

# Agenda

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## Scrutiny Committee

This meeting will be held on:

Date: **Tuesday 1 December 2020**

Time: **6.00 pm**

Place: **Zoom - Remote meeting**

**For further information** please contact:

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## Committee Membership

Councillor Andrew Gant (Chair)

Councillor Dr Joe McManners (Vice-Chair)

Councillor Mohammed Altaf-Khan

Councillor Lubna Arshad

Councillor Shaista Aziz

Councillor Tiago Corais

Councillor Dr Hosnieh Djafari-Marbini

Councillor James Fry

Councillor Richard Howlett

Councillor Pat Kennedy

Councillor Ben Lloyd-Shogbesan

Councillor Craig Simmons

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

# Agenda

	<b>Pages</b>
<b>1 Apologies for absence</b>	
<b>2 Declarations of interest</b>	
<b>3 Chair's Announcements</b>	
<b>4 Minutes</b>	9 - 16
<p><b>Recommendation:</b> That the minutes of the meeting held on 03 November 2020 be APPROVED as a true and accurate record.</p>	
<b>5 Work Plan and Forward Plan</b>	17 - 34
<p>The Scrutiny Committee operates within a work plan which is agreed at the start of the Council year the latest version of which is attached. The work plan is driven to a very large extent by the Cabinet Forward Plan. A summary of the latest version of the Forward Plan is attached.</p> <p>The Committee is asked to agree the work plan having taken account of any updates and after discussion.</p>	
<b>6 Draft Strategic Vision for Oxfordshire</b>	35 - 56
<p>Cabinet, at its meeting on 09 December, will consider a report on the Draft Strategic Vision for Oxfordshire. The Committee is asked to consider the report and agree any recommendations thereon.</p> <p>Councillor Susan Brown, Leader of the Council and Caroline Green, Assistant Chief Executive, have been invited to attend for this item.</p>	
<b>7 Annual Monitoring Report and Infrastructure Funding Statement 2019/20</b>	57 - 154
<p>Cabinet, at its meeting on 09 December, will consider a report on the Annual Monitoring Report and Infrastructure Funding Statement 2019/20. The Committee is asked to consider the report and agree any recommendations thereon.</p>	

Councillor Alex Hollingsworth, Cabinet Member for Planning & Housing Delivery, Rachel Nixon, Senior Planner and Lan Nguyen, Data Analyst and Reporting Officer have been invited to attend for this item.

## **8 Workplace Equalities and Action Plan**

155 -  
202

Cabinet, at its meeting on 09 December, will consider a report on the Workplace Equalities and Action Plan. The Committee is asked to consider the report and agree any recommendations thereon.

Councillor Nigel Chapman, Cabinet Member for Customer Focussed Services and Helen Bishop, Head of Business Improvement, have been invited to attend for this item.

## **9 Matters for the Committee's Agreement**

203 -  
214

### Budget Review Group Scope

The Committee is asked to agree the Budget Review Group Scope, a draft of which is attached.

### Report to Cabinet on the Oxford's Waterways

Further to the Committee's consideration of a report on Oxford's Waterways at its last meeting it is asked to agree a report to Cabinet resulting from that meeting, a draft of which is attached.

## **10 Report back from Panel representatives**

Cllr Aziz will feedback on the most recent meeting of the Housing & Homelessness Panel.

## **11 Report back on recommendations**

215 -  
222

At its meeting on 03 November Cabinet considered the recommendations from the Committee and its Panels in relation to:

- Impact of Covid-19 on the Private Rented Sector
- Housing Performance Q1
- Scrutiny-commissioned Rough Sleeping report
- Performance Monitoring 2020/21 Q1
- Integrated Performance Report 2020/21 Q1

The Committee is asked to note Cabinet's responses to those recommendations which are attached.

## **12 Dates of future meetings**

Meetings are scheduled as followed:

### **Scrutiny Committee**

- 12 January, 02 February, 02 March, 08 April

### **Standing Panels**

- Finance & Performance: 03 December
- Companies Scrutiny: 14 December
- Housing & Homelessness Panel: 01 February

All meetings start at 6.00 pm.

## **Information for those attending**

### **Recording and reporting on meetings held in public**

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- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

### **Councillors 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; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

#### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

#### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". 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 member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

## **Remote meeting**

### **Minutes of a meeting of the Scrutiny Committee on Tuesday 3 November 2020**

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#### **Committee members present:**

Councillor Gant (Chair)

Councillor Altaf-Khan

Councillor Aziz

Councillor Djafari-Marbini

Councillor Howlett

Councillor Lloyd-Shogbesan

Councillor McManners (Vice-Chair)

Councillor Arshad

Councillor Corais

Councillor Fry

Councillor Kennedy

Councillor Simmons

#### **Officers present for all or part of the meeting:**

Anita Bradley, Monitoring Officer

Jo Colwell, Service Manager Environmental Sustainability

Andrew Brown, Committee and Member Services Manager

Tom Hudson, Scrutiny Officer

John Mitchell, Committee and Member Services Officer

#### **Also present:**

Councillor Louise Upton, Cabinet Member for a Safer, Healthy Oxford,

Councillor Nigel Chapman, Cabinet Member for Customer Focused Services

#### **Apologies:**

None.

#### **45. Declarations of interest**

Councillor Howlett declared a non-pecuniary interest in relation to item 6 on the agenda (the Oxford Waterways project) as the owner of a boat in the City on which he lived.

#### **46. Minutes**

The Committee resolved to APPROVE the minutes of the meeting held on 03 November 2020 as a true and accurate record.

## **47. Work Plan and Forward Plan**

The workplan remained as set out in the paper before the Committee. The Committee noted that the response to the Climate Emergency Review Group's recommendations will be coming to the next meeting of the Committee and identified as a separate item for that agenda.

The Committee agreed to request that the recently cancelled Zero Emission Zone (ZEZ) Member briefing be rescheduled.

## **48. The Oxford Waterways Project**

The Committee considered a report it had commissioned from the Transition Director on the Oxford Waterways Project.

The Chair welcomed Ian Green to the meeting. Mr Green addressed the meeting in his capacity as Chair of the Oxford Civic Society (OCS) and incoming Chair of the Oxford City Canal Partnership (OCCP).

From the OCS perspective the 2019 '*Oxford Waterways – A Shared Vision*' was the result of the Council putting dedicated specialist resources in place. This had set out a framework of key themes and identified where improvements could be made with partnership support. The report before the Committee demonstrated many examples of small improvement activities undertaken in the past two years, with the support of the Project Coordinator, which had helped to deliver against these themes.

Significant challenges, however, remained. Was the Environment Agency (EA), for example, adequately engaged in addressing the visionary themes? The Canal and River Trust (CRT) had shown itself to be a more willing partner, and Oxford was identified as a priority within its regional plan but its resources were limited.

Oxford waterways needed a "leader, champion, or driver" and could the Council provide senior-level leadership to ensure the agreement of priorities, including the contributions of the EA and CRT?

The waterways were part of the City's strategic infrastructure and needed investment. It was recognised that capital investment and recurring costs would be under great pressure but some areas which would benefit from a focus would not cost much and could even be cost recoverable.

OCS was concerned about a number of matters. Was sufficient attention being paid to the significant waterways development opportunities emerging in the City such as the 'Island site' (Hythe Bridge Street / Park End Street), Osney Mead and the Osney Industrial Estate redevelopments. How can the issue of unregistered land and unmanaged space at Folly Bridge be resolved positively? How can we work with the EA and local residents in the Osney area to maximise on the huge popularity of the visitor moorings there? Does the 'Thriving Communities' strategy adequately recognise the boat-dwelling communities in the city and respond to their needs? Does the Council's Housing & Homelessness Strategy present an opportunity to look again at the possibility of regarding boats used as homes? Should there be a more structured mooring system in the city that balances visitor moorings against the needs of those who live aboard?

Finally, from the OCS perspective, the heritage and history of Oxford's waterways should be better reflected. This was where the Council could lead while working with local communities, the CRT and others.

From the OCCP perspective, it was clear that there were still tensions between the boat-dwelling community in the city and the authority despite the improvements as a result of the work of the Project Coordinator.

It was important to ensure that waterways were adequately included in policy discussions across the board, this could, perhaps, be best achieved by the development of a new forum.

The Chair thanked Mr Green for his thought provoking contribution.

The Committee noted that it was hoped to hold the Oxford Canal Festival next year and that one of its objectives was to renovate a 100 year old narrow boat for educational and cultural purposes.

Councillor Louise Upton, Cabinet Member for a Safer, Healthy, Oxford, said she was pleased to be able to introduce the report which recorded the positive action taken in response to the Committee's recommendations. She paid tribute to the outstanding contribution which had been made by the outgoing Project Coordinator. He had achieved "small miracles" by working closely with the City's boating community and had identified a "myriad of issues" connected with the waterways for exploration and improvement. As a result of his work the relationship between the boating community and the Council was much improved and there was heightened awareness across Council departments of the potential or actual connection between them and the City's waterways.

The Service Manager for Environmental Sustainability also recorded her thanks to the Project Coordinator for his considerable contribution to this work. He had been a creative champion for matters to do with the City's waterways, working with great tenacity. The Council had been fortunate to benefit from his expertise over the two years he had been in post and as a result of which there was, among many other things, the heightened awareness across the Council which had been referred to by the Cabinet Member for Safer, Healthy Oxford.

The imminent departure of the Project Coordinator was regrettable but, at the moment and without prejudice to future budget decisions, an unavoidable consequence of the Council's present budgetary challenges.

The Service Manager for Environmental Sustainability went through the recommendations set out in the report and drew particular attention to some of them. The impact of the waterways on the new Local Plan had been significant and as had their impact in the consideration of individual developments. Officers across the Council were now much more aware of the value of and contribution which could be made by waterways throughout the City. To maximise and deliver the benefits of the waterways as an infrastructure asset required considerable investment and funding for officer post(s) to deliver.

The Project Coordinator's direct experience as someone who lives on a boat had been both enlightening and invaluable, not least in improving the relationship between the Council and the City's boating community. This had contributed to a better understanding of the facilities, or lack of them, for boat owners, particularly but not exclusively, for those who live aboard. Some of these issues had been picked up in the new Local Plan. There was a hope that there would be some vibrant cultural activity on

the City's waterways in 2021, once the impact of Covid-19 had lessened. It was clear that the waterways were well used as a health and wellbeing resource. In relation to the recommendation concerning initiatives to combat the climate and ecological crisis, a bid had gone to the Green Recovery Challenge Fund.

The Committee recorded its thanks to the Project Coordinator for his considerable contribution to this area of work and the progress made. The much improved relationship between the Council and the boating community was very welcome but accompanied by a residual concern lest his departure might jeopardise the progress made.

The recent Council motion concerning bathing water quality in the Thames was not within the scope of this project but the Committee agreed that it should be referenced.

The work to date had focussed attention on waterways in the Northern, Western and central parts of the City and sight should not be lost of those in the East and the South.

Given the financial challenges it was suggested that thought might be given to exploring the case for funding a shared officer resource with neighbouring authorities.

The Committee was reminded that boats are exempt from the Clean Air Act and so every opportunity should be taken to install electric charging points for boats, particularly in the case of moorings close to homes and playgrounds. There was concern at the absence of adequate boat servicing facilities in the City, especially for pumping out and fresh water, for all boat users in the City. However, all of this would require significant investment which would need to be weighed up in the round with other funding priorities.

Charging points and service facilities require capital investment. So while work in relation to the City's waterways may have been championed, the Council has not, yet, been in a position to put forward capital investment bids for such work.

It was important to recognise the potential contribution of boats to the Housing & Homelessness Strategy. Many of those living on boats were on low incomes and the potential cost of providing boat owners with social housing ought to be set alongside the potential cost of the infrastructure costs to support them, alternatively, in boats.

It was noted that in the case of a land based planning development, a developer would be obliged to make a significant contribution to the associated infrastructure. A planning application for boats as homes should logically include a similar requirement for provision of necessary infrastructure.

The following recommendations flowed from the Committee's discussion.

Recommendation 1: That the Council investigates the appetite amongst neighbouring authorities for establishing a shared Waterways Coordinator post.

Recommendation 2: That the Council establishes and administers a forum of key waterways stakeholders to coordinate strategic policy and activity.

Recommendation 3: That the Council ensures the provision of facilities for boats to dispose of waste, empty sewer tanks and take on fresh water at Redbridge Paddocks or an alternative venue locally.

Recommendation 4: That the Council explores the option of community ownership for moorings when ownership and management arrangements are decided.

Recommendation 5: That the Council incorporates the provision of electric charging points for boats into its strategic development plans for the waterways, particularly in those areas where moorings are in close proximity to housing and schools.

Recommendation 6: That the Council includes within its refreshed Housing and Homelessness Strategy a section to consider the implications and responsibilities arising from endorsing the use of boats as homes in Oxford.

Recommendation 7: That the Council proactively seeks to increase the number of projects in waterways to the East and South of the city.

Recommendation 8: That the Council refreshes the Waterways Vision document to reference the Council's motion on bathing water quality.

## **49. Street Naming and Numbering Policy**

The Committee considered the Cabinet report on Street Naming and Numbering Policy.

Councillor Nigel Chapman, Cabinet Member for Customer Focused Services, introduced the report. The Council had a legal responsibility to determine the policy for deciding on street names and numbers and there was a requirement for this to be reviewed every three years. The opportunity to review and clarify the policy was timely and welcome.

At the heart of the policy was recognition that local people should have a say in decisions balanced against the understanding that final decisions rest with the Council. The policy listed those people who should be consulted as a matter of course but the list was not exclusive and could be expanded if thought desirable. The basic rules behind the choice of names were commonsensical, such as the need to avoid duplication, unambiguous spelling etc. There was a principle that streets should not, normally, be named after someone until a period of 5 years after their passing had elapsed. This gave time for a considered perspective on their life but this was a guiding principle and not an absolute requirement.

The renaming of streets, although a less frequent occurrence, was something which remained topical in the case of names of historical/public figures whose position in society might be reappraised. Renaming decisions would be firmly based on the views of local residents which have the "active support of a substantial proportion of those residents living in the street at the time of the consultation."

In the case of subdivided properties the policy required a numerical distinction. This would be the position going forward and could not be applied retrospectively to the many historic examples of alphabetical or other forms of distinction.

It was confirmed that all future communications with consultees about street naming would make it clear that final decisions rest with the Council and, ultimately, the Cabinet.

While developers could propose names for new streets, they did not have an exclusive right and other interested parties could do so too.

The Committee was pleased to note the report and had no recommendations to make on it to Cabinet.

## **50. Domestic Abuse Review Group**

The proposed scope of the Domestic Abuse Review Group before the Committee focused on those matters in relation to which the Council had some control or influence. The position of the abuse of older people was raised as something not explicitly within the proposed scope. Councillor Aziz, as Chair of Group, said that while the abuse of older people in care settings was without doubt a serious issue, it did not come under the umbrella of domestic abuse which was, strictly speaking, abuse perpetrated by an intimate partner. It was agreed however that the scope could be expanded to include reference to consider the position of older women living in Council accommodation in particular.

Cllr Aziz confirmed that the focus of the Review Group's work would reflect the demographic profile of victims of domestic abuse, with women being the primary focus but not excluding minoritised groups, including men.

It was noted that pastors/priests may occasionally be in receipt of information about domestic abuse which could be fed into the work of the group.

It was clarified that Cllr Altaf-Khan would be a member of the Review Group and not Cllr Landell Mills as given in the paper before the Committee. It was agreed that Cllr Djafari-Marbini could attend the 4<sup>th</sup> meeting of the Review Group.

## **51. Report back from Panel representatives**

Cllr Aziz's feedback from the Housing & Homelessness Panel meeting on 8 October 2020 was cut short because of the loss of her internet connection. It was agreed that she should circulate an update to members of the committee after the meeting.

## **52. Dates of future meetings**

Meetings are scheduled as followed:

### **Scrutiny Committee**

- 01 December, 12 January, 02 February, 02 March, 08 April

### **Standing Panels**

- Housing & Homelessness: 05 November
- Finance & Performance: 03 December
- Companies Scrutiny: 14 December

All meetings start at 6.00 pm.

**The meeting started at 6.00 pm and ended at 7.45 pm**

**Chair .....Date: Tuesday 1 December 2020**

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# Scrutiny work plan

December 2020 to April 2021

Published on 20/11/20

www.oxford.gov.uk



The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its people.

Time is allowed within this plan to consider topical issues as they arise throughout the year as well as decisions to be taken by the Cabinet.

The plan sets out the work of scrutiny for this council year and will be reviewed at each meeting of the Scrutiny Committee.

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

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

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

## Scrutiny Committee and Standing Panel responsibility and membership

Committee / Panel	Remit	Membership
Scrutiny Committee	Overall management of the Council's Scrutiny function	Councillors: Andrew Gant (Chair), Joe McManners (Vice Chair), Mohammed Altaf-Khan, Lubna Arshad, Shaista Aziz, Tiago Corais Hosnieh Djafari-Marbini, James Fry, Richard Howlett, Pat Kennedy, Ben Lloyd-Shogbesan, Craig Simmons
Finance and Performance Panel	Finance and budgetary issues and decisions, performance	Councillors: James Fry (Chair), Chewe Munkonge, Craig Simmons, Roz Smith.

	management	
Housing and Homelessness Panel	Strategic housing, homelessness and landlord issues and decisions	Councillors: Nadine Bely-Summers (Chair), Shaista Aziz (vice-Chair), Mike Gotch, Sian Taylor, Elizabeth Wade, Dick Wolff Tenant co-optee: Tony Buchanan
Companies Panel	Shareholder function for companies and joint ventures	Councillors: James Fry (Chair), Tom Landell Mills, Chewe Munkonge, Craig Simmons.

### **Current and planned review groups**

Domestic Abuse – Councillors Shaista Aziz (Chair), Mohammad Altaf-Khan, Mark Lygo, Craig Simmons, Sian Taylor, Liz Wade

Budget Review Group – membership to be the same as Finance Panel membership, with Housing Panel members attending during Housing related Scrutiny.

### **Timings of review groups**

Domestic Abuse – Meetings held over November and December 2020, final sign off in January 2021

Budget Review Group – Written questions agreed at 03 December 2020 Finance and Performance Panel, substantive meetings held on 04, 06, 11 January 2021 and sign-off at Finance and Performance and Performance Panel on 27 January.

## Scrutiny Committee

### 01 December 2020 - reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Workplace Equalities and Action Plan	Yes	A report to seek approval for the publication of the annual Workforce Equality Report and report on progress on the Equalities Action Plan 2018 to 2021.	Cabinet Member for Customer Focused Services	Helen Bishop, Head of Business Improvement
Annual Monitoring Report and Infrastructure Funding Statement 2019/20	Yes	To approve the Annual Monitoring Report and Infrastructure Funding Statement 2019/20 for publication.	Cabinet Member for Planning and Housing Delivery	Rachel Nixon
Draft Strategic Vision for Oxfordshire	Yes	To consider and comment on a Draft Strategic Vision for Oxfordshire, as part of a wider public engagement exercise, and agree the most appropriate route for submitting a formal response	Leader - Economic Development and Partnerships	Caroline Green, Assistant Chief Executive

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### 12 January 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Citizen Engagement	Yes	An update report on the steps the Council is taking to engage its citizens in the work and decision-making of the Council, with particular reference to the recently formed Residents Panel and Covid-related developments.		Mish Tullar, Corporate Policy, Partnership and Communications Manager

Covered Market Leasing Strategy	Yes	There is a 10 year leasing strategy for the Covered Market which was agreed in 2015. The strategy is due to be refreshed at Year 5 (2020) to ensure it continues to reflect the ambitions and strategies for the Market.	Deputy Leader (Statutory) - Finance and Asset Management, Councillor Mary Clarkson	Emma Gubbins
Council Tax Reduction Scheme for 2021/22	Yes	A report to seek approval for proposals for consultation on changes to the Council's Council Tax Reduction Scheme for 2021/22.	Cabinet Member for Supporting Local Communities	Tanya Bandekar, Service Manager Revenue & Benefits
Cabinet Responses to Climate Emergency Review Group	Yes	To receive the Cabinet responses to the recommendations made by the Scrutiny Committee's Climate Emergency Review Group	Councillor Tom Hayes	Jo Colwell, Service Manager Environmental Sustainability

## 02 February 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Oxpens Redevelopment Update	Yes	The report is an update position on the redevelopment of the Oxpens Lane key City Centre site; the required delivery structure to take the project forward; and the Heads of Terms discussions. The City Council has formed a joint venture company, OxWED, with Nuffield College to progress the delivery of this scheme	Leader - Economic Development and Partnerships	Tom Bridgman, Executive Director (Development)
Grant allocations to community and vol orgs 2021/22	Yes	A report to make decisions on the allocation of grants to the community and voluntary organisations for 2021/2022.	Cabinet Member for Supporting Local Communities	Ian Brooke, Head of Community Services

## 02 March 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Zero Emission Zone	Yes	Decision on whether to support Oxfordshire County Council's introduction of the Red Zone Zero Emission Zone	Deputy Leader - Green Transport and Zero Carbon Oxford	Mai Jarvis, Environmental Quality Team Manager
Council Business Plan 2021-22 and Business Plan 2020-21 update	Yes	The annual business plan sets out the key actions and objectives for the next financial year, to support delivery against each of the four corporate priorities set out in the Council Strategy 2020-24. The document also includes an update on delivery against the previous year's business plan.	Leader - Economic Development and Partnerships	Shelley Ghazi, Policy and Partnerships Officer
Safeguarding Report 2020/21	Yes	To report on the progress made on the Oxford City Council's Safeguarding Action Plan 2019/20	Cabinet Member for Customer Focused Services	Daniella Granito

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## 08 April 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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## Items with dates to be determined

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Sustainability Strategy	Yes	Consideration of the Council's draft Sustainability Strategy	Deputy Leader - Green Transport and Zero Carbon Oxford	Jo Colwell, Service Manager Environmental Sustainability

Apprentices and NEETs	Yes	To consider the Council's and Oxford Direct Service's future plans for employing apprentices. This may include inviting the County Council to set out their work to support people not in education, employment or training (NEET). Also to get an update on the progress of the current apprenticeship scheme, and any planned changes in light of Covid-19	Cabinet Member for Customer Focused Services	Paul Adams, HR & Payroll Manager
Acceptable Behaviours in the City Centre	Yes	To consider the outcome of the Acceptable Behaviours Consultation, and next steps.		Richard Adams, Community Safety Service Manager

## Finance and Performance Panel

### 03 December 2020 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Treasury Management Mid – Year Report	Yes	A report to report on the performance of the Treasury Management function for the 6 months to 30 September 2020	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
Quarterly Integrated Performance 2020/21– Q2	Yes	A report to update Members on Finance, Risk and Performance as at 30 September 2020.	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager
Boswells Department Store	Yes	Joint venture between developer and City Council to enable the building to be redeveloped for hotel use	Deputy Leader (Statutory) - Finance and Asset Management	Jane Winfield, Regeneration and Major Projects - Team Manager / Director Housing Companies

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### 27 January 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Treasury Management Strategy 2021/22	Yes	A report to present the Council's Treasury Management Strategy for 2021/22.	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager

Capital Strategy 2021-22	Yes	A report to present the Capital Strategy for 2021/22 approval.	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
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## Housing and Homelessness Panel

### 01 February 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Housing Performance 2020/21 Q3	Yes	An update on the Council's Housing Performance against its KPIs for Q3	Cabinet Member for Affordable Housing	Stephen Clarke, Head of Housing Services / Director Housing Companies
Allocation of Homelessness Prevention Funds 2021/22	Yes	A report to approve the allocation of homelessness prevention funds for 2021/22.	Cabinet Member for Affordable Housing	Stephen Clarke, Head of Housing Services / Director Housing Companies
Update of Housing Assistance and Disabled Adaptation Policy 2021	Yes	Minor changes to allow clarification around discretionary grant and joint custody arrangements	Cabinet Member for Affordable Housing	Becky Walker, Home Improvement Agency Team Manager
Additional HMO licensing scheme renewal	Yes	To report on the findings of the consultation and to seek approval for the next steps in relation to additional HMO licensing in the city	Cabinet Member for Affordable Housing	Gail Siddall, Team Leader , HMO Enforcement Team

### 04 March 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Housing and Carbon Reduction	Yes	A report to inform the Committee of the Council's current plans with regards to carbon reduction in housing, looking specifically at retrofitting plans and possible funding models for paying for improvements to energy efficiency, as well as new housing supply.	Cabinet Member for Affordable Housing	Rachel Nixon

### Items with dates to be determined

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Tenant Satisfaction	Yes	An update report on the results of the tenant satisfaction survey, and actions being taken in light of the learnings	Cabinet Member for Affordable Housing	Bill Graves, Landlord Services Manager

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## Companies Panel

### 14 December 2020 - reports will be the same as those at the Shareholder and Joint Venture Group meeting

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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### 15 March 2021 - reports will be the same as those at the Shareholder and Joint Venture Group meeting

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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## Criteria

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

- **Timely** – is it timely to consider the issue?
- **Oxford priority** – is it a council priority or relates to an essential service?
- **Public interest** – is it of significant public interest?
- **Influence** – can Scrutiny have a meaningful influence and add value?
- **Cost** – is there a significant financial impact or an area of high expenditure?

# Forward Plan Summary

December 2020 to March 2021

As at 23 November 2020

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## CABINET 09 December

<b>ITEM 11:</b> <b>ID: I025956</b>	<b>Draft Strategic Vision for Oxfordshire</b> Report status: Confirmed for this meeting
To consider and comment on a Draft Strategic Vision for Oxfordshire, as part of a wider public engagement exercise, and agree the most appropriate route for submitting a formal response	
<b>ITEM 12:</b> <b>ID: I024518</b>	<b>Budget 2021/2022</b> Report status: Confirmed for this meeting
A report to propose a Medium Term Financial Strategy and the 2021/22 Budget for consultation	
<b>ITEM 13:</b> <b>ID: I024517</b>	<b>Workplace Equalities and Action Plan</b> Report status: Confirmed for this meeting
A report to seek approval for the publication of the annual Workforce Equality Report and report on progress on the Equalities Action Plan 2018 to 2021.	
<b>ITEM 14:</b> <b>ID: I025580</b>	<b>Boswells Department Store</b> Report status: Confirmed for this meeting
Joint venture between developer and City Council to enable the building to be redeveloped for hotel use	
<b>ITEM 15:</b> <b>ID: I024519</b>	<b>Quarterly Integrated Performance 2020/21– Q2</b> Report status: Confirmed for this meeting
A report to update Members on Finance, Risk and Performance as at 30 September 2020.	

<b>ITEM 16: ID: I024614</b>	<b>Annual Monitoring Report and Infrastructure Funding Statement 2019/20</b> Report status: Confirmed for this meeting
To approve the Annual Monitoring Report and Infrastructure Funding Statement 2019/20 for publication.	

<b>ITEM 17: ID: I024521</b>	<b>Treasury Management Mid –Year Report</b> Report status: Confirmed for this meeting
A report to report on the performance of the Treasury Management function for the 6 months to 30 September 2020	

<b>ITEM 18: ID: I025827</b>	<b>Land Quality Strategy Review</b> Report status: Confirmed for this meeting
To approve a light touch review of the current Land Quality Strategy (2014) to include some changes to planning policy, guidance and timescales	

<b>ITEM 19: ID: I025888</b>	<b>Community Infrastructure Levy (CIL) – In Kind Policy</b> Report status: Confirmed for this meeting
Report to Cabinet for the approval for the introduction of an In Kind CIL Policy to allow the Council to accept CIL in the form of in kind infrastructure payments either in the form of land or the provision of infrastructure.	

<b>ITEM 20: ID: I025955</b>	<b>Meanwhile in Oxfordshire...Programme</b> Report status: Confirmed for this meeting
To seek approval to enter into a £1.875m Funding Agreement with Oxfordshire Local Enterprise Partnership for Getting Building Fund funding to support the 'Meanwhile in Oxfordshire...Programme'. The Programme will fit out and occupy approximately 100-125 retail / hospitality / services units countywide totalling around 20,000 sq.m. providing approximately 100-125 work placements and approximately 300 new jobs including approximately 33 temporary jobs in construction. The refurbishments will also provide affordable and innovative workspace to facilitate the inclusive economy.	

<b>ITEM 21: ID: I025978</b>	<b>Lift Maintenance and Repair</b> Report status: Confirmed for this meeting
The lift maintenance contract, which ensures the safe running of lifts and lifting equipment is coming to the end of its extension period and terminates on 31st May	

2021. In order to maintain legislative compliance regarding lift maintenance and repair and to ensure the safe operation of lifts in Council properties, the contract is being re-tendered.

**ITEM 22:**  
**ID: I025977**

**Legionella Control Services**

Report status: Confirmed for this meeting

The legionella contract, which ensures the risk management and control of legionella and associated services is coming to the end of its extension period and terminates on 31st March 2021. In order to maintain legislative compliance regarding water hygiene and to ensure the safe operation of water services in Council properties, the contract is being re-tendered.

## CABINET 20 January

**ITEM 23:**  
**ID: I025648**

**1-3 George Street refurbishment**

Report status:

To seek project approval and capital expenditure for the refurbishment of 1-3 George Street. This follows previous decisions to allocate feasibility funding and to enter into grant funding arrangements and contractual terms with OxLEP for Local Growth Funds for the delivery of city-centre based workspaces at 1-3 George Street.

**ITEM 24:**  
**ID: I025694**

**Housing Infrastructure Funding for Osney Mead Innovation Quarter**

Report status: Provisional: Decision reliant on another action or process

Amendment of the HIF Agreement for Osney Mead and measures to enable its implementation

**ITEM 25:**  
**ID: I025205**

**Statement of Community Involvement (SCI)**

Report status: Provisional: Decision needs further consideration or information

The SCI has to be prepared by the City Council as a legal requirement. The current one adopted in July 2015 needs to be updated to inform future plan-making and decisions made on planning applications. This updated SCI will explain how the City Council will engage with communities, stakeholders and the public in the planning system.

<b>ITEM 26: ID: I024520</b>	<b>Council tax reduction scheme 2021/2022</b> Report status: Confirmed for this meeting
A report to seek approval for the Council's Council Tax Reduction Scheme for 2021/22 following consultation	

<b>ITEM 27: ID: I025887</b>	<b>Air Quality Action Plan</b> Report status: Confirmed for this meeting
Cabinet approval sought for Air Quality Action Plan following public consultation	

<b>ITEM 28: ID: I026017</b>	<b>Regear of the second floor lease at 20-24 Queen Street (Ramsay House)</b> Report status: Provisional: Decision reliant on another action or process
Regear of the lease on the second floor of this property	

<b>ITEM 29: ID: I025999</b>	<b>Covered Market Leasing Strategy</b> Report status: Provisional: Decision reliant on another action or process
There is a 10 year leasing strategy for the Covered Market which was agreed in 2015. The strategy is due to be refreshed at Year 5 (2020) to ensure it continues to reflect the ambitions and strategies for the Market.	

## Council 25 January

<b>ITEM 30: ID: I025980</b>	<b>Changes to the Council's Constitution (2020 version) to take effect in 2021</b>
To set out for decision proposed changes to the Council's Constitution.	

<b>ITEM 31: ID: I025682</b>	<b>Partnership report - Oxford Safer Communities Partnership</b> Report status:
To consider an update report on the Oxford Safer Communities Partnership; the Safer Oxfordshire Partnership; and the Police and Crime Panel	

## CABINET 10 February

<b>ITEM 32: ID: I019467</b>	<b>Oxpens Redevelopment Update</b> Report status: Provisional
The report is an update position on the redevelopment of the Oxpens Lane key City Centre site; the required delivery structure to take the project forward; and the Heads of Terms discussions. The City Council has formed a joint venture company, OxWED, with Nuffield College to progress the delivery of this scheme	
<b>ITEM 33: ID: I024525</b>	<b>Grant allocations to community and vol orgs 2021/22</b> Report status: Confirmed for this meeting
A report to make decisions on the allocation of grants to the community and voluntary organisations for 2021/2022.	
<b>ITEM 34: ID: I024522</b>	<b>Treasury Management Strategy 2021/22</b> Report status: Confirmed for this meeting
A report to present the Council's Treasury Management Strategy for 2021/22.	
<b>ITEM 35: ID: I024523</b>	<b>Budget 2021/22</b> Report status: Confirmed for this meeting
A report to present the outcome of the budget consultation and agree the Council's Medium Term Financial Strategy for 2022-23 to 2024-25 and 2022-22 Budget for recommendation to Council.	
<b>ITEM 36: ID: I024526</b>	<b>Capital Strategy 2021-22</b> Report status: Confirmed for this meeting
A report to present the Capital Strategy for 2021/22 approval.	
<b>ITEM 37: ID: I024506</b>	<b>Additional HMO licensing scheme renewal</b> Report status: Provisional: Decision reliant on another action or process
To report on the findings of the consultation and to seek approval for the next steps in relation to additional HMO licensing in the city	

<b>ITEM 38: ID: I024186</b>	<b>Update of Housing Assistance and Disabled Adaptation Policy 2021</b> Report status: Confirmed for this meeting
Minor changes to allow clarification around discretionary grant and joint custody arrangements	

<b>ITEM 39: ID: I024527</b>	<b>Allocation of Homelessness Prevention Funds 2021/22</b> Report status: Confirmed for this meeting
A report to approve the allocation of homelessness prevention funds for 2021/22.	

<b>ITEM 40: ID: I025616</b>	<b>To report on the findings of the consultation and to seek approval for the next steps in relation to selective licensing in the city</b> Report status: Provisional: Decision reliant on another action or process
The report provides findings from a statutory consultation exercise carried out into the proposal to introduce licensing in the city for all non HMO privately rented homes and seeks approval from members to take the next steps in relation to selective licensing	

## Council 17 February

## Council 25 February

## CABINET 10 March

<b>ITEM 41: ID: I024511</b>	<b>Zero Emission Zone</b> Report status: Confirmed for this meeting
Decision on whether to support Oxfordshire County Council's introduction of the Red Zone Zero Emission Zone	

<b>ITEM 42: ID: I024529</b>	<b>Integrated Performance Report for Q3</b> Report status: Confirmed for this meeting
A report to update Members on Finance, Risk and Performance as at 31 December 2020	

<b>ITEM 43:</b> <b>ID: I025318</b>	<b>Council Business Plan 2021-22 and Business Plan 2020-21 update</b>  Report status: Confirmed for this meeting
The annual business plan sets out the key actions and objectives for the next financial year, to support delivery against each of the four corporate priorities set out in the Council Strategy 2020-24. The document also includes an update on delivery against the previous year's business plan.	

## Council 29 March

<b>ID:</b> <b>I025684</b>  <b>ITEM 1:</b>	<b>Partnership report - Oxfordshire Resources and Waste Partnership</b>
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<b>ITEM 45:</b> <b>ID: I026130</b>	<b>Pay Policy Statement 2021</b>
To approve the Annual Pay Policy Statement	

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**To:** Cabinet  
**Date:** 9 December 2020  
**Report of:** Assistant Chief Executive  
**Title of Report:** Strategic Vision for Oxfordshire  
 (Common Report to Council Cabinets).

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	This report introduces a first draft of a Strategic Vision for Oxfordshire (attached as Appendix 1). The report explains the purpose of this unique approach, the scope and content of the Vision, and the timeline for the current engagement and finalising the Vision. The Draft Vision is presented for discussion and comments to help inform revisions prior to seeking future Growth Board endorsement.
<b>Key decision:</b>	No
<b>Cabinet Member:</b>	Councillor Susan Brown, Leader and Cabinet Member for Economic Development & Partnerships
<b>Corporate Priority:</b>	All.
<b>Policy Framework:</b>	Council Strategy 2020-24.
<b>Recommendations:</b> That Cabinet resolves to:	
<ol style="list-style-type: none"> <li>1. <b>Provide</b> its views on the Draft Strategic Vision for Oxfordshire; and</li> <li>2. <b>Delegate</b> responsibility to the Assistant Chief Executive to develop a response to the Strategic Vision engagement exercise, in consultation with the Leader, reflecting the views expressed at this meeting</li> </ol>	

<b>Appendices</b>	
Appendix 1	Oxfordshire's Strategic Vision for Long Term Sustainable Development – Engagement Draft

## **Introduction**

1. The Oxfordshire Growth Board ('the Board') was established in 2014 as a Joint Committee<sup>1</sup> of the six councils of Oxfordshire, together with key strategic partners. Following a recent review, the Board's aim is to help coordinate economic, housing and infrastructure development in a way that is inclusive and maximises local social and environmental benefits. The Board's establishment was premised on strengthening partnership arrangements across Oxfordshire for pragmatic working on key strategic issues. It has successfully done this by overseeing the delivery of cross-county projects that the councils of Oxfordshire were seeking to deliver in a collaborative way – between local authorities, the Local Enterprise Partnership and wider partners and stakeholders<sup>2</sup>.
2. Oxfordshire has considerable and diverse strengths. It is also facing significant change, but with change comes the opportunity for progress based on new ways of thinking. Conversations between Growth Board partners and the public, and innovative work on economic inclusivity, have shown that there is a desire to see a different approach to place-shaping in Oxfordshire. For example, the public's responses to the consultation on the Oxfordshire Plan 2050 Regulation 18 document gave us a clear steer that there is an appetite for an approach that:
  - is ambitious, radical, innovative and creative
  - is Oxfordshire-specific and reflects the views of local people
  - prioritises climate change
  - focusses on social, economic and environmental well-being, not solely on a narrow definition of growth.
3. Through the Growth Board, the councils have collectively expressed their desire for plans, strategies, programmes and investment priorities for Oxfordshire to be ambition-led and outcome-focussed. Achieving these ambitions will require all those who make future decisions about investment, and those planning for and delivering place-making across all areas of Oxfordshire, to maximise impact by working together based on shared strategic priorities and by embracing innovation to develop solutions. Developing a Strategic Vision for Oxfordshire is a unique opportunity to respond to this challenge, through the Growth Board, on behalf of local councils and partners.
4. Establishing a clear and coherent vision for Oxfordshire setting out what the partners are seeking to achieve and their strategic priorities, also plays an important role in helping manage some of the risks to the Oxfordshire Plan at Examination.

## **Purpose & Status of the Draft Strategic Vision**

5. Building on the success of recent engagements and consultations, the Growth Board partnership wishes to consider in a positive, open and transparent way what an ambition for Oxfordshire should look like and how it can be achieved by drawing

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<sup>1</sup> Under s101 (5), 102 Local Government Act 1972 (LGA 1972) and s9EB Local Government Act 2000 (LGA 2000) and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.

<sup>2</sup> As a Joint Committee, the Board may discharge executive functions if delegated to it by each constituent local authority, but each constituent authority retains the ability to exercise all executive and non-executive functions generally and specifically in relation to economic development including where applicable provision of housing, strategic spatial planning and strategic transport planning.

on new ways of thinking about sustainable development. The Draft Vision is intended to be the start of a conversation with our communities to build consensus around a common set of goals for Oxfordshire, strengthening and improving the Vision.

6. In doing so, the Strategic Vision is not intended to replace or set the specific vision for any of our individual communities, councils or partner organisations. It is crucial to not lose sight of the rich variety of places that make up Oxfordshire and all that is valued about the character of our city, towns and villages and our natural and historic environments. It is recognised that delivering the Strategic Vision will require place-focussed responses to specific challenges and opportunities that reflect particular circumstances. That happens best through a detailed understanding of places and communities to arrive at solutions that work for them. Delivering the Vision will require long-term collective commitment and investment by the partners that make up the Growth Board but also, crucially, by a wider set of strategic stakeholders and partnerships.
7. The Strategic Vision is part of the existing portfolio approach to plan and strategy development in Oxfordshire. The Vision has a specific role and a clearly defined non-statutory status. While it is similarly looking to 2050 and is intended to support the development of the Oxfordshire Plan indirectly, it is not part of the Oxfordshire Plan 2050 itself. It explicitly does not deal with the quantum of housing or economic growth for Oxfordshire, nor direct where it should go. Those are matters more appropriately dealt with through other plans (Oxfordshire Plan 2050 and Local Plans). The Vision can however play an important role in seeking to drive improvements to environmental, social and economic well-being which may be reflected in emerging plans, strategies and programmes.
8. The Oxfordshire Plan will deliver parts of the Vision, but not all the ambitions and outcomes are within its sphere of influence. The Strategic Vision cuts across many sectors and is designed to inform a range of plans, strategies and programmes. Local plans, infrastructure plans, economic strategies and associated plans and programmes will all have important roles to play. For example, having a set of long-term, strategic, economic, infrastructure and environment investment priorities aligned to shared outcomes will help ensure Oxfordshire is investing in the right infrastructure and other assets in a timely way, maximising the benefits of that investment, avoiding unnecessary expenditure and helping ensure it is better placed to influence the priorities of other relevant organisations. Having a 'whole system' agreed vision of where we are heading, and our expected outcomes would go a very long way to help align our work and our infrastructure programmes.
9. The Vision should also be read by partners beyond Oxfordshire as a statement of intent by the partnership that has prepared it. Of particular significance is the Government's announcement in March 2020 of its backing for a spatial framework for the Oxford-Cambridge Arc. Oxfordshire can help achieve its collective ambition by looking to influence any framework for the Arc based on its Strategic Vision.

### **Scope of the Draft Strategic Vision**

10. The Draft Strategic Vision is high-level, overarching and long-term. It is positive, optimistic and aims high in its ambition for Oxfordshire. The Vision sets out how the plans, strategies and programmes for Oxfordshire, including the Oxfordshire Plan 2050, can be ambition-led and outcome focussed, facilitating a step-change in the

approach to delivering sustainable development in Oxfordshire. In much the same way that local councils adopt corporate plans to guide their work, the Vision will help guide the approach to joint working and joint programmes between those councils and their partners.

11. The Strategic Vision is centred on people's well-being, with Oxfordshire a place where current and future generations thrive. Well-being of individuals is important, but the Strategic Vision also addresses well-being in the round in ways that make important connections because there are well-recognised intrinsic links between the environmental, social and economic dimensions of well-being and how these need to be underpinned by improved resilience. The ambition is to utilise the unique opportunities and assets in Oxfordshire to shape healthy, sustainable, resilient communities.
12. The Strategic Vision defines the ambition for Oxfordshire as a set of outcomes, which if we are successful, will have been achieved by 2050. To help achieve the ambition the Vision defines what is meant by 'good growth', with the approach based on improvements in quality and circumstances for individuals and society. The aim is that growth in Oxfordshire will be inclusive, focussing on progress in improving health and well-being, transitioning to a low carbon future, addressing inequalities and prioritising the natural environment, alongside greater resilience to climate and economic change. The Vision also includes a set of Guiding Principles (or inter-related ground rules) which together articulate how Oxfordshire will change as a place over the next 30 years.
13. Delivery against a 30-year vision will require pragmatism and realism as the tools of our innovation and ambition develop. However, the Strategic Vision recognises that decisions, actions and investments are required now to place Oxfordshire on the pathway to delivery by 2050.
14. It is very likely that achieving the final, agreed outcomes by 2050 will require some trends to be reversed, while for some other trends, where progress is already being made, there will need to be an increase in the pace of change, making the most of the vital role place-making plays in delivering positive outcomes. Measuring progress, so that we know what responses are needed, will be an important part of the approach to delivering the Strategic Vision. It also provides a robust basis on which Oxfordshire's communities and stakeholders may hold the Growth Board to account. At this stage we have not attempted to define or agree targets or the indicators for monitoring delivery. Development of a robust framework for monitoring progress and continual improvement will form a key part of the next phase of work on the Strategic Vision, drawing on public and stakeholder engagement.

### **Considerations for an Oxford City Council Response to the Draft Vision**

15. All Oxfordshire authorities have been asked to submit responses on the draft vision by 3<sup>rd</sup> January 2021. Cabinet is therefore asked to provide views on the document and consider key points for inclusion in a city council response, including consideration of the following:
  - Whether the draft Vision gives sufficient recognition of the diversity and difference between different areas within the county, and in particular the

specific characteristics of the city and that delivering on the Vision will require place-focused leadership at city and district level to develop effective strategies and plans for different areas to achieve the joint vision?

- Whether the draft Vision aligns with the [Oxford2050 Vision](#) which the City Council has already produced and which was subject to wide engagement in 2017, and whether this should be highlighted in the document?
- Whether the draft vision strikes the right balance between the environment, economic and social pillars of sustainable development, accepting that growth will be necessary, but needs to be delivered sustainably and that there will be democratically accountable choices and decisions to be made at local level to deliver sustainable solutions.

### **Timescales & Next Steps**

16. Work on the Strategic Vision is time-critical. It is intended to indirectly support the development of the Oxfordshire Plan 2050, as well as the Government's planned spatial framework for the Oxford-Cambridge Arc. Work on a spatial framework is now gathering momentum and is expected to progress at pace; having an agreed Strategic Vision in place will provide Oxfordshire with a firm basis to influence any framework for the Arc.
17. Preparation of the Draft Strategic Vision is the beginning of a process. Because the Growth Board wants to be open about what it is trying to achieve, it is carrying out bespoke and wide public and stakeholder engagement, providing an early opportunity for people to share and shape its thinking through public discussion and debate. The programme of public and stakeholder engagement will run from 16 November 2020 to 3 January 2021.
18. Due to COVID-19, the Growth Board is using the Oxfordshire Open Thought digital engagement platform which has already proved very helpful in engaging on wide-ranging topics and long-term thinking. Engagement on the Strategic Vision will respond to that earlier conversation, and use Open Thought to seek support, build consensus and make improvements.
19. The Growth Board partners have important linkages with communities and grassroots networks in Oxfordshire. The views of the Growth Board partners will therefore be crucial in shaping the Strategic Vision as it evolves. The more consensus that can be built, the more it will be possible to develop and implement effective plans and programmes for Oxfordshire. The Growth Board is therefore asking that the Strategic Vision is considered by each local authority's Scrutiny Committee and Cabinet during the engagement period.
20. The Vision will be refined by the Growth Board taking account of the engagement and further work (informal sustainability advice for example). Early, pre-engagement comments made through the Growth Board Scrutiny Panel and Growth Board process will be picked up as part of the post-engagement re-drafting.
21. Subject to the feedback received and support generated, the Growth Board will seek endorsement of a revised Strategic Vision at its meeting scheduled for 23 March 2021.

### **Financial Implications**

22. The preparation and development of the Strategic Vision will be covered within existing budget and resource allocations. No additional financial commitments are required as part of this report.

### **Legal implications**

23. The Strategic Vision for Oxfordshire has a clearly defined non-statutory status. Nevertheless, it may be prudent to seek legal advice following engagement but prior to agreement of the Vision, to ensure the agreed language of the Vision moving forward is helpful to, rather than in conflict with, the emerging next stage of the Oxfordshire Plan 2050.

### **Conclusion**

24. The development of a Strategic Vision for Oxfordshire, which encompasses the shared ambitions of local councils and key organisations, provides a unique opportunity to bring together a clear and unambiguous statement about what it is we want to achieve in Oxfordshire. This bold and striving approach is being developed as part of a wider engagement process with Growth Board partners, councillors and residents. Cabinet is asked to provide its feedback on the draft Strategic Vision, and delegate responsibility to agree final wording of a response to the Assistant Chief Executive in consultation with the Leader before 3 January 2021.

<b>Report authors:</b>	Stefan Robinson, Growth Board Manager, Oxfordshire Growth Board  Caroline Green, Assistant Chief Executive
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**Background Papers:** None

# Appendix 1: Oxfordshire's Strategic Vision for Long-Term Sustainable Development - Engagement Draft

## Our Vision Statement for Oxfordshire

*Enhanced well-being sits at the heart of our ambition.*

*We want Oxfordshire to thrive so that the lives of current and future generations are improved. To achieve this will require bold, innovative, collaborative and inclusive thinking with decisions and actions that deliver real and lasting change in ways that build resilience and enhance well-being.*

*To be well, we need the right environmental, social and economic conditions, underpinned by improved resilience, and built on a clear understanding that the different dimensions of well-being are intrinsically linked. By resilience we mean de-carbonisation, tackling climate change and mitigating its impacts, securing a biodiverse natural environment, building community connectedness, better health, and improved educational attainment and skills that will support the jobs of the future. Our ambition is to utilise the unique opportunities and assets in Oxfordshire to accommodate growth sustainably, and shape healthy, resilient communities in which it is possible for all residents to thrive.*

*If we are successful, these are the outcomes that will have been achieved in Oxfordshire by 2050:*

- We will be the first generation to leave Oxfordshire's natural environment in a better state than that in which we found it. The natural environment will be more biodiverse, supporting social, economic and ecological resilience and the capacity to adapt to change.*
- Oxfordshire will already be carbon neutral, and will be moving towards a carbon negative future, in which the County is removing more carbon than it emits each year.*
- The population will be healthier and happier, inequalities will have been reduced, young people will feel excited about their future and the overall well-being of the population will have improved.*
- The economy of Oxfordshire will be successful and sustainable, making the most of all our people and with quality places where people want to live and work.*
- We will have energy efficient, well-designed homes, sufficient in numbers, location, type, size, tenure and affordability to meet the needs of our residents.*
- Movement around Oxfordshire will be transformed, with greater connectivity and mobility in and between places in ways that enhance environmental, social and economic well-being.*
- Our communities will be rooted and flourishing, with enhanced and lasting connectedness driven by individual and community action.*

## 1. Introduction

- 1.1 Oxfordshire has considerable and diverse strengths. Its beautiful countryside, from the Chilterns to the Cotswolds, with high quality landscapes and areas important for nature conservation, its rich and diverse built and historic environment formed from the fabric of its market towns and villages and the vibrant, diverse cultural offer and urban environment in the City of Oxford, and its proximity and connections with other places, are key reasons why people choose to live, work, visit and invest here. These strengths have formed the foundation of Oxfordshire's economic success. But there are also challenges. Oxfordshire is one of the fastest growing economies in the country, but it is also among the least equal, with significant and stubborn economic and social inequalities. And there are problems linked to congestion, housing affordability and the well-being of the natural and built environments. All these impact on Oxfordshire's residents and businesses.
- 1.2 Oxfordshire is facing significant changes. Some of these – such as climate change and the unprecedented impacts of the COVID-19 pandemic – are the result of trends that are being experienced by the global community. Other changes reflect Oxfordshire's status as an international centre of pioneering research and innovation based on a hive of knowledge-intensive economic activity at the universities and science, technology and business parks. Changes are being influenced by Oxfordshire's links with neighbouring areas such as the Thames Valley and Swindon, and more widely with the Oxford-Cambridge Arc which is now a key national economic priority for the Government.
- 1.3 Change is inevitable, but change is not inevitably detrimental. With change comes the opportunity for progress based on new ways of thinking. We have seen an important increase in emphasis on climate change internationally, nationally and locally, with legislation in 2019 to eradicate the UK contribution to climate change by 2050, and with climate change emergencies declared by all the Oxfordshire Councils. We now have a better understanding that every decision made as a result of emerging plans and strategies for Oxfordshire has the potential to, and very probably will, impact (positively or negatively) on local, national and global emissions in the short, medium and long-term, to way beyond plan end dates.
- 1.4 Most recently, the COVID-19 crisis has generated considerable uncertainty and brought into sharp focus important, complex and sometimes uncomfortable questions about the impact of the pandemic. But we have also seen how, although physically apart, people have come together to give care, support and friendship within their communities. It has also given us a glimpse of a world less dependent on personal travel and more reliant on digital connectivity. How can we capture the positive aspects of these changes as we move forward? The pandemic has forced us to think about how we should frame our choices as the country moves towards recovery, what our priorities should be and how to deliver positive outcomes.
- 1.5 We need to be pragmatic in responding to current circumstances, whilst recognising the importance of taking this opportunity to think strategically about how best to tackle long-term problems as we re-build and secure the future of our local economies. Others have referred to this process as 'building back better', in which traditional models of growth are re-thought, re-set and replaced with a more balanced approach based on a broader range of objectives. We should not avoid tackling issues now, but it is also important to establish a pathway for long-term change.

- 1.6 We know that within Oxfordshire there is a desire to see a different approach to place-shaping. Early in 2019 the partnership preparing the Oxfordshire Plan 2050 started a formal conversation with the public and stakeholders about planning for Oxfordshire's long-term future. The public's response to that consultation gave us a very clear steer that there is an appetite for an approach that:
- is more ambitious, radical, innovative and creative
  - is more Oxfordshire-specific and reflective of local people's views
  - prioritises climate change, and
  - focusses on social, economic and environmental well-being, and not solely on a narrow definition of growth.
- 1.7 Similar thoughts were also reflected in the One Planet Living Oxfordshire Shared Vision<sup>1</sup>. Developed for a broadly-based Oxfordshire partnership, and drawing on input from some 100 stakeholders from across Oxfordshire, the One Planet approach sets out the sorts of big thinking and action that is required to achieve sustainable living based on a happier, healthier, greener future. And, the Oxfordshire Growth Board's Open Thought initiative<sup>2</sup> has added to the debate and pool of ideas by tapping into the wealth of knowledge to help find solutions to accommodate changes in how we will live and work, how we will connect with each other and how we will manage and respond to climate change.
- 1.8 Our bold economic ambitions<sup>3</sup> have been brought to life in an investment plan<sup>4</sup>. We can see from this how Oxfordshire is uniquely placed to embrace the dynamic potential of world-leading innovation and research and development to support economic recovery and growth for the benefit of local residents.
- 1.9 Innovative work on inclusive growth<sup>5</sup> has brought relevance and visibility to a need for us to actively recognise and address the inequalities in our success. It has highlighted a wide range of issues, including the need to tackle deprivation and disadvantage in Oxford and our other urban areas, improve educational attainment and to develop the skills required to access new employment opportunities and to improve physical and digital connectivity in our rural areas. If we are to deliver our vision and ambitions, these inequalities will need to be addressed so that growth is genuinely inclusive.
- 1.10 These conversations and thinking have shown that if we frame our ambition based on what is demonstrably achievable over the next thirty years, we could fall well short of what those who have contributed are looking to achieve. That would be a missed opportunity that fails to capitalise on Oxfordshire's scope for innovation over the longer-term. We therefore wish to determine in a positive, open and transparent way what our ambition for Oxfordshire should look like and how we can achieve it by drawing on new ways of thinking about sustainable development.
- 1.11 In doing so, we should not lose sight of the rich variety of places that make up Oxfordshire. We value the character of these different settings – our city, towns and villages and our natural and historic environments – and recognise that delivering our shared Strategic Vision will require place-focussed responses to specific challenges and opportunities that reflect particular circumstances. For example, activity to achieve ambitions for zero carbon and increased biodiversity will need different design solutions

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<sup>1</sup> One Planet Oxfordshire: Our Shared Vision, Bioregional, 2019

<sup>2</sup> See: <https://www.oxfordshireopenthought.org>

<sup>3</sup> Oxfordshire's Local Industrial Strategy, 2019

<sup>4</sup> Oxfordshire's Local Industrial Strategy Investment Plan, 2020

<sup>5</sup> Led by Oxfordshire's Local Enterprise Partnership under Oxfordshire's 'Social Contract' and by the City of Oxford

in the high-density environments of the city and urban areas than in rural settings. This happens best through inclusive processes and a detailed understanding of places and communities to arrive at solutions that work for them.

- 1.12 We also recognise that positive change will evolve and take time: it is not linear and not smooth. This Vision sets our ambition high: while we are realistic in understanding this will evolve over time and must be couched against dynamic economic, political and social forces beyond our direct control, we want to challenge the norm and the lowest common denominator to provide the best possible future for our residents.

## 2. Purpose & Status of the Strategic Vision

- 2.1 This Strategic Vision has been prepared by the collective leadership of the Oxfordshire Growth Board. The Growth Board comprises the six councils of Oxfordshire<sup>6</sup> and key strategic partners<sup>7</sup>. It facilitates collaborative working on economic development, strategic planning and growth, and oversees the projects agreed in the Oxfordshire Housing and Growth Deal, seeking agreement on local priorities.
- 2.2 The Strategic Vision cuts across many sectors and is designed to inform a range of strategies, plans and programmes. It represents our common and shared ambition but is not intended to replace or set the vision for any of our communities or partner organisations.
- 2.3 Not all the ambitions and outcomes will be within the sphere of influence of the Oxfordshire Plan 2050. That plan will deliver parts of the Vision, but as a statutory planning document, it cannot address all aspects involved in delivering this Vision. Local plans, infrastructure plans, economic strategies and associated plans and programmes will also have important roles to play. There is also a role for the individual to help deliver our ambitions, as our own actions can support or detract from delivering the Vision.
- 2.4 We want our plans, strategies and programmes, including the Oxfordshire Plan 2050, to be ambition-led and outcome focussed. Our Strategic Vision will be transformative, centred on people's well-being, addressing climate change, as well as on the health and quality of our natural environment. The Strategic Vision is intended to facilitate a step-change in our approach to planning for and delivering sustainable development for Oxfordshire.
- 2.5 The Strategic Vision is high-level, overarching and long-term. While the outcomes and priorities are unlikely to alter over the short to medium-term, our approach needs to be resilient to change over time. Our Strategic Vision is positive and optimistic. It recognises that although there is a high level of uncertainty over a 30-year period, particularly around external factors including climate and technological change, new opportunities to balance environmental, social and economic needs to deliver sustainable development in different and better ways will emerge. This will position Oxfordshire to challenge and capitalise on the scope for innovation over the longer-term.
- 2.6 Delivery against a 30-year vision will require pragmatism and realism as the tools of our innovation and ambition develop. However, this pragmatism should be seen to support delivery against our vision and not as an excuse to under-perform.

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<sup>6</sup> Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council, West Oxfordshire District Council and Oxfordshire County Council

<sup>7</sup> Oxfordshire LEP, Oxfordshire Skills Board, Oxford Brookes University, University of Oxford, Homes England, DEFRA, Oxfordshire Clinical Commissioning Group, Environment Agency, Network Rail and Highways England

- 2.7 Our Vision should be read by partners within and beyond Oxfordshire as a statement of intent by the partnership that has prepared it. Of particular significance is the Government's announcement in March 2020 of its backing for a spatial framework for the Oxford-Cambridge Arc. Oxfordshire will look to influence any framework for the Arc based on this Strategic Vision to help achieve our collective ambition.
- 2.8 The Strategic Vision forms part of the informal interface between national and local policy, helping to deliver national objectives such as those for 'clean growth' which aim to make the most of low carbon opportunities locally while meeting national and international commitments to tackle climate change<sup>8</sup>. It also supports delivery of national health priorities<sup>9</sup>. These identify the importance of prevention and reducing health inequalities and recognise that embedding healthy place-shaping principles within plans ensures that future developments are designed to support prevention and physical and mental well-being.
- 2.9 This Strategic Vision is part of the existing portfolio approach to plan and strategy development in Oxfordshire. Its role is to establish an overarching ambition that informs the Oxfordshire Plan 2050 amongst other relevant plans, strategies and programmes that reflect wider considerations such as health and well-being and infrastructure that impact on place-making in Oxfordshire. By providing clear strategic leadership and direction, we aim to increase confidence in the delivery of long-term spatial priorities.
- 2.10 This is the beginning of a process. We want to be open about what we are trying to achieve so we are carrying out bespoke public and stakeholder engagement providing an early opportunity for people to share and shape our thinking through public discussion and debate.

### 3. Oxfordshire's Challenges & Opportunities

- 3.1 The starting point for developing ambition-led plans and strategies is agreement about what they are seeking to achieve or change and what strategic challenges will need to be addressed. We have identified six key strategic challenges facing Oxfordshire:
- Health & Social Inequalities
  - Our Natural & Built Environment
  - Climate Change & Energy
  - Housing Affordability & Access to Affordable Housing
  - Economic Growth
  - Transport & Digital Connectivity.
- 3.2 Many factors impact on our lives and well-being, and there are strong and complex relationships between these challenges: from the links between the well-being of the natural and built environments and the well-being of individuals, communities and the economy; to the relationships between social and economic inequalities and health; to the linkages between connectivity and climate change, the natural environment, economic productivity, physical and mental health, and community connectedness.

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<sup>8</sup> The Clean Growth Strategy – Leading the way to a low carbon future, HM Government, 2018

<sup>9</sup> NHS Long Term Plan, 2019

## 4. Strategic Influencers

- 4.1 A key role for this Strategic Vision will be to help align long-term spatial, economic and infrastructure investment priorities across Oxfordshire. There are already other plans, strategies, policies and investment programmes (in existence or emerging), as well as legislative requirements, that will influence place-shaping in Oxfordshire, including where development in Oxfordshire should take place and where investment should be focussed. Oxfordshire will be shaped by these 'strategic influencers' to varying degrees over the next 30 years. We have 'mapped' the main strategic influencers and summarised their key messages for Oxfordshire. This information is set out in [Annex 1](#).
- 4.2 The strategic influencers will continue to evolve – some will change, and other new influencers will emerge as plans and strategies for Oxfordshire are developed, national policy changes and sub-national frameworks take shape. Some parts of this evolving context of strategic influencers will be more within the control of the partnership organisations than others. But in most cases, the relationship is a two, rather than one-way, process and there is an opportunity to influence and shape the priorities, plans, strategies and investment decisions of others, particularly in the longer-term – a means of 'influencing the influencers'. Our Strategic Vision can help maximise the benefits of decisions made by others, as well as helping to mitigate the impact of decisions outside the partnership's control.

## 5. Defining Our Ambition

- 5.1 Enhanced well-being sits at the heart of our ambition. We want Oxfordshire to thrive so that the lives of current and future generations are improved. To achieve this will require bold, innovative, collaborative and inclusive thinking with decisions and actions that deliver real and lasting change in ways that build resilience and enhance well-being.
- 5.2 The well-being of individuals is important, and the actions we take to address our own well-being are key to cumulative and collective success. But we have also taken the opportunity to think about well-being in the round and in ways that make important connections, recognising that different dimensions of well-being are intrinsically linked. To be well physically and mentally, we need the right environmental, social and economic conditions underpinned by improved resilience. By resilience we mean de-carbonisation, tackling climate change and mitigating its impacts, securing a biodiverse natural environment, building community connectedness, better health, and improved educational attainment and skills that will support the jobs of the future. Our ambition is to **utilise the unique opportunities and assets in Oxfordshire** to shape healthy, sustainable, resilient communities in which it is possible for all residents to thrive.
- 5.3 If we are successful, these are the **outcomes** that will have been achieved in Oxfordshire by 2050 – this is what better will look like. Although the outcomes are long-term, decisions, actions and investment are required now to place Oxfordshire on the pathway to delivery by 2050.

## Outcomes for Oxfordshire

- We will be the first generation to leave Oxfordshire's natural environment in a better state than that in which we found it. The natural environment will be more biodiverse, supporting social, economic and ecological resilience and the capacity to adapt to change.
- Oxfordshire will already be carbon neutral, and will be moving towards a carbon negative future, in which the County is removing more carbon than it emits each year.
- The population will be healthier and happier, inequalities will have been reduced, young people will feel excited about their future and the overall well-being of the population will have improved.
- The economy of Oxfordshire will be successful and sustainable, making the most of all our people and with quality places where people want to live and work.
- We will have energy efficient, well-designed homes, sufficient in numbers, location, type, size, tenure and affordability to meet the needs of our residents.
- Movement around Oxfordshire will be transformed, with greater connectivity and mobility in and between places in ways that enhance environmental, social and economic well-being.
- Our communities will be rooted and flourishing, with enhanced and lasting connectedness driven by individual and community action.

## 6. Achieving our Ambition

6.1 Our Strategic Vision for Oxfordshire's future is driven by improvements to people's well-being. This is reflected in our definition of what 'good growth' will look like in Oxfordshire.

6.2 National planning policies require Oxfordshire to plan positively for growth in ways that achieve the three overarching objectives of sustainable development: economic, social and environmental. Growth can be defined narrowly in terms of expansion in numbers of homes and jobs and economic output. But growth can also encompass progress based on improvements in quality and circumstances for individuals and society.

6.3 We think this is a better approach to achieving transformative and long-term sustainable development. This is how Oxfordshire will approach growth. It will be inclusive, focussing on progress in improving health and well-being, transitioning to a low carbon future, addressing inequalities and prioritising our natural environment, alongside greater resilience to climate and economic change.

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**We want current and future generations in Oxfordshire to share in: improvements in health and well-being; better access to truly affordable and high-quality housing; cleaner air and water; better jobs and access to education and training; enhanced green space; and protection from extreme weather and other impacts of climate change.**

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**'Good growth' in Oxfordshire** will:

- Be **sustainable**, focusing development in ways that enhance quality of place and at locations which enable people to live and work nearby, avoiding unnecessary travel in the first instance, but using opportunities to increase movement by sustainable and active modes of travel when needed.
- Be **healthy and inclusive**, with all development addressing inequalities and contributing positively to the overall health and well-being of Oxfordshire's communities, environment and economy.
- Be **clean and green**, placing the County at the leading edge of UK and global de-carbonisation efforts by maximising all opportunities to significantly reduce Oxfordshire's carbon footprint, and increasing natural capital across the County.
- Embrace **innovation** based on our technology sectors and knowledge-intensive activity, and develop new innovative solutions for working, learning, mobility, health care, energy, sustainable design and improved public services.
- Facilitate **efficient** use of Oxfordshire's natural resources and land, with priority given to supporting a high-productivity economy.
- Build **resilience** to change, with growth planned in a way that can accommodate changes in technology, and in the way that people live and work, changing demographics, and global impacts, particularly climate and economic changes.
- Expect **high-quality** development which will have a positive impact on communities in terms of design, energy efficiency and public realm, utilises low impact building and construction methods and materials, and is properly supported by the necessary infrastructure. Everything we build or design in Oxfordshire will be fit for purpose in the world of 2050.

- 6.4 Our definition of 'good growth' forms the basis for a set of **Guiding Principles**. Taken together, our outcomes, the definition of 'good growth' and the guiding principles, form the foundation for our overarching approach to sustainable development for Oxfordshire, and for developing our plans, strategies and programmes.

**Guiding Principle 1: We will reduce the impacts of climate change**

We will reduce the impacts of climate change by making climate action a top priority in our decisions. We will maximise opportunities through our plans, strategies and programmes, to build long-lasting resilience to climate change, demonstrating leadership in carbon reduction and supporting emerging transformative technologies and sectors. Our aim is that Oxfordshire will be carbon neutral by 2040, or earlier if possible, and by 2050 will be moving towards a carbon negative future.

## **Guiding Principle 2: We will improve our overall health and well-being and reduce inequalities**

We will place overall health and physical and mental well-being at the forefront of our decision-making. We will seek to deliver a net increase in the health and well-being of our communities in all our place-shaping decisions and activities, reducing inequalities and helping to enhance the overall quality of life, health and happiness of existing and future residents. This will include providing homes to meet people's needs, jobs to support livelihoods, enhanced access to green spaces, better access to sustainable, inclusive and resilient active and low carbon transport and improvements in air quality. We have access to some of the greatest health care facilities and minds in the world in Oxfordshire and through working closely with the universities and health organisations, we will ensure we are leading on prevention and healthy place-shaping.

## **Guiding Principle 3: We will enhance our natural capital assets**

We will enhance our natural capital assets through our plans, strategies and programmes, recognising the significant contribution natural capital makes to our quality of place, the health and well-being of our communities, and their value in building resilience to climate change, reducing flood risk, increasing biodiversity and boosting economic productivity. We will value Oxfordshire's countryside, our parks and open spaces, the River Thames and our other rivers, canals, reservoirs, lakes, ponds and wetlands. We will protect where necessary, and seek new opportunities to add to and enhance our highly valued countryside, landscape and the greenspaces and environmental assets within the urban areas that provide valued recreation space and vital green lungs. Natural capital is a key reason why many people choose to live here, many businesses choose to locate here, and tourists choose to visit here.

## **Guiding Principle 4: We will reflect our distinctive and diverse qualities**

We will ensure that our plans, strategies and programmes reflect the unique and distinctive qualities of places within Oxfordshire, maximising opportunities to deliver the development needed, embracing innovation whilst enhancing our valuable assets and recognising the diversity of our city, towns and villages, the quality of the historic, natural and built environment and the importance of local identity. While we are the most rural county in the South East, the vast majority of our population lives in our city, towns and villages. The diversity of our settlements, the synergy between urban and rural and the benefits both bring are critical to our success.

## **Guiding Principle 5: We will deliver homes that meet the needs of current and future generations**

New homes will add to the vitality and vibrancy of our communities whilst positively contributing to our collective well-being. We will tackle the significant challenge of housing affordability in Oxfordshire by delivering more truly affordable homes. And we will deliver homes that allow people to live healthily, happily and independently in their old age. The emphasis will be on place-shaping: new homes will be high quality and low carbon, resilient to the impacts of climate change, meet people's needs, form part of connected communities and improve the local environment.

## **Guiding Principle 6: We will embrace technological changes**

We will ensure that our plans, strategies and programmes are sufficiently flexible to embrace the potential offered from new and evolving technology in creating better opportunities and outcomes for people, in addressing inequalities, and in its impact on mobility, communications, energy and water supply, models of construction and increasing economic productivity.

**Guiding Principle 7: We will create the conditions to support an inclusive, successful and sustainable economy based on world-leading innovation**

We will work collaboratively with economic partners to ensure that our spatial priorities and economic priorities are aligned to deliver good, inclusive economic growth that supports people's health and well-being. We will ensure there is improved physical and digital connectivity, and that the right type of premises, land and infrastructure are provided to facilitate a high productivity economy and to meet the needs of our priority sectors. Inequalities in employment opportunities, and in access to education, skills and training will be addressed, building a skilled population with better opportunities for all.

**Guiding Principle 8: We will expect high-quality development**

We will expect all new development to be of the highest quality and design standards, with particular support given to innovative building solutions and sustainable construction methods, and development that improves the overall built environment and promotes good physical and mental health.

**Guiding Principle 9: We will maximise the benefits of strong collaboration**

We will build stronger collaboration with our partners to secure a plan-led approach to good growth, delivering strategic development opportunities that are aligned with our shared ambition and long-term investment priorities, particularly where these provide opportunities to enhance our strategic connectivity. And, we will create the conditions where people feel involved and empowered, embedding a culture of meaningful involvement and enabling communities to inform and shape local decisions.

**Guiding Principle 10: We will help people to help each other by supporting communities and individuals to achieve positive change for themselves**

We will help communities to be more cohesive and better able to adapt to change, based on accessible and quality key services and infrastructure, good digital connectivity and strong community networks. Communities will be supported and empowered to do the things that matter to improve their health and well-being.

**Guiding Principle 11: We will proactively and positively engage and collaborate beyond Oxfordshire**

We will foster links with neighbouring areas to facilitate the delivery of good growth through mutually beneficial relationships. Key to this will be ensuring that the Oxfordshire Plan's strategic priorities are fully aligned and integrated with regional and sub-regional priorities including the emerging Oxford-Cambridge Arc.

- 6.5 All the Guiding Principles articulate how Oxfordshire will change as a place over the next 30 years and all will shape our overarching approach. Individual Guiding Principles have not been weighted. Rather, because we are seeking to drive improvements to environmental, social and economic well-being in ways which build resilience, and because most of our Guiding Principles are relevant to more than one of our goals, the Guiding Principles form an inter-related set of equally important ground rules.

## 7. Next Steps – Delivering the Strategic Vision

- 7.1 This Strategic Vision has been prepared by the collective leadership of the Oxfordshire Growth Board which is ultimately responsible for it. Delivering the Vision will require long-term collective commitment and investment by the partners that make up the Growth Board but also, crucially, by a wider set of strategic stakeholders and partnerships.
- 7.2 As a first step in delivering the Strategic Vision, it is proposed several work streams are taken forward:
- Engaging with partners and communities
  - Measuring what matters
  - Developing plans & strategies and investment priorities.

### Engaging with Partners & Communities

- 7.3 Because we want to be open about what we are trying to achieve, one of the first actions will be to carry out bespoke public and stakeholder engagement late in 2020. This will provide partners and our communities with an early opportunity to challenge and shape the thinking we have done on our ambition, principles and shared outcomes. This engagement does not form part of any statutory process and is additional to consultations on other plans, strategies and programmes.

### Measuring What Matters

- 7.4 The ambition, outcomes and priorities set out in the Strategic Vision have been explicitly designed for the long-term. They are unlikely to change over the short to medium-term and it is not anticipated that there will be a need for frequent reviews. To achieve the outcomes we have identified by 2050 will require some trends to be reversed, while for some other trends, where progress is already being made, there will need to be an increase in the pace of change. And, we will need to make the most of the vital role place-making plays in delivering positive outcomes.
- 7.5 Measuring progress, so that we know what responses are needed, will be an important part of our approach to delivering the Strategic Vision. It also provides a robust basis on which Oxfordshire's communities and stakeholders may hold the Growth Board to account. We will measure what matters, based on the strategic outcomes and the definition of Good Growth set out in the Strategic Vision. At this stage we have not attempted to define or agree targets or the indicators for monitoring delivery. Development of a robust monitoring framework, with agreed targets and indicators, will form a key part of the next phase of work on the Strategic Vision, drawing on the public and stakeholder engagement we will be carrying out.

### Developing Plans, Strategies and Investment Priorities

- 7.6 Our well-being goals are ambitious. Achieving them will require all those who make future decisions about investment, and those planning for and delivering place-making across Oxfordshire, to maximise impact by working collaboratively based on shared strategic priorities and by embracing innovation to develop solutions.
- 7.7 The Strategic Vision for Oxfordshire will be delivered by a wide range of plans, strategies and programmes. The Oxfordshire Plan 2050 is one important example, but there are many others. At an Oxfordshire-wide level they include the Joint Health & Well-Being Strategy, the Infrastructure Strategy (OxIS), the Local Industrial Strategy, and the Local Transport and Connectivity Plan, while sub-nationally the spatial framework for the

Oxford-Cambridge Arc and England's Economic Heartland's Transport Strategy will have important roles to play.

- 7.8 It is vital that we have an agreed set of long-term, strategic economic, infrastructure and environment investment priorities aligned to the outcomes we are committed to. This will help us to ensure that we are investing in the right infrastructure and other assets in a timely way, maximising the benefits of that investment, and avoiding unnecessary expenditure. It will also better position Oxfordshire to influence the priorities of other relevant organisations.
- 7.9 Oxfordshire's Growth Board will seek that those preparing relevant strategic-level plans, strategies and programmes consider how their policies, proposals and investment decisions deliver against this Strategic Vision, and future responses to these plans, strategies and programmes from the Growth Board will take these into account.

DRAFT

## Annex 1: Strategic Influencers

**A1.1** The following graphic 'maps' the main strategic influencers. Most have been, or are being, developed at an Oxfordshire-wide level, or relate to sub-national geographic areas, or are UK-wide. Many have a direct relationship with government policy or legislative requirements. We have not attempted to present an exhaustive set of influencers. Rather, we have captured those which we consider to be the most significant and most relevant at the strategic level, whilst acknowledging that some of these will have a greater impact than others.

**A1.2** The key messages from the strategic influencers are summarised in the following table.

Key Messages	Strategic Influencers
There is a commitment to maximise the potential of existing urban areas to 2031 to deliver 100,000 new homes.	<ul style="list-style-type: none"> <li>▪ Housing &amp; Growth Deal</li> <li>▪ Local Plans</li> <li>▪ National Planning Policy Framework (2019)</li> <li>▪ Oxfordshire Local Transport &amp; Connectivity Plan</li> </ul>
Development should enhance the natural environment, improve access to the countryside and increase its natural capital, recognising its valuable role in supporting clean growth and improvements to health and well-being.	<ul style="list-style-type: none"> <li>▪ Green Future: 25 Year Plan to Improve the Environment</li> <li>▪ Local Plans</li> <li>▪ Oxford-Cambridge Arc: Government Ambition</li> <li>▪ Oxfordshire's Draft Nature Recovery Network</li> <li>▪ Oxfordshire Local Industrial Strategy</li> <li>▪ Oxfordshire Joint Health &amp; Well-Being Strategy</li> </ul>
Strategic transport investment priorities should aim to enhance Oxfordshire's strategic connectivity value.	<ul style="list-style-type: none"> <li>▪ England's Economic Heartland Transport Strategy 2050</li> <li>▪ Oxford-Cambridge Arc: Government Ambition</li> <li>▪ Oxfordshire Local Industrial Strategy</li> <li>▪ Oxfordshire Local Transport &amp; Connectivity Plan</li> </ul>
Long-term strategic investment decisions should be responsive to climate, demographic and technological change, building resilience in the economy, transport infrastructure and the physical and natural environment.	<ul style="list-style-type: none"> <li>▪ Clean Growth Strategy</li> <li>▪ England's Economic Heartland Transport Strategy 2050</li> <li>▪ Oxfordshire Joint Health &amp; Well-Being Strategy</li> <li>▪ Oxfordshire Infrastructure Strategy</li> <li>▪ Oxfordshire Local Industrial Strategy</li> <li>▪ Oxfordshire Local Transport &amp; Connectivity Plan</li> <li>▪ UK Industrial Strategy</li> </ul>

Key Messages	Strategic Influencers
<p>The priority is to invest in strategic infrastructure that supports economic growth, particularly in the areas that have potential to support a transition to a low carbon economy, facilitate mobility changes away from the private car and where there is potential to support key sectors (especially in the science, technology and innovation sectors).</p>	<ul style="list-style-type: none"> <li>▪ Oxford-Cambridge Arc: Government Ambition</li> <li>▪ England's Economic Heartland Transport Strategy 2050</li> <li>▪ Oxfordshire Infrastructure Strategy</li> <li>▪ Oxfordshire Local Industrial Strategy</li> <li>▪ Oxfordshire Local Transport &amp; Connectivity Plan</li> <li>▪ UK Industrial Strategy</li> </ul>
<p>Economic growth should be driven by innovation and higher productivity, should be 'clean', should focus on supporting clusters and corridors of economic activity and should reflect Oxfordshire's national and international role and profile. Economic growth should be more inclusive, with the benefits shared more equitably so that they reach all communities, including socially disadvantaged groups.</p>	<ul style="list-style-type: none"> <li>▪ Oxford-Cambridge Arc: Government Ambition</li> <li>▪ England's Economic Heartland Transport Strategy 2050</li> <li>▪ Oxfordshire Infrastructure Strategy</li> <li>▪ Oxfordshire Local Industrial Strategy</li> <li>▪ Oxfordshire Local Transport &amp; Connectivity Plan</li> <li>▪ UK Industrial Strategy</li> </ul>
<p>Improvements to health and well-being should be at the heart of all decisions around place-making and infrastructure investment.</p>	<ul style="list-style-type: none"> <li>▪ Local Plans</li> <li>▪ Oxfordshire Joint Health &amp; Well-Being Strategy</li> <li>▪ Oxfordshire Local Transport &amp; Connectivity Plan</li> </ul>
<p>Delivering the right type of housing, which is built to a high quality and design and is affordable, is as important as increasing overall supply.</p>	<ul style="list-style-type: none"> <li>▪ Local Plans</li> <li>▪ Oxfordshire Joint Health &amp; Well-Being Strategy</li> </ul>



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**To:** Cabinet  
**Date:** 9 December 2020  
**Report of:** Head of Planning Services  
**Title of Report:** Annual Monitoring Report and Infrastructure Funding Statement 2019/20

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To approve the Annual Monitoring Report and Infrastructure Funding Statement for publication.
<b>Key decision:</b>	No
<b>Executive Board Member:</b>	Councillor Alex Hollingsworth, Planning and Housing Delivery
<b>Corporate Priority:</b>	Foster an inclusive economy Deliver more affordable housing Support flourishing communities Pursue a zero carbon Oxford
<b>Policy Framework:</b>	Council Strategy 2021/22
<b>Recommendations:</b> That the Cabinet resolves to:	
<ol style="list-style-type: none"> <li><b>Approve</b> the Annual Monitoring Report and Infrastructure Funding Statement 2019/20 for publication; and</li> <li><b>Authorise</b> the Head of Planning Services to make any necessary minor corrections not materially affecting the document prior to publication.</li> </ol>	

<b>Appendices</b>	
Appendix 1	Annual Monitoring Report 2019/20
Appendix 2	Infrastructure Funding Statement 2019/20
Appendix 3	Risk Assessment

## Introduction and background

- The Annual Monitoring Report (AMR) 2019/20 assesses the effectiveness of planning policies contained within the Oxford Local Plan 2001- 2016 as well as the implementation of the Oxford Local Development Scheme 2019-2022, the Council's Statement of Community Involvement in Planning and the Duty to Cooperate. The AMR covers the period 1st April 2019 to 31st March 2020 and is a factual document.

2. This AMR does not cover policies in the Oxford Local Plan 2036 adopted in June 2020. This will be undertaken in the next monitoring year (1 April 2020 – 31 March 2021).
3. Section 35 of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to publish monitoring reports at least yearly in the interests of transparency.
4. The Infrastructure Funding Statement (IFS) is a new annual reporting requirement introduced as part of the Community Infrastructure Levy (Amendment) (England) (No.2) Regulations in September 2019 (CIL Regulations: Schedule 2), with the objective of increasing transparency around how developer contributions are spent on infrastructure. As set out in Appendix 2, the contents of the IFS are divided into three key sections for the previous financial year:
  - I. Information on Community Infrastructure Levy (CIL) contributions;
  - II. Information on Section 106 contributions (made under section 106 of the Town and Country Planning Act 1990);
  - III. Items of infrastructure that CIL is to be spent on in the next five years (CIL is allocated to the Council’s Capital Programme as part of the Budget setting process).
5. The introduction of the IFS means that monitoring around CIL and Section 106 contributions will now be found in the IFS instead of the AMR.
6. The AMR provides feedback to members, stakeholders and residents on the performance of planning policies and whether the objectives of those policies are being achieved. The monitoring also enables the Council to respond more quickly to changing priorities and circumstances.

### Findings of the 2019/20 Annual Monitoring Report

7. The performance of planning policies is monitored using a traffic-light approach. Performance in 2019/20 is summarised in Table 1.

	 Targets and objectives have been met / data indicates good progress towards meeting targets.	 Limited progression towards meeting targets / insufficient information to make an assessment.	 Data indicates under-performance against targets and objectives.
A Vibrant and Sustainable Economy	3	1	1
Meeting Housing Needs	4	2	2
Strong and Active Communities	3	0	0
A Clean and Green Oxford	6	3	0
An Efficient and Effective Council	N/A – Traffic lights are not used to monitor progress in this section as there are no fixed targets.		

**Table 1: Summary of performance against targets 2019/20**

8. Overall performance in 2019/20 is positive, with the majority of indicators scoring green ratings for meeting or making considerable progress towards targets.

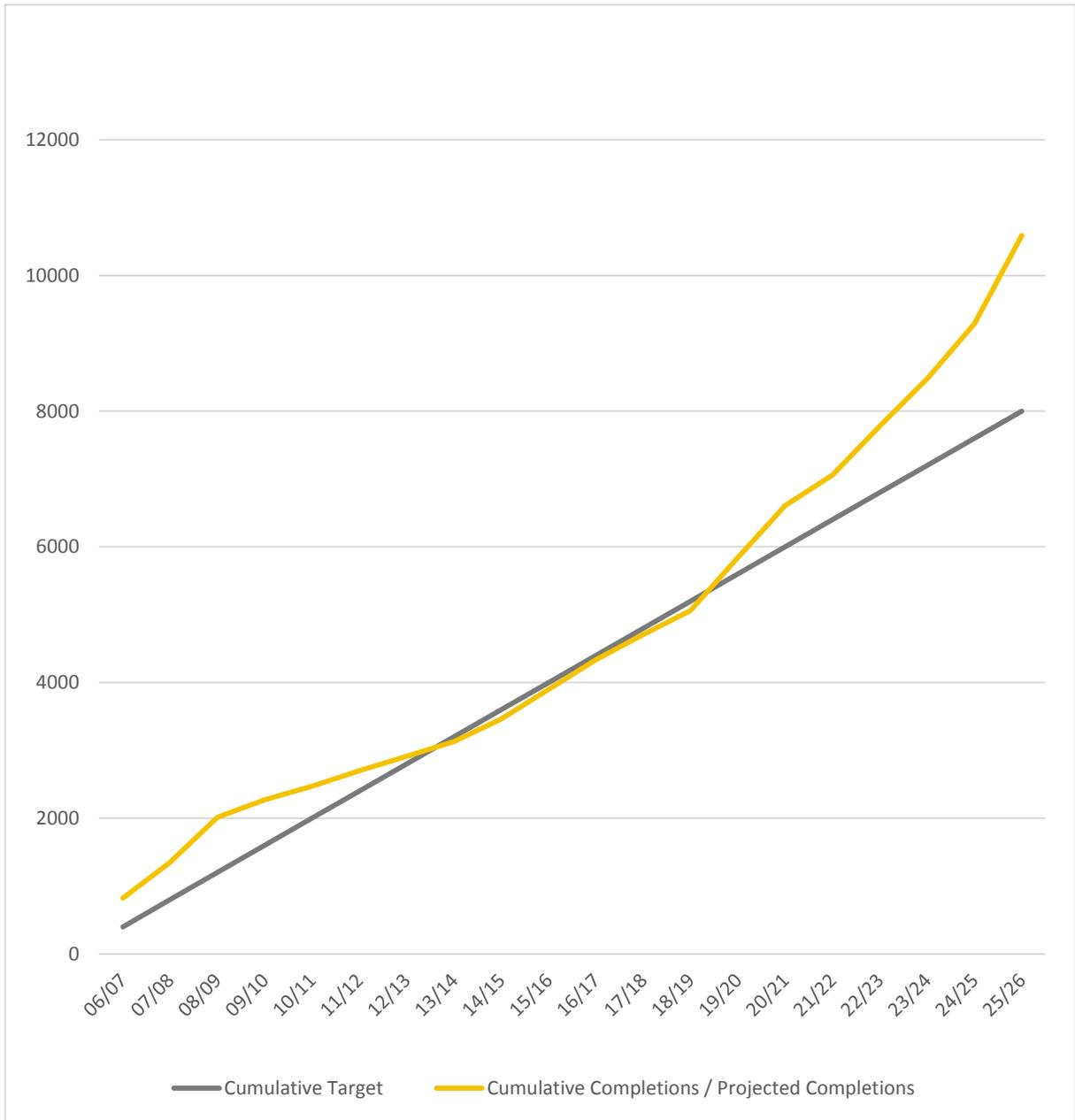
#### A Vibrant and Sustainable Economy

9. The AMR indicators show that current policies are providing strong protection for existing protected key employment sites.
10. Development of 1736.7m<sup>2</sup> of new B1 employment floorspace was permitted during the 2019/20 monitoring year. There has also been continued investment in new medical research and hospital healthcare facilities in Oxford during the monitoring year, with 5,921m<sup>2</sup> of new floorspace permitted during 2019/20.
11. Planning permission was granted for an additional 7583m<sup>2</sup> of academic teaching and study floorspace during the 2019/20 monitoring year.
12. Planning permission was granted for two developments that would result in new net A1 retail floorspace totalling 122.8m<sup>2</sup> in 2019/20, if implemented. One of these applications was located on a site that does not fall within Oxford's retail hierarchy and therefore did not comply with the locational requirements of Policy CS31.
13. Due to the Covid-19 pandemic this AMR does not include information on the proportion of A1 retail uses on Oxford's designated street frontages as retail surveys were not undertaken at the end of the monitoring year.

#### Meeting Housing Needs

14. In the 2019/20 monitoring year, 784 (net) dwellings were completed in Oxford. The cumulative number of dwellings completed in the 14 years since the start of the Oxford Core Strategy period (2006/07 to 2019/20) is 5,843 (net) with the new ratios for communal accommodation applied. The cumulative number of development completions that might have been expected during this period, based on an average annual requirement of 400 homes per year, is 5,600 dwellings (net). Figure 1 below shows that the Oxford Core Strategy housing target of 8,000 new homes to 2026 (Policy CS22) will be met prior to the end of the Core Strategy period.

**Figure 1 - Cumulative Requirement and Cumulative Supply to 2026**



15. The AMR also shows that 104 affordable dwellings were completed in 2019/20. The main contributors were 48 units at the Former Temple Cowley Pools and a further 46 affordable social rent units at Barton Park (Phase 1). Some of the first affordable units were also completed on developments at Land North of Littlemore Healthcare Trust – 6 units and at the former Wolvercote Paper Mill – 4 units.
16. The Council seeks to ensure that the tenure split for new affordable housing is at least 80% social rented and up to 20% intermediate (including shared ownership, intermediate rental and affordable rental). 75 of the 104 affordable homes delivered were on a social rent basis meaning in total throughout the monitoring year 72% of affordable homes delivered were on a social rent basis. Although this is below the 80% target for the monitoring year, some of these homes were phased completions on larger sites, which if considered on an application-by-application basis met the aspiration of an 80% social rent tenure split.
17. Whilst housing completions are important for considering housing supply and delivery, it is also relevant to consider planning permissions to understand the number of dwellings the Council is permitting for development. In the 2019/20 monitoring period the number of C3 residential dwellings permitted by the Council was 277. Whilst this does not meet the Corporate Plan 2016-2020 target of 400 dwellings per year, if an average is taken based on the cumulative total of 6,031 dwellings being permitted over the 14 year period, it is equivalent to 431 dwellings being permitted each year.
18. The Council has also taken the lead in promoting new housing development in Oxford through releasing land, securing funding for infrastructure, and working with developers to masterplan new schemes. The Council is directly involved in bringing forward 26% of all major housing schemes anticipated to be undertaken in Oxford over the next five years, and has also been involved in bringing forward dozens of smaller development projects across the city.
19. Regarding housing land supply, Paragraph 73 of the National Policy Planning Framework states that local authorities should assess their housing supply against the housing requirement set out in adopted strategic policies, or against their local housing need where these policies are more than 5 years old. The Oxford Core Strategy contains the adopted housing requirement for Oxford, which was adopted in 2011. This plan is more than 5 years old, and so the Council should not measure its five year housing land supply against this requirement.
20. In December 2019 the new Oxford Local Plan 2036 underwent its examination hearings, and the Inspectors issued their initial findings into the plan in January 2020. In their interim conclusions, the Inspectors confirmed the housing requirement of 475 homes per annum from 2016/17 to 2020/21, and 567 homes per annum from 2021/22 to 2035/36. The Council subsequently adopted this Local Plan and its new requirement in June 2020. Therefore future AMR's will use this requirement as the basis for 5 year land supply calculations.

21. Oxford Core Strategy Policy CS25 requires each university to have no more than 3,000 full-time students living outside of university provided accommodation in Oxford and all increases in academic floorspace that would facilitate an increase in student numbers at the two universities should be matched by an equivalent increase in university provided/ purpose built student accommodation. The University of Oxford has kept within its 3000 threshold however Oxford Brookes University has again exceeded its Core Strategy threshold in the 2019/20 monitoring year. During the 19/20 monitoring year, one planning application was granted planning permission for an increase in academic floorspace. The applicant was the University of Oxford and the application involved the conversion, redevelopment and extension of Osney Power Station to a Centre of Executive Education run by the Said Business School.
22. In 2019/20, the University of Oxford had 2,114 students living outside of university provided accommodation in Oxford. Oxford Brookes University had 3,845 students living outside of university provided accommodation in Oxford in 2019/20, a decrease of 234 students when compared to the previous monitoring year. This information was provided to the Council in September 2020. This information would be a key consideration in determining any planning applications for new or redeveloped academic floorspace that may be submitted by the universities. New student targets have been adopted in the new Local Plan 2036 and will be reported on in the 2020/21 AMR.
23. In the 2019/20 monitoring year 1337 (net) units of new purpose built student accommodation were completed in Oxford. Planning permission was granted for a further 178 (net) units of student accommodation in 2019/20.

**Table 1: Planning permissions granted for new student accommodation**

Application	Site	Development	Total No. Rooms Net
19/01821/FUL	159-161 Cowley Road Oxford OX4 1UT	Reconfiguration of existing ground floor and part first floor retail unit (Tesco store to remain in situ) with extensions and alterations to existing building to provide 137 units of purpose-built, managed student accommodation with associated management suite and communal facilities at upper levels.	137
18/03254/OUT	263 Iffley Road Oxford OX4 1SJ	Outline application (seeking the approval of access, appearance, layout and scale) for the demolition of single storey building to southeast side of 3 storey building. Construction of new 3 storey above ground building comprising premises for ground floor club D1/D2/social club use class and two upper floors for separate student accommodation. Alterations to layout of retained building and parking areas including relocation of parking to Percy Street	17

Application	Site	Development	Total No. Rooms Net
		only and closure of Iffley Road vehicle access and landscaping. (Amended Plans)	
19/00622/FUL	162-164 Hollow Way Oxford OX4 2NL	Construction of 16 student En-Suite study rooms, 3 postgraduate En-Suite study rooms, with communal living/kitchen areas and 1 warden flat. Onsite covered refuse storage and covered/secured cycle parking for 22 cycles.	20
19/00437/FUL	32 St Giles' Oxford OX1 3ND	Change of use of a bank (Use Class A2) with ancillary residential unit on third floor to a mixed use comprising retail unit (Use Class A1) on the ground floor and monastic, university hall and administration spaces (Use Class Sui Generis) on the ground floor, first and second floors and student accommodation (Use Class Sui Generis) on the third floor. Associated external alterations including changes to windows and doors to the rear and northern side elevations, replacement timber sash windows throughout and 4no. air conditioning units to the rear (amended plans).	4

24. In 2019/20 the Council only granted planning permission for additional purpose-built student accommodation on sites that meet the locational requirements of the Sites and Housing Plan 2011-2026.

#### Strong and Active Communities

25. Significant progress has been made towards delivering new homes at Barton Park with the completion of 178 Phase 1 units.

26. During the monitoring year, the West Area Planning Committee resolved to grant planning permission, subject to completion of a legal agreement, for a hybrid planning application at the Oxford North development site.

27. Work on bringing forward development at both the Oxpens development site and at the Oxford Rail Station has continued during the monitoring year with OXWED Ltd. seeking a development partner for the wider masterplan area, and a review of the Oxford Rail Station Supplementary Planning Document (SPD).

## A Clean and Green Oxford

28. Planning policies are continuing to protect and enhance Oxford's natural environment. The council has performed well in safeguarding sites of biodiversity importance within the city boundary, ensuring that there is no overall net loss in the provision of outdoor recreation spaces. Whilst there are some indicators that have fallen outside of the existing targets the reasons for this are cited and the new Local Plan 2036 will introduce a different policy approach based on the Green Infrastructure (GI) methodology, which would provide protection for the majority of existing green spaces in the city.

## An Effective and Efficient Council

29. Work on the Oxford Local Plan 2036 continued during the 2019/20 monitoring year. The Examination Hearings for the plan took place in December 2019 and consultation on the Main Modifications was published during February and March 2020.

30. During the monitoring year the Examiner's report of the Wolvercote Neighbourhood Plan was published. This report recommended a number of modifications in order for the Wolvercote Neighbourhood Plan to meet the 'basic conditions' and be able to proceed to a referendum for adoption. The modifications were agreed by the Cabinet in October 2019. A referendum in respect of the Wolvercote Neighbourhood Plan is scheduled to take place in May 2021 following postponement of the May 2020 referendum as a result of to the Covid-19 pandemic.

31. CIL receipts for the 2019/20 monitoring year totalled £3,576,276 whilst expenditure of CIL receipts totalled £1,670,003

32. As of 1 April 2020 the Council held £10,678,570 of CIL receipts, whenever collected, which were allocated but not spent during the reported year, (subject to Council approval).

## **Environmental Impact**

33. There are no environmental implications arising from this report, however the AMR does report on environmental issues such as biodiversity, energy efficiency and compliance with the Natural Resources Impact Analysis (NRIA) requirements.

## **Financial implications**

34. There are no financial implications arising from this report, however the IFS does report on the collection and spending of monies through the Community Infrastructure Levy (CIL) and s106 developer contributions.

## **Legal issues**

35. The preparation and publication of the AMR (as set out in Appendix A) and the IFS (as set out in Appendix B) is required by the Planning and Compulsory Purchase Act 2004.

**Level of risk**

36. A risk assessment has been undertaken and the risk register is attached (Appendix 3). All risks have been mitigated to an acceptable level.

**Equalities impact**

37. There are no equalities impacts arising from this report.

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<b>Background Papers:</b> None
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# Annual Monitoring Report (AMR)

1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020

Published December 2020



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## 1. Introduction

- 1.1 This is Oxford's fifteenth AMR. It monitors the implementation and effectiveness of policies in the Core Strategy 2026 and the Sites and Housing Plan 2011-2026. This will be the last AMR that monitors the Core Strategy 2026 and the Sites and Housing Plan 2011-2026 as both these documents were replaced in June 2020 following the adoption of the Oxford Local Plan 2036. Regularly reviewing the effectiveness of Oxford's planning policies (Appendix A) helps to ensure that progress is being made towards achieving objectives. Monitoring also helps to identify when policies may need adjusting or replacing if they are not working as intended or if wider social, economic or environmental conditions change. The City Council also has a legal duty to monitor certain aspects of planning performance (Appendix B).
- 1.2 This AMR is based on the City Council's five corporate priorities as set out in the Corporate Plan: A Vibrant and Sustainable Economy; Meeting Housing Needs; Strong and Active Communities; A Clean and Green Oxford; and An Efficient and Effective Council.
- 1.3 Formerly the AMR reported on CIL and S106 collection and expenditure. This is now reported in the Infrastructure Funding Statement which is a factual report which summarises the amount of developer contributions obtained, allocated and spent in the previous financial year (April 2019 – March 2020). This new annual reporting requirement was introduced as part of the recently amended CIL regulations in 2019 ([CIL Regulations: Schedule 2](#)), with the objective of increasing transparency around how developer contributions are spent on Infrastructure.

### How performance is assessed

- 1.4 Throughout the AMR traffic light symbols are used to summarise performance in relation to targets and to highlight where action may need to be taken:



**Explanation:** Targets and objectives have been met or data indicates good progress towards meeting them.

**Action:** Continue policy implementation as normal.



**Explanation:** Limited progress towards meeting targets or where there is insufficient information to make an assessment.



**Explanation:** Data indicates under-performance against targets.

## Summary of Performance 2019/20

---

**A Vibrant and Sustainable Economy**



3 (60%)



1 (20%)



1 (20%)

- 1.5 Oxford makes a significant contribution to the national economy and is a global centre for education, health, bioscience, digital and car manufacturing. AMR indicators show that current policies are providing strong protection for existing protected key employment sites (Indicator 1). Oxford’s employment land supply has been reviewed as part of the work for the Oxford Local Plan 2036.
- 1.6 1736.7m<sup>2</sup> of new B1 employment floorspace was permitted during the 2019/20 monitoring year. There has also been continued investment in new medical research and hospital healthcare facilities in Oxford during the monitoring year, with 5921m<sup>2</sup> of new floorspace permitted.
- 1.7 The Covid 19 pandemic and resulting lockdown resulted in us not being able to undertake retail monitoring at the end of March 2020 and as such we have not updated Indicator 5.

**Meeting Housing Needs**



4 (50%)



2 (25%)



2 (25%)

- 1.8 In the 2019/20 monitoring year, 784 (net) dwellings were completed in Oxford. The cumulative number of dwellings completed in the 14 years since the start of the Core Strategy period (2006/07 to 2019/20) is 5,843 (net) with the application of new ratios for communal accommodation. The cumulative number of completions that might have been expected during this period, based on an average annual requirement of 400 homes per year, is 5,600 dwellings (net). Figure 1 below shows that the Core Strategy housing target of 8,000 new homes to 2026 (Policy CS22) will be met prior to the end of the Core Strategy period.
- 1.9 The data also shows that 104 affordable dwellings were completed in 2019/20. The main contributors were 48 dwellings at former Temple Cowley Pools (16/01225/FUL), 46 dwellings on phase 1 of Barton Park (15/03642/RES), 6 dwellings at Land North of Littlemore Healthcare Trust (17/03050/FUL) and 4 dwellings at the former Wolvercote Paper Mill (18/00966/RES).
- 1.10 The Council seeks to ensure that the tenure split of affordable housing be at least 80% social rented and up to 20% intermediate (including shared ownership, intermediate rental and affordable rental). 75 of the 104 affordable homes delivered over the period were on a social rent basis meaning in total throughout the monitoring year 72% of affordable homes delivered were on a social rent basis. Although this is below the 80% target, some of these homes are phased completions on larger sites, which if considered on an application-by-application basis met the 80% social rent tenure split.
- 1.11 Core Strategy Policy CS25 requires each university to have no more than 3,000 full-time students living outside of university provided accommodation in Oxford and all increases in academic floorspace that would facilitate an increase in student numbers at the two

Universities should be matched by an equivalent increase in purpose built student accommodation. Within this monitoring period, the University of Oxford had 2,114 students living outside of university provided accommodation in Oxford therefore they have not exceeded the target set within the Core Strategy. Oxford Brookes University had 3,845 students living outside of university provided accommodation in Oxford, a decrease of 234 students when compared to the previous monitoring year. They have therefore again exceeded the target set within the Core Strategy. This information would be a key consideration in determining any planning applications for new or redeveloped academic floorspace that may be submitted by the universities. However in the 19/20 monitoring year there was only one planning permission granted for new university academic teaching and study floorspace and the applicant was the University of Oxford not Oxford Brookes University.

- 1.12 In the 2019/20 monitoring year 535 (net) units of student accommodation were completed in Oxford. Planning permission was granted for a further 178 (net) units of student accommodation in 2019/20.

**Strong and Active Communities**



- 1.13 Significant progress has been made towards delivering new homes at Barton Park with the completion of a further 63 dwellings as part of Phase 1 of the development. Reserved matters for Phase 3 (207 residential units) was also approved during the monitoring year and Redrow Homes commenced on site. The first completions are expected to be delivered later this year. Work is on-going to bring forward the subsequent phases of development.
- 1.14 During the 2019-20 monitoring year, the hybrid application for Oxford North was considered by Planning Committee who resolved to grant planning permission subject to the satisfactory completion of a legal agreement. Whilst planning permission has not yet been issued, legal negotiations have continued during the monitoring year and it is anticipated that permission will be issued in the 2020/21 monitoring year.
- 1.15 The Oxpens SPD was adopted in 2013. Oxford West End Development Limited ('OXWED'), a joint venture between Oxford City Council and Nuffield College has been formed to deliver the development of this site. The Oxford Local Plan 2036 provides a minimum housing number for the site (450 homes). This mixed use allocation could deliver retail; B1a offices and B1b research and development floorspace; a hotel; and student accommodation. A planning application (16/02945/FUL) for student accommodation with 500 rooms and small-scale retail and office units was granted planning permission in 2017. Completion of the Student Castle scheme is expected later this year. In addition, OXWED has gone to the open market to seek a development partner for the wider masterplan area. It is anticipated the development partner will be in place during 2020.
- 1.16 Work on bringing forward the redevelopment of Oxford railway station continued during 2019/20. A review of the SPD masterplan was undertaken alongside Network Rail's Phase 2

plans and opportunities to improve viability were also explored. In response to issues raised by the SPD masterplan review, Network Rail are currently in the process of examining physical aspects of the project which will mean that a new masterplan will be required. Atkins were appointed in August 2020 to develop a masterplan through a series of options which will be taking place throughout the 2020/21 monitoring year and beyond. It is likely that the final masterplan for the station will be available in 2021. The Oxfordshire Rail Corridor Study was published which identified protected services to 2033 and looks forward in terms of growth to 2050. This study will assist the masterplan as it will inform matters such as platforms and passenger gates.

## A Clean and Green Oxford



6 (66%)



3 (33%)



0 (0%)

- 1.17 Planning policies are continuing to protect and enhance Oxford's natural environment. The council has performed well in safeguarding sites of biodiversity importance within the city boundary, preventing inappropriate development in the Green Belt and ensuring that there is no overall net loss in the provision of outdoor recreation spaces.
- 1.18 Planning policies are effectively ensuring onsite renewable energy generation on qualifying schemes with 20% on-site renewable energy generation being achieved on all qualifying sites in 2019/20.
- 1.19 A number of indicators fell outside of their targets. The first relates to applications involving, the total, substantial or partial demolition of a listed building. Eight applications were received in 2019/2020 that involved such works. It was however established that the harm resulting from these works were minor.
- 1.20 The second indicator to fall short of target is the percentage of appeals against planning decisions dismissed where conservation policies were cited as one of the reasons for refusal. 45 of such appeals were determined in 2019/20, of which 10 were allowed. This amounts to a dismissal rate of 78%, which is just outside the indicator target of 80%.
- 1.21 The third indicator to fall outside of its target was the levels of traffic entering the city as measured at the inner and outer cordons. There was an increase in the levels of traffic entering the city as measured at both the inner and outer cordons, which continues a trend of fluctuating levels over the last few monitoring periods. A dramatic rise was measured at the outer cordon, however it should be noted that in the last period there were instances of incomplete data and undercounting (potentially due to faulty receptors and inconsistencies in data collection) that could have resulted in a distortion of the returned data.

## An Efficient and Effective Council

- 1.22 Information relating to CIL receipts and expenditure for the 2019/20 monitoring year can be found in the Infrastructure Funding Statement (IFS). Information on city held developer

funding as of 1 April 2020 due for expenditure (subject to Council approval) can also be found in the IFS.

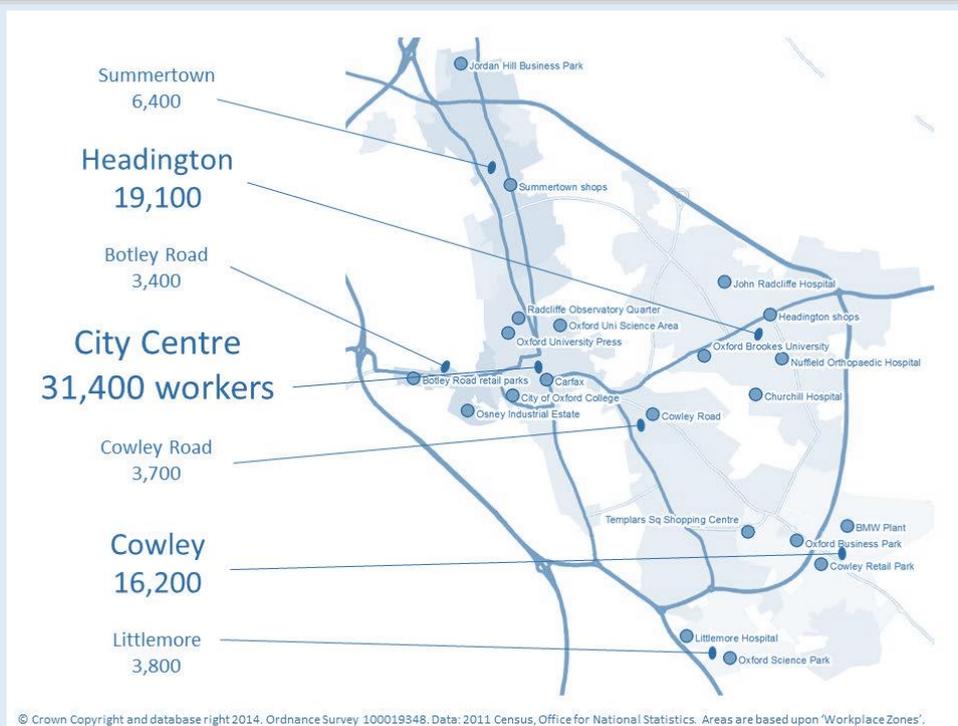
## 2. A Vibrant and Sustainable Economy

**Ambition: A smart and entrepreneurial city with a thriving local economy supported by improved infrastructure, training and skills.**

### Snapshot of Oxford's Economy

<b>Number of businesses:</b>	4,890 businesses were based in Oxford as of March 2019 (+3.4% on last year). <sup>1</sup>
<b>Total number of jobs:</b>	144,000 jobs located in Oxford in 2018. <sup>2</sup>
<b>People travelling into Oxford for work:</b>	46,000 people commute into Oxford for work. <sup>3</sup>
<b>Education and skills:</b>	In 2019, 57.9% of Oxford's residents between the ages of 16-64 had degree level qualifications or above, whilst 7% had no qualifications. <sup>4</sup>
<b>Unemployment:</b>	2,700 people in Oxford were considered unemployed in Oxford between April 2019 and March 2020. This represents 2.9% of Oxford's population. <sup>5</sup>
<b>Contribution to the National Economy:</b>	Oxford is ranked 7 <sup>th</sup> out of 55 English cities for its contribution to the national economy (£50,600 GVA per worker). <sup>6</sup> Oxfordshire has also been named the most innovative business location in the UK by the Enterprise Research Centre. <sup>7</sup>
<b>Economic contribution of the universities:</b>	The University of Oxford had a total income of £2.45 billion (18-19) <sup>8</sup> . Oxford Brookes University generated an income of £202.9m in the year up to 31 July 2019 <sup>9</sup>

### Spatial distribution of jobs in Oxford:



<sup>1</sup> Nomis (2019) [UK Business Counts](#)

<sup>2</sup> Nomis (2019) [Job Density](#)

<sup>3</sup> Oxford City Council (2020) [Economic Statistics](#)

<sup>4</sup> Nomis (2019) [Qualifications January-December 2017 and Population aged 16-64](#)

<sup>5</sup> Nomis (2019-20) [Employment and Unemployment](#)

<sup>6</sup> Centre for Cities (2016) [City Factsheet Oxford](#)

<sup>7</sup> Enterprise Research Centre [Benchmarking Local Innovation: The innovation geography of the UK](#)

<sup>8</sup> Oxford University (2020) [Finance and funding](#)

<sup>9</sup> Oxford Brookes (2018-2019) [Financial Statements \(2018/19\)](#)

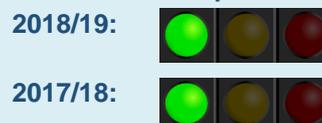
**Indicator 1: EMPLOYMENT LAND SUPPLY**

**Target: Strengthen and diversify the economy and provide a range of employment opportunities**  
(Oxford Core Strategy Policy CS27)

**Performance against target 2019/20:**



**Performance in previous two years:**



2.1 The Core Strategy seeks to support economic growth up to 2026 by allocating land for employment development and by protecting existing key employment sites. Table 1 shows the amount of land allocated for employment development in Oxford over the whole plan period, as well as total protected key employment sites in the city.

Employment Development Sites	B1a Office	B1b Research + development	B1c Light industry	B2 General industry	B8 Storage or distribution	Total
Sites and Housing Plan Allocated Sites (ha)	27.56	11.53	2.16	9.92	-	<b>51.17</b>
Northern Gateway Allocated Site <sup>10</sup> and West End (ha)	-	-	-	-	-	<b>14.9</b>
Existing Protected Key Employment Sites (ha)	27.42	-	26.01	109.56	11.00	<b>173.99</b>
<b>Total Gross Employment Land Supply (ha)</b>						<b>241.01</b>

**Table 1:** Oxford’s gross employment land supply up to 2026 (allocated sites and those currently in use)

**Protected Key Employment Sites**

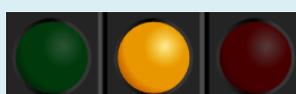
2.2 Policy CS28 of the Core Strategy states that changes of use away from B1, B2 or B8 business uses within protected key employment sites will not be supported. There were no significant losses of B uses on key protected employment sites during 19/20. The following applications were received and determined in protected key employment sites:

- Application 19/00074/FUL Lye Valley Unite C Bishop’s Mews, Transport Way **Loss of 156.11m<sup>2</sup>** Change of use of ground floor office (Use Class B1a) to taxi radio base (Sui Generis).
- Application 19/01774/FUL Car park to the rear of Littlemead Business Park, demolition of existing buildings and erection of two storey building to provide office space (B1a) **Gain of 446.2m<sup>2</sup>**.

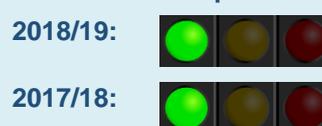
**Indicator 2: PLANNING PERMISSIONS GRANTED FOR NEW B1 FLOORSPACE**

**Target: Strengthen and diversify the economy and provide a range of employment opportunities**  
(Oxford Core Strategy Policy CS27)

**Performance against target 2019/20:**



**Performance in previous two years:**



<sup>10</sup> A planning application for the Northern Gateway was determined by Planning Committee in November 2019. Its planning status is that it has committee resolution for the grant of planning permission subject to a S106 legal agreement.

Monitoring Year	B1a Office	B1b Research + development	B1c Light industry	B1 General/ mixed B1 use	Total B1 floorspace permitted
2019/20	853.7m <sup>2</sup>	-	-	883m <sup>2</sup>	1,736.7m <sup>2</sup>
2018/19	4,593.4m <sup>2</sup>	2,514m <sup>2</sup>	255m <sup>2</sup>	4,154m <sup>2</sup>	11,516.4m <sup>2</sup>
2017/18	3,699m <sup>2</sup>	2,566m <sup>2</sup>	28m <sup>2</sup>	4,154m <sup>2</sup>	10,447m <sup>2</sup>
2016/17	13,060m <sup>2</sup>	4,139m <sup>2</sup>	-	3,574m <sup>2</sup>	20,773m <sup>2</sup>
2015/16	513m <sup>2</sup>	48,458m <sup>2</sup>	-	-	48,971m <sup>2</sup>

**Table 2:** New B1 floorspace (GIA) permitted 2015/16-2019/2020 (gross)

2.3 Table 2 shows that planning permission was granted for 1,736.73m<sup>2</sup> (gross) of new B1 floorspace in 2019/20. It is important to note that the figures above are gross rather than net changes in B1 floorspace. Whilst there has been a significant decrease in the number of permissions being granted for B1 office space, this is partly as a result of the space being lost to other employment generating uses. There are a number of sites in the pipeline that will generate employment opportunities including at Northern Gateway, the Oxford Science and Business Parks and at Oxpens. Furthermore it is anticipated that there will be an increase in future years in employment opportunities in the science and technology sector for example with businesses involved in artificial intelligence and big data coming forward.

### Indicator 3: PLANNING PERMISSIONS GRANTED FOR KEY EMPLOYMENT USES (hospital healthcare, medical research and university academic teaching and study)

**Target: Majority (more than 50%) of new hospital healthcare and medical research development to focus on Headington and Marston. 100% of new academic (teaching and study) development to focus on existing sites under the control of the universities.**

(Oxford Core Strategy Policies CS25, CS29 & CS30)

**Performance against target 2019/20:**



**Performance in previous two years:**



2.4 Oxford is home to world-class hospital healthcare and medical research facilities. The hospital trusts based in Oxford and University medical schools also provide significant employment opportunities within the city.

2.5 Table 3 shows that one planning permission was granted for healthcare research in 2019/20. This was a reserved matters for application 12/02072/OUT for Plot B3 at Old Road Campus, Churchill Hospital (19/01225/RES) to create an Institute of Regenerative Medicine and created an additional 5,921m<sup>2</sup> (net) floorspace.

Application Reference	Description of Development	Net additional floorspace (GIA)	Located on existing sites in Headington and Marston?

19/01225/RES	Application for reserved matters of application 12/02072/OUT (appearance, landscaping, scale and layout) for plot B3 to create institute of Developmental Regenerative Medicine (IDRM) ~5921m2 (D1)	5921	<b>Located on existing Old Road Campus, Headington</b>
<b>TOTAL:</b>		5,921m <sup>2</sup>	

**Table 3:** Location of new hospital healthcare and medical research developments permitted in 2019/20

- 2.6 Oxford is also a global centre for education and the city benefits significantly from the presence of the two Universities both in terms of the skills emerging from them and employment and investment opportunities.
- 2.7 In 19/20 there was one planning permission granted for new university academic teaching and study floorspace. This application was made by the University of Oxford for the Said Business School and involved the creation of a new residential teaching facility at the former Osney Power Station (18/02982/FUL).

Application Reference	Description of Development	Net additional floorspace (GIA)	Located on existing university site?
<b>The University of Oxford</b>			
18/02982/FUL	The conversion, redevelopment and extension of Osney Power Station to a Centre of Executive Education to be run by Said Business School.	7583m <sup>2</sup>	<b>Located on existing site</b> The Old Power Station 17 Russell Street Oxford

**Table 4:** University academic (teaching and study) development permitted 2019/20

#### Indicator 4: LOCATION OF NEW A1 RETAIL DEVELOPMENT

**Target: 100% of new A1 retail development to be located within city, district and neighbourhood centres** (Oxford Core Strategy Policy CS31)

Performance against target 2018/19:



Performance in previous two years:

2017/18:



2016/17:



- 2.8 The Core Strategy aims to focus land uses that attract a large number of people (such as retail) in the city centre, primary district centre, four other district centres and neighbourhood centres. These are highly accessible locations, reducing the need to travel by car. This also encourages the reuse of previously developed land and helps to maintain the vitality of Oxford's centres. This indicator is intended to help monitor whether developments which attract substantial numbers of people are suitably located. Table 5 outlines planning permissions granted for new A1 retail development in 2019/20 and whether they complied with the locational requirements of Policy CS31.

Application Reference	Site	Proposed Retail Development	Net Additional A1 floorspace (GIA)	Within the six areas of Oxford's retail hierarchy?
19/00437/FUL	32 St Giles' Oxford OX1 3ND	Change of use of a bank (Use Class A2) with ancillary residential unit on third floor to a mixed use comprising retail unit (Use Class A1) on the ground floor and monastic, university hall and administration spaces (Use Class Sui Generis) on the ground floor, first and second floors and student accommodation (Use Class Sui Generis) on the third floor. Associated external alterations including changes to windows and doors to the rear and northern side elevations, replacement timber sash windows throughout and 4no. air conditioning units to the rear (amended plans).	77.8m <sup>2</sup>	<b>Located within the retail hierarchy</b> City centre
19/00327/FUL	85 Walton Street Oxford OX2 6EA	Change of use of cycle shop (Use Class A1) to mixed use shop and yoga studio (Use Class A1/D2).	45m <sup>2</sup>	<b>Not located within the retail hierarchy</b> The proposal involves a part change of use and expansion of existing retail area.
<b>Total:</b>			<b>122.8 m<sup>2</sup></b> (50% located within city, district and neighbourhood centres)	

**Table 5:** New A1 retail floorspace permitted in 2019/20

2.9 Table 5 shows that planning permission was granted for two developments that would result in new A1 retail floorspace totalling 122.8 m<sup>2</sup> in 2019/20, if implemented. The application site located at 85 Walton Street is not within Oxford's retail hierarchy and would therefore not comply with the locational requirements of Policy CS31. The application represents a total net increase of 45m<sup>2</sup>, and involves a part change of use of the existing premises. The target figure of 100% has not been met for this indicator, and at 50% there is a marked decrease from the previous monitoring year. It is however noted that the net increase (45m<sup>2</sup>) is not a significant amount and is unlikely to have an overall adverse impact on the character and retail offer of the designated centres. The picture is also skewed due to the low number of applications that fit into the criteria for consideration under this indicator.

**Indicator 5: DESIGNATED RETAIL FRONTAGES**

We are not reporting on this indicator as owing to the Covid 19 pandemic we were not able to undertake our retail surveys at the end of the monitoring year.

**Indicator 6: SUPPLY OF SHORT STAY ACCOMMODATION**

**Target: Net growth in short-stay accommodation bedrooms** (Oxford Core Strategy Policy CS32)

**Performance against target 2019/20:**



**Performance in previous two years:**

**2018/19:**



**2017/18:**



2.10 Tourism is a key part of Oxford’s economy and the city receives a large number of visitors each year. The Core Strategy seeks to support sustainable tourism by encouraging longer stays and greater spend in the city by increasing the amount and range of short-stay accommodation available. In the 2019/20 monitoring year planning permission was granted for 22 (net) short stay accommodation bedrooms in Oxford.

2.11 These 22 additional bedrooms were from four permissions:

- 16 bedrooms at 10 Crown Street (19/01762/FUL)
- 3 bedrooms at the Old Parsonage, St Giles (19/02887/FUL)
- 2 bedrooms at the Former Gent’s Public Conveniences St Giles (19/00084/FUL)
- 1 short term let at 178 Banbury Road (19/00412/FUL)

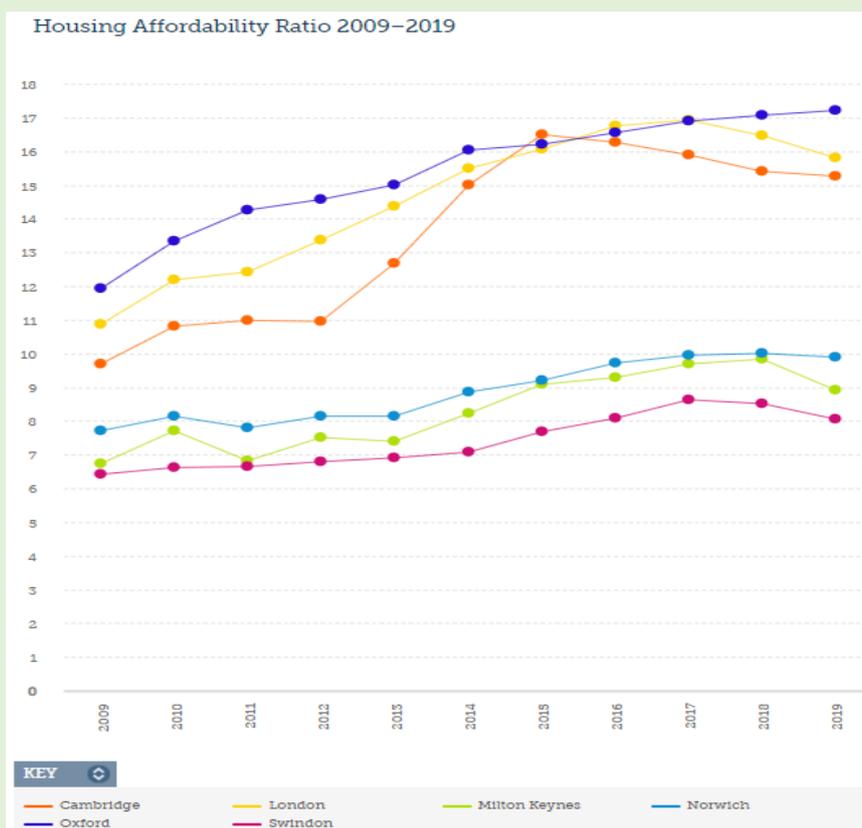
### 3. Meeting Housing Needs

**Ambition: Improving Oxford residents' access to affordable and high-quality homes in good environments that are close to jobs and facilities.**

#### Snapshot of Oxford's Housing Needs

<b>Total number of households:</b>	55,400 households in Oxford <sup>11</sup>
<b>Total students at Oxford University:</b>	24,510 students (December 2019)
<b>Total students at Oxford Brookes:</b>	16,673 students (December 2019)
<b>Housing Register:</b>	2,340 households <sup>12</sup> (March 2019)
<b>Households in temporary accommodation:</b>	93 households in temporary accommodation (31 March 2020). This is an 11% increase from March 2019.
<b>Homeless households:</b>	56 households were accepted as statutory homeless in 2019/20. This is a 24% decrease from 2018/19.

#### Housing affordability (Ratio of average income to average house price):



Average house prices in Oxford are 17.23 times the average wage, making it the least affordable place to live in England<sup>13</sup>. This has many impacts on families and communities, as well as employers and services that struggle to attract and retain staff.

<sup>11</sup> Office of National Statistics (2011) UK Census data

<sup>12</sup> Oxford City Council (2017) [Housing Needs Performance – how did we do in 2018/19?](#)

<sup>13</sup> Centre for Cities (2019) <http://www.centreforcities.org/data-tool/#graph=map&city=show-all>

**Indicator 7: HOUSING TRAJECTORY**

(Planned housing and provision, net additional dwellings in previous years, the reporting year and in future years plus the managed delivery target)

**Target: 8,000 dwellings between 2006 and 2026** (Oxford Core Strategy Policy CS22)

**Performance against target 2019/20:**



**Performance in previous two years:**

**2018/19:**



**2017/18:**



**Housing Completions**

- 3.1 The Core Strategy provides for a minimum of 8,000 dwellings from 2006 to 2026, with an average annual completion target of 400 dwellings per year. Table 6 shows net dwellings completed since the start of the Core Strategy period. This takes into account dwellings gained and lost through new build completions, demolitions, changes of use and conversions.
- 3.2 The cumulative number of dwellings completed in the 14 years since the start of the Core Strategy period (2006/07 to 2019/20) is 5,843 (net) with the new ratios for communal accommodation applied. The cumulative number of completions that might have been expected during this period, based on an average annual requirement of 400 homes per year, is 5,200 dwellings (net). Figure 1 below shows that the Core Strategy housing target of 8,000

Year	Dwellings Completed (net) applying new student and care home ratios from Housing Delivery Test measurement rule book from 2015/16
2006/07	821
2007/08	529
2008/09	665
2009/10	257
2010/11	200
2011/12	228
2012/13	213
2013/14	215*
2014/15	332*
2015/16	440**
2016/17	435**
2017/18	373**
2018/19	351**
<b>2019/20</b>	<b>784**</b>
<b>Total:</b>	<b>5,843</b>

**Table 6:** Net additional dwellings completed since the start of the Core Strategy period

\* These figures for the years 2013/14-2014/15 include C3 residential dwellings plus a dwelling equivalent figure for C2 student accommodation and care home rooms using the ratio 5:1 and 1:1 respectively.

\*\*These figures include a ratio of 2.5:1(student accommodation) and 1.8:1 (care home) to reflect changes for how to treat communal accommodation introduced in the Housing Delivery Test measurement rule book. This is only applied from 2015/16 to reflect the first year included in the Housing Delivery test measurement. The figures for 2016/17-2018/19 were reported in the 2019 Housing Delivery test measurement available at:

<https://www.gov.uk/government/publications/housing-delivery-test-2019-measurement>

new homes to 2026 (Policy CS22) will be met prior to the end of the Core Strategy period.

### Housing Permissions

- 3.3 Whilst housing completions are important for considering housing supply and delivery, they only show part of the picture. It is also relevant to consider planning permissions to understand the number of dwellings that the City Council is permitting (Table 7).
- 3.4 Table 7 shows C3 self-contained dwellings permitted (net) since the start of the Core Strategy period. This takes into account C3 dwellings gained and lost through new build completions, demolitions, changes of use and conversions. It includes outline permissions but excludes these where reserved matters have subsequently been permitted to avoid double counting. Table 7 shows that planning permission was granted for 277 C3 residential dwellings in 2019/20.
- 3.5 The Corporate Plan 2016-2020 set a target of permitting 400 dwellings each year from 2016/17 to 2019/20. The number of C3 residential dwellings permitted in 2019/20 does not meet this target, although on average over the last two years the Council is well above permitting 400 dwellings per year. It is normal for completion and permission figures to vary annually and to fluctuate, particularly for an urban authority such as Oxford that is so heavily reliant on small housing sites. If an average is taken based on the cumulative total of 6,031 dwellings being

Year	Dwellings permitted (net)
2006/07	501
2007/08	653
2008/09	348
2009/10	283
2010/11	148
2011/12	235
2012/13	102
2013/14	1,113
2014/15	184
2015/16	855
2016/17	304
2017/18	524
2018/19	504
<b>2019/20</b>	<b>277</b>
<b>Total:</b>	<b>6,031</b>

**Table 7:** Net additional C3 dwellings permitted since the start of the Core Strategy period

Note: This does not include dwelling equivalent figures for C2 student accommodation and care home rooms.

permitted over the 14 year period, it is equivalent to 431 dwellings being permitted each year.

### Boosting housing supply

- 3.6 The City Council has taken the lead in promoting new housing development in the city through releasing land, securing funding for infrastructure, and working with developers to masterplan new schemes. The City Council is directly involved in bringing forward 26% of all major housing schemes anticipated to be undertaken in Oxford in the next five years. For example, the City

Council has secured funding for new infrastructure for schemes such as Oxpens (expected to deliver up to 450 new homes) and the Northern Gateway (which has a resolution to grant outline permission for 480 dwellings). On top of this, the City Council is involved in bringing forward dozens of smaller development projects across the city, including City Council owned sites such as; playground rear of 22-28 Bracegirdle Road, 18/00408/CT3, which has been approved for 4 new dwellings.

### Student Accommodation and Housing Numbers

- 3.7 In 2013/14 the Planning Practice Guidance (PPG) introduced that student accommodation can be counted in housing land supply figures. In July 2019, the PPG was updated and it states ‘All student accommodation, whether it consists of communal halls of residence or self-contained dwellings, and whether or not it is on campus, can in principle count towards contributing to an authority’s housing land supply, based on the amount of accommodation that new student housing releases into the wider housing market, and the extent to which it allows general market housing to remain in such use.’<sup>14</sup> In Oxford, where there are large numbers of students, provision of purpose-built student accommodation can have a significant impact on the housing market.
- 3.8 The question of the ‘amount of accommodation it releases in the market’ was not previously defined in the PPG and it was up to local authorities to determine based on local circumstances. Previously, it was assumed that developing five student rooms would release the equivalent of one dwelling in the housing market. For example, a site being proposed for 100 student rooms was assessed as delivering 20 equivalent ‘dwellings’ as those 100 students would have, on average, occupied 20 houses in the open market. Paragraph 10 of the Housing Delivery Test Measurement Rule Book published in July 2018 says that a ratio of 2.5 will now be applied to completions in order to complete the Housing Delivery Test measurement. The 2019 Housing Delivery test measurement<sup>15</sup> has applied this back to 2015/16 and therefore this is also reflected below. Table 8 below demonstrates the number of equivalent dwellings that has been calculated using the ratio applied to the number of student rooms completed since 2013/14.

Monitoring year	Number of student rooms completed	Ratio Applied	Number of equivalent ‘dwellings’
2013/14	720	5:1	144
2014/15	312	5:1	62
2015/16	125	2.5:1	50
2016/17	295	2.5:1	118
2017/18	472	2.5:1	189
2018/19	185	2.5:1	74
2019/20	1337	2.5:1	535

**Table 8:** Student housing completions and equivalent ‘dwellings’ 2013/14-2019/20

<sup>14</sup> Planning Practice Guidance: Housing Supply and Delivery: [Counting other forms of accommodation: Paragraph 034 Reference ID: 68-034-20190722: How can authorities count student housing in the housing land supply?](#)

<sup>15</sup> These figures include a ratio of 2.5:1(student accommodation) and 1.8:1 (care home) applied from 2015/16 in the 2019 Housing Delivery test measurement available at: <https://www.gov.uk/government/publications/housing-delivery-test-2019-measurement>

### Care Homes and Housing Numbers

- 3.9 In 2013/14 the PPG also introduced that care homes can be counted in housing land supply figures. This was reinforced in July 2019 when the guidance was updated to state: *“Local planning authorities will need to count housing provided for older people, including residential institutions in Use Class C2, as part of their housing land supply.”*<sup>16</sup>
- 3.10 The City Council has always counted housing for the elderly in its housing supply if it consists of C3 self-contained dwellings, i.e. a ratio of 1 to 1 has applied. The Guidance widens this to include potentially non self-contained C2 care home rooms as well. The Guidance does not provide any methodology as to how they should be counted.
- 3.11 The ratio of 1.8:1 was introduced following the publication of the Housing Delivery Test Measurement Rule Book in July 2018<sup>17</sup>. Paragraph 11 of this document infers that this ratio should be applied. Therefore where a residential care home is likely to be developed on a site, or where one has been completed, a 1.8:1 ratio of rooms to dwellings delivered will be applied for calculating housing supply.
- 3.12 In 2019/20 there were three completed care home developments, plus the completion of a supported living facility. These completions provided an additional 48 rooms to Oxford. Using the ratio explained in the above paragraph, this equated to an additional 27 C3 equivalent dwellings to Oxford’s housing market.

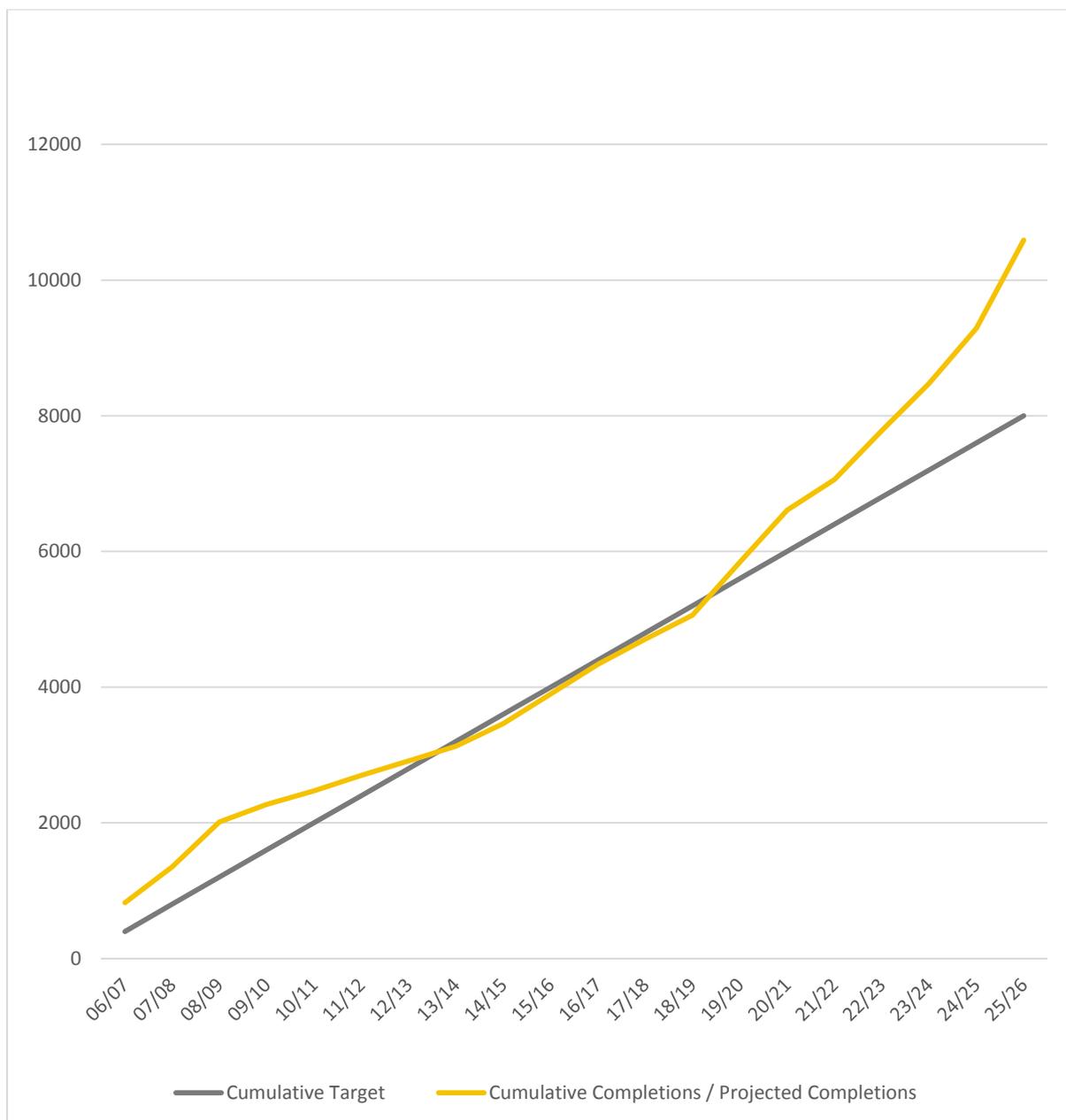
### Housing Trajectory

- 3.13 The housing trajectory is a tool used to estimate the number of homes likely to be built in Oxford during the rest of the Core Strategy period up to 2026. Figure 1 provides a comparison of cumulative requirement and cumulative completions/ projected completions up to 2026.

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<sup>16</sup> Planning Practice Guidance: Housing Supply and Delivery: [Methodology – Stage 5: Final evidence base: Paragraph 037 Reference ID: 3-037-20150320: How should local planning authorities deal with student housing? Counting other forms of accommodation: Paragraph 035 Reference ID: 68-035-20190722: How can authorities count older people’s housing in the housing land supply?](#)

<sup>17</sup> <https://www.gov.uk/government/publications/housing-delivery-test-measurement-rule-book>



**Figure 1 - Cumulative Requirement and Cumulative Supply to 2026**

3.14 On the basis of the current pipeline of planning permissions and other sites expected to come forward during the plan period (such as allocated sites, sites identified through the Housing and Employment Land Availability Assessment and windfalls), we are on target to meet the Core Strategy housing requirement, prior to the end of the Core Strategy period.

**Housing Land Supply**

3.15 Paragraph 73 of the NPPF states that local authorities should assess their housing supply against the housing requirement set out in adopted strategic policies, or against their local housing need where these policies are more than 5 years old. The Core Strategy contains the adopted housing requirement for Oxford, which was adopted in 2011. This plan is more than 5 years old, and so the City Council should not measure its five year housing land supply against this requirement.

- 3.16 In December 2019 the new Oxford Local Plan 2036 underwent its examination hearings, and the Inspectors issued their initial findings into the plan in January 2020. In their interim conclusions, the Inspectors confirmed the housing requirement of 475 homes per annum from 2016/17 to 2020/21, and 567 homes per annum from 2021/22 to 2035/36. The Council subsequently adopted this Local Plan and its new requirement in June 2020. Therefore future AMR's will use this requirement as the basis for 5 year land supply calculations.
- 3.17 Against this requirement, the City Council has identified a deliverable supply of 3,875 homes. This gives a housing land supply of **5.32 years**.

	Local Plan 2036 Housing Requirement	Figure
<b>A</b>	Requirement	475 (20/21) 567 (2021/22 – 2024/25)
<b>B</b>	Next 5 years requirement (A (475 x 1) + (567 x 4))	2743
<b>C</b>	Shortfall/ Surplus	+42
<b>D</b>	Next 5 years requirement with shortfall/surplus included (B +/- C)	2701
<b>E</b>	5 year requirement (with 20% buffer applied) (D x 120%)	3241
<b>F</b>	Supply from large sites - (2020/21 - 2024/25)	3,303
<b>G</b>	Outstanding permissions on small sites of less than 10 dwellings (2020/21 – 2022/23)	300
<b>H</b>	Windfall allowance (2023/24 – 2024/25)	272
<b>I</b>	Total supply (F+G+H)	3449
	5 year land supply ((I/E) x 5)	5.32

Table 9: Oxford's housing land supply 2020/21 – 2024/25

### Indicator 8: AFFORDABLE HOUSING COMPLETIONS (TENURE)

**Target: Tenure split of affordable housing should be at least 80% social rented and up to 20% intermediate (including shared ownership, intermediate rental and affordable rental)** (Oxford Core Strategy Policy CS24, Sites and Housing Plan Policy HP3 & Affordable Housing and Planning Obligations SPD)

Performance against target 2019/20:



Performance in previous two years:



3.18 Providing more affordable housing in Oxford is essential to ensure mixed and balanced communities, for the health and well-being of residents, and for the vibrancy of the local economy.

### Affordable Housing Completions

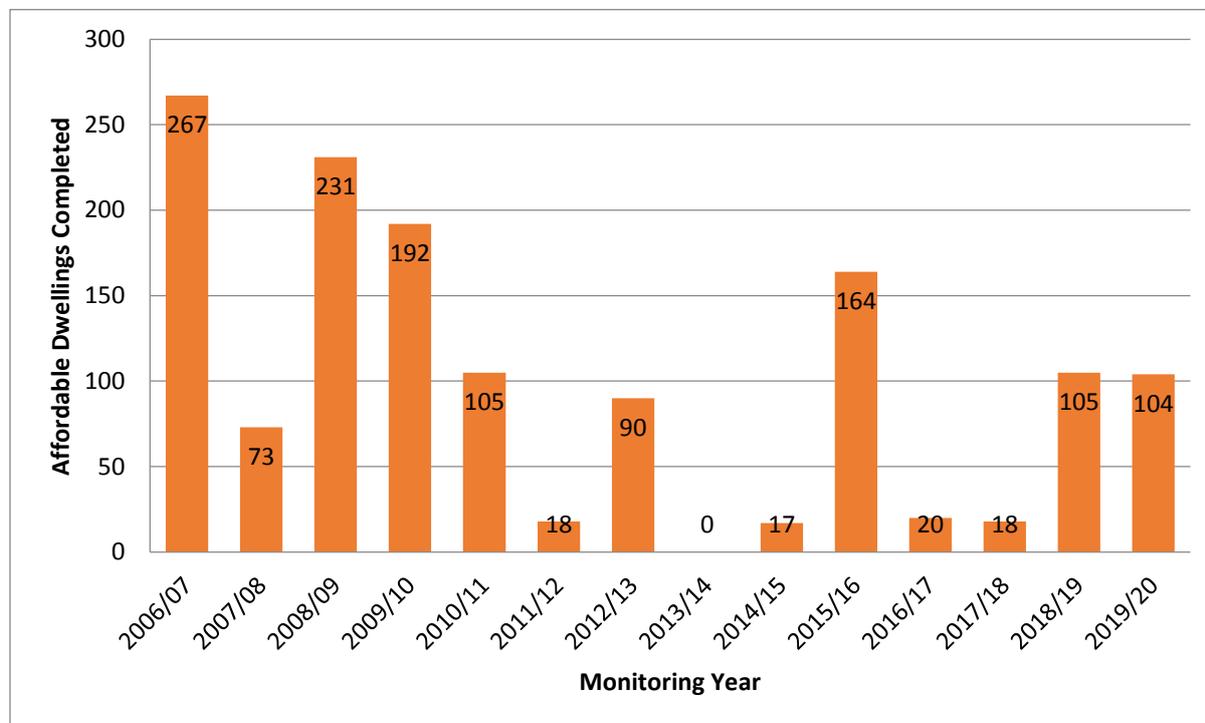


Figure 2: Net affordable dwellings completed 2006/07-2019/20

3.19 Figure 2 shows that 104 affordable dwellings were completed in 2019/20. Some of the main contributions to this were 48 units at the former Temple Cowley Pools (16/01225/FUL) and a further 46 affordable social rent units on Phase 1 of Barton Park (15/03642/RES). Some of the first affordable units were also completed on developments at Land North of Littlemore Healthcare Trust – 6 units (17/03050/FUL) and at the former Wolvercote Paper Mill – 4 units (18/00966/RES).

3.20 The total net number of affordable homes completed since the start of the Core Strategy period (2006/07 to 2019/20) is 1,413 dwellings. These homes have mainly been delivered through a combination of developer contributions from qualifying developments (either provision onsite or financial contributions towards off-site provision) and the City Council’s own housebuilding programme. The supply of affordable housing in Oxford is expected to be further boosted in future monitoring years as major schemes are built out. This includes Barton Park Phase’s 2, 3 and 4 (circa 260 affordable homes), land north of Littlemore Healthcare Trust (total of 70 affordable homes) and Littlemore Park (270 affordable homes expected). As with the overall housing numbers for completions and permissions, it is natural for affordable housing delivery to fluctuate due to the limited number of larger sites available within Oxford.

### Affordable Housing Tenure

- 3.21 The gross number of affordable homes delivered in the 2019/20 monitoring year was 104. 48 of the 104 affordable homes were delivered through the development at the former Temple Cowley Swimming Pools (16/01225/FUL). 19 of these units are available on a social rent basis through a registered social landlord and 29 are available on a shared ownership basis. A further 46 homes were delivered on Phase 1 of Barton Park (15/03642/RES). These 46 homes are available on a social rent basis through a registered social landlord. A further 6 affordable homes were delivered at Land North of Littlemore Mental Health Centre (17/03050/FUL) and are offered on a social rent basis. 4 affordable homes were also delivered at the Former Wolvercote Paper Mill (18/00966/RES), 3 of which are offered on a shared ownership basis and 1 on a social rent basis.
- 3.22 75 of the 104 affordable homes delivered were on a social rent basis meaning in total throughout the monitoring year 72% of affordable homes delivered were on a social rent basis. Although this is below the 80% target for the monitoring year, some of these homes were phased completions on larger sites, which if considered on an application-by-application basis met the 80% social rent tenure split.

### Indicator 9: AFFORDABLE HOMES BUILT ON CITY COUNCIL LAND

No set target. The City Council is committed to delivering more affordable housing in Oxford and is one of the few authorities in England building its own council housing. The City Council has been identifying land in its ownership capable of delivering affordable homes and is bringing this forward wherever possible. The AMR will now report on the number of affordable units built on City Council land.<sup>18</sup>

- 3.23 Of the 104 affordable dwellings completed in Oxford in 2019/20, 46 were delivered on City Council land.

City Council owned site	Planning application reference	No. homes for social rent completed	No. homes for shared ownership completed	No. of intermediate homes completed	Total number of affordable homes completed
Barton Park Phase 1	15/03642/RES	46	46	0	46
				<b>Total:</b>	46

**Table 10:** Affordable homes completed on City Council land (by tenure) 2019/20

- 3.24 In addition to Barton Park there are a number of developments on City owned land that are under construction including in Rose Hill where a total of 43 affordable homes will be delivered and on land at Between Towns Road, Cumberlege Close and Elsfeld Hall which, along with some smaller sites, will provide over 60 affordable homes.

<sup>18</sup> This indicator was added to the AMR in 2015/16 following a recommendation put forward by the Scrutiny Committee which was agreed by the City Executive Board on [12 November 2015](#).

**Indicator 10: PROPORTION OF AFFORDABLE HOUSING WHERE THERE IS A POLICY REQUIREMENT (PERMISSIONS)**

**Target: 50% provision of affordable housing on qualifying sites.**

(Oxford Core Strategy Policy CS24 & Sites and Housing Plan Policy HP3)

**Performance against target 2019/20:**



**Performance in previous two years:**



- 3.25 Sites and Housing Plan Policy HP3 states that planning permission will only be granted for residential development on sites with capacity for 10 or more dwellings, or which have an area of 0.25 hectares or greater, if generally a minimum of 50% of the dwellings on the site are provided as affordable homes. At least 80% of the affordable homes must be provided as social rented housing.
- 3.26 The majority of housing permissions in 2019/20 were small scale developments that did not meet the thresholds for applying Policy HP3. There were five applications that met the threshold for applying Policy HP3 during 2019/20 as shown in Table 11.

Application	Site	Qualifying Development	Affordable Housing Provision (as agreed in the planning permission)
18/02303/RES	Site South Of Armstrong Road Oxford OX4 4XG	270 residential units	<b>100% Affordable,</b> 108 Social rent and 162 shared ownership.
19/00518/RES	Land At Barton Northern Bypass Road Oxford OX3 9SD	207 residential units	<b>40% Affordable Housing</b> 83 Social rent
18/03330/OUT	Sports Field William Morris Close Oxford OX4 2SF	86 residential units	<b>50% Affordable Housing</b> 34 Social rent and 9 shared ownership
18/03287/FUL	Former Murco Service Station, Between Towns Road, Oxford, OX4 3LZ	38 residential units	<b>100% Affordable Housing</b> 18 Social rent and 20 shared ownership

Application	Site	Qualifying Development	Affordable Housing Provision (as agreed in the planning permission)
18/03384/FUL	15-17 Elsfield Hall Elsfield Way Oxford OX2 8EP	26 residential flats	<b>50% Affordable Housing</b> 6 social rent and 3 intermediate homes.

**Table 11:** Proportion of affordable housing where there is a policy requirement (permissions) 2019/20

3.27 Table 11 shows that all but one of the qualifying developments met the 50% requirement for on-site provision of affordable housing with two developments (Site South of Armstrong Road and Land at Former Murco Service Station, Between Towns Road) providing 100% affordable provision.

#### Indicator 11: FINANCIAL CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING

**Target: No set target. AMR to include a report on financial contributions collected towards affordable housing provision from residential, student accommodation and commercial developments** (Sites and Housing Plan Policies HP3, HP4 and HP6)

3.28 In September 2019, the CIL regulations were updated. Financial contributions towards affordable housing are now to be reported as part of Schedule 2 of the CIL Regulations. The Infrastructure Funding Statement will be published alongside this AMR and will include details of the total amount of contributions secured through S106 contributions towards affordable housing provision. This information will therefore not be included in this AMR.

#### Indicator 12: CHANGES OF USE FROM NON-RESIDENTIAL TO RESIDENTIAL (COMPLETIONS)

**No set target. AMR to report on the number of market and affordable dwellings delivered (completed) through changes of use from non-residential to C3 residential.**<sup>19</sup>

3.29 Of the 784 dwellings completed in Oxford in 2019/20, 8 net additional dwellings were delivered through the change of use of existing buildings from non-residential to C3 residential. 1 of these dwellings was delivered through the change of use from office (B1), 2 dwellings were delivered through the change of use from non residential institutions (D1), 1 dwelling was delivered through the change of use from leisure and assembly (D2), 1 dwelling was delivered through the change of use from retail (A1) and 1 dwelling was a change of use of annex from ancillary accommodation to separate dwelling. A further 47 C3 equivalent net additional dwellings were delivered through the change of use of a site from sui generis to student accommodation (C2). These change of use applications are set out in the table below (Table 12).

Type of change of use	No. market dwellings completed (net)	No. affordable dwellings completed (net)
Change of use from office B1(a) to residential (c3)	1	0

<sup>19</sup> This indicator was added to the AMR following a recommendation put forward by the Scrutiny Committee which was agreed by the City Executive Board on [12 November 2015](#).

134 Oxford Road, Cowley, (15/03698/FUL) (1 dwelling),		
Change of use from non residential institutions (D1) to residential C3 12 Old High Street, Headington (17/00894/FUL) (2 dwellings)	2	0
Change of use from assembly and leisure (D2) to residential Suite B First Floor, 112 London Road, Headington (17/00806/FUL) (1 dwelling)	1	0
Change of use from retail (A1) to residential C3 89A Wilkins Road, Oxford (18/01833/FUL) (1 dwelling)	1	0
Change of use of annex from ancillary accommodation to separate residential dwelling C3 Annexe 2 Coniston Avenue, Oxford (18/01473/FUL) (1 dwelling)	1	0
Change of use from Sui Gen to Student Accommodation (C2) (265 – 279 Iffley Road, Oxford (16/02687/FUL) (117 student rooms (C3 equivalent 47)	47 <sup>20</sup>	0
<b>Total</b>	<b>55</b>	<b>0</b>

**Table 12:** Net additional dwellings completed through non-residential to C3 residential changes of use 2019/20

3.30 All of the dwellings delivered through changes of use from non-residential to residential in 2019/20 were market housing, with no additional affordable dwellings being delivered through this manner. A further 47 C3 equivalent were delivered as student rooms. The majority of the change of use applications required full planning permission, with only one exception which was a prior approval application (discussed in para 3.31 below). All applications except one (the student development at Iffley Road) fell below the policy threshold for requiring onsite provision of affordable housing or financial contributions towards affordable housing. Local Plan policies requiring affordable housing or financial contributions towards affordable housing cannot be applied in the determination of prior approval applications.

#### **B1a office to C3 residential prior approval applications**

3.31 On 30 May 2013 the Government brought into force new permitted development rights which allow the conversion of B1a office space to C3 residential without the need for planning permission<sup>21</sup>. Table 13 shows the number of applications and the number of dwellings granted and refused prior approval since this system was introduced, and for which the city council

<sup>20</sup> This figure includes a ratio of 2.5:1 (student accommodation) as applied in the 2019 Housing Delivery test measurement available at: <https://www.gov.uk/government/publications/housing-delivery-test-2019-measurement>

<sup>21</sup> This was originally a temporary change introduced by The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013. It was then made permanent by The Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016.

could only consider flood risk, land contamination, highways and transport, and noise, and could not apply other normal local plan policies in determining the applications<sup>22</sup>.

Monitoring year	Prior approval required and granted		Prior approval required and refused	
	No. Applications	No. dwellings proposed	No. Applications	No. dwellings proposed
2013/14	9	167	4	70
2014/15	9	64	1	1
2015/16	10	39	1	3
2016/17	9	113	2	96
2017/18	3	141	0	0
2018/19	1	3	0	0
2019/20	1	2	0	0
<b>Totals</b>	<b>42</b>	<b>529</b>	<b>8</b>	<b>170</b>

**Table 13:** B1a office to C3 residential prior approval decisions 2013/14- 2019/20

3.32 As table 13 shows, the number of dwellings permitted through B1a office to C3 residential prior approval applications has fluctuated since the system was introduced in 2013/14. This is to be expected for an urban area such as Oxford.

**Indicator 13: CHANGES OF USE FROM EXISTING HOMES (PERMISSIONS)**

**Target:** 100% of planning permissions granted in Oxford to result in no net loss of a whole self-contained residential unit to any other use. AMR to report only on the number of known cases not complying with the policy. (Sites and Housing Plan Policy HP1)

**Performance against target 2019/20:**



**Performance in previous two years:**

**2018/19:**



**2017/18:**



3.33 The benefits of building new homes in the city would be undermined if the stock of existing housing were to be reduced through loss to other uses. Sites and Housing Plan Policy HP1 therefore seeks to protect existing homes within the city.

3.34 In the 2019/20 monitoring year, there were no applications granted permission where development would result in a total net loss of C3 residential dwellings.

**Indicator 14: RESIDENTIAL DEVELOPMENT COMPLETED ON PREVIOUSLY DEVELOPED LAND**

**Target:** 90% or more of new dwellings on previously developed land (2009-2014)  
75% or more of new dwellings on previously developed land (2014-2026)  
(Oxford Core Strategy Policy CS2)

**Performance against target 2019/20:**

**Performance in previous two**

<sup>22</sup> The consideration of noise impacts from surrounding commercial premises on the intended occupiers of the proposed dwelling(s) is a new requirement introduced by the 2016 amendments to the GPDO.



years:

2018/19:



2017/18:



3.35 There is limited land available for development in Oxford. It is important that we re-use previously developed (brownfield) sites to make the best use of this limited resource.

3.36 The NPPF defines previously developed land (PDL) as “Land which is or was occupied by a permanent structure, including the curtilage of the developed land... and any associated fixed surface infrastructure”. The NPPF is clear that private residential gardens cannot be considered PDL. However, the Core Strategy target for the proportion of new homes to be delivered on PDL was set before garden land was removed from the definition. The target of 75% of new dwellings to be delivered on PDL therefore includes both PDL and garden land.

3.37 Figure 3 below shows that 46.7% of housing completions in 2019/20 were on PDL (brownfield land) and 13.6% of housing completions were on garden land. These figures combined do not meet the Core Strategy target of 75%. However, this is as a result of 39.7% of housing completions delivered on greenfield land. This is significantly higher than previous monitoring years and is due to the first phase of Barton Park being implemented where 17 market dwellings and 46 affordable dwellings were completed.

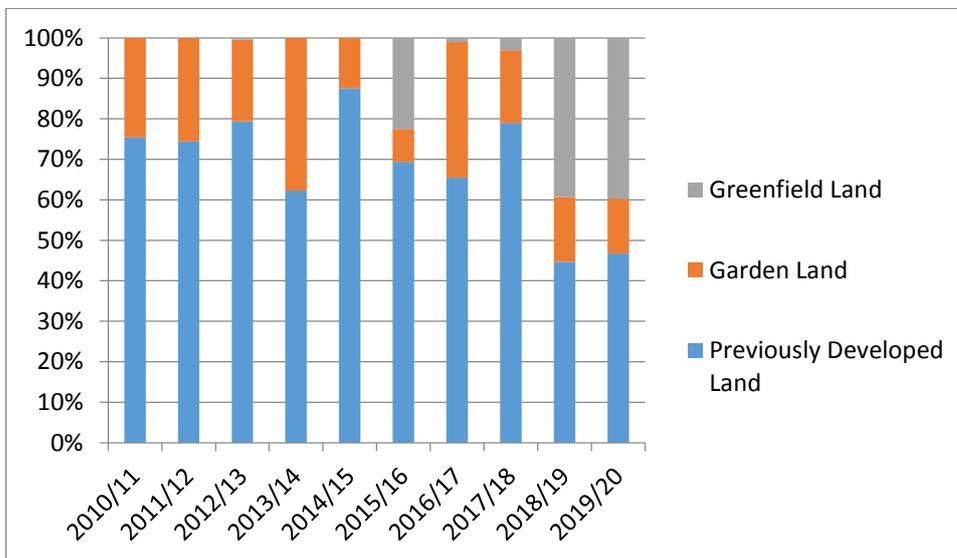


Figure 3: Dwellings completed by land type 2010/11 – 2019/20

**Indicator 15: MIX OF HOUSING (DWELLING SIZE)**

**Target: 95% of schemes to comply with the Balance of Dwellings SPD**  
(Oxford Core Strategy Policy CS23)

**Performance against target 2019/20:**



**Performance in previous two years:**

**2018/19:** 

**2017/18:** 

3.38 It is important to ensure that a mix of homes is delivered to meet Oxford’s needs.

**Overall Mix of Housing Delivered**

3.39 In previous years there have been concerns that increasing proportions of smaller homes (one or two bedrooms) were being completed in Oxford and that this was limiting the supply of new family-sized homes. During the 2017/18 and 2018/19 monitoring years the mix of dwelling sizes completed did not reach the Council’s aspirations. Figure 4 however shows that in the 2019/20 monitoring year there was a large improvement with 41.9% of homes being 3 or more bed dwellings. This however did not meet the target as this requires 95% of provision across all size dwellings (1 bed, 2 bed, 3 bed and 4 bed). Despite progress being made in the number of 1, 2 and 3 beds provided in 2019/20 there are not enough 4 bed’s being built, this results in the red traffic light indicator.

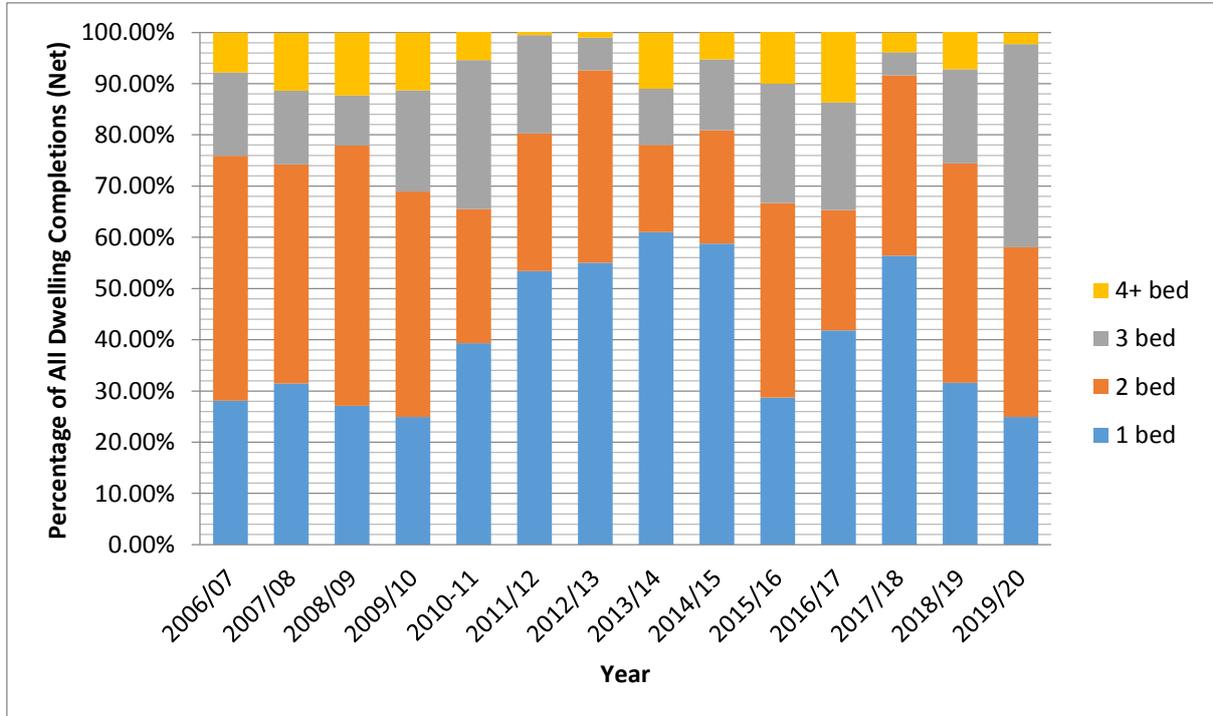


Figure 4: Mix of dwellings completed 2006/07-2019/20

**Compliance with the Balance of Dwellings (BoDs) Supplementary Planning Document (SPD)**

3.40 The Balance of Dwellings SPD sets out the appropriate mix of housing for strategic sites, developments of ten or more dwellings in the city centre and district centres, and developments of 4-24 new homes in other areas of the city taking into consideration local pressures on family housing. Table 14 shows qualifying completed developments' compliance with the requirements of the BoDs SPD in 2019/20. This table does not include the completions to date on larger sites where development is on-going (Barton Park, Wolvercote Paper Mill and Land North of Littlemore Mental Health Centre).

Application	Site	Qualifying Development	Compliance with BoDs SPD
10/00031/FUL	Land To The East Of 25 London Road Headington Oxford Oxfordshire OX3 7RE	Erection of three storey building accommodating 5 flats (1x3, 2x1 and 2x2 bed). Provision of bin and cycle storage.	Non-Compliant with BoDs SPD
16/01225/FUL	Temple Cowley Pools Temple Road Oxford Oxfordshire OX4 2EZ	Erection of 48 dwellings with associated car parking, landscaping, open space and access. (Amended plans for Block 'C' only, additional information relating to Archaeology and Drainage).	Non-compliant with BoDs SPD

**Table 14:** Compliance with the Balance of Dwellings SPD (qualifying completions) 2019/20

3.41 The BoDs SPD has been a key tool in ensuring that housing provision meets the needs of a wide range of households, however in light of recent evidence the Council's recently adopted Local Plan 2036 proposes a different approach going forward which the Council believes will help meet housing needs in the city. This new approach still emphasises the importance of a balanced mix of dwelling sizes.

#### **Indicator 16: DEMAND FOR SELF-BUILD AND CUSTOM HOUSEBUILDING PLOTS**

The City Council is required to keep a register of individuals and groups who are seeking to acquire serviced plots of land in Oxford on which to build their own homes.<sup>23</sup> The Planning Practice Guidance encourages authorities to publish headline information related to their Self-build and Custom Housebuilding Registers in their AMRs.

3.42 Table 15 provides headline information from Oxford's Self-build and Custom Housebuilding Register. This information will be used to help the City Council understand the demand for

Number of individuals on the Oxford Self and Custom Build Register	84 Individuals
Number of associations of individuals on the Oxford Self and Custom Build Register	1 Association (20 association members)
<b>Total number of plots required</b>	<b>104 plots (33% increase from previous monitoring year)</b>

serviced self and custom build plots in Oxford.

<sup>23</sup> This is a requirement of the Self-build and Custom Housebuilding Act 2015.

**Table 15:** Oxford’s Self and Custom Build Register Headline Information (at 31 March 2020)

**Indicator 17: STUDENTS AND PURPOSE BUILT STUDENT ACCOMMODATION**

**Target: No increase in academic floorspace if there are more than 3,000 students outside of accommodation provided by the relevant university.** (Oxford Core Strategy Policy CS25)

**Performance against target 2019/20:**



**Performance in previous two years:**

**2018/19:**



**2017/18:**



3.43 Core Strategy Policy CS25 requires each university to have no more than 3,000 full-time students living outside of university provided accommodation in the city. The policy is intended to reduce the pressures from students on the private rental market. To avoid worsening the situation, all increases in academic floorspace that would facilitate an increase in student numbers at the two universities should be matched by an equivalent increase in student accommodation provided by the relevant university. All applications for net increases in academic floorspace will be assessed on this basis.

3.44 The monitoring period that the universities use does not directly coincide with the period of the AMR. The AMR follows the financial year and runs from April to March, whereas the universities use a period linked to the academic year in order to complete their forms for Government. The data used to assess this indicator was submitted by the two universities as relevant to the monitoring year in December 2019.

**University of Oxford**

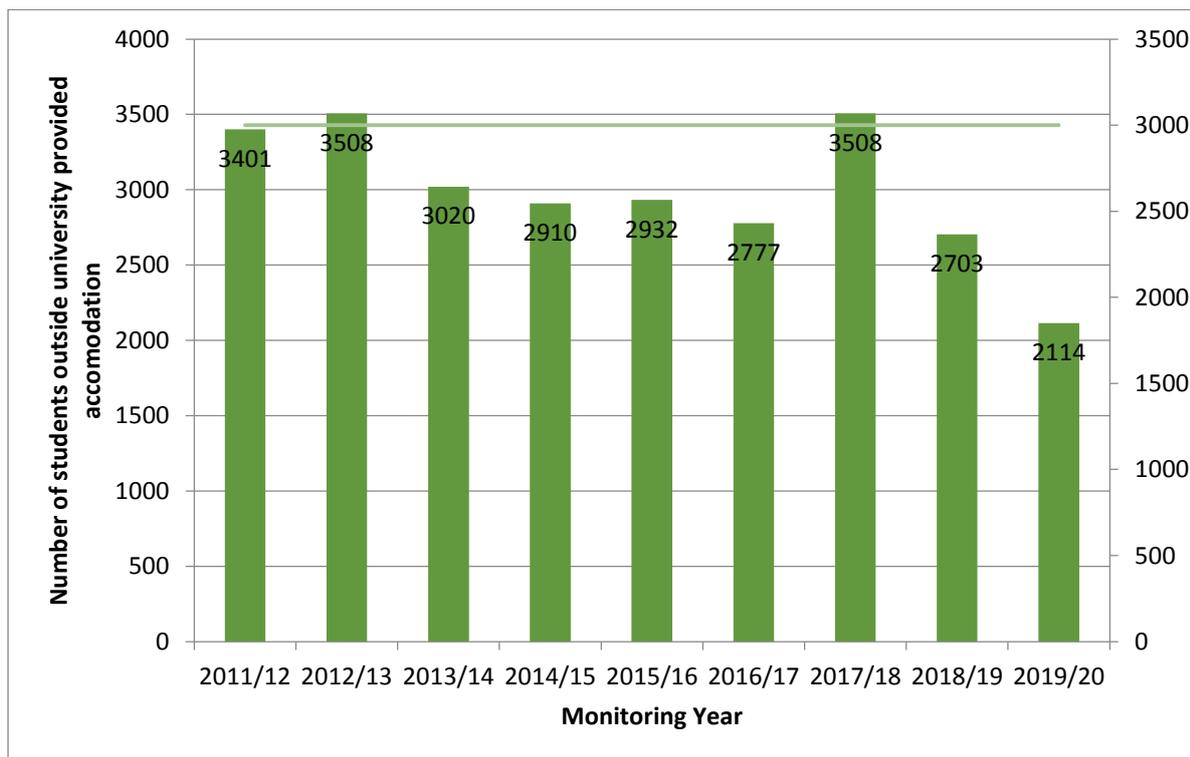
3.45 The University of Oxford states that there were 24,510 students attending the University (and its colleges) at 1 December 2019.

3.46 A number of agreed exclusions apply to the data:

- Students with a term-time address outside of the city (535 students)
- Students living within the city prior to entry onto a course (800 students)
- Visiting students (550 students) or those not attending the institution (nil students)
- Part-time students (3,168 students)
- Postgraduate research students past year four/assumed to be writing up (417 students)
- Students working full time for the NHS (DCLinPsyc Students) (58 students)
- Specific course exclusions (BTh Theology and MTh Applied Theology) (27 students)
- Students who are also members of staff (227 students)
- Students living with their parents (141 students)
- Students on a year abroad (174 students)

3.47 Taking into account these exclusions, there were 18,413 full-time University of Oxford students with accommodation requirements. At 1 December 2019 there were 16,299 accommodation places provided across the collegiate University. This leaves a total of 2,114 students living

outside of university provided accommodation in Oxford, which is within the threshold of Core Strategy Policy CS25 (Figure 5).



**Figure 5:** University of Oxford students living outside of university provided accommodation 2011/12-2019/20

3.48 At 1 December 2019 there were also 523 student accommodation places under construction across the collegiate University and extant planning permissions for a further 402 student accommodation places.

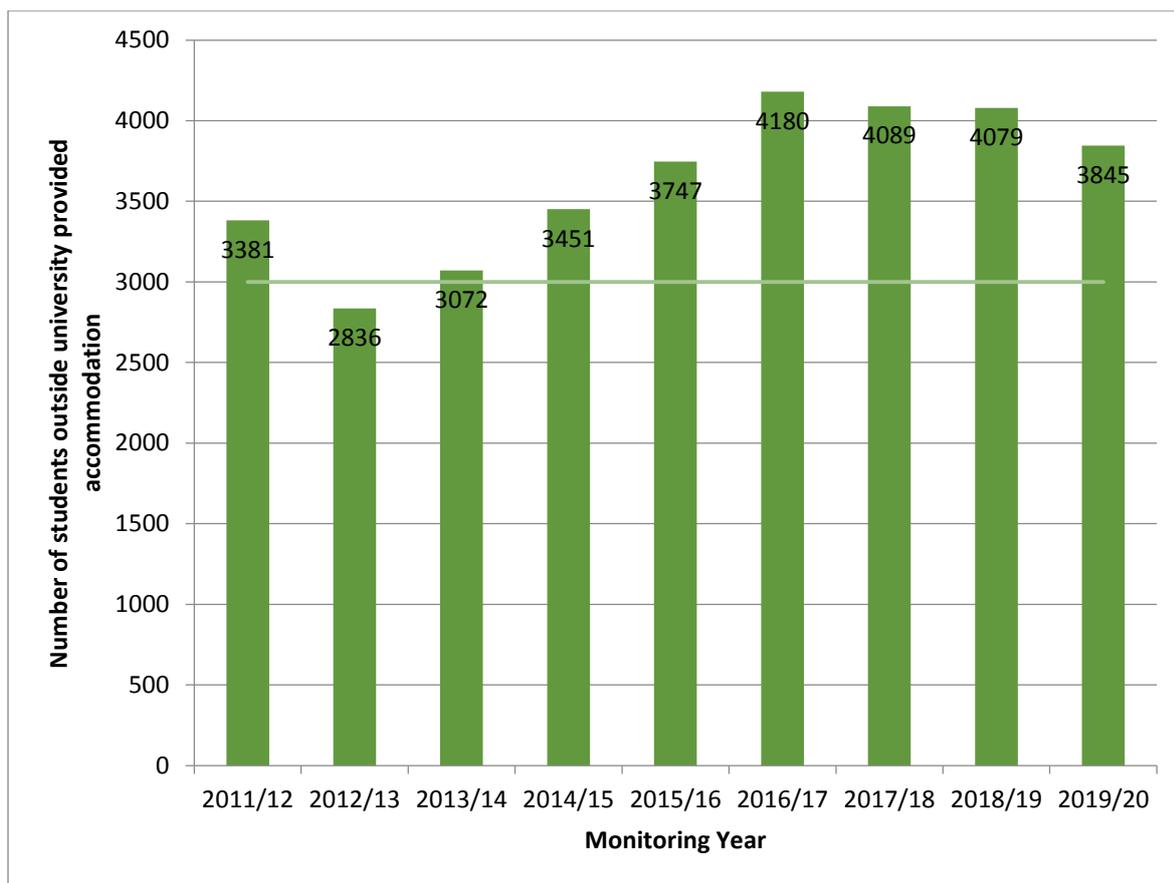
### Oxford Brookes University

3.49 Oxford Brookes University states that there were a total of 16,673 students attending the university at 1 December 2019.

3.50 A number of agreed exclusions apply to the data:

- Part-time students (2,575 students)
- Students studying at franchise institutions (1,098 students)
- Students studying outside Oxford (i.e. Swindon campus) (349 students)
- Placement students away from the university (426 students)
- Students living at home or outside of Oxford (2,466 students)

3.51 Taking into account these exclusions, there were 9,759 full-time Oxford Brookes University students with accommodation requirements. At 1 December 2019 there were 5,914 accommodation places provided by Oxford Brookes University. This leaves a total of 3,845 students without a place in university provided accommodation living in Oxford, exceeding the Core Strategy target, a slight reduction from the previous monitoring year (Figure 6).



**Figure 6:** Oxford Brookes students living outside of university provided accommodation 2011/12 – 2019/20

3.52 When compared to the previous monitoring year, there was a reduction of 234 Oxford Brookes students living outside of university provided accommodation in the city in 2019/20. A more detailed breakdown of Oxford Brookes University’s student numbers is provided in Table 16.

Monitoring year	Total Number of Students	Students needing accommodation in Oxford	Units of University provided student accommodation
2011/12	17,811	8,032	4,651
2012/13	17,115	7,909	5,073
2013/14	17,053	8,319	5,247
2014/15	16,553	8,489	5,038
2015/16	17,149	8,954	5,207
2016/17	17,069	9,504	5,324
2017/18	16,988	9,494	5,405
2018/19	16,579	9,360	5,281
2019/20	16,673	9,759	5,914

**Table 16:** Oxford Brookes University’s student numbers 2011/12 – 2019/20

3.53 Oxford Brookes University has acknowledged that the number of students living outside of university provided accommodation within the 2019/20 monitoring period has again exceeded the threshold. Within the context of the threshold, Oxford Brookes saw an overall reduction of 234 students living outside of university-managed accommodation in the past year. A significant reason for this was the opening of the Parade Green hall of residence. This new development also helped to offset the removal of existing provision, such as the continued redevelopment of Paul Kent Halls and rooms across sites which are no longer fit for purpose.

- 3.54 The overall number of those studying at the University continues to be relatively static. However, as noted in the Oxford Local Plan 2036, an increased proportion of undergraduate, full-time students and those joining from outside of the county in recent years has driven an increase in demand for accommodation with Oxford. There are in fact around 500 fewer individuals studying at the University now when compared to the figures for 2015/16 when the national student cap was removed. Many UK universities have taken the opportunity to significantly increase their student numbers since the removal of this cap. Oxford Brookes' ongoing commitment in relation to the number of students living in the community is an important factor in this not being the case at the University.
- 3.55 Oxford Brookes will continue to work with the council and key stakeholders to ensure that appropriate student accommodation can be developed. The University plans to further increase its student accommodation capacity, within existing land owned by the University. If planning application activity is successful, this will help to further reduce the number of Oxford Brookes students living outside of University accommodation, and in meeting the city's threshold.
- 3.56 The approach set out in Core Strategy Policy CS25 has been a key consideration in determining any planning applications submitted by the Universities. Core Strategy Policy CS25 and its supporting text is clear that planning permission will only be granted for additional academic/administrative accommodation (including redeveloped academic floorspace) for use by Oxford Brookes and the University of Oxford where it can be demonstrated that the number of students living outside of university provided accommodation is less than 3,000 students for that institution. During the 19/20 monitoring year one planning application was granted permission for additional academic/ administrative floorspace at the former Osney Power Station (18/02982/FUL). This application was made by the University of Oxford for the Said Business School and involved the creation of a new residential teaching facility (Indicator 3).
- 3.57 The approach set out in the adopted Oxford Local Plan 2036 is to continue to link new or redeveloped university academic accommodation to the delivery of associated residential accommodation. The policy threshold is set based on evidence about existing student numbers, expected changes in the student population and information about new student accommodation likely to come forward. The threshold reduces across the plan period and varies between each university. The threshold for the University of Oxford would be 2,500 at the time of the application reducing to 1,500 at 01 April 2022. The threshold for Oxford Brookes University would be 4,000 at the time of the application and would be increased to 4,500 subject to the delivery of additional accommodation. In acknowledgement of the changing student accommodation and varying student accommodation needs the definition of students captured by the threshold has also changed in the Oxford Local Plan 2036 and applies only to full-time taught course students. Therefore, under the policy the number of students living outside of university managed accommodation for both universities would be within their respectively set threshold.



**Indicator 18: LOCATION OF NEW STUDENT ACCOMODATION**

**Target: 95% of sites approved for uses including new student accommodation to be in one of the following locations:**

- On/adjacent to an existing university or college academic site or hospital and research site
- City centre or district centres
- Located adjacent to a main thoroughfare (Sites and Housing Plan Policy HP5)

**Performance against target 2019/20:**



**Performance in previous two years:**

**2018/19:**



**2017/18:**



3.58 In the 2019/20 monitoring year, planning permission was granted for four new student accommodation developments which would provide a total of 178 (net) student rooms. Table 17 shows that all the developments permitted would be located on sites that meet the locational requirements of Sites and Housing Plan Policy HP5.

Application	Site	Development	Total No. Rooms Net	Compliance with HP5 locational criteria
19/01821/FUL	159-161 Cowley Road Oxford OX4 1UT	Reconfiguration of existing ground floor and part first floor retail unit (Tesco store to remain in situ) with extensions and alterations to existing building to provide 137 units of purpose-built, managed student accommodation with associated management suite and communal facilities at upper levels.	137	<b>Policy HP5 Compliant</b> (located in a District centre/ adjacent to a main thoroughfare)
18/03254/OUT	263 Iffley Road Oxford OX4 1SJ	Outline application (seeking the approval of access, appearance, layout and scale) for the demolition of single storey building to southeast side of 3 storey building. Construction of new 3 storey above ground building comprising premises for ground floor club D1/D2/social club use class and two upper floors for separate student accommodation. Alterations to layout of retained building and parking areas including relocation of parking to Percy Street only and closure of Iffley Road vehicle access and landscaping. (Amended Plans)	17	<b>Policy HP5 Compliant</b> (located adjacent to a main thoroughfare)
19/00622/FUL	162-164 Hollow Way Oxford	Construction of 16 student En-Suite study rooms, 3 postgraduate En-Suite study rooms, with	20	<b>Policy HP5 Compliant</b> (located adjacent to a main thoroughfare)

Application	Site	Development	Total No. Rooms Net	Compliance with HP5 locational criteria
	OX4 2NL	communal living/kitchen areas and 1 warden flat. Onsite covered refuse storage and covered/secured cycle parking for 22 cycles.		
19/00437/FUL	32 St Giles' Oxford OX1 3ND	Change of use of a bank (Use Class A2) with ancillary residential unit on third floor to a mixed use comprising retail unit (Use Class A1) on the ground floor and monastic, university hall and administration spaces (Use Class Sui Generis) on the ground floor, first and second floors and student accommodation (Use Class Sui Generis) on the third floor. Associated external alterations including changes to windows and doors to the rear and northern side elevations, replacement timber sash windows throughout and 4no. air conditioning units to the rear (amended plans).	4	<b>Policy HP5 Compliant</b> (located in the City Centre)

**Table 17:** Planning permissions granted for new student accommodation 2019/20

### Indicator 19: HOUSES IN MULTIPLE OCCUPATION (HMOs)

**Target: No set target. AMR to include a report on the number of applications determined for the creation of new HMOs within each ward and of these the number approved.**

(Sites and Housing Plan Policy HP7)

- 3.59 A house in multiple occupation (HMO) is a shared house occupied by three or more unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom. Shared properties can help to meet housing needs in some areas, although the conversion of family homes to HMOs can lead to a shortfall in family accommodation. HMOs form an unusually high percentage of housing in Oxford in comparison to other cities of a similar size. It is estimated that 1 in 5 of the resident population live in an HMO.
- 3.60 Planning permission is not usually required for the conversion of a C3 dwelling house to a C4 'small' HMO with three to six occupiers. However, on 25 February 2012 the City Council brought into force an [Article 4 Direction](#) that means planning permission is required for this change of use in Oxford. Planning permission is also required for the conversion of a C3 dwelling to a Sui Generis 'large' HMO with more than six occupiers. The change of use from a 'small' C4 HMO to a 'large' Sui Generis HMO also requires planning permission.

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3.61 There is no Local Plan target for HMOs, however the AMR is required to report on the number of planning applications for new HMOs that are determined and approved during the monitoring year (Table 18).

3.62 The City Council has been actively working with HMO landlords to communicate the need for planning permission and therefore some of these applications may be regularising changes of use that have already taken place. In October 2019, AirBnB launched a consultation in which they recommend that the UK Government changes the law to require landlords to receive planning permission before they rent out an entire house on a short-let basis for more than 140 nights in a year. If the Government introduced similar laws across the country, it would require short-let landlords in Oxford to receive planning permission This would provide the City Council with a complete list of entire homes that are being rented throughout the year on a short-let basis, which would make investigations significantly easier and could be used in deciding whether or not to grant planning permission for further short-lets within a community.

Ward	HMO applications determined 2016/17	HMO applications approved 2016/17	HMO Applications determined 2017/2018	HMO applications approved 2017/2018	HMO Applications determined 2018/19	HMO applications approved 2018/19	HMO applications determined 2019/20	HMO applications approved 2019/20
Barton and Sandhills	5	5	7	5	4	3	4	4
Blackbird Leys	2	2	3	2	4	3	3	3
Carfax	0	0	1	1	0	0	0	0
Churchill	15	11	12	10	9	5	12	9
Cowley	12	11	13	10	5	4	4	4
Cowley Marsh	10	4	3	1	6	4	3	2
Headington	11	9	4	4	5	2	4	4
Headington Hill and Northway	6	5	9	9	3	3	2	2
Hinksey Park	2	1	5	3	4	3	1	0
Holywell	1	1	0	0	0	0	0	0
Iffley Fields	6	3	3	2	5	1	3	3
Jericho & Osney	3	3	6	5	4	4	2	1
Littlemore	3	2	4	4	0	0	4	4
Lye Valley	10	10	13	8	9	8	6	5
Marston	8	6	8	8	3	3	5	5
North	2	2	3	3	1	1	0	0
Northfield Brook	2	2	0	0	0	0	1	1
Quarry & Risinghurst	2	2	10	5	2	2	1	1
Rose Hill and Iffley	1	0	4	3	4	4	3	2
St. Clements	5	3	8	5	6	5	3	2
St. Margaret's	2	2	1	1	1	1	1	1
St. Mary's	6	3	3	2	12	10	3	2
Summertown	4	4	0	0	0	0	2	2
Wolvercote	1	1	2	2	2	2	1	1
<b>Total</b>	<b>119</b>	<b>92 (77%)</b>	<b>90 permitted c4 +23 refused (c4) + 3</b>	<b>90 (c4) + 3 (sui gen) TOTAL 93 (66%)</b>	<b>62 permitted C4 + 17 refused C4. &amp;</b>	<b>62 permitted C4 &amp; 6 permitted Sui Gen.</b>	<b>68</b>	<b>58 permitted (85%)</b>

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Ward	HMO applications determined 2016/17	HMO applications approved 2016/17	HMO Applications determined 2017/2018	HMO applications approved 2017/2018	HMO Applications determined 2018/19	HMO applications approved 2018/19	HMO applications determined 2019/20	HMO applications approved 2019/20
			permitted (sui gen)6 refused (sui gen) TOTAL 122		6 permitted Sui Gen + 4 refused Sui Gen. Total 89	Total 68 (76%)		

**Table 18:** Planning applications for new HMOs determined and approved 2016/17-2019/20

**Indicator 20: RESIDENTIAL MOORINGS**

**Target: No target set. Nil applications approved that are subject to an unresolved objection by the body responsible for managing the relevant river channel or waterway.**

(Sites and Housing Plan Policy HP5)

**Performance against target 2019/20:**

N/A

**Performance in previous two years:**

**2018/19:** N/A

**2017/18:** N/A

3.63 No applications for residential moorings were received during the monitoring year.

## 4. Strong and Active Communities

Ambition: Socially cohesive and safe communities

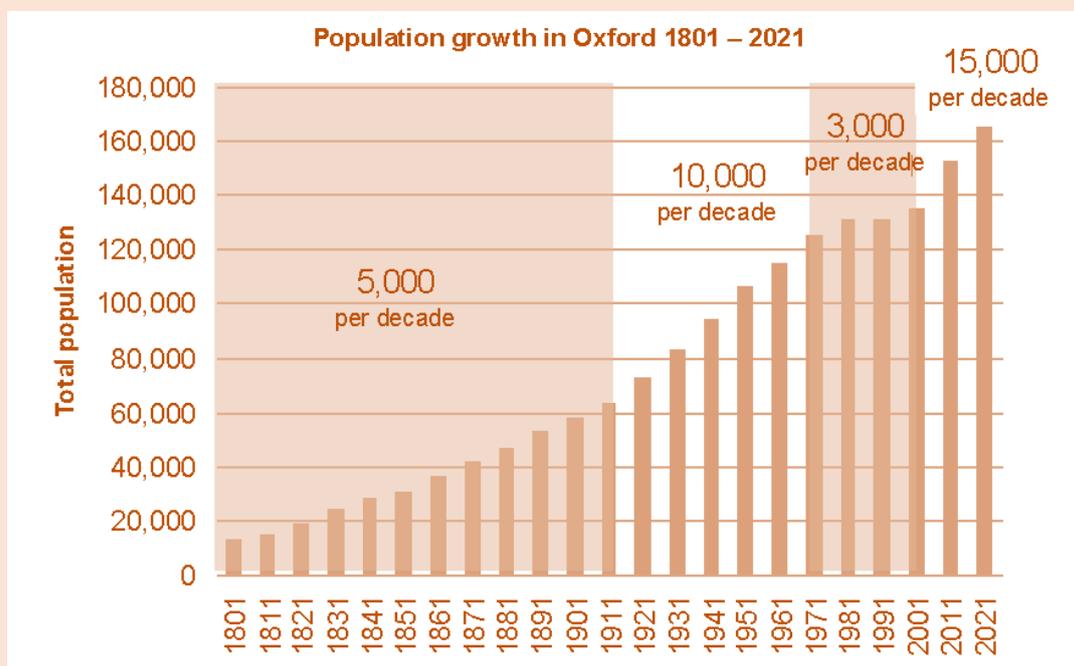
Our aim is that everyone in the city has the opportunity to:

- Be engaged in the diverse social and cultural life of the city
- Be active and engaged in leisure and sporting activities in the city
- Be protected from the risk of crime, exploitation and anti-social behaviour
- Have the support they need to achieve their potential

### Snapshot of Oxford's population

Usual resident population:	152,460 people (ONS 2019 mid-year estimate) <sup>24</sup>
Annual population turnover:	26% annual population turnover <sup>25</sup>
Students as % of adult population:	22% (approximately 32,930 full time university students) <sup>26</sup>
Non-white British population:	22% from a black or minority ethnic background 14% from a white but non-British ethnic background <sup>27</sup>
Life expectancy at birth:	82.5 years <sup>28</sup>
% population in good or very good health:	87% of Oxford's population in good or very good health <sup>29</sup>
Areas of the city amongst the 20% most deprived parts of the country:	Of 83 'super output areas' in Oxford, 10 are among the 20% most deprived areas in England. These areas are in the Leys, Littlemore, Rose Hill and Barton areas of the city. <sup>30</sup>

### Population changes over time



<sup>24</sup> Office of National Statistics (2019) [Population Estimates for UK](#)

<sup>25</sup> [Oxford Profile 2018](#)

<sup>26</sup> Higher Education Student Statistics (HESA) [Who's studying in HE?](#)

<sup>27</sup> Office for National Statistics (2011) UK Census Data [Ethnicity Statistics Oxford](#)

<sup>28</sup> [Oxford Profile 2018](#)

<sup>29</sup> [Office of National Statistics \(2011\) UK Census Data](#)

<sup>30</sup> Oxford City Council (June 2020) [Poverty and deprivation statistics](#)

Oxford is currently in the middle of a new and distinct period of rapid population growth, adding around 15,000 people per decade. Oxford's population grew by 12% from 2001-2011, making it the sixth fastest growing English city. Oxford's population is projected to increase by another 13,000 people by 2021.

**Indicator 21: REGENERATION AREAS**

**Target: Individual targets have been set for each priority regeneration area**

(Oxford Core Strategy Policy CS3)

**Performance against target 2019/20:**



**Performance in previous two years:**



4.1 The Core Strategy identifies five priority areas for regeneration: Barton; Blackbird Leys; Northway; Rose Hill; and Wood Farm. Physical regeneration is to be housing led, with a focus on improving the quality and mix of housing. Individual targets have been set for each of the priority areas based upon their specific circumstances (Table 19). Targets that have been delivered in previous monitoring years have been omitted from this table.

Regeneration Area Monitoring		
Indicator	Target	Progress to date
<b>Barton</b>		
'Investing in Barton': improvements to blocks of flats and the Community Centre; enhancement of the street environment; improvements to security and redevelopment of Underhill Circus.	Three year programme of improvements to low rise blocks.	A number of improvement works to the low rise blocks in the following areas have now been completed: Bayswater Road and Stowford Road, High Cross Way, Fettiplace Road, Henry Taunt, Brome Place, Cress Hill Place and Barton Road.
	Improvements to the Community Centre	Refurbishment now complete including a new community library and larger GP surgery.
	Redevelopment of Underhill Circus.	Public consultation took place in December 2018 followed by pre application discussions and Oxford Design Panel Review (July 2019). Work on-going with further community engagement proposed for Autumn 2020.
Barton Healthy New Towns Project.	Work with partners at Grosvenor, Oxfordshire Clinical Commissioning Group and Oxfordshire County Council Public Health towards delivering equal opportunities to good physical and mental health through the planning system.	Barton Healthy New Town is part of the Town and Country Planning Association's Developer and Wellbeing national programme. The project has also influenced planning policy, and Policy RE5 in the recently adopted Local Plan 2036 requires a Health Impact Assessment to be submitted for major development proposals.
<b>Blackbird Leys</b>		
Improve the centre to	District centre regeneration.	The Council and Catalyst are

create a mixed-use district centre		working in partnership to bring forward both the District Centre Regeneration and land between Knights Road and the Kassam Stadium. Across both sites the scheme will deliver new homes including affordable homes – and new community facilities. Throughout 2019 the City Council has worked with the local community to develop a basic plan for the development. This included: surveys sent to over 5000 households, two consultation events, a Community Planning Weekend in May 2019, pop-ups across the local area, and a Report Back Evening on 18 <sup>th</sup> June 2019. Further community engagement is proposed for 2020.
<b>Rose Hill</b>		
Redevelopment of the former Rose Hill Community Centre, and Rose Hill Advice Centre & Scout Hut	Redevelopment of the Former Rose Hill Community Centre (25 affordable residential units) and Rose Hill Advice Centre & Scout Hut (18 affordable residential units).	Works commenced on site in September 2019 for the redevelopment of the former Community Centre (planning permission 18/02817/FUL) and in October 2019 for the redevelopment of the former Rose Hill Advice Centre and Scout Hut (planning permission 18/02818/FUL. 100% of the units will be shared ownership, contributing to the affordable housing need in Oxford.

**Table 19:** Core Strategy monitoring framework for Policy CS3 Regeneration Areas

4.2 Regeneration work is also progressing outside of the targeted priority regeneration areas, for example in 2019/20 works continued on the redevelopment of Northgate House in Central Oxford. Works also continued on the construction of The Swan School in Marston, which opened in temporary accommodation to its first intake of Year 7 students in September 2019.

**Oxpens**

4.3 Although the Oxpens SPD was adopted in 2013, it is anticipated that, following the adoption of the Oxford Local Plan 2036 in June 2020 (in the 2020/21 monitoring year) a new SPD covering the area of change for the West End and Osney Mead will be produced. The West End SPD, when completed, will provide additional planning guidance to supplement policies in the Oxford Local Plan 2036 and include guidance on a number of sites, including the Oxpens site.

4.4 Oxford West End Development Limited ('OXWED'), a joint venture between Oxford City Council and Nuffield College has been formed to deliver the development of this site. The Oxford Local Plan 2036 provides a minimum housing number for the site (450 homes). This mixed use allocation could deliver retail; B1a offices and B1b research and development floorspace; a hotel; and student accommodation. A planning application (16/02945/FUL) for student accommodation with 500 rooms and small-scale retail and office units was granted planning permission in 2017. Completion of the Student Castle scheme is expected later this year. In addition, OXWED has gone to the open market to seek a development partner for the wider masterplan area. It is anticipated the development partner will be in place during 2020.

### Oxford Station SPD

4.5 Work on bringing forward the redevelopment of Oxford train station continued during the 2019/20 monitoring year. A review of the SPD masterplan was undertaken alongside Network Rail's Phase 2 plans and opportunities to improve viability were also explored. In response to issues raised by the SPD masterplan review, Network Rail are currently in the process of examining physical aspects of the project which will mean that a new masterplan will be required. Atkins were appointed in August 2020 to develop a masterplan through a series of options which will be taking place throughout the 2020/21 monitoring year and beyond. It is likely that the final masterplan for the station will be available in 2021. The Oxfordshire Rail Corridor Study was published which identified protected services to 2033 and looks forward in terms of growth to 2050. This study will assist the masterplan as it will inform matters such as platforms and passenger gates.

### Indicator 23: BARTON AREA ACTION PLAN

The Barton Area Action Plan (AAP) guides development and change at the Barton strategic site, aiming to deliver a development that reflects Oxford's status as a world class city and which supports integration and sustainability. The Barton AAP identifies five key objectives to support this vision:

- Deliver a strong and balance community
- Bring wider regeneration of neighbouring estates
- Improve accessibility and integration
- Encourage a low-carbon lifestyle
- Introduce design that is responsive and innovative.

The AAP establishes a specific monitoring framework for this site.

(Oxford Core Strategy Policy CS7, Barton Area Action Plan)

**Performance against target 2019/20:**



**Performance in previous two years:**



- 4.6 Policy CS7 of the Core Strategy, supported by the Barton AAP, allocates 36ha of land in the north of the city between Barton and Northway (known as land at Barton) for a predominately residential development of 800-1,200 new dwellings. This is the largest residential development opportunity in the city.
- 4.7 During the 2019-20 monitoring year, construction works for Phase 1 (237 dwellings) continued on site and by 31 March 2020 a further 63 dwellings had been completed bringing the total number of Phase 1 completions to 178. In August 2019, a reserved matters application for Phase 3 (207 dwellings) was approved, with works on this phase commencing in September 2019.

**Indicator 24: NORTHERN GATEWAY AREA ACTION PLAN**

The Northern Gateway Area Action Plan (AAP) guides development and change at the Northern Gateway. It aspires to create a vibrant and successful extension to Oxford, with a flourishing community of knowledge-based industries and modern new homes. The Northern Gateway AAP identifies six key objectives to support this vision:

- Strengthen Oxford’s knowledge-based economy
- Provide more housing
- Improve the local and strategic road network and other transport connections
- Respond to the context of the natural and historic environment
- Create a gateway to Oxford
- Encourage a low-carbon lifestyle/economy

The AAP establishes a specific monitoring framework for this site.

(Oxford Core Strategy Policy CS6, Northern Gateway Area Action Plan)

**Performance against target 2019/20:**



**Performance in previous two years:**



2017/18: n/a

- 4.8 The Northern Gateway AAP was adopted in July 2015. In June 2018 it was announced that the development was to be renamed ‘Oxford North’. The Northern Gateway/Oxford North is a key element of the Oxford and Oxfordshire City Deal, which was agreed to support innovation-led economic growth. The City Deal partners and Government have agreed to invest a total of £17.8m in highway infrastructure at Oxford North to enable the development. Improvement works to both Wolvercote and Cutteslowe roundabouts were completed in September 2016. The next phase will include the provision of a link road between the A44 and A40 and new signalised junctions. This will be bought forward as part of the wider development at the Oxford North.
- 4.9 During the 19-20 monitoring year, the hybrid application for Oxford North was considered by Planning Committee who resolved to grant planning permission subject to the satisfactory completion of a legal agreement (18/02065/FUL). Whilst planning permission has not yet

been issued, legal negotiations have continued during the monitoring year and it is anticipated that permission will be issued in the 2020/21 monitoring year.

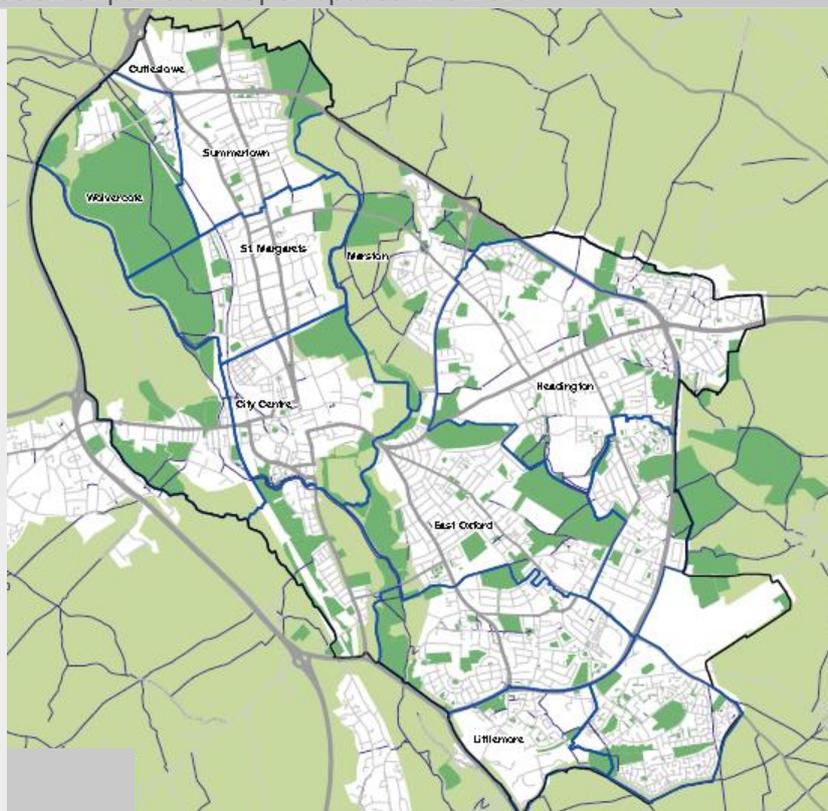
## 5. Cleaner and Greener Oxford

**Ambition: An attractive and clean city that minimises its environmental impact by cutting carbon, waste and pollution**

### Environmental Snapshot

Total area:	17.6 square miles / 46 square kilometres
Green Belt (% of total area):	27% of Oxford's total area
Allotments:	36 allotment sites across the city
Listed Buildings:	More than 1,600 listed buildings
Conservation Areas:	18 conservation areas
Parks with Green Flag status:	Six parks (Cutteslowe & Sunnymead Park, Blackbird Leys Park, Hinksey Park, Florence Park, Bury Knowle Park and St Sepulchre Cemetery)
Carbon emissions per capita:	4.4 tonnes per resident The target is to reduce Oxford's emissions by 40% by 2020, compared to a 2005 baseline. <sup>31</sup>
Cycling infrastructure per Km <sup>2</sup> :	Per 1km <sup>2</sup> there is an average of 0.49km of cycle infrastructure across Oxford. <sup>32</sup>
Land area covered by grassland and forests:	32% of the land within Oxford City Council's boundary is grassland or woodland. <sup>33</sup>
Oxford Household Recycling Rate:	Residual waste: 341.71kg per household in 2018/19 Household waste recycled and composted: 52.1% in 2019/20

### Spatial distribution of parks and open spaces in Oxford:<sup>34</sup>



<sup>31</sup> Oxford City Council (2016) [Oxford Sustainability Index 2016](#) (Page 5)

<sup>32</sup> Oxford City Council (2016) [Oxford Sustainability Index 2016](#) (Page 8)

<sup>33</sup> Oxford City Council (2016) [Oxford Sustainability Index 2016](#) (Page 13)

<sup>34</sup> Oxford City Council (2013) [Green Spaces Strategy 2013-2027](#) (Appendix 1)

**INDICATOR 25: CHANGES IN AREAS OF BIODIVERSITY IMPORTANCE**

**Target: No net reduction in areas designated for their intrinsic environmental value i.e. SAC, SSSI, RIGS and locally designated sites** (Oxford Core Strategy Policy CS12)

**Performance against target 2019/20:**



**Performance in previous two years:**



- 5.1 Oxford has a diverse range of species and habitats and this is another part of what makes Oxford such a special place. It is important that Oxford’s biodiversity is maintained as this is central to natural processes such as the maintenance of air, soil and water quality, and the regulation of climate and flooding. Biodiversity and good quality natural environments also contribute to health and wellbeing and are a key part of Oxford’s character.
- 5.2 There are a number of sites in Oxford that are protected for their biodiversity and geological importance. This includes European designations (the Oxford Meadows Special Area of Conservation), national designations (Sites of Special Scientific Interest), and local level designations (local wildlife sites, local nature reserves and sites of local importance to nature conservation).
- 5.3 As part of the development of the new Local Plan 2036, the Council undertook a review of its local-level designated biodiversity sites. This resulted in a reduction in area of sites specifically designated for biodiversity purposes. However the Local Plan as adopted introduces a different policy approach which looks at the multi-functional benefits of green spaces.
- 5.4 Table 20 provides details of sites designated for their intrinsic environmental importance in Oxford. Sites are updated annually, and in the last monitoring year the area and number of Local Wildlife Sites has increased, from 14 to 19 sites. Following work on the Local Plan, the City Council has worked with Thames Valley Environmental Records Centre to re-assess the biodiversity value of some locally designated sites to ensure that they have the correct designation and level of protection to cover the emerging Local Plan period up to 2036. As a result of this work, the number of Oxford City Wildlife Sites (OCWS’) have decreased from 50 to 32 sites in the lead up to the 2018/19 monitoring period.

Designation	2015/16	2016/17	2017/18	2018/19	2019/20	Change
Special Areas of Conservation (SAC) (1 site)	177.1	177.1	177.1	177.1	177.1	No change
Sites of Special Scientific Interest (SSSI) (10 sites)	278.24	278.24	278.24	278.24	278.24	Change in site numbers and thus

Designation	2015/16	2016/17	2017/18	2018/19	2019/20	Change area
Local Geological Sites (formerly known as Regionally Important Geological or Geomorphological Sites – (RIGS)) (2 Sites)	2.0	2.0	2.0	2.0	2.0	No change
Local Nature Reserves (3 Sites)	6.63	6.63	6.63	6.63	6.63	No change
Local Wildlife Sites (19 sites)	125.44	125.44	125.44	117.77	117.77	No change
Oxford City Wildlife Sites (OCWS) – (formerly known as Sites of Local Importance for Nature Conservation - (SLINCs)) (32 sites)	202.5	202.5	202.5	134.93	134.93	No change

Table 20: Area (ha) of sites designated for their environmental importance in Oxford (Natural England Data)

### INDICATOR 26: NATURAL RESOURCE IMPACT ANALYSIS AND ON-SITE RENEWABLE ENERGY GENERATION

**Target: 100% of qualifying planning permissions granted to comply with NRIA requirements**

**Minimum of 20% on-site renewable or low carbon energy from qualifying sites**

(Oxford Core Strategy Policy CS9, Sites and Housing Plan Policy HP11, Saved Local Plan Policy CP18)

**Performance against target 2019/20:**



**Performance in previous two years:**

**2018/19:**

**2017/18:**

5.5 Oxford City Council has a longstanding commitment to making Oxford more sustainable. This commitment can be realised by requiring sustainable design in planning policy. By requiring greater efficiency of resources and a proportion of energy from on-site renewable sources, we can mitigate the wider environmental effects of increasing urbanisation.

5.6 Core Strategy Policy CS9 and Saved Local Plan Policy CP.18 require non-residential developments of 2,000m<sup>2</sup> or more to submit a Natural Resource Impact Assessment (NRIA). The NRIA assesses a range of factors including energy efficient design, renewable energy

generation, use of materials and water management, as set out in the NRIA SPD. Qualifying developments are required to meet 20% of their energy needs on site through renewable and low carbon technologies. City Council is unlikely to approve a development where an NRIA checklist score of at least 6 out of 11 is not achieved, including at least the minimum standard in each section.

- 5.7 The requirement to undertake NRIsAs for residential developments of 10+ dwellings was removed when Part L of the Building Regulations was updated to require improved energy efficiency standards in all residential developments. Instead, Policy HP11 of the Sites and Housing Plan requires all applications for new residential or student accommodation development to include an energy statement explaining how energy efficiencies have been incorporated. Policy HP11 also requires developments of 10+ dwellings, 20+ student rooms or more than 500m<sup>2</sup> of student accommodation to meet at least 20% of their energy needs from on-site renewable or low carbon technologies.

	<b>Development</b>	<b>NRIA Checklist Score</b>	<b>Proposed On-Site Renewable Energy Generation</b>
19/01821/FUL – 159-161 Cowley Road Oxford OX4 1UT	Reconfiguration of existing ground floor and part first floor retail unit (Tesco store to remain in situ) with extensions and alterations to existing building to provide 137 units of purpose-built, managed student accommodation with associated management suite and communal facilities at upper levels.	7/11	30% (solar panels, heat pumps)
18/03384/FUL – 15-17 Elsfield Hall Elsfield Way Oxford OX2 8EP	Demolition and relocation of the existing Cadet Hut (D2 Use Class) and the redevelopment of the Site to include erection of a 3 storey apartment block providing 26no. residential flats (C3 Use Class) comprising 9no. 1-bed and 17no. 2-bed apartments with associated access,	Not submitted	20% (solar PV panels, High efficiency combination gas boilers in dwellings with time and temperature zone controls and smart thermostats)

	<b>Development</b>	<b>NRIA Checklist Score</b>	<b>Proposed On-Site Renewable Energy Generation</b>
	parking and landscape arrangements		
18/03287/FUL - Former Murco Service Station Between Towns Road Oxford Oxfordshire OX4 3LZ	Demolition of existing structures and the erection of a part 3, 4 and 5 storey apartment block comprising 35 residential flats (Use Class C3) and 3 x 3 storey townhouses (Use Class C3) with associated access, parking and landscape arrangements.	Not submitted	20% (solar PV panels, energy efficient lighting, high efficient heating)
18/02982/FUL - The Old Power Station 17 Russell Street Oxford Oxfordshire OX2 0AR	The conversion, redevelopment and extension of Osney Power Station to a Centre of Executive Education to be run by Said Business School.	Not submitted	20% (Air source heat pump, solar PV)

**Table 21:** Qualifying developments compliance with NRIA requirements (permissions) 2019/20

**INDICATOR 27: DEVELOPMENT IN THE GREEN BELT**

**Target: No inappropriate development in the Green Belt unless specifically allocated in Oxford’s Local Plan (Oxford Core Strategy Policy CS4)**

**Performance against target 2019/20:**



**Performance in previous two years:**



5.8 Green Belt is a policy designation that aims to prevent urban sprawl by keeping land surrounding urban areas open and undeveloped. Green Belt boundaries should only be altered in exceptional circumstances, through the preparation or review of the Local Plan.

5.9 Table 22 provides details of planning permissions granted for development in the Green Belt within the city boundary during the monitoring year. All applications were considered against Green Belt policies set out in the National Planning Policy Framework and Core Strategy. No inappropriate development was permitted during 2019/20.

Location	Application reference	Development	Reason for Approval
The Trout Inn 195 Godstow Road Oxford Oxfordshire OX2 8PN	19/02636/FUL	Various landscaping, signage alteration and external works, repair work to existing timber gate and posts to entrance of the bridge, repainting of all existing windows and doors and new external lighting.	The proposals would be acceptable in terms of its impact on the green belt as they would constitute alterations to an existing building, which is acceptable in terms of paragraph 145 of the NPPF.
Merton Field Merton Street Oxford OX1 4DX	19/02085/FUL	Demolition of existing pavilion and storage shed. Erection of new pavilion and storage shed.	The proposal is considered to respect the character of the Conservation Area and the setting of nearby listed buildings. The proposal would not have a harmful impact on the Conservation Area or listed buildings.
Oxford Spires Four Pillars Hotel Abingdon Road Oxford Oxfordshire OX1 4PS	19/00716/FUL	Formation of 3no. air conditioning condenser compounds.	It is considered that the proposals would not constitute inappropriate development as they would constitute extensions or alterations to an existing building in the green belt and, due to their modest size in relation to the main hotel building, would not result in a disproportionate increase to the host building.
Botanic Gardens High Street Oxford	18/01583/FUL	Removal of 30m of defective riverbank	The proposal would lead to a restored

Location	Application reference	Development	Reason for Approval
OX1 4AZ		and rebuild to current engineering standards incorporating sheet piles and reinforced blockwork and biodiversity measures.	riverbank, and safe access to this part of the river and the Botanic Garden. There would be no visual harm to the heritage assets, or the appearance of the riverbank, and therefore the proposal would be acceptable in design terms.

**Table 22:** Planning permissions granted for development in the Green Belt in 2019/20

### INDICATOR 28: HERITAGE ASSETS AT RISK

**Target: A decrease in heritage assets at risk or no net increase in heritage assets at risk**  
(Oxford Core Strategy Policy CS18)

**Performance against target 2019/20:**



**Performance in previous two years:**



5.10 Oxford has a long, rich history and the city benefits from a diverse range of heritage assets. It is important that Oxford’s heritage assets are protected and enhanced as they are an important part of the city’s character and should be maintained for the benefit of future generations.

5.11 The National Planning Policy Framework requires that local planning authorities should make information about the significance of the historic environment, gathered as part the development management process, publicly accessible. As one of the ways to meet this requirement, the City Council has produced an [annual monitoring statement for assessing archaeological assets](#), which provides a short overview of the scope and impact of development led archaeology in Oxford in 2019. The annual statement will provide a basis for monitoring the on-going cumulative impact of both development and asset management on the city’s archaeological resource.

5.12 Historic England’s ‘Heritage at Risk’ programme identifies the heritage assets that are most at risk of being lost as a result of neglect, decay or inappropriate development across England. In 2019/20 two of Oxford’s heritage assets were identified as being at risk (Table 23).

Heritage Asset	Condition	Priority Category
Swing bridge, near Rewley Road	Very Bad	F - Repair scheme in progress and (where applicable) end use or user identified.
Church of St Thomas the Martyr, St Thomas Street	Poor	C - Slow decay; no solution agreed

**Table 23:** Heritage assets at risk in Oxford (August 2020)

5.13 The same heritage assets have previously identified as being at risk in the previous AMR and there is as yet no noted change in their condition. There has been no net change in the number of assets at risk when compared to the previous monitoring year.

**INDICATOR 29: APPLICATIONS INVOLVING THE TOTAL, SUBSTANTIAL OR PARTIAL DEMOLITION OF A LISTED BUILDING**

**Target: 0% Listed Building Consents or planning permissions granted that involve the total, substantial or partial demolition of a listed building** (Oxford Core Strategy Policy CS18)

**Performance against target 2019/20**



**Performance in previous two years:**



5.14 Listed buildings are irreplaceable heritage assets and as such should be protected from substantial harm which in the worst instance will include their total or substantial demolition. As such it is the City Council’s duty as custodians of Oxford’s unique, historic environment to resist such loss of heritage assets as far as possible.

5.15 Eight applications were received in 2019/20 which involved the partial demolition of a listed building. The applications were permitted subject to conditions (Table 24).

Application reference	Decision	Location	Proposal
19/01747/LBC	Permitted	13 Mill Lane Marston Oxford Oxfordshire OX3 0PY	Demolition and re-building of existing single storey lean-to extension and erection of a two storey rear extension. Conversion of garage to habitable space. Refurbishment of existing barn including alterations to roof. Alterations to windows and doors. Internal reconfiguration and alterations including removal of existing walls and new partitions.

			External and internal alterations to outbuildings including new fenestration, installation of flue, and installation of insulation associated with the use of outbuildings as gym, store and function space.
19/01476/LBC	Permitted	St Johns College St Giles' Oxford Oxfordshire OX1 3JP	Demolition of existing external stone wall to allow for larger door opening with installation of new support in covered entrance passageway. Internal alterations and refurbishment of the existing Porters Lodge to include; new barrier with pass gate in covered passageway with 2no. arch openings for entrance and exit to porters lodge, upgrade internal flooring, accessibility works to the covered passageway including new gradients and ramps to the door entrance of the new lobby to provide level access, replacement of 1no door to south east student post room and upgrade and relocation of mechanical and electrical services.
19/01457/LBC	Permitted	The Eagle And Child 49-51 St Giles' Oxford Oxfordshire OX1 3LU	Demolition of part ground and first floor rear extensions and internal openings and doorways. Extension and alterations to form enlarged public house restaurant on the ground floor to the rear of 49-51 St Giles, conversion and change of use of first and second floors to form hotel bedroom accommodation above 49-51 St Giles and change of use of 50 St Giles from Cafe/Delicatessen to Hotel reception. New services to be installed in the basement and alterations to fenestration and signage
19/01398/LBC	Permitted	45 Park Town Oxford OX2 6SL	Demolition of existing single-storey extension. Erection of new single-storey extension. Formation of courtyard.
19/01362/LBC	Permitted	Balliol College Broad Street Oxford Oxfordshire OX1 3BJ	Removal of internal walls and suspended ceilings and internal

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			alterations to re-locate the reception desk in the lodge and create a new DDA accessible through route; removal of a section of external masonry and installation of new structural beam; Restoration of original ceilings and cornices; Removal of existing reception kiosk hatch and entrance doorway and replacement with frameless glass doors in oak surrounds and relocation and conservation of the original warehouse stone and oak seat under the reception kiosk hatch.
19/01098/LBC	Permitted	The Priory House 37 Church Way Oxford OX4 4EB	Demolition of extension and erection of conservatory; internal reconfiguration and refurbishment to all floors; external repairs to elevation and roof including rebuilding of 2no. chimneys, reinstatement of 5no. windows and 1no. door; new rainwater goods; repairs to boundary walls and outbuildings.
19/00966/LBC	Permitted	6 St Andrew's Lane Oxford OX3 9DP	Removal of existing conservatory and erection of a single storey extension to west elevation. Erection of a first floor extension to north elevation. Formation of 2no. dormers and 1no. rooflight to west elevation roof slope. Insertion of 1no door to west elevation, insertion of 1no. window and enlargement of 1no. window to north elevation. Internal alterations which include formation of new openings and partitions and removal of partitions and internal walls.
19/00493/LBC	Permitted	43 St Giles' Oxford OX1 3LW	Demolition of the existing garden room and erection of a single storey rear extension. Internal alterations including replacement floors, insulation, new heating and ventilation systems.

**Table 24:** Applications involving the total, substantial or partial demolition of a listed building determined during 2019/20

5.16 The approved proposals were all deemed to result in less than substantial harm to the significance of the listed buildings and/or their setting. Overall, whilst the performance in 2019/20 is below the established baseline, the total harm caused to listed buildings was minor.

**INDICATOR 30: APPEALS ALLOWED WHERE CONSERVATION POLICIES WERE CITED AS A REASON FOR REFUSAL**  
**Target: 80% of appeals dismissed where conservation policies are cited as a reason for refusal** (Oxford Core Strategy Policy CS18)

**Performance against target 2019/20:** 

**Performance in previous two years:**  
**2018/19:**   
**2017/18:** 

5.17 Oxford has a rich heritage, spanning over one thousand years. While it is clear that modern development must happen for Oxford to successfully function as an urban space, this should not be at the expense of Oxford’s heritage assets. Oxford’s conservation policies are therefore intended to accommodate modernity and growth but manage their effect on the historic environment.

5.18 Oxford’s detailed conservation policies are the Saved Local Plan 2001-16 historic environment policies. 45 appeals were determined in 2019/20 where these policies were cited as one of the reasons for refusal. Of these, 10 were allowed (22%). The return comprises a decline compared to the previous AMR, although it is just outside the indicator target.

5.19 Making use of a percentage based target has not always been a useful or reliable measure of the success of the policy, given that the key factor (the number of appeals received) is subject to unpredictable variations year on year. Alternative indicators will be used in future monitoring exercises to determine the effectiveness of conservation policies in the recently adopted Local Plan.

**INDICATOR 31: TREE PRESERVATION ORDERS (TPOS)**  
**Target: 0% of applications for felling trees that are the subject of a TPO to be approved by the City Council contrary to officers’ recommendations** (Oxford Core Strategy Policy CS18)

**Performance against target 2019/20:** 

**Performance in previous two years:**  
**2018/19:**   
**2017/18:** 

5.20 There were no permissions granted for the felling of trees subject to a TPO contrary to officers' recommendations in 2019/20.

**INDICATOR 32: LOSS OF PUBLIC OPEN SPACE, OUTDOOR SPORTS AND RECREATION FACILITIES**

**Target: No net loss to other uses of publically accessible open space, outdoor sports and recreation facilities** (Oxford Core Strategy Policy CS21)

**Performance against target 2019/20:**



**Performance in previous two years:**

**2018/19:**



**2017/18:**



5.21 Public open space, outdoor sports and recreation facilities provide a range of benefits including helping to support health and wellbeing.

5.22 Outline planning permission was granted for the development of 86 residential units on sports fields at William Morris Close. The application was received in December 2018 and was determined in March 2020. Several applications for the development of comparable schemes have been submitted for this site which were withdrawn or refused, often on the basis of the loss of open space and outdoor recreation facilities. However with this application, the key matters relating to the loss of the site as an open air sports facility and as an area of public open space were considered acceptable in line with the relevant provisions of Policy G5 of the Oxford Local Plan 2016-2036, which at that point had been through examination and was deemed sound. The loss of the sports pitch was addressed through a financial contribution of £600,000 towards off-site sports provision in the vicinity of the site. The provision of publically accessible open space on the site was considered to represent adequate compensatory provision for the loss of the existing open space, which is fenced off and inaccessible to the general public. It is therefore considered that for the purposes of this indicator there has not been an overall net loss of open space and outdoor recreation facilities.

5.23 Planning permissions have been granted for a number of applications that are small in scale or directly opposite/adjacent to protected spaces, such as community halls, sports pavilions. The majority of the applications have comprised of developments that would not result in a meaningful loss of open spaces.

**INDICATOR 33: TRAFFIC GROWTH AT INNER AND OUTER CORDONS**

**Target: Inner Cordon - no more than 0% growth**

**Outer Cordon - no more than 0.2% average annual growth** (Oxford Core Strategy Policy CS14)

Performance against target 2019/20:



Performance in previous two years:

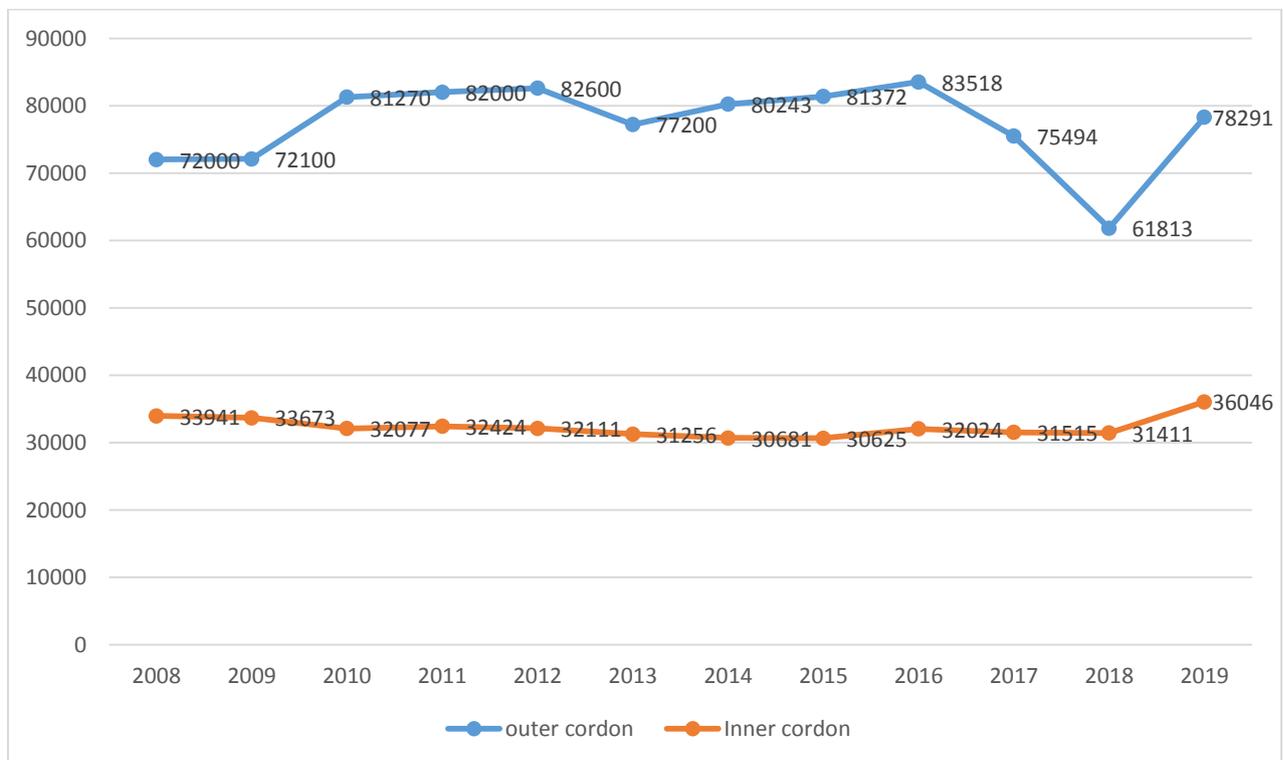
2018/19:



2017/18:



5.24 Oxfordshire County Council monitors traffic flows at two ‘cordons’ in Oxford. The inner cordon count provides an indication of the average number of vehicles entering the city centre on any given weekday, whilst the outer cordon count provides an indication of the number of vehicles entering Oxford from beyond the city boundary on any given weekday.



**Figure 7:** Traffic flows in Oxford at inner and outer cordons 2008-2019

5.25 Figure 7 shows that the number of vehicles travelling into the city centre (inner cordon) has decreased relatively consistently since the Core Strategy 2006 baseline (36,000 vehicles). Compared to the previous monitoring period, the number of vehicles measured in the traffic flow of the inner cordon has increased by 14%, which goes against the overall downward trend of the last few monitoring years.

5.26 The number of vehicles travelling into Oxford from across the city boundary (outer cordon) has shown a greater amount of fluctuation since the 2006 baseline. The possible reasons for this include the introduction of additional monitoring locations in 2010, resulting in a higher volume of traffic registered from that year onwards, to occasional faulty receptors which can

return incomplete data. There can also be some inconsistency with measuring periods, although the fact that the figures are based on averages should mitigate the impact of this to some extent. While the current monitoring year shows a dramatic increase in the average number of vehicles compared to the previous period, it should be noted that in the last period there were instances of incomplete data and undercounting that could potentially be put down to faulty receptors.

- 5.27 The issue of traffic flows and their management remains a difficult issue for the City Council to manage in the context of rapid population growth both within the city and the surrounding area, with many people commuting into Oxford from the wider city-region for work, leisure, health and education services. It remains to be seen whether the figures are part of an established trend or a temporary fluctuation. The City Council will meanwhile continue with various measures to encourage more sustainable travel options than private cars

## 6. An Efficient and Effective Council

### LOCAL DEVELOPMENT SCHEME MONITORING

6.1 The Local Development Scheme (LDS) is a project plan that sets out timescales for the preparation and revision of documents in Oxford's Local Plan and other planning policy documents. The LDS provides details on what each document will contain and the geographical area it will cover. The LDS for this monitoring year was the LDS 2019-2022.

Document title	LDS timescale (as relevant to the monitoring period)	Progress during the 2019/20 monitoring year
Oxford Local Plan 2036	Examination	The examination hearings were carried out by the Planning Inspectorate in December 2019 in line with the LDS timescales.
Oxford Local Plan 2036	Main Modifications consultation	The Main Modifications were published for consultation during February and March 2020, ahead of the timescales published in the LDS. Following the close of consultation the responses were sent to the Planning Inspectorate for consideration. The Planning Inspectorate then had to decide whether any further hearings were necessary, or any issues needed to be revisited.

**Table 25:** Progress against Local Development Scheme timescales in 2019/20

6.2 The Inspectors' report was received in May 2020 and the Plan was found to be sound with the recommended main modifications. The Plan was adopted in June 2020, therefore the Oxford Local Plan 2036 now forms part of the statutory development plan and the policies in this Plan will be assessed in the next AMR.

6.3 A new LDS for Oxford was published post this monitoring period in July 2020 and covers the period 2020-2025. This LDS will therefore be used to assess progress in the subsequent monitoring report.

6.4 The Oxfordshire Plan 2050 is also being prepared, which will contain strategic policies for Oxfordshire for the period to 2050.

### DUTY TO COOPERATE MONITORING

6.5 The Duty to Cooperate, introduced by the Localism Act 2011, requires on-going, constructive collaboration and active engagement with neighbouring authorities and other statutory bodies when preparing Local Plan documents.

6.6 The City Council has also been actively involved in a number of on-going joint-working and partnership relationships, which help to inform a shared evidence base for plan making and addressing strategic and cross-boundary issues. This includes the Oxfordshire Growth Board; the Oxfordshire Local Enterprise Partnership (LEP); the Oxfordshire Area Flood Partnership; and the Oxfordshire Planning Policy Officers Group. These meetings are attended either by lead members and/or by a range of senior officers. Engagement with other stakeholders

about Duty to Cooperate matters was also important for the Local Plan 2036, and commentary about those processes is provided in more detail in the Local Plan Consultation Statement.

- 6.7 A detailed Duty to Cooperate Statement<sup>35</sup> has been prepared which outlines the scope and nature of engagement, both formal and informal, and the impact this cooperation has had on decisions made by the Council, including which planning policies have been put forward and why.

## NEIGHBOURHOOD PLAN MONITORING

- 6.8 The 2011 Localism Act introduced new powers for communities that enable them to be directly involved in planning for their areas. Neighbourhood planning allows communities to come together through a parish council or neighbourhood forum to produce a neighbourhood plan. Neighbourhood plans are about developing land in a way that is sympathetic to the needs of local stakeholders and that gives local people a greater say in where new development should go and what it should look like. Once plans are adopted they will become an important consideration when making decisions on planning applications.

- 6.9 The following two Neighbourhood Plans have been formally made and are used to help determine planning applications in their respective neighbourhood area:

- **Headington Neighbourhood Plan** – made July 2017
- **Summertown and St Margaret's Neighbourhood Plan** – made March 2019

- 6.10 There are two other neighbourhood plans that are currently in progress:

### **Wolvercote Neighbourhood Plan**

- 6.11 The Wolvercote Neighbourhood Plan was examined in late 2018 and the Examiner's report was issued in July 2019 which recommended a number of modifications in order for the Plan to meet the 'basic conditions' and be able to proceed to referendum. All modifications were agreed at Cabinet on 9 October 2019, and the referendum was due to take place in May 2020. However, earlier this year, Neighbourhood Plan Referendums (along with Local Elections due to take place in May 2020) were postponed due to the ongoing pandemic, and this delay has been kept under review since. On 2 October 2020, Cabinet Office confirmed that elections and referendums will not take place until May 2021. This decision was taken in order to provide certainty to Returning Officers and Electoral Registration Officers. Consequently, the Wolvercote Neighbourhood Plan referendum will take place in May 2021.

### **Littlemore Neighbourhood Plan**

- 6.12 Littlemore Parish Council has started work on producing a neighbourhood plan. Following on from the successful area application at the City Executive Board Meeting on 15 August 2017, an initial consultation on the vision and scope of the plan was carried out. The Parish Council undertook a survey which highlighted key issues for the plan to address. These included

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<sup>35</sup> [Duty to Cooperate Statement](#)

indications of the results of that consultation which showed the main issues to be planning and transport.

## STATEMENT OF COMMUNITY INVOLVEMENT MONITORING

6.13 Effective community engagement is essential to good planning. The Statement of Community Involvement in Planning (SCIP) sets out how the City Council will involve the community and other stakeholders in both developing planning policy documents and determining planning applications. The AMR reports on planning policy consultations undertaken during the monitoring year and explains how they have complied with the SCIP.

### Oxford Local Plan 2036: Main Modifications consultation

<b>Consultation dates:</b>	14 February 2020 – 27 March 2020 (six weeks)
<b>Summary of what we did:</b>	<p>As part of this examination process, the independent Local Plan inspectors identified various amendments that they considered necessary to ensure the Plan is 'sound'. These are known as 'Main Modifications'.</p> <p>The Council prepared a schedule setting out the proposed Main Modifications considered necessary for the Local Plan to be found sound. This document, along with an associated Sustainability Appraisal of the Main Modifications were consulted upon during a 6 week consultation period from Friday 14th February to Friday 27th March 2020. Notice of the consultation was communicated by email and letter on 14 February 2020 to those on the City Council's database</p> <p>All comments relating to the Main Modifications to the Plan were submitted for consideration to the Planning Inspectorate who will decide whether any further hearings are necessary, or any issues need to be revisited.</p>

## COMMUNITY INFRASTRUCTURE LEVY MONITORING

6.14 The Community Infrastructure Levy (CIL) is a tariff in the form of a standard charge on new development to help the funding of infrastructure. Oxford's CIL Charging Schedule came into effect on the 21 October 2013. More information on this including the CIL contributions received by the council for this monitoring period can be found in Oxford City Council's Infrastructure Funding Statement published in December 2020.

## Appendix A: Oxford's planning policy documents

Document	Date of Adoption
<b>The Local Plan</b>	
This includes a number of policy documents that have been prepared and adopted separately.	
Core Strategy 2026	March 2011
Sites and Housing Plan 2011-2026	February 2013
Oxford Local Plan 2001-2016 (Saved Policies)	November 2006
Northern Gateway Area Action Plan	July 2015
Barton Area Action Plan	December 2012
Policies Map	July 2015
<b>Supplementary Planning Documents (SPDs)</b>	
Affordable Housing and Planning Obligations SPD	September 2013
Balance of Dwellings SPD	January 2008
Diamond Place SPD	July 2015
Jericho Canalside SPD	December 2013
Natural Resource Impact Analysis SPD	November 2006
Oxford Station SPD	November 2017
Oxpens Master Plan SPD	November 2013
Parking Standards SPD	February 2007
Telecommunications SPD	September 2007
<b>Technical Advice Notes (TANs)</b>	
TAN 1A: Space Standards for Residential Development	May 2016
TAN 2: Energy Statement TAN	November 2013
TAN 3: Waste Storage TAN	November 2014
TAN 4: Community Pubs TAN	November 2014
TAN 5: External Wall Insulation	March 2016
TAN 6: Residential Basement Development	June 2016
TAN 7: High Buildings	October 2018
TAN 8: Biodiversity	March 2019
<b>Other planning policy documents</b>	
Annual Monitoring Report	Produced annually
Community Infrastructure Levy Charging Schedule	October 2013
Local Development Scheme	November 2019
Statement of Community Involvement	July 2015

## Appendix B: How the AMR complies with statutory requirements

Statutory Requirement	How the AMR meets this requirement
<p><b>Section 35 of the Planning and Compulsory Purchase Act 2004 as amended by Section 113 of the Localism Act 2011</b> states that all local planning authorities in England must produce reports containing information on the implementation of the Local Development Scheme and the extent to which the policies in set out in the Local Development Plan are being achieved. These reports must be available to the public.</p>	<p>The AMR contains information on the implementation of the Local Development Scheme (see Local Development Scheme Monitoring). It also contains information on the implementation of policies in Oxford's Local Plan as set out in Appendix C. Due to COVID-19 restrictions it would not be accessible at our main offices at St Aldate's Chambers offices. The AMR will remain publically available on the City Council's website.</p>
<p><b>Regulation 34 of The Town and Country Planning (Local Planning) (England) Regulations 2012</b></p> <p>(1) A local planning authority's monitoring report must contain the following information—</p> <p>(a) the title of the local plans or supplementary planning documents specified in the local planning authority's local development scheme;</p> <p>(b) in relation to each of those documents—</p> <p>(i) the timetable specified in the local planning authority's local development scheme for the document's preparation;</p> <p>(ii) the stage the document has reached in its preparation; and</p> <p>(iii) if the document's preparation is behind the timetable mentioned in paragraph (i) the reasons for this; and</p> <p>(c) where any local plan or supplementary planning document specified in the local planning authority's local development scheme has been adopted or approved within the period in respect of which the report is made, a statement of that fact and of the date of adoption or approval.</p> <p>(2) Where a local planning authority are not implementing a policy specified in a local plan, the local planning authority's monitoring report must—</p> <p>(a) identify that policy; and</p> <p>(b) include a statement of—</p> <p>(i) the reasons why the local planning authority are not implementing the policy; and</p> <p>(ii) the steps (if any) that the local planning authority intend to take to secure that the policy is implemented.</p> <p>(3) Where a policy specified in a local plan specifies an annual number, or a number relating to any other period of net additional dwellings or net additional affordable dwellings in any part of the local planning authority's area, the local planning authority's monitoring report must specify the relevant number for the part of the local planning authority's area concerned—</p> <p>(a) in the period in respect of which the report is made, and</p> <p>(b) since the policy was first published, adopted or approved.</p> <p>(4) Where a local planning authority have made a</p>	<p>This information is included in the Local Development Scheme Monitoring section of the AMR.</p> <p>It should be noted that the 2016-2036 Local Plan was subject to examination and deemed to be sound by the Planning Inspectorate during the monitoring period, although it had yet to be adopted.</p> <p>Little weight was given to Policy HP4 during the monitoring period. Further information is included in the Meeting Housing Needs section of the AMR.</p> <p>AMR Indicator 8: Housing trajectory</p> <p>AMR Indicator 9: Affordable housing completions (gross) and tenure</p>

Statutory Requirement	How the AMR meets this requirement
<p>neighbourhood development order or a neighbourhood development plan, the local planning authority's monitoring report must contain details of these documents.</p> <p>(5) Where a local planning authority have prepared a report pursuant to regulation 62 of the Community Infrastructure Levy Regulations 2010(2), the local planning authority's monitoring report must contain the information specified in regulation 62(4) of those Regulations.</p> <p>(6) Where a local planning authority have co-operated with another local planning authority, county council, or a body or person prescribed under section 33A of the Act, the local planning authority's monitoring report must give details of what action they have taken during the period covered by the report.</p> <p>(7) A local planning authority must make any up-to-date information, which they have collected for monitoring purposes, available in accordance with regulation 35 as soon as possible after the information becomes available.</p> <p><b>Regulation 35 of The Town and Country Planning (Local Planning) (England) Regulations 2012</b></p> <p>(1) A document is to be taken to be made available by a local planning authority when—</p> <p>(a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours, and .</p> <p>(b) published on the local planning authority's website,</p>	<p>To date, the following neighbourhood plans have been made:</p> <ul style="list-style-type: none"> <li>• Headington Neighbourhood Plan</li> <li>• Summertown and St Margaret's Neighbourhood Plan</li> </ul> <p>No neighbourhood development orders have been made. Further information is included in the Neighbourhood Planning section of the AMR.</p> <p>This information is included in the Community Infrastructure Levy Monitoring section of the AMR.</p> <p>This information is included in the Duty to Cooperate Monitoring section of the AMR.</p> <p>The Annual Monitoring Report is published as soon as possible after the information becomes available.</p> <p>Due to COVID-19 restrictions there is no public access to our main offices at St Aldate's Chambers offices. The AMR will remain publically available on the City Council's website.</p>
<p><b>Regulation 62 of The Community Infrastructure Levy Regulations 2010 Section</b></p> <p>In any year that a charging authority collects CIL it must produce a report that includes:</p> <p>(a) the total CIL receipts for the reported year; .</p> <p>(b) the total CIL expenditure for the reported year; .</p> <p>(c)summary details of CIL expenditure during the reported year including— .</p> <p>(i)the items of infrastructure to which CIL (including land payments) has been applied, .</p> <p>(ii)the amount of CIL expenditure on each item, .</p> <p>(iii)the amount of CIL applied to repay money borrowed, including any interest, with details of the infrastructure items which that money was used to provide (wholly or in part), .</p> <p>(iv)the amount of CIL applied to administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that</p>	<p>This information is included in the Community Infrastructure Levy Monitoring section of the AMR.</p>

Annual Monitoring Report 2019/20

Statutory Requirement	How the AMR meets this requirement
<p>regulation; and . (d)the total amount of CIL receipts retained at the end of the reported year.</p> <p>The charging authority must publish the report on its website no later than 31st December following the end of the reported year.</p>	<p>The Annual Monitoring Report has been published on the City Council website prior to the 31<sup>st</sup> December 2020.</p>

## Glossary

<b>Affordable housing</b>	Homes that are available at a rent or price that can be afforded by people who are in housing need. It includes social rented housing, intermediate affordable housing and shared ownership housing.
<b>Appeal</b>	If a planning application is refused, is not determined on time, or is permitted with conditions that the applicant does not agree with, then applicant has the right to appeal. The case will then be reviewed by the Planning Inspectorate.
<b>Area Action Plan (AAP)</b>	A Development Plan Document that forms part of the Local Development Framework. AAPs are used to provide the planning framework for areas subject to significant change or where conservation is needed. A key feature is a focus on implementation. Once adopted, the AAP forms the planning policy and spatial framework for the development of the area.
<b>Article 4 Direction</b>	An order that can be imposed by the City Council to formally remove permitted development rights of development, meaning that planning permission is required locally for specific types of changes.
<b>Biodiversity</b>	This refers to the variety of plants and animals and other living things in a particular area or region. It encompasses habitat diversity, species diversity and genetic diversity. Biodiversity has value in its own right and has social and economic value for human society.
<b>Community Infrastructure Levy (CIL)</b>	CIL is a standard charge on new development which is used to help fund infrastructure provision.
<b>Core Strategy</b>	One of the documents in Oxford's Local Plan. It sets out the long-term spatial vision for the city, with objectives and policies to deliver that vision.
<b>Duty to Cooperate</b>	A legal duty that requires local planning authorities to work with neighbouring authorities and key public bodies to maximise the effectiveness of Local Plan preparation in relation to strategic cross boundary matters.
<b>Dwelling</b>	A self-contained unit of residential accommodation occupied by a single person or by people living together as a family, or by not more than six residents living together as a single household, including where care is provided for residents. A self-contained unit of accommodation. All rooms (including kitchen, bathrooms and toilets) are behind a single door which only occupants of that unit of accommodation can use.
<b>Green Belt</b>	An area of undeveloped land, where the planning policy is to keep it open to (amongst other purposes) prevent urban sprawl and preserve the setting and special character of Oxford and its landscape setting.
<b>Greenfield land</b>	Formerly defined as land which has not been previously developed. There is no formal definition of greenfield land since the revocation of the Town and Country Planning (Residential Development on Greenfield Land) (England) Direction 2000 in 2007.
<b>Gross Internal Area (GIA)</b>	The floor area of a building measured to the internal face of the perimeter walls at each level.
<b>Heritage Asset</b>	A building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions. Heritage assets are the valued components of the historic environment. They include designated heritage assets and assets identified by Oxford City Council during the process of decision-making or through the plan-making process (including local listing).

<b>Houses in Multiple Occupation (HMOs)</b>	A house, flat or building will be a house in multiple occupation (HMO) if it meets the definition under the Housing Act 2004 s254 or s257. A HMO is usually a house or flat that is shared by 3 or more people, who are unrelated, form more than 1 household and is their only main residence. There are 2 types of HMO: C4 HMO, and sui generis HMO. A C4 HMO is a small house or flat that is occupied by 3-5 unrelated people who share basic amenities such as the bathroom and/or kitchen. A sui Generis HMO is the same as a normal C4 HMO except that it is a large house or flat occupied by 6 or more unrelated people and can be subject to slightly different planning rules.
<b>Housing trajectory</b>	A tool that is used to estimate the number of homes likely to be built in the future, usually shown as a graph.
<b>Infrastructure Funding Statement (IFS)</b>	The Infrastructure Funding Statement (IFS) is a new annual reporting requirement introduced as part of the recently amended CIL regulations in 2019 (CIL Regulations: Schedule 2), with the objective of increasing transparency around how developer contributions are spent on Infrastructure.
<b>Local Development Framework (LDF)</b>	The Local Development Framework (LDF) is a non-statutory term used to describe a folder of documents, which includes all the local planning authority's local development documents. It includes Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents.
<b>Local Development Scheme (LDS)</b>	A three year project plan for preparing planning documents and provides the starting point for the local community to find out what the City Council's current planning policies are for the area. It includes 'milestones' to inform the public about opportunities to get involved with the plan making process and to let them know the likely dates for involvement.
<b>Local Plan</b>	The plan for the future development of Oxford, produced by the City Council in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act. The documents that make up Oxford's Local Plan are listed in Appendix A.
<b>National Planning Policy Framework (NPPF)</b>	A document setting out the Government's planning policies for England and how they are expected to be implemented. It was published by the Department for Communities and Local Government (now the Ministry of Housing, Communities and Local Government (MHCLG)) consolidating several previously issued Planning Policy statements and Planning policy guidance notes.
<b>Neighbourhood Plan</b>	Plans created by communities that establish a shared vision for their neighbourhood. Neighbourhood Plans can set out where new development should go, what it should look like and the infrastructure that should be provided.
<b>Natural Resources Impact Analysis (NRIA)</b>	A NRIA should evaluate the use of natural resources and the environmental impacts and benefits arising from a proposed development, both at the construction phase and through the subsequent day-to-day running of the buildings. Where an NRIA is required, it must demonstrate how the building is designed to minimise the use of natural resources over its lifetime.
<b>Planning Practice Guidance (PPG)</b>	A web-based resource that brings together national planning practice guidance for England.
<b>Previously Developed</b>	Land which is or was occupied by a permanent structure (excluding agricultural

<b>Land (PDL)</b>	or forestry buildings). The definition covers the curtilage of the developed land. Private residential gardens are not defined as previously developed land.
<b>Sites of Local Importance for Nature Conservation (SLINC)</b>	A site containing important habitats, plants and animals in the context of Oxford.
<b>Sites of Special Scientific Interest (SSSI)</b>	Areas identified by Natural England as being of special interest for their ecological or geological features. Natural England is the government's advisor on the natural environment.
<b>Special Areas of Conservation (SACs)</b>	Special Areas of Conservation are areas that have been designated at a European level as important for nature conservation.
<b>Supplementary Planning Documents (SPD)</b>	Part of the LDF that supplements and elaborates on policies and proposals in Development Plan Documents. Supplementary Planning Documents do not form part of the statutory development plan
<b>Sustainability Appraisal (SA)</b>	A social, economic and environmental appraisal of strategy, policies and proposals - required for development plan documents and sometimes Supplementary Planning Documents.
<b>Tree Preservation Order (TPO)</b>	A legal order made by the local planning authority, that prohibits the cutting down, uprooting, topping, lopping, willful damage or willful destruction of a tree or group of trees without the express permission of that authority.

# Infrastructure Funding Statement

1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020

Published December 2020



Planning Policy  
Planning, Sustainable Development and Regulatory Services

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## Introduction

The Infrastructure Funding Statement (IFS) sets out how developer contributions from the Community Infrastructure Levy (CIL) and Section 106 Agreements (S106) have been allocated and spent on the infrastructure priorities of Oxford City Council for the previous financial year (April 2019 - March 2020). In accordance with the Community Infrastructure Levy Regulations, any authority that receives a contribution from development through the levy or section 106 planning obligations must prepare an Infrastructure Funding Statement. (CIL PPG paragraph 173 Reference ID: 25-173-20190901).<sup>1</sup>

This is the first IFS from Oxford City Council, following the introduction of the IFS with the amended CIL regulations in 2019 (Schedule 2 of the CIL regulations<sup>2</sup> and CIL regulation 121A).

### **This Infrastructure Funding Statement Includes:**

(CIL PPG Paragraph: 176 Reference ID: 25-176-20190901)

1. A report relating to the previous financial year on the Community Infrastructure Levy;
2. A report relating to the previous financial year on Section 106 planning obligations;
3. A report on the infrastructure projects or types of infrastructure that the authority intends to fund wholly or partly by the levy (excluding the neighbourhood portion).

Funding for infrastructure on the IFS has been considered and updated alongside the Infrastructure Delivery Plan (Infrastructure Assessment) used for the Oxford Local Plan 2036 (OLP2036). This is a live document which is currently being updated on an ongoing basis to inform future funding priorities.<sup>3</sup> (CIL PPG paragraph 17, Reference ID: 25-017-20190901).

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<sup>1</sup> <https://www.gov.uk/guidance/community-infrastructure-levy>

<sup>2</sup> <https://www.legislation.gov.uk/uksi/2019/1103/schedule/2/made>

<sup>3</sup> [https://www.oxford.gov.uk/downloads/file/5104/infrastructure\\_delivery\\_plan](https://www.oxford.gov.uk/downloads/file/5104/infrastructure_delivery_plan)

## 1: Report relating to financial year 2019/2020 on the Community Infrastructure Levy

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<b>Community Infrastructure Levy (CIL)</b>				
<b>Requirement</b>		<b>Amount</b>	<b>Comment</b>	
<b>1.</b>	<b>(CIL Regulations: Schedule 2) The matters to be included in the CIL report are—</b>			
a	the total value of CIL set out in all demand notices issued in the reported year;	£3,413,209.96		
b	the total amount of CIL receipts for the reported year;	£3,576,276.76		
c	the total amount of CIL receipts, collected by the authority, or by another person on its behalf, before the reported year but which have not been allocated;	£0		
d	the total amount of CIL receipts, collected by the authority, or by another person on its behalf, before the reported year and which have been allocated in the reported year;	£12,196,614.00		
e	the total amount of CIL expenditure for the reported year;	£1,670,003.54		
f	the total amount of CIL receipts, whenever collected, which were allocated but not spent during the reported year;	£13,002,143.00	CIL is allocated for spend during the Budget setting process for Capital Programme schemes - See part 3: <i>Infrastructure projects to be funded wholly or partly by CIL</i>	
in relation to CIL expenditure for the reported year, summary details of—				
g	i	the items of infrastructure on which CIL (including land payments) has been spent, and the amount of CIL spent on each item;	<b>Project</b>	<b>Amount</b>
			<b>Bullington Community Centre</b>	£62,625.70
			<b>Seacourt Park and Ride</b>	£1,104,514.63
			<b>CPZ Parking</b>	£197,287.50
ii	the amount of CIL spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was	£0		

Community Infrastructure Levy (CIL)														
		used to provide (wholly or in part);												
	iii	the amount of CIL spent on administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation;	£138,187.66	3.9%										
	h	in relation to CIL receipts, whenever collected, which were allocated but not spent during the reported year, summary details of the items of infrastructure on which CIL (including land payments) has been allocated, and the amount of CIL allocated to each item;	See Section 3											
		the amount of CIL passed to—												
	i	any parish council under regulation 59A or 59B; and	£68,191.05	<table border="1"> <thead> <tr> <th>Parish</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Blackbird Leys Parish Council</td> <td>£2,167.60</td> </tr> <tr> <td>Littlemore Parish Council</td> <td>£45,223.46</td> </tr> <tr> <td>Old Marston Parish Council</td> <td>£19,117.28</td> </tr> <tr> <td>Risinghurst &amp; Sandhills Parish Council</td> <td>£1,682.71</td> </tr> </tbody> </table>	Parish	Amount	Blackbird Leys Parish Council	£2,167.60	Littlemore Parish Council	£45,223.46	Old Marston Parish Council	£19,117.28	Risinghurst & Sandhills Parish Council	£1,682.71
Parish	Amount													
Blackbird Leys Parish Council	£2,167.60													
Littlemore Parish Council	£45,223.46													
Old Marston Parish Council	£19,117.28													
Risinghurst & Sandhills Parish Council	£1,682.71													
	ii	any person under regulation 59(4)	N/A											
		summary details of the receipt and expenditure of CIL to which regulation 59E or 59F applied during the reported year including—												
	j	i the total CIL receipts that regulations 59E and 59F applied to;	£492,607.94											
		ii the items of infrastructure to which the CIL receipts to which regulations 59E and 59F applied have been allocated or spent, and the amount of expenditure allocated or spent on each item;	£99,197.00	<table border="1"> <thead> <tr> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Payment to ward Councillor CIL</td> <td>£95,000.00</td> </tr> <tr> <td>HNF festive lighting</td> <td>£4,197.00</td> </tr> </tbody> </table>	Item	Amount	Payment to ward Councillor CIL	£95,000.00	HNF festive lighting	£4,197.00				
Item	Amount													
Payment to ward Councillor CIL	£95,000.00													
HNF festive lighting	£4,197.00													
	k	summary details of any notices served in accordance with regulation 59E, including—												

Community Infrastructure Levy (CIL)				
	i	the total value of CIL receipts requested from each parish council;	£0	
	ii	any funds not yet recovered from each parish council at the end of the reported year;	£0	
	the total amount of—			
I	i	CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied;	£1,516,383.59	
	ii	CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied;	11,485,759.41	
	iii	CIL receipts for the reported year to which regulation 59E or 59F applied retained at the end of the reported year;	£393,410.94	
	iv	CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year.	£1,943,260.82	
<b>2</b>	<b>For the purposes of paragraph 1—</b>			
a	CIL collected by an authority includes land payments made in respect of CIL charged by that authority;		N/A	
b	CIL collected by way of a land payment has not been spent if at the end of the reported year—		N/A	
	i	development (within the meaning in TCPA 1990) consistent with a relevant purpose has not commenced on the acquired land; or	N/A	
	ii	the acquired land (in whole or in part) has been used or disposed of for a purpose other than a relevant purpose; and the amount deemed to be CIL by virtue of regulation 73(9) has not been spent;	N/A	
c	CIL collected by an authority includes infrastructure payments made in respect of CIL charged by that authority;		N/A	

## Community Infrastructure Levy (CIL)

d	CIL collected by way of an infrastructure payment has not been spent if at the end of the reported year the infrastructure to be provided has not been provided;	N/A	
e	the value of acquired land is the value stated in the agreement made with the charging authority in respect of that land in accordance with regulation 73(6)(d);	N/A	
f	the value of a part of acquired land must be determined by applying the formula in regulation 73(10) as if references to N in that provision were references to the area of the part of the acquired land whose value is being determined;	N/A	
g	the value of an infrastructure payment is the CIL cash amount stated in the agreement made with the charging authority in respect of the infrastructure in accordance with regulation 73A(7)(e).	N/A	

## 2: Report relating to financial year 2019/2020 on S106 Planning Obligations

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S106 Obligations								
Requirement		Amount	Comment					
3 a	(CIL Regulations: Schedule 2)The matters to be included in the section 106 report for each reported year are—  the total amount of money to be provided under any planning obligations which were entered into during the reported year;	£983,500.00	<b>Site name</b>	<b>Planning Reference</b>	<b>Date of Agreement</b>	<b>Trigger</b>	<b>Amount</b>	<b>Contribution Use</b>
			53 Sunderland Avenue, OX2 8DT	17/03040/FUL	23/05/2019	Prior to the occupation or sale of fourth dwelling	15% of combined sales value of dwellings (estimated £270,000.00)	Off-site affordable housing
			53 Sunderland Avenue, OX2 8DT	17/03040/FUL	23/05/2019	Prior to the occupation or sale of fourth dwelling	5% of 15% combined sales value of dwellings (estimated £13,500.00)	Administration fees
			Sports Field William Morris Close, OX4 2SF	18/03330/OUT	04/03/2020	Prior to commencement	£600,000.00	Provision of open space/sports facilities
b	the total amount of money under any planning obligations which was received during the reported year;	£668,121.00	<b>Site name</b>	<b>Planning Reference</b>	<b>Date Payment Received</b>	<b>Category</b>	<b>Available Balance</b>	<b>Contribution Use</b>
			Greyfriars Court Paradise Square, OX1 1BE	17/00860/FUL	03/05/2019	Open Space and Leisure	£38,800.00	Towards future maintenance of Paradise Gardens
			Site Of Former Swan Motor Centre Limited Between Towns Road, OX4 3LX	16/01752/FUL	08/07/2019	Affordable Housing	£553,280.00	Towards affordable housing
			The Old Power Station 17 Russell Street, OX2	18/02982/FUL	11/12/2019	Affordable Housing	£6,921.00	Towards affordable housing

S106 Obligations							
Requirement	Amount	Comment					
		0AR					
		The Old Power Station 17 Russell Street, OX2 0AR	18/02982/FUL	15/01/2020	Highways	£2,600.00	(Traffic Order Passed to county)
		Westgate Shopping Centre Bonn Square, OX1 1NX	13/02557/OUT	28/02/2020	Economic Development	£7,200.00	Air quality monitoring
		Site South Of Armstrong Road, OX4 4XG	14/02940/OUT	27/02/2020	Community Facilities	£59,320.00	Community Facilities - On general sports and leisure facilities for public use in Littlemore
c	the total amount of money under any planning obligations which was received before the reported year which has not been allocated by the authority;	£0					
d	summary details of any non-monetary contributions to be provided under planning obligations which were entered into during the reported year, including details of—	N/A	<b>Site name</b>	<b>Planning Reference</b>	<b>Date of Agreement</b>	<b>Trigger</b>	<b>Contribution Use</b>
			Land At Jericho Canal Side, OX2 6BX	14/01441/FUL	30/06/2019	Not to commence until written approval of public open space scheme in accordance with scheme shown orange, green & red on drawing no. 1018(0)080	<b>Public Open Space</b> -- POS must be kept available for free public use at all times and maintain it.
			Land At Jericho Canal Side, OX2 6BX	14/01441/FUL	30/06/2019	Not to commence until written approval of Canal Works	<b>Canal Works</b>

S106 Obligations							
Requirement		Amount	Comment				
			Land At Jericho Canal Side, OX2 6BX	14/01441/FUL	30/06/2019	Not to commence prior to offering to transfer the land edged red to the Jericho Wharf Trust	Community Centre/Boatyard - Not to continue development more than 6 months after commencement unless and until submitted names of alternative potential transferees
			Cumberlege House Cumberlege Close, OX3 0QW and Elsfield Hall, OX2 8EP	18/03385/FUL and 18/03384/FUL	06/06/2019		Affordable Housing
			Sports Field William Morris Close, OX4 2SF	18/03330/OUT	04/03/2020		Affordable Housing
			Sports Field William Morris Close, OX4 2SF	18/03330/OUT	04/03/2020	Open space/sports facilities - community agreement	Not to submit Open Space scheme for approval prior to implementation of planning permission. Not to occupy more than 43 dwelling until Open Space Land scheme carried out and available for public use
			Sports Field William Morris Close, OX4 2SF	18/03330/OUT	04/03/2020	Prior to occupation	Not to occupy any dwelling until footpath link provided and available for use by the public – and issue a certificate
			75 Bartholomew Road, OX4 3QN	17/02632/FUL & 18/01081/FUL	28/05/2019	Date of permission	To cease development on the land pursuant to the planning permission and to cause or suffer the carrying out of the development on the land pursuant to the planning permission from the date onwards.
i	in relation to affordable housing, the total number of units which will be provided;	52	<b>Site name</b>	<b>Planning reference</b>	<b>Date of agreement</b>	<b>Affordable units</b>	
			Cumberlege House Cumberlege Close, OX3 0QW	18/03385/FUL	06/06/2019	9	

S106 Obligations									
Requirement		Amount	Comment						
			Sports Field William Morris Close, OX4 2SF	18/03330/OUT	04/03/2020	43			
	ii	in relation to educational facilities, the number of school places for pupils which will be provided, and the category of school at which they will be provided;	N/A	Responsibility of Oxfordshire County Council					
e		the total amount of money (received under any planning obligations) which was allocated but not spent during the reported year for funding infrastructure;	£9,066,523.86						
f		the total amount of money (received under any planning obligations) which was spent by the authority (including transferring it to another person to spend);	£16,649.50	See full breakdown in 3(h)(i)					
g		in relation to money (received under planning obligations) which was allocated by the authority but not spent during the reported year, summary details of the infrastructure on which the money has been allocated, and the amount of money allocated to each item;	£9,066,523.86	<b>S106 Contribution Category</b>				<b>Amount</b>	
				Affordable Housing				£8,153,764.85	
				Economic Development				£255,771.00	
				Open Space and Leisure				£269,217.38	
				Highways				£220,419.75	
				Community Facilities				£119,886.60	
Other				£47,464.28					
h		in relation to money (received under planning obligations) which was spent by the authority during the reported year (including transferring it to another person to spend), summary details of—							
i		the items of infrastructure on which that	£16,649.50	Site name	Planning Reference	Date Payment	Category	Amount	Contribution Use

S106 Obligations								
Requirement		Amount	Comment					
	money (received under planning obligations) was spent, and the amount spent on each item;		<b>Received</b>					
			Shotover View Craufurd Road, OX4 2RA	10/01897/ FUL	14/06/2011	Other (Work of Art)	£5,450.00	For the provision of a WOA on the land or in the vicinity of the land.
			Lawn Upton House Sandford Road, OX4 4PU	13/00739/ FUL	31/12/2014	Other (Work of Art)	£4,752.54	Towards the provision of work of art
			Lawn Upton House Sandford Road, OX4 4PU	13/00739/ FUL	31/12/2014	Open Space and Leisure	£3,846.96	Towards Open Space/Park Ecology
	The Old Power Station 17 Russell Street, OX2 0AR	18/02982/ FUL	11/12/2019	Highways	£2,600.00	Towards Traffic Order - paid to County Council		
ii	the amount of money (received under planning obligations) spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part);	£0						
iii	the amount of money (received under planning obligations) spent in respect of monitoring (including reporting under regulation 121A) in relation to the delivery of planning obligations;	£0						
I	the total amount of money (received under <b>any planning obligations</b> ) during any year <b>which was retained at the end of the reported year</b> , and where any of the retained money has been allocated for the purposes of longer-term maintenance	£38,800.00						

S106 Obligations		
Requirement	Amount	Comment
	(“commuted sums”), also identify separately the total amount of commuted sums held.	
4	The matters which may be included in the section 106 report for each reported year are—	
a	summary details of any funding or provision of infrastructure which is to be provided through a highway agreement under section 278 of the Highways Act 1980 which was entered into during the reported year,	N/A Responsibility of Oxfordshire County Council
b	Summary details of any funding or provision of infrastructure under a highway agreement which was provided during the reported year.	N/A Responsibility of Oxfordshire County Council
5	For the purposes of paragraph 3—	
a	where the amount of money to be provided under any planning obligations is not known, an authority must provide an estimate;	
b	a non-monetary contribution includes any land or item of infrastructure provided pursuant to a planning obligation;	
c	Where the amount of money spent in respect of monitoring in relation to delivery of planning obligations is not known, an authority must provide an estimate.”	

### 3: Infrastructure projects to be funded wholly or partly by CIL

The current CIL held has been committed in full to projects/schemes within the Council's Capital Programme as part of the Budget setting process. CIL is used alongside other funding sources to deliver projects and schemes across the city as part of the Capital Programme. The funding of projects and schemes from CIL is set annually as part of the wider budget setting process for the Capital Programme with minor budget adjustments being made throughout the year, if and when necessary. The programme below sets out how funding from CIL is to be allocated to different infrastructure projects for the reported year and upcoming 5 years - however, this is currently under review. As part of the budget setting process, which at the time of reporting has not yet completed (completion expected Feb/Mar 2021), projects and allocations may change.

Since it was agreed as part of the budget last year, some projects have subsequently secured other funding or have had not used their full budget. This is not reflected yet in the table below as this table reflects the allocations in 19/20. However, this table includes one additional project that was added as an exception during Summer 2020 to fund capital projects in the city that have assisted in the City restart following the national response to the pandemic. This has been included at the end of Table 3.

The following tables in this section only show the funding from CIL and do not show full scheme costs or other funding sources.

**Table 3.1 – CIL Programme at the end of financial year 2019/2020 including adjustments for capital projects associated with COVID-19 measures**

Infrastructure Item	Links to wider strategies and Infrastructure Delivery Plan (IDP)	2019/20 CIL Financing £	2020/21 CIL Financing £	2021/22 CIL Financing £	2022/23 CIL Financing £	2023/24 CIL Financing £	2024/25 CIL Financing £
<b>Oxford and Abingdon Flood Alleviation Scheme</b>	IDP, Oxfordshire Infrastructure Strategy (OxIS)	250,000	0	0	0	0	0
<b>Bullington Community Centre</b>	IDP	50,000	1,323,777	0	0	0	0
<b>Extension to Seacourt Park &amp; Ride</b>	IDP	2,987,000	1,426,933	0	0	0	0
<b>Controlled parking zones</b>	IDP Local Plan, Local Transport Plan	200,000	500,000	0	0	0	0
<b>Coach Parking Improvements</b>	Local Plan, Local Transport Plan and IDP		20,000				
<b>City-wide cycling Improvements, including</b>	Local transport plan, Local Plan and IDP	30,000	60,000	70,000	60,000	60,000	60,000

<b>cycle lanes and parking</b>							
<b>East Oxford Community Centre Improvements</b>	IDP	0	0	1,685,000	0	0	0
<b>Oxford station improvements</b>	IDP, OxIS and Local Plan	0	200,000	0	0	0	0
<b>West end Infrastructure</b>	Local plan and IDP, Local Industrial Strategy (LIS)	0	50,000	0	0	0	0
<b>Cowley Branchline spatial development and movement framework</b>	IDP, Oxfordshire Rail Corridor Study (ORCS), OxIS, Local Plan	0	0	50,000	0	0	0
<b>Osney Bridge</b>	IDP, Local Plan	0	200,000	150,000	0	0	0
<b>Transport Congestion Management (Connecting Oxford)</b>	Local plan, Local Transport Plan and IDP	0	125,000	0	0	0	0
<b>Development of Zero Emission Zones (ZEZ)</b>	IDP, Local Transport Plan and Local Plan	0	62,000	23,000	23,000	0	0
<b>Blackbird Leys Regeneration</b>	Local Plan	0	2,000,000	0	0	0	0
<b>Projected funding (Capital)</b>		<b>3,517,000</b>	<b>5,967,710</b>	<b>1,978,000</b>	<b>83,000</b>	<b>60,000</b>	<b>60,000</b>
<b>City Centre Public Realm and Transport Infrastructure post COVID-19</b>	City Centre Restart due to COVID-19 - signage and pedestrianisation	0	100,000	0	0	0	0
<b>Project Funding after new projects added</b>		<b>3,517,000</b>	<b>6,067,710</b>	<b>1,978,000</b>	<b>83,000</b>	<b>60,000</b>	<b>60,000</b>

# Appendix 3

## Appendix 3 – Risk Assessment

Risk ID	Risk						Corporate Objective 1 to 5	Gross Risk		Residual Risk		Current Risk		Owner	Date Risk Reviewed	Proximity of Risk (Projects/Contracts)
	Category-000-Service Area Code	Risk Title	Opportunity/Threat	Risk Description	Risk Cause	Consequence		Date raised	I	P	I	P	I			
CEB-001-PS	Reputational risk (Annual Monitoring Report)	T	Failure to achieve planning policy targets	There could be a range of causes, some of which may be external (e.g. the state of the economy) and some internal (failure to properly implement policies)	Reputation of the City Council could be adversely affected in the eyes of the community and stakeholders	2 November 2020	1, 2, 3, 4, 5	2	1	2	1	2	1	Head of Planning Services		
CEB-001-PS	Reputational risk (Infrastructure Funding Statement)	T	Funding of infrastructure via developer contributions could be perceived as inadequate	There could be a range of causes, some of which may be external (e.g. the state of the economy) and some internal (failure to appropriately assign funding)	Reputation of the City Council could be adversely affected in the eyes of the community and stakeholders	2 November 2020	1, 2, 3, 4, 5	2	1	2	1	1	1	Head of Planning Services		

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**To:** Cabinet  
**Date:** 9 December 2020  
**Report of:** Head of Business Improvement  
**Title of Report:** Equalities Update

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	<p>To present and seek approval for the publication of the annual Workforce Equality Report 2020, which includes the Gender Pay Gap Report and the Ethnicity Pay Gap Report;</p> <p>To share current progress on the development of the draft Equalities, Diversity and Inclusion (EDI) Strategy where it relates to Workforce Equality; and</p> <p>For the Cabinet to note that the actions that will fall out of the draft EDI strategy will support the Council to develop the relationships with local communities, which will assist the Council to realise its employee representation aspirations.</p>
<b>Key decision:</b>	Yes
<b>Cabinet Member:</b>	Councillor Nigel Chapman, Portfolio Holder for Customer Focused Services
<b>Corporate Priority:</b>	All
<b>Policy Framework:</b>	Council Strategy 2020-24
<b>Recommendations:</b> That Cabinet resolves to:	
	<ol style="list-style-type: none"> <li>1. <b>Approve</b> the contents of the Workforce Equality Report 2020;</li> <li>2. <b>Delegate authority</b> to the Head of Business Improvement to publish the Workforce Equality Report and to make any changes as may be required before publication following Cabinet discussion;</li> <li>3. <b>Approve</b> the contents of the Gender Pay Gap and Ethnicity Pay Gap reports for this year recognising that in the next year a methodology will be developed to undertake a “deep dive” into both datasets to understand the intersectional position, and in addition conduct a Disability Pay Gap analysis; and</li> </ol>

4. **Delegate** authority to the Head of Business Improvement to publish the Gender Pay Gap table at paragraph 26 before 30 March 2021 and the Ethnicity Pay Gap table at paragraph 44 on the Council website.

### **Appendices**

Appendix 1	Workforce Equality Report (2020)
Appendix 2	Distribution of Council staff by gender, grade, age and employment type
Appendix 3	Distribution of Council staff by Grade and Ethnicity

## **INTRODUCTION**

1. The Council has developed its approach to equality over the past eighteen months through the adoption of a Workforce Equalities Strategy (WES) and Action Plan, and this is primarily focused to address BAME and gender underrepresentation in the Council workforce. .
2. An internal review against the Local Government Association (LGA) Equality Framework for Local Government was also conducted in 2019. This framework supports Councils to meet the Public Sector Equality Duty contained in the Equality Act 2010 and enables assessment against the LGA's Equality Framework.
3. Since the work began on the WES in 2018, the Council has also invested significant resources, and prioritised its response to the Covid-19 pandemic crisis.
4. Given the diverse needs of the Oxford population, the Council's operations in response to the pandemic have had to be rooted in diversity, equality and a commitment to continually make adaptations so that all community needs are met.
5. This has benefitted the Council enormously, for example: a) there are now much stronger relationships and insights with community groups than before; and b) by working together with and through utilising local community owned infrastructure, the Council has been able to ensure its services are rooted in local diverse structures too.
6. If part of the purpose of addressing under-representation is to ensure services are designed and delivered in the context of local diversities, then the Council's approach in working with local community groups and through community infrastructure has helped deliver that objective, both directly and indirectly.
7. Moreover, the most significant benefits from the work implemented during the spring and summer period is the relationships and insights that staff have developed.

8. In the longer term, this learning will benefit the Council in further improving the internal culture of the Council. Because of the relationships formed, this will help the Council to utilise these opportunities to attract the best local talent, and build a more inclusive and diverse workforce. This vital learning will also be reflected in the draft Equality Diversity and Inclusion strategy in development.

### **Equality Diversity and Inclusion Strategy - A Refreshed Approach**

9. Building on our past work relating to Equality Diversity and Inclusion (EDI), coupled with the relationships the Council developed in responding to the pandemic, the Council utilised these opportunities to bring together local people, community groups and members through 15 focus groups, involving more than 140 people to understand better the issues that impact on the communities of Oxford.
10. The focus groups concluded at the end of October, and a thematic analysis has now commenced to understand specifically the issues and common themes. This will then result in a city-wide consultation exercise over a 12 week period.
11. During this period of consultation, the aim is to understand better from members of the community and other stake holders if the issues the Council has heard and listened to are correct. Equally, a view will also be sought on the proposed actions too. If they are not correct, then further amendments will be made. This is a crucial engagement and listening exercise to allow the Council to build on the trust it has begun to develop, and develop a fit for purpose EDI strategy.
12. This refreshed approach to EDI, both from an organisational development and people strategy perspective will support the Council to review its internal culture and shape the environment that is required to realise our EDI aspirations.
13. The benefit of this approach will help support the Council to meet its workforce aspirations in tackling the type of under-representation as referenced in paragraph 45 of this report.
14. At an internal leadership level, the aim is to embed EDI in organisational philosophy from a business benefits perspective, in compliance with the Council's duties in the Equality Act 2010.

### **WORKFORCE EQUALITIES REPORT**

15. The Council is an employer committed to increasing the diversity of its workforce and providing an inclusive environment with equality of opportunity for all employees. The Council is committed to making sure its workforce is representative of the diverse population it serves. To help the Council to achieve this aim, it is essential that there is transparency in relation to workforce equality data, alongside an overview of human resource activities as outlined in paragraph 16.
16. Presentation of the Workforce Equalities Report (WER), at Appendix 1, is an annual report that the Council is obliged to publish every year under the Equality Act 2010 (the Act). The WER provides an update on human resources and equalities related activities of the Council. It is a 'snap shot' of how diverse the workforce is, what recruitment has taken place and other data around equal pay. It contains data trend

analysis for a three year period (1 April 2017 to 31 March 2020) for the key protected characteristics in the Act. The WER also provides comparative population data and a breakdown of the Council's staffing in relation to key equalities reporting areas.

17. The WER covers all aspects of recruitment, retention, performance management and staff development, reflecting high standards of professional practice, and highlights what the Council has done in terms of recruitment and retention to increase the diversity of its workforce, in addition to embedding the Public Sector Equality Duty and Equality Act 2010 best practice.

18. The main items to note are as follows:

- Women represent 59% of the workforce, which is above the national average of 47% as per the national labour workforce survey. Women continue to be under-represented in roles above Grade 11.
- The workforce percentage of BAME staff was 11.95% as of 31<sup>st</sup> March 2018, by March 2019 this increased to 12.96% and as of 31<sup>st</sup> March 2020 it was 12.92% against our target of 13%+. Based on the 2011 Census the economically active BAME population of Oxford is 18.7%. A new census will take place in 2021.
- The number of staff who have declared themselves as having a disability has risen to 10.83% as at 31<sup>st</sup> March 2020, which is both the highest level over the reporting period as well as greater than the proportion of economically active individuals, as reported in the 2011 Census (8.9%).
- The proportion of staff under 30 years of age has decreased across the three year reporting period from 18.4% to 15.7%. The proportion between staff aged over 50 has increased marginally during this period.
- The number of staff who have declared themselves as lesbian, gay or bisexual is 3.5%. The Annual Population Survey (2016) suggests that 2.0% of the population identifies as bisexual, lesbian or gay.
- The proportion of staff choosing not to provide information on their protected characteristics remains an issue for the council, as this creates a barrier in terms of understanding the actual composition of its workforce. This is most significant regarding sexual orientation and religious beliefs, which will require further exploration to identify ways in which staff can feel more confident in sharing this information with their employer.

19. Staff turnover for the overall reporting period was 12.46 % at 31<sup>st</sup> March 2019 and had decreased to 11.25% by 31<sup>st</sup> March 2020. The Council's turnover is broadly comparable with other public sector organisations. Until the impact of the Covid-19 pandemic, the Council was continuing to use a variety of approaches to promote job opportunities within the local community, including: holding recruitment roadshows in local community venues; attendance at local job fairs and careers events in local schools and encouraging applications for apprenticeship opportunities from the OX1 to OX4 postcode area. Positive action will continue to be used as a measure to address under representation of BAME staff and women in senior grades; the next cohort of apprentices will be introduced into the organisation in the coming year;

suitable roles will be advertised on community centre notice boards; community newspapers/magazines; local libraries and the Oxford Mail newspaper, as well as the use of specialist recruitment agencies with a track record in identifying a diverse field of candidates.

20. The economic impact of the Covid-19 pandemic on the Council is well documented. Whilst not in the year being reported, it is important to note, staff turnover in this current climate has been severely reduced from an average of 11% to just over 4% in the last eight months. This has challenged the ability to address BAME/Gender under-representation through recruitment in the current financial year.
21. On the point of representation in terms of delivering public service, the Council's workforce has been working hand in glove with diverse communities across the city in response to the pandemic. So whilst the internal workforce demographics may not have changed due to the impact of the pandemic, by working so closely with the community, in terms of design and delivery of key parts of Council services aspirations have been realised to an extent.
22. This will stand the Council in good stead moving forward; utilising these relationships will support the work to attract a diverse workforce.
23. Reminder of progress already achieved is as follows:
  - Mandatory training was provided to all staff and managers between January and March 2019.
  - An Equality, Diversity and Inclusion week of activity, '*Everyone Matters*', was held in June 2019 for council staff, which over 360 members of staff attended. The week was very successful in terms of outcomes, with positive feedback received from both delegates as well as training providers. A cohort of Equalities Ambassadors was created from staff expressing an interest. This cohort received training pre-lockdown and is being used to mobilise the new Workforce Equalities Strategy moving forward.
  - It is recognised that there is limited awareness amongst the 16 to 18 age group in the City of the wide range of career opportunities available within the Council. In order to develop more effective engagement with this age group, a structured approach to work experience placements has been implemented in partnership with the Local Enterprise Partnership (LEP). Two, small scale 'pilot' programmes were delivered in July and October 2019.
  - At an operational level all vacancies are reviewed by the HR Business Partner Team with the recruiting manager from the relevant service to consider the essential/desirable requirements for each role as well as the most appropriate advertising methods. This is to ensure that each vacancy attracts as diverse a group of applicants as possible. Recently, we have incorporated within the commissions provided to recruitment consultants for them to specifically identify and attract BAME and Women candidates.
  - A wide-ranging review of the Council's recruitment processes and procedures is currently in train and aims to: simplify the job application process and on-line application form; revamp the Council's recruitment web page; make better use of social media; and introduce a CV application route.

- A revised exit interview process was introduced which has resulted in a significant increase in the uptake levels of exit interviews (circa 55% of staff leavers, from less than 30%), as well as improving the qualitative data ‘captured’ through the process, in particular about the ‘reason’ for leaving (primarily around career progression and development opportunities for the majority of leavers). This data will be used to develop improvements and interventions as well as provide feedback to the relevant service area(s) concerned.
- Future actions to achieve an improvement in performance, through positive action targeting in particular the low under representation in the parts of the workforce of those with a BAME background, are being developed in the Council’s draft Equalities Strategy. The strategy includes the following objectives:
  - Developing and implementing a People Strategy designed to build an organisation that has a “customer-first” approach and a commitment to being an inclusive and diverse organisation that values its people. The five corporate values of “One Team, Service Excellence, Inclusion and Respect, Amazing Outcomes, and Stepping Up” will underpin day to day behaviour.
  - Positive action integrated into the Council’s recruitment and appointment process with a focus on attracting and developing high quality talent.
  - The launch of a gender balanced race advisory group, with a concrete work plan that includes priorities such as supporting the Council to attract a diverse workforce which reflects the demography and localities of the city.
  - Developing a bespoke talent development programme aimed at ethnic minorities and people of colour that work for the Council and potentially the city too.
  - Using equalities ambassadors to celebrate equality and cultural events.
  - Developing and delivering an Anti-Racism Quality Mark by October 2021.

## **GENDER PAY GAP**

24. The Council is required under the Equality Act 2010 to publish an annual report that provides details of the Council’s gender pay gap using a number of key measures: basic pay; bonus; the proportion of male and females receiving a bonus; and pay quartile data (basic pay) for male and female staff. Due to the government’s gender pay reporting cycle, the pay data that the Council must publish by 30 March 2021 relates to Council pay data at the ‘snapshot date’ of 31 March 2020.
25. Gender pay gap reporting is based on two calculation methodologies. The first uses the hourly rate paid to male and female staff to compile the following reporting indices: -
- Mean gender pay gap (basic pay);
  - Median gender pay gap (basic pay); and
  - Pay quartiles by gender.

In practical terms the use of an hourly rate as the basis for calculation of the mean and median gender pay gap, and pay quartiles by gender, means that the *distribution* of female and male staff in the workforce has a significant impact, especially when coupled with a largely female workforce. The second methodology relates to reporting on the bonus pay gap. However, the Council does not currently make any bonus payments so has no data to report for this element.

26. The Council's gender pay gap details for the snapshot date of 31st March 2020 is as follows:

Mean gender pay gap (basic pay) is 12.3%
Median gender pay gap (basic pay) is 11.9%
Mean gender bonus gap for 0%
Median gender bonus gap is 0%
Proportion of male employees receiving a bonus is 0%
Proportion of female employees receiving a bonus is 0%

### Pay quartiles by gender

Quartile*	Males %	Females %
Top Quartile	54.44	45.56
Upper Middle Quartile	42.22	57.78
Lower Middle Quartile	34.44	65.56
Lower Quartile	33.33	66.67

27. Comparisons between the Gender Pay Gap as at 31<sup>st</sup> March 2019 and 31<sup>st</sup> March 2020 are shown in Table 1 of Appendix 2. This data shows that:

- The mean gender pay gap has increased from 10.2% in 2019 to 12.3% in 2020 in favour of males.
- The median gender pay gap has decreased from 12.1% in 2019 to 11.9% in 2020.
- The gender composition has remained static from the previous to the current reporting periods at 58% females and 42% males

- The representation of males in the top pay quartile has increased by nearly 4% from 50.58% in 2019 to 54.44% in 2020.
28. The tables 2, 3 4 and 5 of Appendix 2 report the distribution of staff by grade, gender, employment type and age and show that:
- 58% of the Council's work force is female. 35% of them work on a part-time basis, compared to 12% of male staff who work on a part-time basis. The high number of part time females is the most significant contributing factor impacting on the Council's gender pay gap. The graphs show that the females working part time are predominantly younger and on lower grades compared to the small number of males working part time who are older and on higher pay.
  - There is an increase in the mean pay gap from 10.2% in 2019 to 12.3% in 2020. The quartile data shows an increase in the proportion of males in the top pay quartile. The number of male employees in the senior management grades (Business Lead and above) has increased by 3 from 14 in 2019 to 17 in 2020 and the number of females has decreased by 1 from 9 in 2019 to 8 in 2020. These changes will be one of the contributory factors causing the increase in the mean gender pay gap. There is evidence that this imbalance is being corrected in 20/21.
29. The Office for National Statistics (ONS) reports annually on the national gender pay gap. The report is from data in the Annual Survey of Hours and Earnings (ASHE) which is based on a 1% sample of jobs from HM Revenue and Customs Pay as You Earn records. The ONS has summarised the main points from the statistics as follows:
- In 2019 the overall gender pay gap was 17.3% and had fallen from 17.8% in 2018.
  - The gender pay gap is lower nationally for full time employment at 8.9%.
  - The gender pay gap for those in part time employment nationally is -3.1% (in favour of females)
  - Whilst for full time employment the pay gap is close to zero for age groups under 40, it is still 11.4% for 40 to 49 year olds and is more than 15% for those aged 50 and over. In addition this is not declining significantly over time. One of the reasons for this difference is thought to be that women over 40 years of age are more likely to work in lower-paid occupations and, compared with younger women, are less likely to work in managerial and senior officer roles. The Council will use existing research, and through specific focus groups plans to review why this is the status quo, and the actions that it needs to undertake to address this imbalance.
30. The national positive pay gap for part time workers is due to the higher number and low level of pay for part time females. According to a Local Government Employer Survey, the median annual salary for part time staff was £20164 (£10.48 per hour) and the ONS data indicates a median hourly rate of £11.35 for Local Government Administrative Occupations in 2019.

31. The table below shows the Council’s mean hourly rate of pay for part time female staff is £16.36 and the median rate is £15.65 which are significantly higher than the average pay nationally (as per paragraph 30).

<b>Employment</b>	<b>Average</b>	<b>Pay Gap</b>	<b>Average Female Salary (per hour)</b>	<b>Average Male Salary (per hour)</b>
Full Time	Mean	10.11%	£17.95	£19.97
Part Time	Mean	12.27%	£16.36	£18.65
Full Time	Median	9.52%	£16.54	£18.28
Part Time	Median	14.39%	£15.65	£18.28

32. In summary, whilst there is a gender pay gap in favour of males the rates of pay at the lower range of the pay scale are favourable when compared with national rates. This reflects the Council’s initiatives to improve low pay through the Oxford Living Wage and a pay deal for staff which was weighted towards the lower pay points by providing a set lump sum increase.

33. It is anticipated that the Council’s new People Strategy and the draft Equalities Action Plan to emerge from the draft Equalities Diversity and Inclusion Strategy will aim to provide opportunities for staff development which in time will reduce the gender pay gap. In addition, a review will be undertaken to understand whether there are any challenges for part-time staff progressing to more senior roles within the Council.

### **ETHNICITY PAY GAP**

34. This is the first time the Council has reviewed its ethnicity pay gap. The Government has discussed introducing mandatory ethnicity pay gap reporting. Research from Nuffield College, the Baroness McGregor Review, the disproportionate impact of Covid on staff from a BAME background, coupled with the Black Lives Matter campaign, has brought a sharper focus on racial inequality in many public sector organisations.

35. As mandatory reporting is not in place, there is not a national prescribed methodology for calculating the ethnicity pay gap. The same methodology that is used for calculating the gender pay gap has therefore been used to calculate the Council’s ethnicity pay gap.

36. The aim next year is to overlay gender and ethnicity pay gap data, to understand better the intersectional impact. This will enable the Council to direct energy and resources where they are most needed. The aim is also to include disability reporting in the same way in the coming year.

37. The provision of ethnicity information is voluntary and for the Council's workforce 7.8% of the data is not known. For the purpose of this report the categories above have been grouped into three classifications:
- Black and Minority Ethnic (BAME)
  - White
  - Not known
38. It is important to note that whilst the classifications have been grouped to provide a useful overview, this does not inhibit the Council from undertaking a deep-dive to better understand impact at specific ethnicity level. However, it is worth noting that given the size of the smaller cohorts when assessing specific ethnicities, it is important to be careful in how the information is interpreted and compared.
39. The current number of employees in the BAME category is relatively small, representing 12.9% of the workforce.
40. It should be noted that an ethnicity pay gap is not an equal pay issue. The Council has a job evaluation scheme to determine job grades which is based on the duties and responsibilities of the job, with no reference to any job holders.
41. Appendix 3 provides details of the Council's ethnicity pay gap using the same methodology as for the calculation of the gender pay gap, comparing the pay differential between employees in the BAME group with employees in the White group. The mean ethnicity pay gap is 10.3% and the median ethnicity pay gap is 9.4%.
42. The pay gap figures above exclude the 56 (amounts to 7.8%) employees for whom ethnicity is not known.
43. The table below shows that at 9.4% the Council's ethnicity pay gap is higher than both the national and regional pay gaps. The median hourly pay rates are, however, higher at £17.77 in the White group and £16.10 for the BAME group. The respective mean hourly rates are £18.44 and £16.54.

<b>Population</b>	<b>White Median Hourly Rate</b>	<b>BAME Median Hourly Rate</b>	<b>Ethnicity Pay Gap</b>
England and Wales	£12.40	£12.11	2.3%
South East Region	£13.45	£12.38	5.9%
Oxford City Council	£17.77	£16.10	9.4%

44. The Council's ethnicity pay gap details for the snapshot date of 31st March 2020 are below:

Mean gender pay gap (basic pay) is 10.3%
Median gender pay gap (basic pay) is 9.4%
Mean gender bonus gap for 0%
Median gender bonus gap is 0%
Proportion of male employees receiving a bonus is 0%
Proportion of female employees receiving a bonus is 0%

### Pay quartiles by Ethnicity

Quartile*	BAME %	White %
Top Quartile	7.23	92.77
Upper Middle Quartile	12.05	87.95
Lower Middle Quartile	16.27	83.73
Lower Quartile	20.48	79.52

45. Appendix 3 provides a table and graphic representation of ethnicity by grade. There is a notably high level of employees from the BAME group in grades 3-5. Grades 6 and 7 also have a high level of BAME representation. These three grades represent a significant proportion of the Council's total workforce. From grades 8 onwards the % of BAME employees is significantly lower compared to the rest of the workforce.

### DISABILITY PAY GAP

46. Next year's equalities reports will include a review of the disability pay gap in Oxford City Council's workforce. The methodology will be similar to that already used for the gender and ethnicity pay gap reporting.

## **MEASURING PROGRESS / OUTCOMES**

47. This WER is useful in providing a set of indicators to measure the performance of the organisation from a pay gap perspective as part of the Council's equity aspirations. Going forward, it is probably prudent to agree a small set of outcomes linked to the People Strategy and draft EDI strategy, with a particular focus on qualitative related outcomes such as trust and belonging, career progression, inclusive governance etc. with an agreed set of underpinning indicators.
48. In taking this approach, the Council would be able to provide a whole cycle view, rather than just statistical representations that on their own provide limited value. By focusing on outcomes, as an organisation the Council would begin to embed EDI into its business philosophy aligned to the commitment to being an "inclusive and diverse organisation that values our people".

## **FINANCIAL IMPLICATIONS**

49. One-off budget provision of £132,500 has been identified for People strategy development and implementation in 2020/21. This budget is funding investment in team and individual coaching, together with research to underpin the Council's commitment to being an inclusive and diverse organisation.
50. A base budget of £60,000 is in place to support the Council's on-going commitment to positive action as a key strand of our approach to EDI.
51. The pandemic has had a significant impact on the finances of the authority with many income streams being severely reduced as a result for this financial year and for a number of years to come. In setting its budget and balancing the deficits in its General Fund for next year and for the Medium Term Financial Plan, the authority is planning to take a number of efficiency measures in addition to exercising pay restraint, in order to protect services and jobs.

## **LEGAL IMPLICATIONS**

52. The Equality Act 2010 (the Act), section 149 introduced the Public Sector Equality Duty. It requires that in everything the Council does, it must have due regard to the need to: eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act; advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
52. A relevant protected characteristic is defined in section 4 of the Act as; age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnerships.
53. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 require the Council to publish information annually about how it complies with the Public Sector Equality Duty. The information must include, in particular, information relating to persons who share a relevant protected characteristic who are:
- (a) Its employees; and
  - (b) Other persons affected by its policies and practices.

- 54. The Regulations also impose obligations on the Council to publish information relating to the “gender pay gap” in the organisation on the snapshot date of 31<sup>st</sup> March in any year. In particular, the Council is required to publish the difference between the average hourly rate of pay paid to male and female employees; the difference between the average bonus paid to male and female employees; the proportions of male and of female employees who receive bonuses; and the relative proportions of male and female employees in each quartile pay band of the workforce.
- 55. The Workforce Equality Report and the Action Plan have been prepared in compliance with the requirements of the Act.
- 56. Positive Action is one of the Government’s range of measures aimed at tackling discrimination in the workplace under the Equality Act 2010. It can be used in two areas: encouragement in training; and recruitment and promotion. To adopt positive action approaches the Council must ensure it can provide evidence of the ‘gap’ it is trying to resolve and that the approach is reasonable.

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**Background Papers:** None

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# Appendix 1



## Workforce Equalities Report 2018 to 2020

Published XXXXXXXXXXXXXXXX

# WORKFORCE EQUALITIES REPORT: 2018 TO 2020

## INTRODUCTION

1. Oxford is an ethnically and culturally diverse city and has experienced population growth in recent years, with economically active Black, Asian and Minority Ethnic (BAME) communities across Oxford accounting for some 19% of the population (based on 2011 census data). This diversity of population requires the Council to provide strategic leadership, promoting community cohesion and equality across its services as well as aim for its workforce to reflect the diversity of the communities it serves. In relation to employment, key initiatives promoted by the Council include: -
  - Increasing the diversity of the workforce by promoting the career opportunities available in local government, and attracting and appointing more BAME candidates to better reflect the make-up of Oxford communities
  - Supporting the creation of new jobs through leading on ethical procurement, working with the Local Enterprise Partnership, investing in major infrastructure projects to regenerate Barton, Blackbird Leys, Rose Hill and the City Centre, and supporting employment and skills plans linked to these developments
  - Maintaining our accredited Oxford Living Wage (OLW) policy for directly employed staff, contractors and agency staff, as well as influencing other employers to be part of a Living Wage City

## PURPOSE OF THIS REPORT

2. This report focuses on the City Council as an employer committed to increasing the diversity of its workforce and providing an inclusive work environment with equality of opportunity for all employees. It covers all aspects of recruitment, retention, performance management and staff development reflecting high standards of professional practice, and our position as Investors in People Gold Champion, in addition to embedding the Public Sector Equality Duty and Equality Act 2010 best practice.
3. It provides an update on human resources and equalities related activities of the City Council, a 'snap shot' of what we look like as a council, data trend analysis for a three year period (1 April 2017 to 31 March 2020) for the key protected characteristics and highlights what we have done in terms of recruitment and retention to increase the diversity of our workforce. The report also provides comparative population data and breakdown of the City Council's staffing for key equalities reporting areas.

## METHODOLOGY

4. An examination of the 2011 Census Data, the Office for National Statistics Labour Force Survey 2016 and the Annual Population Survey 2016 provides a greater understanding of the demography of Oxford's population.

- The Council is collecting and analysing data over a rolling three year period to enable greater insight into trends and to confirm the relevance of the current action plan and identify any new approaches. The 2018/20 WER includes data tables on protected characteristics, as defined in the Equality Act 2010, as well as information on recruitment activity, starters and leavers and disciplinary activity.

## LATEST WORKFORCE ANALYSIS & FINDINGS

- The number of people employed by the Council has risen from 702 on 31<sup>st</sup> March 2019 to 720 on 31<sup>st</sup> March 2020.

### Gender

- The Council maintains a good position in relation to the percentage of women employed in the workforce at 59%, which compares favourably with national demographic data of 47%. Whilst the proportion of women in the workforce has remained relatively static, the representation of women decreases at the higher pay grades: -

Grade	All Staff	Female	Male
Business Admin Apprentice	3	2	1
Grade 03	27	15	12
Grade 04	54	32	22
Grade 05	149	107	42
Grade 06	121	82	39
Grade 07	163	92	71
Grade 08	83	38	45
Grade 09	50	29	21
Grade 10	24	11	13
Grade 11	21	8	13
Business Lead	9	4	5
Service Manager+	3	1	2
Service Head	9	3	6
Director	3	0	3
Chief Exec	1	0	1
<b>Totals:</b>	<b>720</b>	<b>424</b>	<b>296</b>

- As can be seen from the above there are a greater number of women employed in lower graded roles than men, although there is still good representation of women in roles up to Grade 9. It is in grades 11+ that there is disproportionate representation of men in relation to the demographic of the workforce. Increasing the representation of women in higher management and senior leadership roles continues to form part of the Council's Equalities Action Plan.

## Ethnicity

9. The table below details the BAME population by service area as at 31<sup>st</sup> March 2020: -

Service Area/Team	Staff from a BAME Group	
	Number	% Employees
Assistant Chief Executive	3	16.7%
Business Improvement	23	15.0%
Community Services	14	15.4%
Financial Services	14	11.3%
Law & Governance	3	13.0%
Regeneration & Economy	1	3.4%
Regulatory Services and Community Safety	10	14.1%
Senior Management	1	20.0%
Housing Services	17	13.3%
Planning Services	5	15.2%
Environmental Sustainability	1	2.9%
Welfare Reform Team	1	16.7%
Transformation	0	0.0%
	<b>93</b>	

10. The representation of BAME staff across the Council's pay structure as at 31<sup>st</sup> March 2020 can be summarised as follows: -

Grade	Employee Number	BAME	
		Number	% Employees
Apprentice	3	0	0.00%
Grade 03	27	6	11.11%
Grade 04	54	8	0.00%
Grade 05	149	30	33.33%
Grade 06	121	17	22.22%
Grade 07	163	17	14.81%
Grade 08	83	9	20.13%
Grade 09	50	4	14.05%
Grade 10	24	0	10.43%
Grade 11	21	0	10.84%
Business Lead	9	1	8.00%
Service Manager+	3	0	0.00%
Service Head	9	0	0.00%
Director	3	1	0.00%
Chief Executive	1	0	0.00%
<b>Totals:</b>	<b>720</b>	<b>93</b>	<b>12.92%</b>

11. In relation to BAME representation it can be shown that the actions being delivered through the Equalities action Plan are having a positive impact. The workforce percentage of BAME staff was 11.95% as of 31<sup>st</sup> March 2018, which increased to 12.9% as of 31<sup>st</sup> March 2020. Based on the 2011 Census the economically active BAME population of Oxford is 18.7% and, as part of the equalities action plan, it was agreed to strive to achieve BAME representation of 13.65%.

### **Disability**

12. The number of staff who have declared themselves as having a disability has risen to 10.83% as at 31<sup>st</sup> March 2020, which is both the highest level over the reporting period as well as greater than the proportion of economically active individuals, as reported in the 2011 Census (8.9%).

### **Age**

13. The proportion of staff under 30 years of age has decreased across the 3 year reporting period from 18.4% to 15.7%. The proportion between staff aged over 50 has increased marginally during this period.

### **Sexual Orientation**

14. The number of staff who have declared themselves as lesbian, gay or bisexual has steadily increased over the reporting period, and is at a three year high of 3.7% as at 31<sup>st</sup> March 2020.

### **Religious Belief & Non Belief**

15. The proportion of members of staff who consider themselves to be atheist or have no religion has increased since March 2018. The numbers of staff who consider themselves to be Christian has remained consistent. The number of staff not providing information has increased to 28% in March 2020.

### **Reporting Levels**

16. The proportion of staff choosing not to provide information on their protected characteristics remains an issue for the council, as this creates a barrier in terms of understanding the actual composition of its workforce. The current levels of 'non-disclosure', compared with the previous year, are detailed below: -

<b>Characteristic</b>	<b>Proportion of Staff not Declaring Information</b>	
	<b>As at 31<sup>st</sup> Mar 2020</b>	<b>As at 31<sup>st</sup> Mar 2019</b>
Ethnicity	7.78%	6.70%
Disability	7.22%	8.83%
Sexual Orientation	25.56%	26.92%
Religious Belief	28.19%	27.49%

17. The HR team will continue to explore opportunities to increase the levels of self-reporting.

### **Staff Living within Oxford**

18. The proportion of staff living within the OX1 to OX4 postcode area has marginally decreased over the reporting period. The proportion of staff living outside the city centre is partly a reflection of the fact that Oxford remains the most expensive place to live in the UK outside London, as well as the City Council's continued ability to attract talent from across the country due to its ambitious agenda and reputation, flexible working arrangements and employee benefits.

### **Recruitment Activity**

19. In the recruitment activity data table (number 12) the data for 2019/20 refers solely to City Council vacancies, whereas the data for 2017/18 and 2018/19 include recruitment for Oxford Direct Services vacancies as well. In the last reporting period the number of applicants from BAME backgrounds is higher when compared with BAME representation in the workforce. The number of applicants declaring a disability remains fairly consistent as does the female/male ratio.

20. The Council has previously reviewed a sample of recruitment campaigns to ensure from application through to shortlisting and appointment, the process has been undertaken fairly and equitably. Further steps will be undertaken/embedded in the coming year. These will be two-fold a) as part of the training budget allocated to service heads and managers we will make it an imperative that officers focus on developing the skills of under-represented staff at senior management grades, so that these cohorts are competitive in internal recruitment, and b) on external recruitment drives, we will be promoting opportunities using local community pathways that are rooted in diversity, coupled with only inserting job qualifications when they are absolutely essential to the requirements of the job. We will work to make all interview and stakeholder panels diverse, and apply positive action in the decision making process utilising the framework of the law, as per the Equality Act. This should ensure that panels look like the people that we want to recruit and should also support the applicant to perform at their best.

21. The other benefits of this approach is that it will mitigate against unconscious bias, and improve organisational culture. The Council will not be compromising on meritocracy or quality.

22. The Council continues to use a variety of approaches to promote job opportunities within the local community, including: holding recruitment roadshows in local community venues; attendance at local job fairs and careers events in local schools; advertising suitable roles in community centre notice boards; community newspapers/magazines; local libraries and the Oxford Mail; and encouraging applications for apprenticeship opportunities from the OX1 to OX4 postcode area. Staff turnover is normally approximately 10 -12% per annum, which is broadly comparable with other public sector organisations. Data will continue to be reviewed across the entire recruitment cycle to identify if there are any specific points areas within that cycle which need attention, and forms part of the equality action plan.

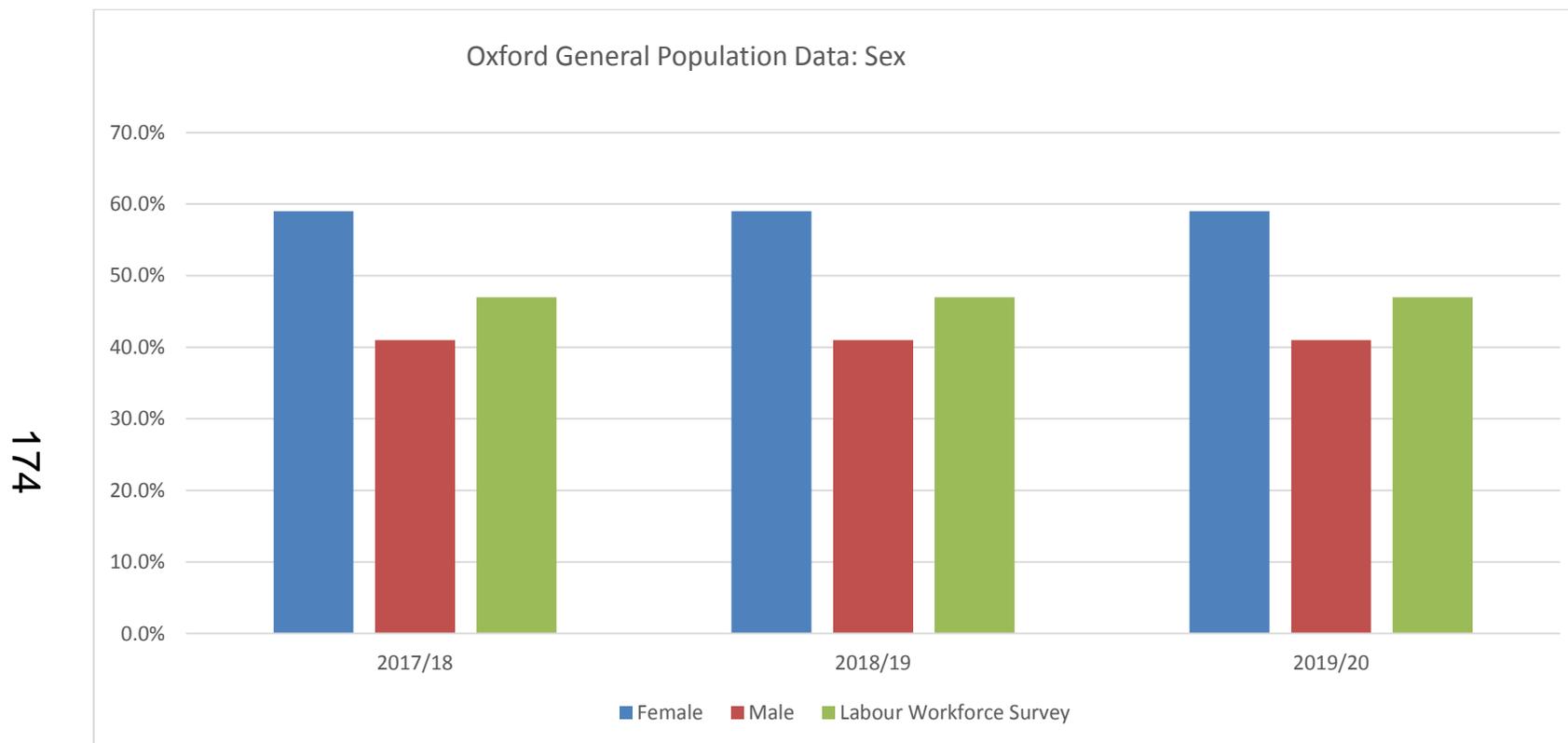
23. The data for new starters in 2019/20 indicates that the proportion of new starters broadly reflects the current workforce in terms of gender and staff with a disability. The proportion of applicants from a BAME group is higher than the current workforce, which is a positive development. The proportion of new starters that declined to provide information on their ethnic origin and disability status has increased to 24.24 % in 2019/20, and will remain a focus in the coming years to encourage new staff to provide this data as part of the recruitment and induction process.
24. The data for leavers in 2019/20 indicates that the proportion of leavers is broadly representative of the current workforce in terms of gender and disability. The number of leavers from a BAME background was, however, higher than the representation in the Council's workforce. This offsets the increase in new starters and therefore the overall representation in the workforce remains the same.
25. The overall number of leavers in 2019/20 has reduced with fewer people voluntarily resigning.
26. The City Council remains the **only** local authority within Oxfordshire that is a Living Wage Champion. The Council has also built the OLW into its Procurement process, so that all sub-contractors are encouraged to pay at least the OLW for agency staff engaged on council contracts. This policy ensures that Council staff and agency staff supplied through the agency worker contract with Reed are paid a decent wage as well as helping to offset the high cost of accommodation within the city, which is the most expensive area to live in the UK.

#### **Other Workforce Data**

27. The level of disciplinary casework has been relatively consistent in the last two reporting periods.
28. The data tables below provide information on the numbers of staff employed by the Council as at 31<sup>st</sup> March 2020 for each of the protected characteristics, supplemented where appropriate with general population data.

## GENERAL POPULATION & WORKFORCE DIVERSITY PROFILE (AS AT 31 MARCH 2018, 2019 AND 2020)

### DATA TABLE 1: OXFORD GENERAL POPULATION DATA: SEX



The Labour Force Survey data (January to March 2018) indicates that some 47% of the national workforce was female. Over the reporting period 2018/9 to 2019/20 the proportion of female staff in the workforce has stabilised at some 58%.

## DATA TABLE 2: CITY COUNCIL WORKFORCE PROFILE (SEX)

As at 31 March 2018

Gender	Percentage	Number
Female	58.70	398
Male	41.30	280
<b>Total</b>	<b>100%</b>	<b>678</b>

As at 31 March 2019

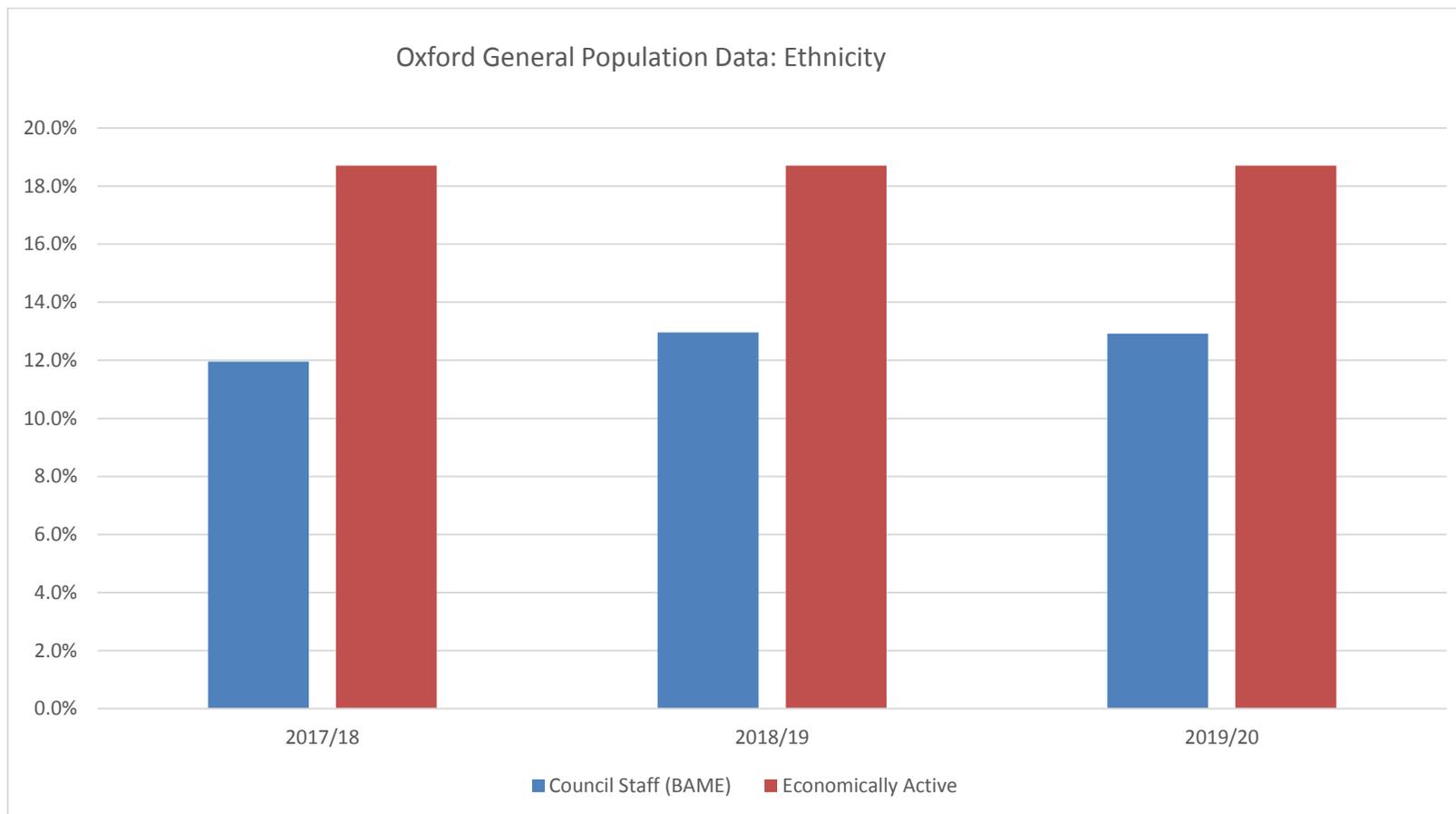
Gender	Percentage	Number
Female	58.97	414
Male	41.03	288
<b>Total</b>	<b>100%</b>	<b>702</b>

As at 31 March 2020

Gender	Percentage	Number
Female	58.89	424
Male	41.11	296
<b>Total</b>	<b>100%</b>	<b>720</b>

**Commentary:** The organisational headcount has increased steadily since 2017, with the proportion of female staff increasing slightly over the same period.

**DATA TABLE 3: OXFORD GENERAL POPULATION DATA: ETHNICITY**



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Across the city, 18.7% of the economically active population, i.e. excluding students, are from a BAME group (Census 2011). The proportion of City Council staff from a BAME group was 12.9% as at 31<sup>st</sup> March 2020.

#### DATA TABLE 4: CITY COUNCIL WORKFORCE PROFILE (ETHNICITY)

As at 31 March 2018

Ethnicity	Percentage	Number
White	81.27	551
BAME	11.95	81
Unspecified	6.78	46
<b>Total</b>	<b>100%</b>	<b>678</b>

As at 31 March 2019

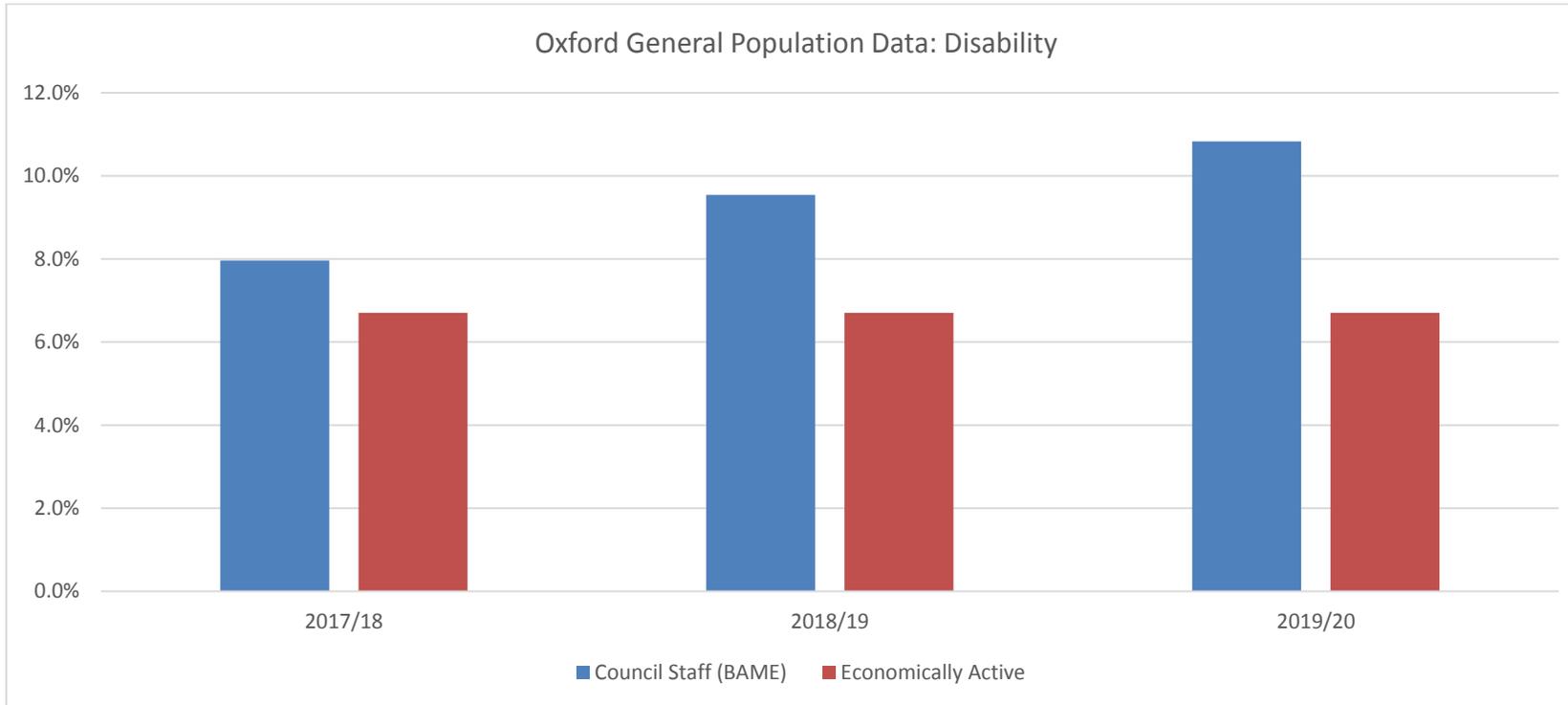
Ethnicity	Percentage	Number
White	80.34	564
BAME	12.96	91
Unspecified	6.70	47
<b>Total</b>	<b>100%</b>	<b>702</b>

As at 31 March 2020

Ethnicity	Percentage	Number
White	78.89	568
BAME	12.92	93
Unspecified	8.19	59
<b>Total</b>	<b>100%</b>	<b>720</b>

**Commentary:** The number of employees from a BAME group remains consistent. We need to ensure that more people feel able to declare their ethnic origin. This will enable us to compile a more comprehensive and accurate picture of our workforce profile.

**DATA TABLE 5: OXFORD GENERAL POPULATION DATA: DISABILITY**



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The proportion of economically active residents in Oxford who considered themselves to have a disability in the 2011 Census was 8.9%. The proportion of staff who consider themselves to have a disability has steadily increased over the reporting period from 7.96% to 10.83%.

## DATA TABLE 6: WORKFORCE PROFILE (DISABILITY)

As at 31 March 2018

Disability	Percentage	Number
No	84.96	576
Not known	1.47	10
Yes	7.96	54
Not specified	5.6	38
<b>Total</b>	<b>100%</b>	<b>678</b>

As at 31 March 2019

Disability	Percentage	Number
No	81.62	573
Not known	1.99	14
Yes	9.54	67
Not specified	6.84	48
<b>Total</b>	<b>100%</b>	<b>702</b>

As at 31 March 2020

Disability	Percentage	Number
No	79.03	569
Not known	2.92	21
Yes	10.83	78
Not specified	7.22	52
<b>Total</b>	<b>100%</b>	<b>720</b>

**Commentary:** The number of staff at March 2020 that reported they have a disability was 10.83%, which is the highest level over the reporting period as well as above the 2011 Census proportion of the economically active individuals with a disability (8.9%).

## DATA TABLE 7: CITY COUNCIL WORKFORCE PROFILE (AGE)

As at 31 March 2018

Age Bands	Percentage	Number
Under 21	1.18	8
21-30	17.26	117
31-40	23.16	157
41-50	25.07	170
51-60	27.58	187
61-65	4.72	32
Over 65	1.03	7
<b>Total</b>	<b>100%</b>	<b>678</b>

As at 31 March 2019

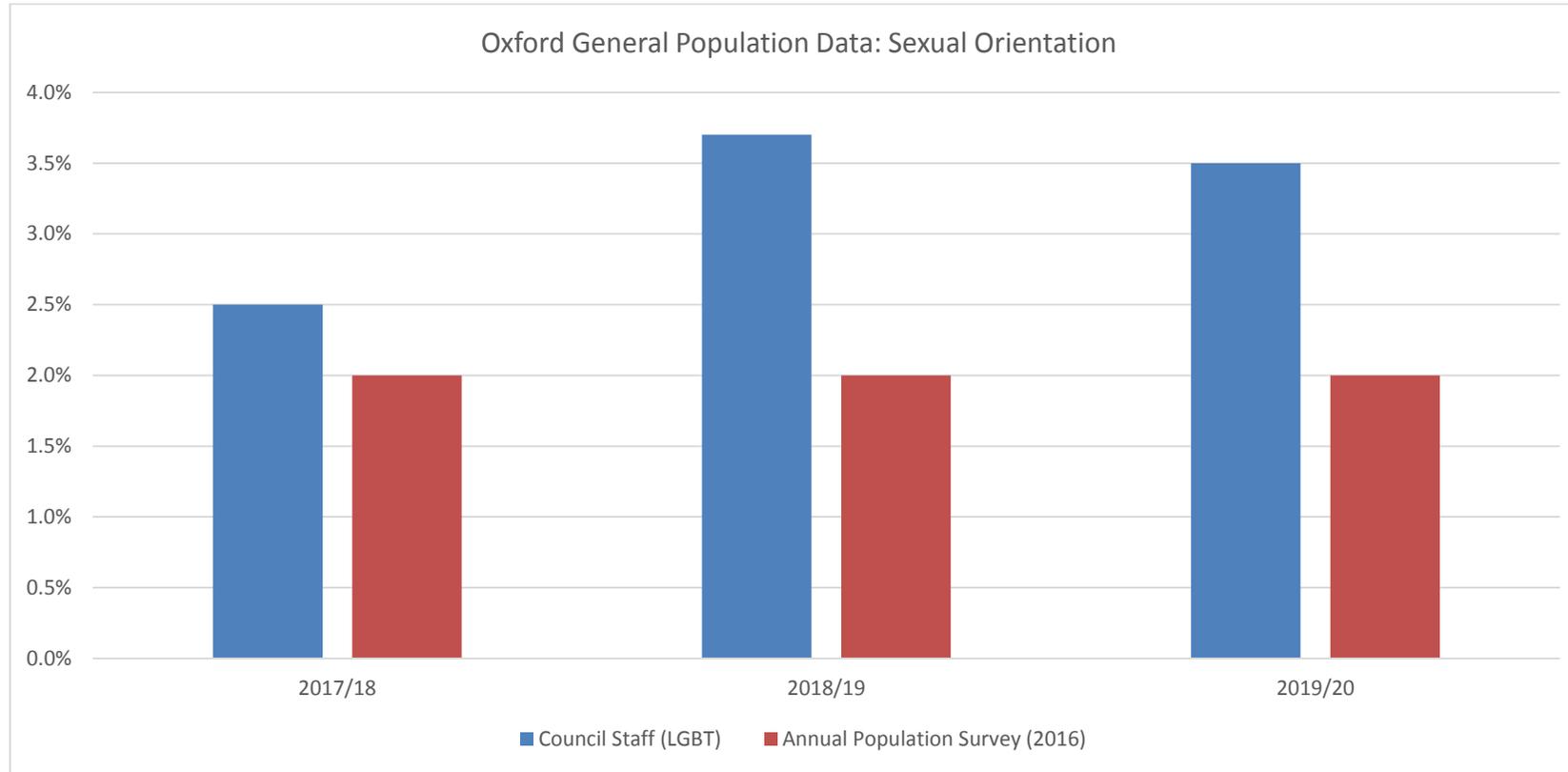
Age Bands	Percentage	Number
Under 21	1.14	8
21-30	16.38	115
31-40	23.36	164
41-50	24.22	170
51-60	27.64	194
61-65	6.27	44
Over 65	1.00	7
<b>Total</b>	<b>100%</b>	<b>702</b>

As at 31 March 2020

Age Bands	Percentage	Number
Under 21	0.69	5
21-30	15.00	108
31-40	25.42	183
41-50	23.61	170
51-60	25.28	182
61-65	8.75	63
Over 65	1.25	9
<b>Total</b>	<b>100%</b>	<b>720</b>

**Commentary:** The proportion of staff under 30 years of age has reduced from 18.4% to 15.7% over the reporting period. The proportion of staff aged over 50 has increased marginally during the reporting period.

**DATA TABLE 8: OXFORD GENERAL POPULATION DATA: SEXUAL ORIENTATION**



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The Annual Population Survey (2016) suggests that 2.0% of the population identifies as bisexual, lesbian or gay. However around 25% of the workforce over the reporting period 2018 to 2020 have declined to provide information on their sexuality, so it is difficult to provide an accurate workforce profile in this area.

## DATA TABLE 9: CITY COUNCIL WORKFORCE PROFILE (SEXUAL ORIENTATION)

As at 31 March 2018

Sexual Orientation	Percentage	Number
Bisexual	0.44	3
Gay Man	1.03	7
Gay woman/lesbian	1.03	7
Heterosexual/straight	66.96	454
Prefer not to say	8.70	59
Not specified	21.83	148
<b>Total</b>	<b>100%</b>	<b>678</b>

As at 31 March 2019

Sexual Orientation	Percentage	Number
Bisexual	1.28	9
Gay Man	1.00	7
Gay woman/lesbian	1.42	10
Heterosexual/straight	69.37	487
Prefer not to say	7.83	55
Not specified	19.09	134
<b>Total</b>	<b>100%</b>	<b>702</b>

As at 31 March 2020

Sexual Orientation	Percentage	Number
Bisexual	1.11	8
Gay Man	1.11	8
Gay woman/lesbian	1.25	9
Heterosexual/straight	70.97	511
Prefer not to say	7.92	57
Not specified	17.64	127
<b>Total</b>	<b>100%</b>	<b>720</b>

**Commentary:** The number of staff who have declared themselves as Lesbian, Gay or Bisexual has increased marginally over the reporting period. There remains a significant proportion of staff who have either indicated '*prefer not to say*' (7.9%) or '*not specified*' (17.6%) as at March 2020.

**DATA TABLE 10: CITY COUNCIL WORKFORCE PROFILE (RELIGION/BELIEF & NON BELIEF)**

**As at 31 March 2018**

**As at 31 March 2019**

**As at 31 March 2020**

Religion	Percentage	Number	Religion	Percentage	Number	Religion	Percentage	Number
Atheist/Humanist/no beliefs	26.70	181	Atheist/Humanist/no beliefs	28.35	199	Atheist/Humanist/no beliefs	29.44	212
Buddhist	0.29	2	Buddhist	0.85	6	Buddhist	0.56	4
Christian	34.22	232	Christian	35.75	251	Christian	34.58	249
Hindu	1.18	8	Hindu	1.14	8	Hindu	1.25	9
Jewish	0.15	1	Jewish	0.14	1	Jewish	0.14	1
Muslim	2.06	14	Muslim	2.14	15	Muslim	2.08	15
Other	3.98	27	Other	3.70	26	Other	3.33	24
Prefer not to say	9.00	61	Prefer not to say	8.69	61	Prefer not to say	9.72	70
Sikh	0.44	3	Sikh	0.43	3	Sikh	0.42	3
Not specified	21.98	149	Not specified	18.80	132	Not specified	18.47	133
<b>Total</b>	<b>100%</b>	<b>678</b>	<b>Total</b>	<b>100%</b>	<b>702</b>	<b>Total</b>	<b>100%</b>	<b>720</b>

**Commentary:** The number of staff not providing information has increased over the reporting period to 28% in March 2020. The proportion of members of staff who consider themselves to be atheist or have no religion has increased since March 2018. The numbers of staff who consider themselves to be Christian has remained consistent.

A dedicated non-denominational ‘quiet room’ is available within St Aldate’s Chambers for use by all staff as a reflective meditative space. It is also recognised that some groups have specific needs and these are addressed through commitments within the Fair Employment Policy, flexible working arrangements as well as through diversity training and support from HR Business Partners to assist staff/managers planning leave.

**DATA TABLE 11: CITY COUNCIL WORKFORCE PROFILE (NUMBER LIVING IN CENTRAL OXFORD & LIVING OUTSIDE CENTRAL OXFORD)**

**As at 31 March 2018**

Central Oxford	Percentage	Count
Central	37.46	254
Not	62.54	424
<b>Total</b>	<b>100%</b>	<b>678</b>

**As at 31 March 2019**

Central Oxford	Percentage	Count
Central	36.89	259
Not	63.11	443
<b>Total</b>	<b>100%</b>	<b>702</b>

**As at 31 March 2020**

Central Oxford	Percentage	Count
Central	35.69	257
Not	64.31	463
<b>Total</b>	<b>100%</b>	<b>720</b>

**Commentary:** The proportion of staff living within the OX1 to OX4 postcode area has marginally decreased over the reporting period. The proportion of staff living outside the city centre is a reflection of the fact that Oxford remains the most expensive place to live in the UK outside London, as well as the City Council’s continued ability to attract talent from across the country due to its ambitious agenda and reputation, flexible working arrangements and employee benefits.

## DATA TABLE 12: RECRUITMENT ACTIVITY BETWEEN 2018 AND 2020

### Recruitment activity in 2017/18

Sex	Percentage	Number
Female	45.60	3812
Male	50.40	4213
Not specified	4.00	334
<b>Total</b>	<b>100%</b>	<b>8359</b>

### Recruitment activity in 2018/19

Sex	Percentage	Number
Female	52.50	3472
Male	43.02	2845
Not specified	4.48	296
<b>Total</b>	<b>100%</b>	<b>6613</b>

### Recruitment activity in 2019/20

Sex	Percentage	Number
Female	49.34	783
Male	45.37	720
Not specified	5.29	84
<b>Total</b>	<b>100%</b>	<b>1587</b>

Ethnicity	Percentage	Number
BAME	20.07	1678
White	79.93	6681
<b>Total</b>	<b>100%</b>	<b>8359</b>

Ethnicity	Percentage	Number
BAME	29.73	1942
White	70.63	4671
<b>Total</b>	<b>100%</b>	<b>6613</b>

Ethnicity	Percentage	Number
BAME	26.84	426
White	64.84	1029
Not Specified	8.32	132
<b>Total</b>	<b>100%</b>	<b>1587</b>

Disabled	Percentage	Number
No	84.69	7079
Yes	5.13	429
Not Specified	10.18	851
<b>Total</b>	<b>100%</b>	<b>8359</b>

Disabled	Percentage	Number
No	82.38	5448
Yes	5.08	336
Not Specified	12.54	829
<b>Total</b>	<b>100%</b>	<b>6613</b>

Disabled	Percentage	Number
No	82.23	1305
Yes	6.43	102
Not Specified	11.34	180
<b>Total</b>	<b>100%</b>	<b>1587</b>

**Commentary:** The data tables above for 2019/20 relate to recruitment for City Council vacancies only, whereas the data tables for both 2017/18 and 2018/19 include recruitment for **both** City Council and ODS vacancies. Although this makes meaningful trend analysis very difficult the *proportion* of applications received from female, BAME and disabled applicants remains broadly comparable with previous reporting periods. The Council regularly reviews where and how it advertises job opportunities and is exploring making greater use of social media to encourage applications from a younger age demographic, its 'employer brand' and how it can promote working for the city, as well as 'outreach' work with local communities and schools. These actions are part of a continuing programme of work towards being more reflective of the communities it serves.

**DATA TABLE 13: STARTERS BETWEEN 2018 AND 2020**

**New starters during 2017/8**

Sex	Percentage	Number
Female	33.56	97
Male	66.44	192
<b>Total</b>	<b>100%</b>	<b>289</b>

Ethnicity	Percentage	Number
BAME	7.96	23
White	51.90	150
Not Specified	40.14	116
<b>Total</b>	<b>100%</b>	<b>289</b>

Disabled	Percentage	Number
No	82.70	239
Yes	2.42	7
Not Specified	14.88	43
<b>Total</b>	<b>100%</b>	<b>289</b>

**New starters during 2018/19**

Sex	Percentage	Number
Female	55.74	68
Male	44.26	54
<b>Total</b>	<b>100%</b>	<b>122</b>

Ethnicity	Percentage	Number
BAME	18.03	22
White	67.22	82
Not Specified	14.75	18
<b>Total</b>	<b>100%</b>	<b>122</b>

Disabled	Percentage	Number
No	72.13	88
Yes	7.38	9
Not Specified	20.49	25
<b>Total</b>	<b>100%</b>	<b>122</b>

**New starters during 2019/20**

Sex	Percentage	Number
Female	52.53	52
Male	47.47	47
<b>Total</b>	<b>100%</b>	<b>99</b>

Ethnicity	Percentage	Number
BAME	17.17	17
White	62.63	62
Not Specified	20.20	20
<b>Total</b>	<b>100%</b>	<b>99</b>

Disabled	Percentage	Number
No	66.67	66
Yes	9.09	9
Not Specified	24.24	24
<b>Total</b>	<b>100%</b>	<b>99</b>

**Commentary:** The data tables above for 2018/19 and 2019/20 relate to City Council new starters, whereas the data table for 2017/18 includes ODS new starters. Comparing the last two data tables the number of new starters has reduced significantly. This is consistent with a reduction in the number of leavers for the same period (see next tables) and indicates a reduction in staff turnover during the 2019/20 reporting period. Whilst the number of new starters from a BAME background has reduced slightly it is still higher than the workforce representation in 2019/20. The proportion of new starters who have not provided information on their ethnic origin and disabled status has, however, increased in the last reporting period. This will continue to be a focus in the coming years to encourage staff to provide this information so that the Council gain a clearer understanding of the composition and needs of the workforce.

**DATA TABLE 14: LEAVERS BETWEEN 2018 AND 2020**

**Leavers during 2017/18**

Sex	Percentage	Number
Female	37.09	56
Male	62.91	95
<b>Total</b>	<b>100%</b>	<b>151</b>

Ethnicity	Percentage	Number
BAME	7.95	12
White	77.48	117
Not Specified	14.57	22
<b>Total</b>	<b>100%</b>	<b>151</b>

Disabled	Percentage	Number
No	90.07	136
Yes	7.94	12
Not Specified	1.99	3
<b>Total</b>	<b>100%</b>	<b>151</b>

**Leavers during 2018/19**

Sex	Percentage	Number
Female	54.40	68
Male	45.60	57
<b>Total</b>	<b>100%</b>	<b>125</b>

Ethnicity	Percentage	Number
BAME	13.60	17
White	78.40	98
Not Specified	8.00	10
<b>Total</b>	<b>100%</b>	<b>125</b>

Disabled	Percentage	Number
No	91.20	114
Yes	8.00	10
Not Specified	0.80	1
<b>Total</b>	<b>100%</b>	<b>125</b>

**Leavers during 2019/20**

Sex	Percentage	Number
Female	51.81	43
Male	48.19	40
<b>Total</b>	<b>100%</b>	<b>83</b>

Ethnicity	Percentage	Number
BAME	16.87	14
White	71.08	59
Not Specified	12.05	10
<b>Total</b>	<b>100%</b>	<b>83</b>

Disabled	Percentage	Number
No	85.54	9
Yes	10.84	71
Not Specified	3.61	3
<b>Total</b>	<b>100%</b>	<b>83</b>

**Commentary:** The data tables above for 2018/19 and 2019/20 relate to City Council employees only, whereas the data table for 2017/18 includes ODS leavers. Comparing the last two data tables the number of staff leaving the Council has reduced significantly in 2019/20.

**DATA TABLE 15: ANALYSIS OF REASONS FOR LEAVING BETWEEN 2018 AND 2020**

**Leavers during 2017/18**

Reason	Percentage	Number
Died in Service	0.66	1
Dismissal – Attendance	3.31	5
End of Fixed Term Contract	7.95	12
Failed Probation	1.98	3
Mutually Agreed Termination	2.65	4
Resignation – Career Development	4.64	7
Resignation – Improved Pay/Benefits	0.66	1
Resignation – Other	67.55	102
Resignation – Relocation	2.65	4
Resignation – Retirement	4.64	7
Retirement – Ill Health Tier 1	2.65	4
Retirement – Ill Health Tier 2	0.66	1
<b>Total</b>	<b>100%</b>	<b>151</b>

**Leavers during 2018/19**

Reason	Percentage	Number
End of Fixed Term Contract	12.8	16
Failed Probation	1.6	2
Mutually Agreed Termination	4	5
Redundancy (with Severance Payment)	0.8	1
Resignation - Career Development	0.8	1
Resignation - Other	73.6	92
Resignation - Relocation	2.4	3
Resignation - Retirement	2.4	3
Transfer	1.6	2
<b>Total</b>	<b>100%</b>	<b>125</b>

**Leavers during 2019/20**

Reason	Percentage	Number
Died in Service	1.20	1
Dismissal – Attendance	1.20	1
End of Fixed Term Contract	3.61	3
Failed Probation	1.20	1
Mutually Agreed Termination	3.61	3
Resignation – Other	80.72	67
Resignation – Relocation	2.41	2
Resignation – Retirement	6.02	5
<b>Total</b>	<b>100%</b>	<b>83</b>

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**Commentary:** The data tables for 2018/19 and 2019/20 provide details of the leaving reason for staff leaving the City Council, whereas the table for 2017/18 includes ODS leavers. The number of people resigning has reduced significantly in the last reporting period.

**DATA TABLE 16: OTHER WORKFORCE DATA**

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Disciplinary	Warnings given during 2017/18				Warnings given during 2018/19				Warnings given during 2019/20			
	1st Written	Final Written	Informal Warning	Total	1st Written	Final Written	Informal Warning	Total	1st Written	Final Written	Informal Warning	Total
Breach of Data Protection policy					2		1	3	1			1
Breach of IT policy							1	1				
Breach of H&S policy												
Damage to Council Property	12	1	4	17								
Damage to Council reputation	1	5		6					2	1		3
Discrimination, bullying harassment		1		1								
Drug or alcohol misuse		1		1								
Non-adherence to values and behaviours framework	4	1	6	11			1	1				
Non-adherence/breach to Organisational policy or work processes	12	5	21	38	2		1	3			3	3
	<b>29</b>	<b>14</b>	<b>31</b>	<b>74</b>	<b>4</b>		<b>4</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>7</b>
	<b>39%</b>	<b>19%</b>	<b>42%</b>		<b>50%</b>		<b>50%</b>		<b>43%</b>	<b>14%</b>	<b>43%</b>	

**Commentary:** The level of disciplinary casework has been relatively consistent in the last two reporting periods.

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# Appendix 2

## Gender Pay Reports as at 31 March 2019 and 31 March 2020

1. Table 1 – Gender Pay Gap Comparisons between 31<sup>st</sup> March 2019 and 31<sup>st</sup> March 2020

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31 March 2020	
Mean gender pay gap (basic pay)	12.3%
Median gender pay gap (basic pay)	11.9%
Mean gender bonus gap	0%
Median gender bonus gap	0%
Proportion males receiving a bonus	0%
Proportion females receiving a bonus	0%

31 March 2019	
Mean gender pay gap (basic pay)	10.2%
Median gender pay gap (basic pay)	12.1%
Mean gender bonus gap	11.6%
Median gender bonus gap	9.26%
Proportion males receiving a bonus	83.7%
Proportion females receiving a bonus	84.2%

Quartile	Males %	Females %
Top	54.44	45.56
Upper Middle	42.22	57.78
Lower Middle	34.44	65.56
Lower	33.33	66.67

Quartile	Males %	Females %
Top	50.58	49.42
Upper Middle	44.19	55.81
Lower Middle	37.12	62.79
Lower	34.88	65.12

The financial year 2019/20 was an increment year and there was no Partnership Payment.

The financial year 2018/19 was **not** an increment year, so a higher proportion of staff were eligible for a Partnership Payment.

## Appendix 2

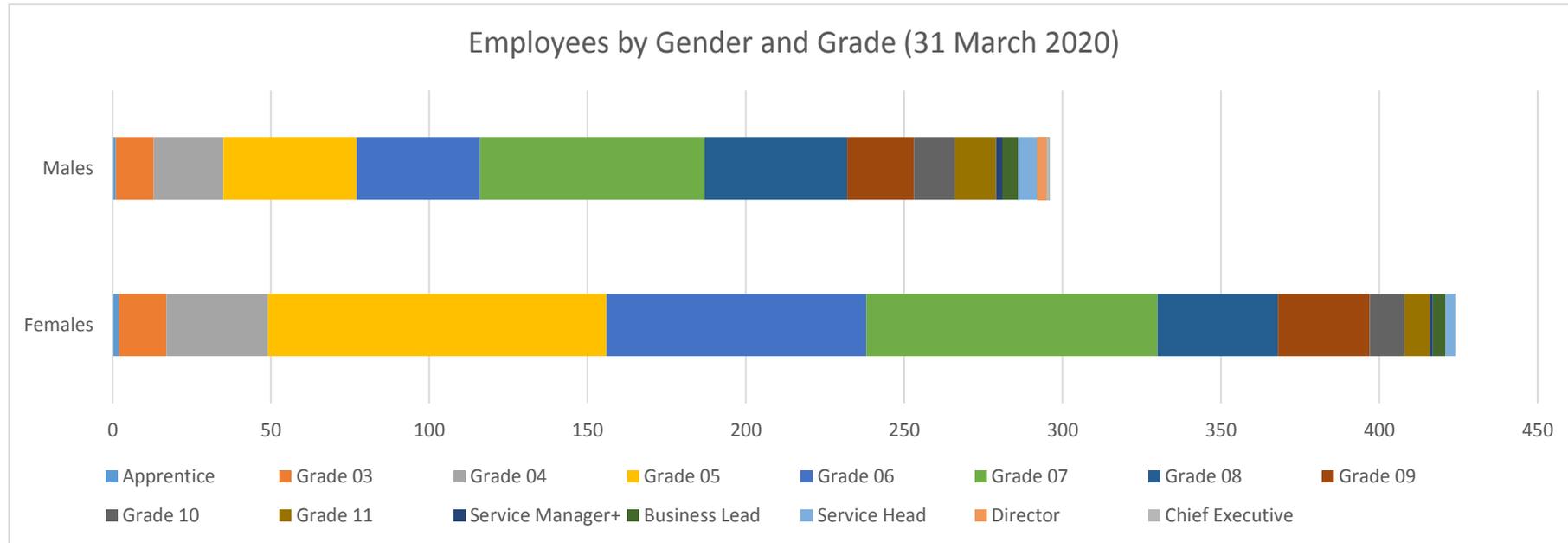
2. Table 2 – Distribution of Council staff by grade and gender (31 March 2020)

Grade	All Employees	% All Employees	Female	%All Females	Male	% All Males
Apprentice	3	0.4%	2	0.5%	1	0.3%
Grade 03	27	3.8%	15	3.5%	12	4.1%
Grade 04	54	7.5%	32	7.5%	22	7.4%
Grade 05	149	20.7%	107	25.2%	42	14.2%
Grade 06	121	16.8%	82	19.3%	39	13.2%
Grade 07	163	22.6%	92	21.7%	71	24.0%
Grade 08	83	11.5%	38	9.0%	45	15.2%
Grade 09	50	6.9%	29	6.8%	21	7.1%
Grade 10	24	3.3%	11	2.6%	13	4.4%
Grade 11	21	2.9%	8	1.9%	13	4.4%
Service Manager+	3	0.4%	1	0.2%	2	0.7%
Business Lead	9	1.3%	4	0.9%	5	1.7%
Service Head	9	1.3%	3	0.7%	6	2.0%
Director	3	0.4%	0	0.0%	3	1.0%
Chief Executive	1	0.1%	0	0.0%	1	0.3%
<b>Totals</b>	<b>720</b>	<b>100.0%</b>	<b>424</b>	<b>58.9%</b>	<b>296</b>	<b>41.1%</b>

# Appendix 2

## 3. Table 3 –Distributions of Council staff by gender and grade (stacked diagram)

In the stacked diagram below all Council staff (males and females) are shown by grade (expressed as an hourly rate) from Apprentice through to Senior Manager (left to right):

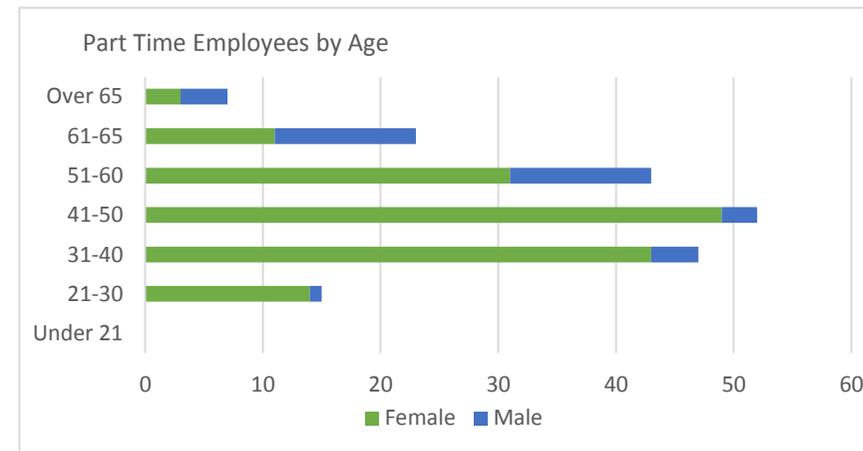
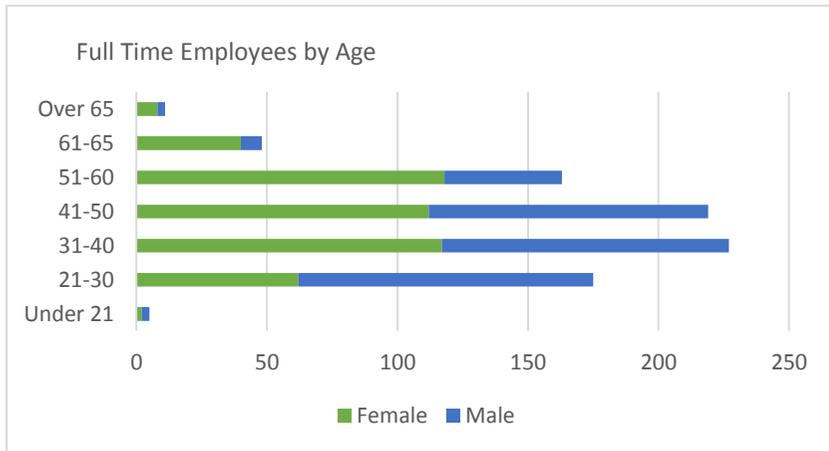
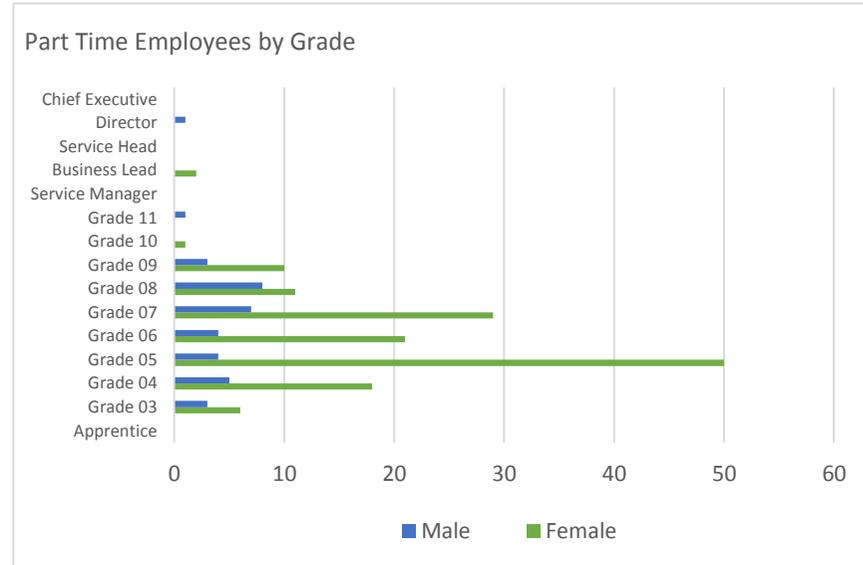
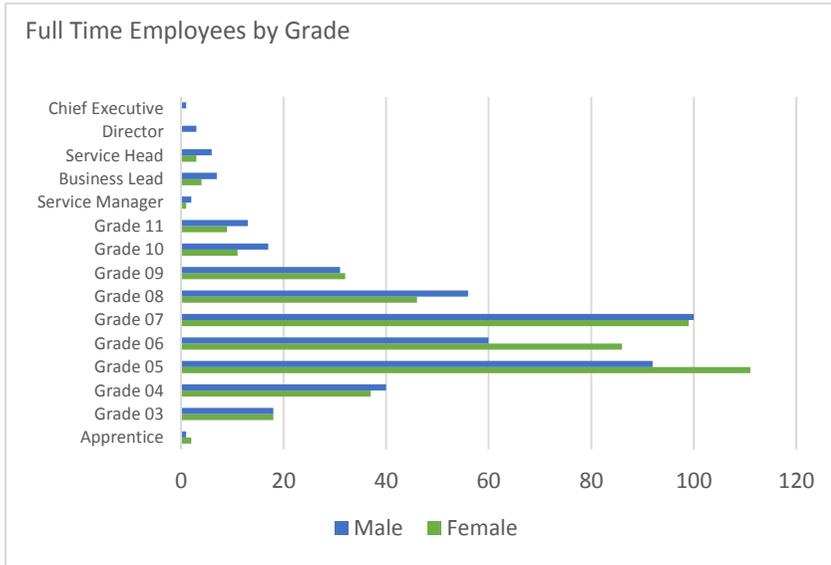


4. Table 4 – Distribution of Council staff by employment type and gender (31 March 2020)

Grade	Female		Female Total	Male		Male Total	Grand Total
	Full Time	Part Time		Full Time	Part Time		
Apprentice	2		2	1		1	3
Grade 03	9	6	15	9	3	12	27
Grade 04	14	18	32	17	5	22	54
Grade 05	57	50	107	38	4	42	149
Grade 06	61	21	82	35	4	39	121
Grade 07	63	29	92	64	7	71	163
Grade 08	27	11	38	37	8	45	83
Grade 09	19	10	29	18	3	21	50
Grade 10	7	4	11	13		13	24
Grade 11	8		8	12	1	13	21
Service Manager+	1		1	2		2	3
Business Lead	2	2	4	5		5	9
Service Head	3		3	6		6	9
Director				2	1	3	3
Chief Exec				1		1	1
<b>Grand Total</b>	<b>273</b>	<b>151</b>	<b>424</b>	<b>260</b>	<b>36</b>	<b>296</b>	<b>720</b>

5. Table 5 – Analysis of workforce profile by age and grade

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6. Table 6 – Comparison of gender pay gap reports (as at 31 March 2019)

<b>REPORTING INDICES</b>	<b>OCC</b>	<b>Cambridge CC</b>	<b>Reading BC</b>
Mean gender pay gap (basic pay)	10.2%	2.5%	5.0%
Median gender pay gap (basic pay)	12.1%	5.5%	5.1%

**Pay Quartiles by Gender**

<b>Quartile</b>	<b>OCC</b>		<b>Cambridge CC</b>		<b>Reading BC</b>	
	<b>Male %</b>	<b>Female %</b>	<b>Male %</b>	<b>Female %</b>	<b>Male %</b>	<b>Female %</b>
Top	50.6	49.4	44.7	55.3	42	58
Upper Middle	44.2	55.8	38.0	66.0	40	60
Lower Middle	37.2	62.8	37.1	62.9	36	64
Lower	34.9	65.1	38.9	61.1	32	68
Workforce composition	41.7	58.3	39.7	61.3	37.5	62.5

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<b>REPORTING INDICES</b>	<b>Oxford Brookes</b>	<b>Oxfordshire CC</b>	<b>Cherwell DC</b>
Mean gender pay gap (basic pay)	11.2%	3.3%	1.9%
Median gender pay gap (basic pay)	8.5%	1.3%	0.6%

**Pay Quartiles by Gender**

<b>Quartile</b>	<b>Oxford Brookes</b>		<b>Oxfordshire CC</b>		<b>Cherwell DC</b>	
	<b>Male %</b>	<b>Female %</b>	<b>Male %</b>	<b>Female %</b>	<b>Male %</b>	<b>Female %</b>
Top	49.4	50.6	32.9	67.1	56.3	43.7
Upper Middle	44.4	55.6	37.7	62.3	48.4	51.6
Lower Middle	30.7	69.3	38.6	61.4	57.8	42.2
Lower	34.5	65.5	26.0	74.0	41.4	58.6
Workforce composition	39.8	60.3	33.8	66.2	51.0	49.0



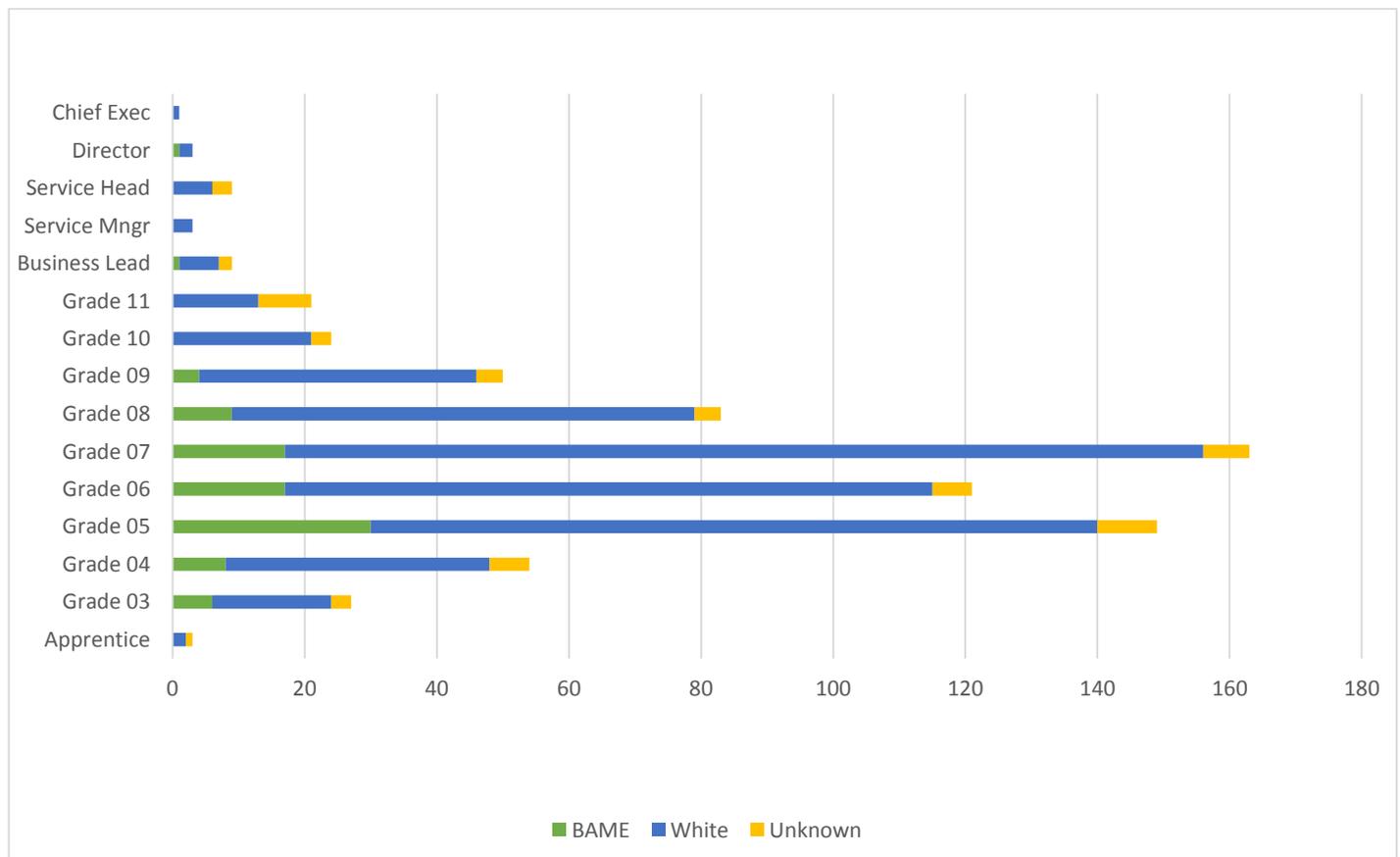
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# Appendix 3

Distribution of Council staff by Grade and Ethnicity (31 March 2020)

Grade	All Employees	% All Employees	BAME	% BAME	Unknown	% Unknown	White	% White
Apprentice	3	0.4%	0	0.0%	1	1.8%	2	0.4%
Grade 03	27	3.8%	6	6.5%	3	5.4%	18	3.2%
Grade 04	54	3.8%	8	8.6%	6	10.7%	40	7.0%
Grade 05	149	7.5%	30	32.3%	9	16.1%	110	19.3%
Grade 06	121	20.7%	17	18.3%	6	10.7%	98	17.2%
Grade 07	163	16.8%	17	18.3%	7	12.5%	139	24.3%
Grade 08	83	22.6%	9	9.7%	4	7.1%	70	12.3%
Grade 09	50	11.5%	4	4.3%	4	7.1%	42	7.4%
Grade 10	24	6.9%	0	0.0%	3	5.4%	21	3.7%
Grade 11	21	3.3%	0	0.0%	8	14.3%	13	2.3%
Business Lead	9	2.9%	1	1.1%	2	3.6%	6	1.1%
Service Manager	3	0.4%	0	0.0%	0	0.0%	3	0.5%
Service Head	9	1.3%	0	0.0%	3	5.4%	6	1.1%
Director	3	0.4%	1	1.1%	0	0.0%	2	0.4%
Chief Executive	1	0.1%	0	0.0%	0	0.0%	1	0.2%
<b>Totals</b>	<b>720</b>	<b>100.0%</b>	<b>93</b>	<b>12.9%</b>	<b>56</b>	<b>7.8%</b>	<b>571</b>	<b>79.3%</b>

Graph: Distribution of Council staff by Grade and Ethnicity (31 March 2020)



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## Scrutiny Budget Review 2021/22 – Scoping Document

<b>Review Topic</b>	Budget Review 2021/22 and Medium Term Financial Plan to 2024-25
<b>Lead Member Review Group</b>	Councillor James Fry
<b>Other Review Group Members</b>	<p>Councillor Chewe Munkonge Councillor Craig Simmons Councillor Roz Smith</p> <p>Members of the Housing Panel will be invited to scrutinise Housing-related budgetary items:</p> <p>Councillor Nadine Bely-Summers Councillor Shaista Aziz Councillor Mike Gotch Councillor Sian Taylor Councillor Elizabeth Wade Councillor Dick Wolff Tony Buchanan (tenant co-optee)</p>
<b>Officer Support and allocate hours</b>	Scrutiny Officer support – approx. 2-3 days per week from mid-December 2020 to mid-February 2021. Additional support from the Head of Financial Services, Management Accountancy Manager and other Senior Officers.
<b>Background</b>	<p>The Finance Panel is responsible for scrutinising finance and budgetary issues and decisions, including the Budget 2021/22 decision.</p> <p>The Budget 2021/22 paperwork will be published for consultation on 01 December 2020, ahead of a final decision by full Council on 17 February 2021. Scrutiny has formed a Budget Review Group to scrutinise the budget proposals in detail before reporting to Cabinet in February.</p>
<b>Rationale</b>	To scrutinise the Council’s draft budget for 2021/22 and medium term financial plan for the following three years, and provide public assurance of the Council’s budget setting processes and decisions.
<b>Key lines of inquiry</b>	<p>Areas of focus for the Budget Review Group this year to include:</p> <ul style="list-style-type: none"> <li>• Assessment of the impact of Covid-19 on the Council’s finances during 2019/20, and the expected impact over the course of the Medium Term Financial Plan to 2024/25</li> <li>• Assessment of overall strategy and individual proposals to mitigate lost income and to reduce costs</li> <li>• Government support and other external funding</li> <li>• Planned borrowing levels, contingencies and earmarked reserves</li> <li>• Deliverability of the Capital Programme and its relation to previous iterations of the Medium Term Financial Plan</li> </ul>

	<ul style="list-style-type: none"> <li>• The contribution to the Council's finances of its companies and joint-ventures, Oxford Direct Services Ltd, Oxford City Housing Ltd, Barton Park LLP and OxWED.</li> <li>• Service area budget proposals including planned savings and efficiencies, cost pressures and staffing (FTE) impacts.</li> <li>• The impact of Brexit and other macroeconomic factors</li> <li>• The Council's resourcing and management of homeworking as an ongoing way of working post-Covid</li> </ul>
<b>Indicators of Success</b>	<ul style="list-style-type: none"> <li>• Robust independent scrutiny of budget proposals;</li> <li>• Detailed consideration of key lines of inquiry;</li> <li>• The production of an evidenced based report with recommendations;</li> <li>• Broad agreement on conclusions and recommendations amongst Review Group members;</li> <li>• The majority of recommendations are agreed by the Cabinet.</li> </ul>
<b>Methodology/ Approach</b>	<p>Evidence gathering to include:</p> <ul style="list-style-type: none"> <li>• A budget briefing by the Chief Executive and Head of Financial Services;</li> <li>• Reviewing Budget 2021/22 paperwork, including options or bids presented to members;</li> <li>• Submitting written questions to Senior Officers and reviewing their responses;</li> <li>• Meetings with Executive Directors, Assistant Chief Executive and Heads of Service.</li> </ul>
<b>Specify Witnesses/ Experts</b>	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Assistant Chief Executive;</li> <li>• Executive Director – Development;</li> <li>• Transition Director;</li> <li>• Executive Director – Communities and Customer (Interim)</li> <li>• Interim Director of Housing;</li> <li>• Head of Financial Services;</li> <li>• Head of Housing Services;</li> <li>• Head of Planning Services;</li> <li>• Head of Community Services;</li> <li>• Head of Business Improvement;</li> <li>• Head of Law and Governance (subject to appointment)</li> <li>• Head of Regulatory Services and Community Safety</li> <li>• Head of Transformation</li> <li>• Head of Regeneration and Economy</li> <li>• Head of Commercial Property</li> <li>• Management Accountancy Manager.</li> </ul>
<b>Out of scope</b>	<p>Detailed estimates in relation to ODS and OCHL company business plans are out of scope, but not their overall impact on the Council's budget and Medium Term Financial Plan.</p>

<b>Projected start date</b>	03 December 2020	<b>Draft Report Deadline</b>	27 January 2021 for Finance Panel
<b>Meeting Frequency</b>	4 meetings in January 2021	<b>Projected completion date</b>	By 10 February 2021 Cabinet

### Draft outline of meetings

<b>Meeting one – 4 January 2021, 6:00 – 8:00pm</b>	
Introduction to the budget and its context ( <b>Cllr Ed Turner, Gordon Mitchell and Nigel Kennedy</b> )	
Introductions to service area budget proposals and questions from Review Group:	
<ul style="list-style-type: none"> <li>• Assistant Chief Executive (<b>Caroline Green</b>)</li> <li>• Law and Governance (<b>TBC</b>)</li> <li>• Financial Services (<b>Nigel Kennedy</b>)</li> <li>• Transformation (<b>Claire Freeman</b>)</li> </ul>	
<b>Meeting two - 6 January 2021, 6:00pm - 8.00pm</b>	
Introduction to budget proposals and answering Review Group questions from:	
<ul style="list-style-type: none"> <li>• Business Improvement (<b>Helen Bishop</b>)</li> <li>• Regulatory Services (<b>Ian Wright</b>)</li> <li>• Community Services (<b>Nadeem Murtuja</b>)</li> <li>• Sustainable Development (<b>Tim Sadler</b>)</li> </ul>	
<b>Meeting three – 11 January 2021, 6:00pm - 8.00pm</b>	
To consider draft recommendations from previous meetings, to consider budget proposals and form draft recommendations for:	
<ul style="list-style-type: none"> <li>• Planning (<b>Adrian Arnold</b>)</li> <li>• Housing Services (<b>Paul Leo</b>)</li> <li>• Development (<b>Tom Bridgman</b>)</li> <li>• Regeneration and Economy (<b>Carolyn Plosynski</b>)</li> <li>• Head of Commercial (<b>Jane Winfield</b>)</li> </ul>	
Members of the Housing Panel will be invited to participate in the Scrutiny of the Housing element of this meeting.	
<b>Meeting Four – 27 January 2020 (as part of Finance Panel)</b>	
To consider the draft review group report.	

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**To:** Cabinet  
**Date:** 11 November 2020  
**Report of:** Scrutiny Committee  
**Title of Report:** Waterways

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To present Scrutiny Committee recommendations concerning the Scrutiny-commissioned Waterways report
<b>Key decision:</b>	No
<b>Scrutiny Lead Member:</b>	Councillor Andrew Gant, Chair of the Scrutiny Committee
<b>Cabinet Member:</b>	Councillor Louise Upton, Cabinet Member for a Safer, Healthy Oxford
<b>Corporate Priority:</b>	All
<b>Policy Framework:</b>	Council Strategy 2020-24
<b>Recommendation: That the Cabinet states whether it agrees or disagrees with the recommendations in the body of this report.</b>	

<b>Appendices</b>
None

### **Introduction and overview**

1. At its meeting on 03 November 2020, the Scrutiny Committee considered a report it has commissioned providing an update on the work of the Council regarding the Waterways.
2. The Panel would like to thank Councillor Louise Upton, Cabinet Member for Supporting Local Communities, for presenting the report and answering questions. The Committee would also like to thank Jo Colwell, Service Manager, Environmental Sustainability for supporting the meeting. Finally, the Committee wishes to register its special thanks to the author of the report, Tim Wiseman -

Waterways Coordinator, for the success he has made of the role and its sadness to hear of his upcoming departure.

### **Summary and recommendation**

3. Councillor Louise Upton, Cabinet Member for a Safer, Healthy, Oxford, said she was pleased to be able to introduce the report which recorded the positive action taken in response to the Committee's recommendations. She paid tribute to the outstanding contribution which had been made by Tim Wiseman. He had achieved "small miracles" by working closely with the City's boating community and identified a "myriad of issues" connected with the waterways for exploration and improvement. As a result of his work the relationship between the boating community and the Council was much improved and there was heightened awareness across Council departments of the potential or actual connection between them and the City's waterways.
4. The Service Manager for Environmental Sustainability went through the recommendations set out in the report and drew particular attention to some of them. The impact of the waterways on the new Local Plan had been significant and as had their impact in the consideration of individual developments. Officers across the Council were now much more aware of the value of and contribution which could be made by waterways throughout the City. To maximise and deliver the benefits of the waterways as an infrastructure asset required considerable investment and funding for officer post(s) to deliver.
5. The Waterways Coordinator's direct experience as someone who lives on a boat had been both enlightening and invaluable, not least in improving the relationship between the Council and the City's boating community. This had contributed to a better understanding of the facilities, or lack of them, for boat owners, particularly but not exclusively, for those who live aboard. Some of these issues had been picked up in the new Local Plan. There was a hope that there would be some vibrant cultural activity on the waterways in 2021, once the impact of Covid-19 had lessened. It was clear that the waterways were well used as a health and wellbeing resource. In relation to the recommendation concerning initiatives to combat the climate and ecological crisis, a bid had gone to the Green Recovery Challenge Fund.
6. In response to the presentation the Scrutiny Committee focused its discussion on the following, making makes 8 recommendations:
  - Continuing the successful work undertaken thus far
  - Provision of infrastructure, particularly for live-aboards
  - Wider issues

### **Continuing Success**

7. Endorsement of the success of the Waterways Coordinator in developing working relationships across the broad range of stakeholders, including those with whom the Council had previously had poor relations, was highlighted from all parties at

the meeting: the Cabinet portfolio holder, Scrutiny members, the post-holder's line manager, and the incoming Chair of the Oxford City Canal Partnership. The original report to Scrutiny references the 'resource it provides to create and to maintain strong relationships with external partners and to assist in coordinating activity' and 'due to the cross-cutting nature of the work, the waterways officer post also assists in coordinating activity within the council, working across team boundaries'.

8. The central role of the role of the Waterways Coordinator in developing and maintaining the relationships with multiple stakeholders – internal and external – through which to make progress on ensuring the multiple benefits of the waterways are realised is clear. It was, however, reported to the Committee that owing to the budget pressures faced by the Council in light of Covid-19, the current intention was not to recruit a replacement for the post and for it to expire, as planned, in September 2021.
9. The Committee is concerned at this news, and the prospect that the relationships built and successes thus far may slow or even reverse without continued resource by the Council. However, it also recognises the sharp financial reality the Council faces and makes a number of recommendations as to how the successes to date may be continued.
10. Given that Oxford's waterways form part of a wider network, which extends beyond the Council's boundaries, coordination between neighbouring councils is an important factor in maximising the potential benefit. The suggestion of the Scrutiny Committee is that before letting the role lapse completely, the Council investigate the possibility of sharing the post with neighbouring councils. This would not only have the benefit of creating closer coordination between councils, but would also spread the cost across participating councils.

***Recommendation 1: That the Council investigates the appetite amongst neighbouring authorities for establishing a shared Waterways Coordinator post***

11. As part of his address to the Committee, a challenge was levied to the Council by Ian Green along similar lines. In the absence of dedicated resource, the challenge of developing in partnership plans to maximise the benefit of the waterways is unlikely to be overcome. It was the suggestion that an important part of this would be strategic considerations of waterways development, and that in order to progress this a forum, led by the Council, should be established to ensure coordination of activity and policy between partners. The Committee is in agreement that without leadership by the Council, continued progress regarding the waterways is unlikely, and it supports the idea of administering a forum through which to coordinate activity as a relatively low-cost, high-return means of coordinating strategic waterways activity.

***Recommendation 2: That the Council establishes and administers a forum of key waterways stakeholders to coordinate strategic policy and activity.***

### **Provision of Infrastructure**

12. The Committee was generally supportive of the concept of boats being used as homes in the context of the high cost of accommodation within the city, and in

particular welcomed the news that the development at Redbridge Paddocks includes plans for moorings. However, at present, some basic infrastructure for live-aboards moored in Oxford is absent; the nearest place to empty rubbish, sewerage and take on fresh water is in Abingdon, which is a journey of approximately two and half hours each way and, for an average boat, needs to be undertaken every one to two months. Clearly, for the existing live-aboards in Oxford this is sub-optimal, but as more moorings are created the need for local water, sewerage and rubbish-disposal increases. The Committee is aware that providing infrastructure is not cost-free, but members suggested that if boats are truly to be considered homes, an equivalence of spending between those residents living on boats and those on land is justified, and that the current level of infrastructure is suggestive that the boat-dwellers may at present be under-served. The Committee wonders whether CIL funding for housing developments may be harnessed to put in such infrastructure.

13. The Committee is open-minded about where such infrastructure should be situated, but on the face of it the development at Redbridge Paddocks does appear to provide a good opportunity.

***Recommendation 3: That the Council ensures the provision of facilities for boats to dispose of waste, empty sewer tanks and take on fresh water at Redbridge Paddocks or an alternative venue locally.***

14. The development of moorings raises the question of who should be responsible for their ongoing management. The Committee recognises that relationships between boat-dwellers and the Council are much improved compared to previously, but it is concerned that Council management of new moorings may possibly be a cause of conflict. Instead, community-ownership or community-management models, whereby boat-owners themselves are responsible for the infrastructure is thought to be an opportunity for reduced conflict and community-empowerment. The Committee is keen that the appetite for and practicability of such models be explored with relevant stakeholders when decisions over management and ownership over waterways moorings are considered.

***Recommendation 4: That the Council explores the option of community ownership for moorings when ownership and management arrangements are decided.***

15. One contentious issue between residents near moorings and the residents of those moorings themselves concerns emissions. Boats are not included within the Clean Air Act, meaning they are able to emit gasses which would be deemed too damaging to allow a household to emit. It is clearly in the interests of boat-dwellers, their land-living neighbours and the Council to see an improvement in air quality, and whilst the provision of electric charging points will not automatically mean boat-dwellers will switch to cleaner technology, an absence of charging points provides no incentive at all to switch. Consequently, the Committee encourages the Council to consider where it may install electric

charging points near high-risk areas, and where it may work with partners to encourage them to do likewise.

***Recommendation 5: That the Council incorporates the provision of electric charging points for boats into its strategic development plans for the waterways, particularly in those areas where moorings are in close proximity to housing and schools.***

16. Whilst the Committee focused discussion on a number of key priorities, it also recognised that there is a huge amount of policy to unpack to understand the implications and responsibilities of a policy position that welcomes and encourages the use of boats as homes within the city. In the report presented to the Committee it was stated that the most appropriate vehicle to do this would be through the Council's forthcoming refresh of its Housing and Homelessness Strategy. The Committee is keen that this is done.

***Recommendation 6: That the Council includes within its refreshed Housing and Homelessness Strategy a section to consider the implications and responsibilities arising from endorsing the use of boats as homes in Oxford.***

## **Wider Issues**

17. One general comment made was that the overall balance of plans for the waterways tended to focus on the city centre northwards. Whilst not wishing to deprioritise any of the proposals made for those areas, it was suggested that projects to support and enhance the waterways in the east and south of the city be developed.

***Recommendation 7: That the Council proactively seeks to increase the number of projects in waterways to the east and south of the city.***

18. The Committee discussed the importance of the cross-party motion on water quality agreed at Council on 05 October. Whilst it is recognised that the responsibilities arising from attaining the Thames bathing status fall almost exclusively with Thames Water, who were not participants in developing the Waterways Vision in 2019, non-polluted water is an important part of increasing the amenity of the river. As such, the Committee recommends that the vision be included to make reference to the Council's agreed wish to improve the quality of water in the Thames.

***Recommendation 8: That the Council refreshes the Waterways Vision document to reference the Council's motion on bathing water quality.***

## **Further Consideration**

19. It is not expected that Scrutiny will revisit this topic in the current civic year. Its consideration in the future will likely be dependent on the way in which the Council decides to manage the issues that arise from the waterways.

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**Cabinet response to recommendations of the Scrutiny Committee made on 03/11/2020 concerning the Waterways report  
Response provided by Cabinet Member for a Safer, Healthy Oxford, Councillor Louise Upton**

<b><i>Recommendation</i></b>	<b><i>Agree?</i></b>	<b><i>Comment</i></b>
<b>1) That the Council investigates the appetite amongst neighbouring authorities for establishing a shared Waterways Coordinator post</b>		
<b>2) That the Council establishes and administers a forum of key waterways stakeholders to coordinate strategic policy and activity.</b>		
<b>3) That the Council ensures the provision of facilities for boats to dispose of waste, empty sewer tanks and take on fresh water at Redbridge Paddocks or an alternative venue locally.</b>		
<b>4) That the Council explores the option of community ownership for moorings when ownership and management arrangements are decided.</b>		
<b>5) That the Council incorporates the provision of electric charging points for boats into its strategic development plans for the waterways, particularly in those areas where moorings are in close proximity to housing and schools.</b>		
<b>6) That the Council includes within its refreshed Housing and Homelessness Strategy a section to consider the implications and responsibilities arising from endorsing the use of boats as homes in Oxford.</b>		

<b>7) That the Council proactively seeks to increase the number of projects in waterways to the east and south of the city.</b>		
<b>8) That the Council refreshes the Waterways Vision document to reference the Council's motion on bathing water quality.</b>		

**Cabinet response to recommendations of the Housing and Homelessness Panel made on 03/09/2020 concerning a presentation made by Oxford Tenants Union regarding the Impact of Covid-19 on the Private Rented Sector**

**Provided by the Cabinet Member for Planning and Housing Delivery, Councillor Alex Hollingsworth**

<b><i>Recommendation</i></b>	<b><i>Agree?</i></b>	<b><i>Comment</i></b>
<b>1) That the Council uses its existing channels of communication, particularly social media, to share information on tenants' rights and advice relevant to the pandemic and seeks to use its existing links with local community groups to improve access to that information amongst non-English speaking groups or those with English as a second language</b>	Agree	Social media and press releases will continue to be used as a vehicle to promote the rights of tenants in the private rented sector in the pandemic. Community engagement is a key part of the consultation exercise underway for Additional and Selective Licensing and will be used to improve communication regarding
<b>2) That the Council develops a plan for how it could increase homelessness prevention capacity at short notice in the event of an eviction spike, and reviews the effectiveness of its current provision in light of Covid-enforced changes to ways of working.</b>	Agree	In early Summer a new Covid-19 Homelessness taskforce was put together made up of council staff from a range of departments, in order to plan for any future wave of homelessness brought on by the pandemic and rising unemployment. This group continues to consider the emerging evidence and make changes to services to maximise homelessness prevention.
<b>3) That the Council takes whatever measures it has at its disposal, including environmental health enforcement powers, to reduce the number of unsafe homes being let out to tenants before winter arrives.</b>	Agree	This work is underway with checks on suspected unlicensed HMOs, compliance inspections for licence conditions and visits to non-HMOs having recommenced. However, all visits requiring entry are now planned and booked in advance, which has restricted the ability to pursue enforcement action to secure improvements. The changes in working practices have been necessary to protect the health of officers and members of the public.
<b>4) That the Council gathers information from landlords and tenants on the pressures and challenges arising from Covid, and in its existing communications with landlords promotes good</b>	Agree	Officers are in regular dialogue with landlords, agents and tenants about the issues they are facing through Covid. This is through tenants and landlords contacting the enforcement teams and the tenancy relations officer. A

<p><b>practice in the Covid-environment, highlighting the risks of failing to follow good practice.</b></p>		<p>letter is being sent out to every HMO in Oxford in the week commencing 12<sup>th</sup> October regarding Covid. This will promote best practice and advice on legal compliance. It will also be promoted by emailing it to letting agents and landlords and asking them to circulate it to tenants in their properties.</p> <p>We will be continually keeping the situation under review, particularly in light of announcements from the government or the Director of Public Health.</p>
<p><b>5) That the Council works with local housing support and advice organisations to draft a letter on the need for government to introduce practical policy changes to increase protection for renters, to include consideration of ending section 21 evictions and the need for a rent-freeze policy, and for the Leader to send the agreed letter to the Secretary of State for Housing, Communities and Local Government</b></p>	<p>In part</p>	<p>We have already sent such a letter to Government regarding these issues, in particular when we responded to the consultation on Section 21 evictions. As such it is considered too soon to write to the Government again. We will however continue to look for ways to lobby the Government on our own and with partner organisations to make the maximum impact.</p>

**Cabinet response to recommendations of the Housing and Homelessness Panel made on 03/09/2020 Housing Performance Q1 Provided by the Cabinet Member for Affordable Housing, Councillor Mike Rowley**

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<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
<b>1) That the Council commits to continuing to provide emergency accommodation to rough sleepers over the winter period, including those with no recourse to public funds.</b>	Yes	<p>Members have recently been circulated a briefing on the council's Severe Weather Emergency Protocol which ensures accommodation is available over winter to anyone who is rough sleeping when temperatures drop to zero or below. All rough sleepers are eligible for this, whether they have a local connection or not, or have recourse to public funds or not.</p> <p>The council and its partners will work to find longer term solutions for all people who are rough sleeping, although this is more challenging for people with no recourse to public funds as they are unable to claim Housing Benefit or Universal Credit.</p>
<b>2) That the Council carries out a gender breakdown regarding who has been housed through the 'Everybody In' scheme to enable a more detailed understanding of the gendered impact of homelessness during Covid-19.</b>	Yes	<p>This work has been undertaken and reported to panel members. The gender breakdown for people accommodated under "Everyone In" is 48 Female (18.4%) / 213 Male (81.6%).</p>
<b>3) That the Council reviews the suitability of its emergency accommodation to those rough sleepers who have specific vulnerabilities and ensures the needs arising from those vulnerabilities are provided for</b>	Yes	<p>Prior to accessing emergency accommodation a detailed assessment is undertaken of rough sleepers so that vulnerabilities can be identified, and catered for. St Mungo's manage our emergency accommodation and have experience of dealing with people with complex needs in Oxford and elsewhere, and do so sensitively taking both a psychologically informed, and trauma informed approach to this work. Some residents will need specialist support which St Mungo's can't provide (e.g. Substance misuse, mental health) but in such cases they</p>

		will work with other agencies and organisations to facilitate access to appropriate services.
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**Cabinet response to recommendations of the Housing and Homelessness Panel made on 05/11/2020 concerning the Rough Sleeping Update report**

**Provided by the Cabinet Member for Affordable Housing, Councillor Mike Rowley**

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<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
<p><b>1) That the Council makes, as a matter of urgency, a public statement to clarify its position that it will provide emergency accommodation to all rough sleepers, including those without recourse to public funds, and that individuals receiving such support will not have their details passed to any immigration agency.</b></p>	<p>Yes</p>	<p>Members have recently been circulated a briefing on the council's Severe Weather Emergency Protocol which ensures accommodation is available over winter to anyone who is rough sleeping when temperatures drop to zero or below. All rough sleepers are eligible for this, whether they have a local connection or not, or have recourse to public funds or not.</p> <p>The council and its partners will work to find longer term solutions for all people who are rough sleeping, although this is more challenging for people with no recourse to public funds as they are unable to claim Housing Benefit or Universal Credit.</p> <p>Whilst the council does not proactively pass details of individuals to immigration authorities, it will need to comply with any current or new statutory duties.</p>

**Cabinet response to recommendations of the Finance and Performance Panel made on 29/09/2020 concerning the Performance Monitoring 2020/21 Q1 report**

**Provided by Cabinet Member for Customer Focused Services, Councillor Nigel Chapman**

<b>Recommendation</b>	<b>Agree?</b>	<b>Comment</b>
<b>1) That in the setting of its corporate performance measures for next year, the Council introduces targets for short and long-term sickness levels.</b>	Partially	Whilst it is clearly important to monitor long and short term absence and manage it effectively and persistently, It is not considered that introducing individual <u>targets</u> for long and short term absence would be realistic or help to manage absence. Numbers of long term cases can vary and are unpredictable. It is however proposed that there is regular <u>reporting and monitoring</u> of absence, split by long and short term absence, which would help to identify patterns or trends. It would also be useful to report on COVID and non-COVID related absences to see if the former drives up overall sickness levels.
<b>2) That the Council investigates ways of measuring and monitoring productivity which take homeworking and the variable suitability of homeworking environments into account.</b>	Not agreed	This is already in hand. One of the first actions arising from the recently developed People Strategy is to ensure that managers are well equipped to manage staff in a remote environment. This involves ensuring staff health and wellbeing, guarding against feelings of isolation from colleagues, managing performance and supporting staff with relevant training and equipment. There is an existing management and appraisal process in operation, which in effect monitors how productive staff are and will capture evidence of any drop in / increase in productive work as a result of more home based working. All of this is to ensure effective service delivery and meeting of Council objectives.

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**Cabinet response to recommendations of the Finance and Performance Panel made on 29/09/2020 concerning the Integrated Performance Report 2020/21 Q1 report**

**Provided by Cabinet Member for Finance and Asset Management, Councillor Ed Turner**

<b><i>Recommendation</i></b>	<b><i>Agree?</i></b>	<b><i>Comment</i></b>
<b><i>1) That the Council ceases to net off uncertainty over its capital programme through the use of an optimism bias, and instead uses an aggregation of the level of risks given to each project in the budget to present the proportion of that figure over which the Council is uncertain of delivery.</i></b>	Yes	The Council will in future cease to make use of optimism bias calculations in its capital monitoring reporting and look to introduce a risk rating assessment of each project.
<b><i>2) That in its treatment of variance from budgeted capital spends the Council delineates the impact of increased costs and slippage.</i></b>	Yes	Generally slippage will be reported as a 'favourable variance' i.e reduced budget against the original budget in year because the budget is 'slipped' into the following year. On some occasions the budget is brought forward from future years if spend is in advance of the amount budgeted in year. This appears as increased budget or an 'adverse variance'. In some instances the in-year budget is increased due to overspends and in future these will be differentiated from budget that is simply brought forward.

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