been repaid and investment income is positive. The HRA ratio has improved slightly after last year's reducing income stream meaning that financing costs as a proportion have also fallen.

**Table 7**

| Actual Finance Costs   | 2017/18<br>£'000 | 2018/19<br>£'000 |
|--|------------------|------------------|
| <b>Revenue Stream</b>  |                  |                  |
| General Fund   | 22,858           | 25,873           |
| Housing Revenue Account  | 44,739           | 45,030           |
| <b>Comparison to Actual Revenue Position</b>                         |                  |                  |
| Financing Costs as a proportion of Net Revenue Stream - General Fund | -6.78%           | -7.48%           |
| Financing Costs as a proportion of Net Revenue Stream - HRA          | 16.93%           | 16.70%           |

### **Icelandic Banks**

25. During 2008/09 the Council invested £4.5 million with two of the now failed Icelandic banks: £3.0 million was deposited with Heritable Bank and £1.5 million with Glitnir Bank.
26. As at 31 March 2016, the Council had received approximately £2.94 million of its original Heritable Bank investment. An outstanding balance of £0.06 million remains.
27. As at 31 March 2016, the Council had received approximately £1.39 million of its Glitnir investment. An outstanding balance of £0.11 million remains with the prospect of full recovery uncertain.
28. There have been no further receipts and therefore in 2018/19 the balances have been written down to revenue as the Council now deems these to be irrecoverable

### **Investment Income**

29. Markets are remaining weak as rate increases look less likely due to Brexit and economy pressures, no rate rise now predicted by Link Asset Services (the Council's Treasury advisers) until December 2020 and the rates being offered may even anticipate a rate decrease over next two quarters.
30. The Council manages its investments in-house and invests with institutions listed in the Council's approved counterparty list. The Council invests for a range of periods



from overnight to 364 days, dependant on cash flow requirements, its view on interest rates and duration limits are set out in the Council's Investment Strategy.

31. During 2018/19, the Council maintained an average investment balance of £106 million and received an average return of 1.15%. The upper limit of non-specified investments allowed in the strategy is 25% of the average investment balance for the preceding calendar year. The average balance for 2018 was £106 million giving a limit on non-specified investments of £26.5 million. Only the property funds fell into the non-specified investment category; their original investment value was £10 million which within the non-specified limit at 9.4% of the average investment balance.
32. The Property Funds are classified as Non-specified Investments within the approved Strategy. The current rate of return on the investments is circa 4.05% per annum. The capital value of the Communities, Churches and Local Authorities (CCLA) Fund has increased by 34.37% between April 2013 and March 2019. However, it is important to reiterate that fluctuations in value are to be expected with property fund investments over the short term and that they are a long term investment; as such, any gains and losses in fund value should be considered over the long term.
33. The overall value of the Lothbury property fund investment has increased by 17.39% since inception in August 2014.
34. Actual investment income for 2018/19 was £3.12 million; £0.21m higher than the budget estimate of £2.91 million. The difference is primarily due to reinvestments being arranged at a higher rate than previously assumed following the rate rise and the increased average investment level.
35. Fluctuations in the Council's balances have been managed through a mix of instant access and notice accounts, money market funds and short term deposits (up to 364 days). This approach is in line with the Investment Strategy approved by Council.

#### **Interest Rates since 31 March 2019**

36. The Council takes advice from Link Asset Services on the appropriate durations to place investments with counterparties. These durations and also the availability of individual counterparties are subject to change dependent on market conditions and the credit ratings of the individual institutions. This means that the investment portfolio has to be actively managed to ensure both the availability of enough suitable counterparties and that the Council achieves the best interest rates possible within the agreed security and liquidity parameters.
37. There have been no increases in Base Rate since August 2018. Link's current view is that it will only increase to 0.25% over the next 3 years.
38. The Council continues to use money market funds, call accounts and instant access accounts for liquidity purposes, whilst seeking to maximise its returns by arranging longer term deposits where possible. In order to achieve this position, it is vital to maintain a robust cashflow model which is continuously reviewed and updated. However, given the volatile nature of the Council's cashflow requirements, it is not always possible to "lock away" funds for as long as may be desirable and so a strategic approach to investments is fundamental in order to achieve the most practicable yet favourable outcome.



### **Financial implications**

39. These are set out within the body of the report.

### **Legal issues**

40. The Council is required, under the 2003 Local Government Act, to report on its Treasury Management function on an annual basis. This report meets that requirement.

### **Level of risk**

41. There are no risks in connection with the report's recommendations. Risk assessment and management is a key part of Treasury Management activity, especially in the selection of counterparties when investment is being considered. The Council uses external advisers and counterparty credit ratings issued by the rating agencies to assist in this process.

### **Equalities impact**

42. There is no equalities impact assessment relating to this report.

|                            |  |
|----------------------------|--|
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|                                |
|--------------------------------|
| <b>Background Papers:</b> None |
|--------------------------------|



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## **Minutes of a meeting of the CABINET on Wednesday 10 July 2019**



### **Committee members:**

Councillor Brown (Chair)

Councillor Turner

Councillor Clarkson

Councillor Hollingsworth

Councillor Upton

Councillor Linda Smith (Deputy Leader)

Councillor Chapman

Councillor Hayes

Councillor Rowley

### **Officers:**

Gordon Mitchell, Chief Executive

Tim Sadler, Transition Director

Caroline Green, Assistant Chief Executive

Aileen Carlisle, Interim Executive Director (Communities and Customers)

Andrew Brown, Committee and Member Services Manager

Nigel Kennedy, Head of Financial Services

Lindsay Cane, Legal Services Manager / Company Secretary

Stephen Clarke, Head of Housing Services

Lucy Cherry, Leisure and Performance Manager

Hagan Lewisman, Active Communities Manager

John Mitchell, Committee and Member Services Officer

### **Also present:**

Mark Munday, Fusion Lifestyle, Divisional Business Manager

Graham Ashby, Fusion Lifestyle, Contract Manager

### **Apologies:**

Councillor Tidball sent apologies.

### **36. Declarations of Interest**

None.

### **37. Addresses and Questions by Members of the Public**

None.

### **38. Councillor Addresses on any item for decision on the Board's agenda**

None.

### **39. Councillor Addresses on Neighbourhood Issues**

None.



## **40. Items raised by Board Members**

None.

## **41. Scrutiny Committee Reports**

The Scrutiny Committee had met on 4 June 2019 to consider the Fusion Lifestyle Annual Service Plan. The Committee and Member Services Manager reminded the Cabinet of the Committee's one recommendation in relation to outreach work and of the Cabinet's agreement to it.

The Deputy Leader and Cabinet Member for Leisure and Housing, Councillor Linda Smith said she had been very happy to accept the recommendation as an area of focus which Council Officers would be working closely with Fusion Lifestyle to achieve.

The Finance Panel of the Scrutiny Committee had met on 01 July to consider the Integrated Performance Report for Quarter 4. Changes to the report had been tabled at the Finance Panel meeting and the Panel had supported the inclusion of two additional recommendations and the use of urgency rules in respect of an additional key decision. The Committee and Member Services Manager reminded the Cabinet of the Panel's 4 recommendations in relation to: the budget provision for the Citizens' Assembly funding wider related work; improved presentation of performance reports; monthly reporting of progress on major capital schemes being made available to elected members upon request; the use of compulsory purchase powers; and of the Cabinet's broad agreement to them.

The Cabinet Member for Finance & Asset Management, Councillor Ed Turner noted that it might be difficult to secure some of the £200k Citizens' Assembly budget for the purposes of a Scrutiny review and that the Committee's base budget might prove to be a better route if a review was sought. The recommendations in relation to improved presentation and reporting, particularly in relation to capital schemes and slippage, were welcome. The recommendation in relation to revisiting the case for Compulsory Purchase Orders was already Council practice and would continue to be.

The Chair said the work being done to improve reporting and delivery of the capital programme was welcome, and the Cabinet would still want exception reporting in relation to slippage. The use of Compulsory Purchase Orders was an important power to have access to when needed.

## **Q4 Integrated Performance Report**

The Head of Financial Services and Head of Business Improvement had submitted a report to update Members on Finance, Risk and Performance as at the end of the financial year.

The Cabinet Member for Finance & Asset Management, Councillor Ed Turner introduced the report. He was pleased to note a positive financial outturn, and some good performance outcomes. There were some challenges in relation to expectations of car park income. The savings from efficiencies approached a creditable £7m, over the last 4 years. It would be timely to refresh the 13 corporate performance indicators in



parallel with the development of a new Corporate Plan. Slippage from the original capital budget of £63m was not good but, as a percentage, better than previous years. This was largely attributable to an absence of loans to the housing company because of the government's decision to lift the HRA borrowing cap. There will be some significant changes as to how the capital programme is assembled in future. Schemes would be included in the capital programme at a later stage when there was a good degree of confidence that they could be delivered.

In discussion it was noted that it would be helpful if sources of funding for projects and schemes were noted, as recommended by the Finance Panel, not least because some funding was time limited and had to be returned if not spent. The steps being taken to improve oversight and delivery of the capital programme were most welcome. The need for Cabinet to approve relatively low value carry forwards (eg £750) was questioned. A reduction in car park revenues was largely predictable given changes in patterns of car use and ownership, and policies designed to deter driving into the City; forecasts for car park revenues should, accordingly, err on the side of caution. Local consultation and engagement had contributed to many of the schemes in relation to which there had been slippage; this involvement was important and should not be sacrificed for the sake of speedier completion. While it was important to note slippage it was also important to recognise the obverse and the amount which has been achieved.

Cabinet resolved to:

1. **Note** the financial outturn and performance of the Council for the year 2018/19 and also the position on risks outstanding as at 31<sup>st</sup> March 2019;
2. **Agree** the carry forward requests in respect of the General Fund as shown in paragraph 6 and on Appendix D;
3. **Agree** the additional transfer to the General Fund Repairs and Maintenance Reserve of £0.610 million detailed in paragraph 2 a;
4. **Agree** the carry forward requests in respect of the HRA as shown in paragraph 14 and on Appendix D;
5. **Agree** the additional transfer to the HRA Contributions to HRA Projects Reserve of £3.716 million detailed in paragraph 2(c);
6. **Recommend** to Council the inclusion of an additional £1.53m budget within the HRA in 2019-20 for completion of the Tower Block refurbishment scheme;
7. **Agree** to delegate authority to the Chief Executive to agree the terms of the Towers contract final account with Fortem based on the principles detailed in Appendix G; and
8. **Recommend** to Council the inclusion of £200k in 2019-20 in respect of costs to establish a citizens' assembly together with associated staffing costs for reporting and research.



### **43. Fusion Lifestyle's Annual Service Plan for Oxford leisure facilities (2019/20)**

The Head of Community Services had submitted a report to recommend that the Cabinet endorse Fusion Lifestyles 2019/20 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford.

The Active Communities Manager introduced the report. He reminded the Cabinet of the challenging environment in which Council based leisure services now operated, competing with budget and other commercial providers as well as people choosing to exercise outdoors, sometimes with the support of technology. He was pleased to be able to highlight a number of very positive indicators such as an increase in the number of "active participation visits" by 25%; the positive outcome of an external audit to sense-check the quality of Fusion data; a 4% increase in active visits from target groups; all 5 of the Council's Leisure Centres continuing to be accredited to the UK quality award scheme (Quest) ; Barton and Leys Pools and Leisure Centres moving from a 'Good' to a 'Very Good ' rating; an 83 % customer satisfaction rating; active steps being taken to reduce the centres' carbon footprint; and seeking stronger links with the Council's corporate objectives.

The Deputy Leader and Cabinet Member for Leisure and Housing, Councillor Linda Smith, was pleased with these creditable indicators, particularly the 25% increase of visits and the steps to reduce the carbon footprint. She was also pleased to report on the success of the pilot crèche facility at the Ferry Leisure Centre, all of which provided a good foundation for the following year.

The ambition to reduce the carbon footprint was recognised as most welcome but it was suggested that the ambition on Fusion's part might be greater. Carbon reduction now featured as a regular item in the monthly management meetings and a number of Salix projects were being considered. The Council's Active Communities team was to be congratulated for all it was doing and being the first Council in the country to achieve the Quest UK quality assurance standard at the highest level of 'Outstanding'. The ambition to get more inactive people active was very welcome. New arrangements for the local GP infrastructure would include one Social Prescribing co-ordinator in each area and it was confirmed that Fusion would liaise with them as appropriate, adding them to their list of stakeholders. The Oxford Sports Park would be open, with full community access, by September.

Cabinet resolved to:

1. **Note** the national and local context of the leisure market;
2. **Note** the overarching performance dashboard for 2018/19, as attached as Appendix 1; and
3. **Endorse** the Fusion Lifestyle Annual Service Plan as recommended by the Leisure Partnership Board and attached as Appendix 2.



#### 44. Barton Oxford LLP

The Regeneration and Major Projects Service Manager had submitted a report asking the Cabinet to note the progress made with the development of Barton Park by the Joint Venture and to note the update in relation to the purchase of the affordable housing.

The Cabinet Member for Affordable Housing, Councillor Mike Rowley reminded the Cabinet about the origins of the housing development in Barton and its ambition to provide 40% of affordable housing for social rent. 35 homes had now been let and occupied with a further 60 planned by the end of the year. Good progress was being made with the community facilities as part of the development and the new pavilion and sports facilities have been handed over to the Council. Great importance was attached to helping new residents to integrate with current Barton residents. The report sought to require quarterly reports on progress to the Council's Shareholder.

It was agreed that care and clarity were needed when using the expressions 'affordable housing' and 'social housing' which were frequently misunderstood.

It was noted that the project had not been without its challenges but it was good that the obstacles had been overcome to deliver a scheme that accorded with the Council's values. While there had been some delays, this was not unexpected given the state of the local building market and the associated skills/capacity shortage and the high standards demanded for this project.

The Chair sought reassurance that the rights and opportunities available to Council tenants would also be available to the new tenants at Barton given that they were, strictly, tenants of the Oxford City Housing (Investment) Limited. The Head of Housing said work was being done to develop a scheme which would align with the essential ingredients of the Council scheme. In the interim, there were discussions at the allocation stage to ensure that new residents would be able to cope at the outset. The Head of Housing also confirmed that service charges for communal areas and outside spaces were eligible housing costs for the purposes of Universal Credit.

Cabinet resolved to:

1. **Note** the progress made by Barton Oxford LLP in bringing forward development at Barton Park;
2. **Note** the current financial position in relation to potential payments from the Joint Venture;
3. **Note** the progress of the purchase of affordable housing on the site and the arrangements between the Council and its Housing Company (OCHIL) for ownership; and
4. **Require** quarterly reports to be made to the Council's Shareholder body (which will have an expanded remit to receive reports from companies and joint ventures which do not have shareholders, such as Barton Oxford LLP) on the overall progress of the Barton Park development, to include information on overall delivery of housing, with particular reference to social rented homes, and the financial performance of the project in general.



## **45. Dates of Future Meetings**

Meetings are scheduled for the following dates:

- The meeting which had been scheduled for 07 August is **cancelled**
- 11 September
- 09 October
- 13 November
- 11 December

All meetings start at 6pm.

## **46. Minutes**

The Cabinet resolved to APPROVE the minutes of the meeting held on 12 June 2019 as a true and accurate record.

## **47. Matters Exempt from Publication**

## **48. Q4 Integrated Report Appendix G**

No matters were considered in confidential session.

**The meeting started at 6.00 pm and ended at 7.00 pm**

**Chair ..... Date: Wednesday 11 September 2019**