

Agenda

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Scrutiny Committee

This meeting will be held on:

Date: **Tuesday 11 October 2022**

Time: **6.00 pm**

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

For further information please contact:

Lucy Tyrrell, Committee and Member Services Officer

☎ 01865 252784

✉ DemocraticServices@oxford.gov.uk

Members of the public can attend to observe this meeting and.

- may register in advance to speak to the committee in accordance with the [committee's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

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Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

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All public papers are available from the calendar link to this meeting once published

Committee Membership

Councillor Dr Christopher Smowton (Chair)

Councillor Lizzy Diggins (Vice-Chair)

Councillor Mohammed Altaf-Khan

Councillor Lubna Arshad

Councillor Nadine Bely-Summers

Councillor Tiago Corais

Councillor Barbara Coyne

Councillor Chris Jarvis

Councillor Edward Mundy

Councillor Lucy Pegg

Councillor Mike Rowley

Vacancy

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

	Pages
1 Apologies for absence	
2 Declarations of interest	
3 Chair's Announcements	
4 Minutes	9 - 14
<p>Minutes from 06 September 2022</p> <p>Recommendation: That the minutes of the meeting held on 06 September 2022 be approved as a true and accurate record.</p>	
5 Work Plan and Forward Plan	15 - 24
<p>The work plan is driven to a very large extent by the Cabinet Forward Plan a summary of which is attached. The Scrutiny Committee agrees its priorities for items coming onto the Forward Plan, which then form part of its work plan.</p> <p>The Committee is recommended to:</p> <ol style="list-style-type: none">Confirm its agreement to the current priorities and the work plan both of which are attached.	
6 Development Brief for Botley Road Retail Park	25 - 58
<p>The Cabinet will, at its meeting on 19 October 2022, consider a report on the Botley Road Retail Park Development Brief. Cllr Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery, Arome Agamah, Senior Planner, and Amanda Ford, Team Leader Planning Policy, have been invited to present the report and to answer questions.</p> <p>The Committee is asked to consider the report and to agree any</p>	

recommendations it wishes to make to Cabinet.

7 UK Shared Prosperity Fund Investment Plan

59 - 108

The Cabinet will, at its meeting on 19 October 2022, consider a report on the UK Shared Prosperity Fund Investment Plan. Cllr Imogen Thomas, Cabinet Member for Zero Carbon Oxford and Climate Justice, and Matthew Peachey, Economic Development Manager, have been invited to present the report and to answer questions.

The Committee is asked to consider the report and to agree any recommendations it wishes to make to Cabinet.

8 Budget Review Group

109 -
112

At its meeting on 05 July 2022, the Committee agreed to establish a Budget Review Group, comprising the membership of the Finance and Performance Panel, noting that the proposed scope would be agreed at a future Scrutiny Committee meeting. The Scrutiny Officer has submitted a report which seeks the Committee's agreement to the proposed Budget Review Group scope.

The Committee is recommended to approve the scope as set out in the report.

9 Report back on recommendations and from Scrutiny Panel meetings

113 -
126

At its meeting on 14 September 2022, the Cabinet considered the following reports from the Scrutiny Committee and made responses to the recommendations:

- Oxford Local Plan 2040 Preferred Options Regulation 18 Consultation Document
- Lease of Council Office Accommodation at St Aldate's Chambers

The Housing and Homelessness Panel will, at its meeting on 06 October 2022, consider a report on Co-option of Tenant Ambassador(s) to the Panel (attached). The recommendations of the Panel will be reported at the Committee meeting.

Since the Scrutiny Committee's previous meeting, the following Panel will have met:

- Housing and Homelessness Panel (06 October 2022)

The Committee is asked to:

1. Note the Cabinet's response to its recommendations;
2. Note any updates from Panels;
3. Subject to the recommendations of the Housing and Homelessness Panel, approve the recommendations for the co-option of tenant ambassador(s) as set out in the report.

10 Dates of future meetings

Scrutiny Committee

- 07 November 2022
- 05 December 2022
- 16 January 2023
- 01 February 2023
- 06 March 2023
- 04 April 2023

Standing Panels

Housing & Homelessness: 06 October 2022; 03 November 2022; 02 March 2023; 24 April 2023

Finance & Performance: 07 December 2022; 23 January 2023; 28 March 2023

Companies Scrutiny Panel will meet on the same dates as SJVG: 02 November 2022; 08 December 2022; 01 March 2023; 27 April 2023.

All meetings start at 6.00 pm.

Information for those attending

Recording and reporting on meetings held in public

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- 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.

Minutes of a meeting of the Scrutiny Committee on Tuesday 6 September 2022

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Committee members present:

Councillor Diggins (Vice-Chair)

Councillor Arshad

Councillor Coyne

Councillor Mundy

Councillor Rowley

Councillor Miles (for Councillor Smowton)

Councillor Altaf-Khan

Councillor Corais

Councillor Jarvis

Councillor Pegg

Councillor Hunt (for Councillor Bely-Summers)

Officers present for all or part of the meeting:

Richard Doney, Scrutiny Officer

Lucy Tyrrell, Committee and Member Services Officer

Tom Hook, Executive Director (Corporate Resources)

Amanda Ford, Team Leader for Planning Policy

Sarah Harrison, Team Leader for Planning Policy (virtual)

Rachel Williams, Planning Policy & Place Manager

Jane Winfield, Head of Corporate Property (virtual)

Cabinet Members present:

Councillor Alex Hollingsworth, Cabinet Member for Housing and Planning Delivery

Councillor Nigel Chapman, Cabinet Member for Citizen Focused Services

Apologies:

Councillor(s) Smowton and Bely-Summers sent apologies.

Substitutes are shown above.

30. Declarations of interest

There were no declaration of interests.

31. Chair's Announcements

Cllr Diggins reminded Members to respond to the request for confirmation of attendance at the site visit to The Covered Market on 22 September 2022.

32. Minutes

The Committee resolved to **approve** the minutes of the meeting held on 2 August 2022 as a true and accurate record.

33. Work Plan and Forward Plan

The Committee **noted** the Forward Plan.

The Committee reviewed the Work Plan and **confirmed** its agreement to consider the following reports at future meetings:

- October Cabinet reports
 - Procurement Strategy 2022-2025
 - West End Osney Mead SPD
- November Cabinet reports
 - Grant Allocations to Community & Voluntary Organisations 2023/24
- December Cabinet reports
 - Thriving Communities Strategy
 - Workplace Equalities and Action Plan
 - Authority Monitoring Report and Infrastructure Funding Statement 2022/23

34. Oxford Local Plan 2040 Preferred Options Regulation 18 Consultation Document

Cllr Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery introduced the report which sought Cabinet approval for the Oxford Local Plan 2040 Preferred Options Document for consultation.

Cllr Hollingsworth provided an overview of what is incorporated within a local plan and outlined Regulation 18 for information. Cllr Diggins requested that the Committee, in framing discussions, focus on the following areas from the report:

- Consultation and engagement methodology and plan
- Development sites and areas of focus
- Net zero decarbonisation, biodiversity and climate change

Cllr Corais joined the meeting.

During discussions, the Committee noted the following:

- The policies contained within the Local Plan will form the shape of future development in Oxford, and seek to protect historic buildings, whilst balanced against local housing needs.
- The Local Plan was the most ambitious with regards to zero carbon policies and social housing compared to those produced nationally whilst ensuring that it remained deliverable within legislation.
- Residents would be notified of the consultation via leaflet drop, however social media would be employed to ensure maximum exposure, and contact sought with community groups, including face to face engagement across the City. It was noted that consideration should be given on ensuring engagement with residents for whom English is a second or other language, including the use of drop-in sessions.
- Engagement of the consultation should be extended to vocational groups, e.g. trade unions, to enable those who do not live in the City to respond to the consultation.

Organisations that represent those with specific housing needs, such as Crisis, should also be considered.

- Further explanation of the document and consultation could be delivered via use of podcasts and this would be explored.
- Consideration would be given to how the reader could best engage with the consultation documents and see how it interacts with the current Local Plan and other policies, including a key to the document to ensure that navigation and integration are more accessible.
- Due to the confines of site allocations, sites are determined on their own merits, and greater explanation should be included.
- The new strategic policies contained within the document aimed to provide greater flexibility within the planning system in future planning decisions.
- Car parking provision for new housing developments would continue to be determined via a criteria based approach.
- The Local Plan could set general parameters on what the Council considered constitutes a good neighbourhood, additional detail could then be included on specific sites, ensuring that principles and intentions are evident.
- An explanation was provided on the differences between 'areas of focus' and 'site allocation policies', and noted that this would be useful for inclusion within the document.
- The Local Plan 2040 once adopted, will supersede the previous Plans, and all allocated sites in the 2036 Local Plan will be reviewed to determine if they are to remain as allocated sites within the Plan.
- The Local Development Scheme available on the Council's website, provided detail of the timetable for development for the new Local Plan, however highlighted that further consultation of the draft 2040 Plan was scheduled for autumn 2023.
- Whilst there are policies on biodiversity, the new Urban Greening Factor policy would give greater focus on 'green cover tests' that would improve the proportion of green areas, and are intended as a supplement to the DEFRA biodiversity metric.
- The inclusion of street trees was a requirement under Government planning legislation for climate mitigation, and therefore omitted from the Local Plan, however it was recognised that explicit reference should be made within the document.
Cllr Arshad left the meeting and did not return.
- The document makes reference to international frameworks and the language referencing those, however considered that consistent language, such as 'loss and damage' be reflected throughout the narrative.
- Whilst there would be appropriate retro fit solutions to the majority of heritage buildings, the planning authority could only encourage landowners to adopt holistic planning solutions to their property, and work on this would take place outside of the Local Plan.
- Development builds have to be operationally fit, with mitigation of impact on the neighbourhood, however broader options could be considered but would not form part of this Local Plan.

The Committee resolved to make the following recommendations to Cabinet:

1. That the Council inserts a key to the document to ensure that navigation and integration are more accessible.
2. That the Council gives consideration to how to engage most effectively with residents for whom English is a second or other language during the consultation process, including the provision of drop-in sessions.

3. That the Council explores options to produce basic podcasts summarising the document.
4. That the Council seeks to engage specifically with vocational groups (such as trade unions and royal colleges) to ensure that the voice of those who work in Oxford but do not live in the City is heard.
5. That the Council seeks to engage specifically with organisations representing those with specific housing needs, such as Crisis and Acorn.
6. That the Council clarifies the definition of 'good connectivity' within the document.
7. That the Council explains in the document that the National Model Design Code principles are applied when considering the location of car parking in relation to residential and shared amenity spaces.
8. That the Council explains the distinction between 'areas of focus' and 'site allocation policies' and the interaction between them within the document.
9. That the Council makes explicit reference to the importance of access to nature in housing developments within the document.
10. That the Council makes explicit reference to the importance of street trees within the document.
11. That the Council ensures in cases where explicit reference to a topic or area of policy is forbidden by legislation, or that topic or area of policy is covered in a separate document, that this is explained in the document introduction.
12. That the Council makes explicit reference to the Paris Agreement within the document and that the language of international frameworks, such as 'loss and damage', be reflected in the narrative section.

35. Matters exempt from publication and exclusion of the public

The Scrutiny Committee passed a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 to exclude the press and members of the public on the grounds that Oxford City Council, Town Hall, St Aldate's Oxford OX1 1BX their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

36. Lease of Council Office Accommodation at St Aldate's Chambers

Cllr Nigel Chapman, Cabinet Member for Citizen Focused Services, introduced the report which sought Cabinet approval for lease of Council accommodation at St Aldate's Chambers.

The Committee discussed the report in private session and made recommendations to Cabinet.

37. Report back on recommendations and from Scrutiny Panel meetings

The Committee noted the following Cabinet responses to its recommendations:

- Asset Management Strategy 2021-2031

The Scrutiny Officer advised the Committee that the Finance and Performance Panel met on 5 September 2022 where it considered the Integrated Performance Report for Q1, Treasury Management Annual Report for 2021/2022 and the Council Tax

Reduction Scheme for 2022/2023. No recommendations were made and the Committee **noted** that the Panel had met.

38. Dates of future meetings

The dates of future meetings were noted.

The meeting started at 6.00 pm and ended at 8.35 pm

Chair

Date: Tuesday 11 October 2022

When decisions take effect:

Cabinet: after the call-in and review period has expired

Planning Committees: after the call-in and review period has expired and the formal decision notice is issued

All other committees: immediately.

Details are in the Council's Constitution.

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Scrutiny work plan

October 2022 to December 2022

Published on 03/10/22

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

11 October 2022

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Development Brief for Botley Road Retail Park	Yes	To invite Cabinet to endorse the Botley Road Retail Park Development Brief.	Cabinet Member for Planning and Housing Delivery	Arome Agamah, Senior Planner
UK Shared Prosperity Fund Investment Plan	Yes	To seek Cabinet endorsement of the UK Shared Prosperity Fund (UKSPF) Investment Plan, allocation of budget, and delegated authority to	Leader and Cabinet Member for Inclusive	Matthew Peachey, Economic Development

		enter contract with Government for delivery of the plan on behalf of Oxford City Council.	Economy and Partnerships; Cabinet Member for Zero Carbon Oxford and Climate Justice	Manager
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07 November 2022

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Grant Allocations to Community & Voluntary Organisations 2023/24	Yes	A report to make decisions on the allocation of grants to the community and voluntary organisations for 2023/2024.	Cabinet Member for Inclusive Communities and Culture	Ian Brooke, Head of Community Services
West End and Osney Mead SPD	Yes	To inform Cabinet of the key issues raised during the public consultation on the Supplementary Planning Document and changes proposed in response, and to seek adoption of the West End and Osney Mead SPD and Spatial Framework.	Cabinet Member for Planning and Housing Delivery	Tom Morris, Principal Planner
Procurement Strategy 2022-2025	Yes	To approve the Corporate Procurement Strategy 2022-2025, which will replace the current strategy due to end in September 2022	Deputy Leader (Statutory) – Finance and Asset Management	Annette Osborne, Procurement Manager

14

05 December 2022

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Thriving Communities	Yes	The report will: - • Provide context of the work and city-wide conversations to help shape and inform a new	Cabinet Member for Inclusive Communities and	Ian Brooke, Head of Community Services

Strategy		Thriving Communities Strategy; and • Make recommendation on adopting a Thriving Communities Strategy, so that Oxford's diverse communities and organisations can be better equipped, supported and enabled to tackle inequality and ensure everyone is able to play a full part in the life of our city.	Culture; Cabinet Member for Leisure and Parks	
Oxfordshire Food Strategy Action Plan	Yes	Following approval of the Oxfordshire Food Strategy at the Cabinet meeting on 15 June 2022, to approve the associated action plan to meet the ambitions of the Strategy.	Cabinet Member for Health and Transport; Cabinet Member for Inclusive Communities and Culture	Hagan Lewisman, Active Communities Manager
Procurement Strategy 2022-2025	Yes	To approve the Corporate Procurement Strategy 2022-2025, which will replace the current strategy due to end in September 2022	Deputy Leader (Statutory) – Finance and Asset Management	Annette Osborne, Procurement Manager

Finance and Performance Panel

07 December 2022

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Integrated Performance Report for Q2	Yes	A report to Members on Finance, Risk & Performance as at 30 September 2022.	Deputy Leader (Statutory) - Finance and Asset Management	Anna Winship, Management Accountancy Manager

Treasury Management Mid-year Report	Yes	To report on the performance of the Treasury Management function for the six months to 30 September 2022.	Deputy Leader (Statutory) - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
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- Scrutiny-selected Performance Monitoring

Housing and Homelessness Panel

06 October 2022

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Draft Housing, Homelessness and Rough Sleeping Strategy	Yes	Report presenting the draft Housing, Homelessness and Rough Sleeping Strategy and accompanying draft Action Plan that has been developed and informed by a homelessness review and strategy evidence base, and consultation feedback on the review and evidence base. The report seeks approval for the launch of a public consultation on the draft Housing, Homelessness and Rough Sleeping Strategy and accompanying Action Plan.	Cabinet Member for Housing	Richard Wood, Strategy & Service Development Manager

16

Companies Scrutiny Panel

Companies Scrutiny Panel will join meetings of the Shareholder and Joint Venture Group as non-voting members to provide scrutiny of the Shareholder function.

Companies Scrutiny Panel will consider the same reports as the Shareholder and Joint Venture Group.

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?

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Forward Plan

September 2022 to December 2022

Published on 03/10/22

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Cabinet 16 November 2022

ITEM 36: ID: I032844	Social Housing Decarbonisation Fund: Wave 2.1
To seek Cabinet approval for the Council to submit a bid into Round 2.1 of the Government's Social Housing Decarbonisation Fund which, if successful, will provide funding support for retrofitting in excess of 100 council homes.	
ITEM 37: ID: I032609	Covered Market Temporary Lettings Strategy
To seek approval for the letting of up to four units, and delegated authority for officers to agree final terms and enter into lease agreements.	
ITEM 38: ID: I032242	Procurement Strategy 2022-2025
To approve the Corporate Procurement Strategy 2022-2025, which will replace the current strategy due to end in September 2022.	
ITEM 39: ID: I032453	Gloucester Green Market Re-tender
Contract re-tender using a compliant procurement process.	
ITEM 40: ID: I032534	West End and Osney Mead SPD
To inform Cabinet of the key issues raised during the public consultation on the Supplementary Planning Document and changes proposed in response, and to seek adoption of the West End and Osney Mead SPD and Spatial Framework.	
ITEM 41: ID: I032500	Appointment of a contractor for the Oxpens River Bridge

To seek Cabinet approval to appoint a contractor for the Oxpens River Bridge.	

ITEM 42: ID: I032809	Gasworks Pipe Bridge Refurbishment Project
To consider options for the refurbishment of the Gasworks Pipe Bridge spanning the river Thames between Friars Wharf and Baltic Wharf, which has been closed to the public due to structural issues.	

ITEM 43: ID: I032290	Joint Venture LLP for South Oxford Science Village
The report will update and seek approval for the proposed Joint Venture LLP and options arrangements for land allocated for development known as South Oxford Science Village.	

ITEM 44: ID: I027041	Grant Allocations to Community & Voluntary Organisations 2023/24
A report to make decisions on the allocation of grants to the community and voluntary organisations for 2023/2024.	

ITEM 45: ID: I032816	Housing Infrastructure Funding for Osney Mead – revised implementation arrangements
To provide an update on the use of the Housing Infrastructure Funding (HIF) which has been secured for Osney Mead. The report will set out revised implementation arrangements following an earlier report to Cabinet on 20th January 2021. The revised arrangements include working with Oxfordshire County Council to complete enabling works for the Kennington Bridge, which will form part of the wider Oxford Flood Alleviation Scheme (OFAS) being delivered by the Environment Agency. These works will in turn facilitate the development of housing at Osney Mead by the University of Oxford.	

Cabinet 14 December 2022

ITEM 46: ID: I032624	Thriving Communities Strategy
The report will: -	

- Provide context of the work and city-wide conversations to help shape and inform a new Thriving Communities Strategy; and
- Make recommendation on adopting a Thriving Communities Strategy, so that Oxford's diverse communities and organisations can be better equipped, supported and enabled to tackle inequality and ensure everyone is able to play a full part in the life of our city.

**ITEM 47:
ID: I032750**

Budget 2023/24

To propose a Medium Term Financial Strategy and the 2023/24 Budget for consultation.

**ITEM 48:
ID: I032751**

Workplace Equalities and Action Plan

To present and seek approval for the publication of the Workforce Equality Report 2022, which includes the Gender Pay Gap report, Ethnicity Pay Gap report and Disability Pay Gap report.

**ITEM 49:
ID: I032752**

Integrated Performance Report Q2 2022/23

To update Cabinet on finance, risk and corporate performance matters as at 30 September 2022.

**ITEM 50:
ID: I032754**

Treasury Management Mid-Year Report

To report on the performance of the Treasury Management function for the six months to 30 September 2022.

**ITEM 51:
ID: I032755**

Oxfordshire Food Strategy Action Plan

Following approval of the Oxfordshire Food Strategy at the Cabinet meeting on 15 June 2022, to approve the associated action plan to meet the ambitions of the Strategy.

**ITEM 52:
ID: I032826**

Authority Monitoring Report and Infrastructure Funding Statement 2021

The Authority Monitoring Report (AMR, April 2021 – March 2022) reviews the effectiveness of planning policies and helps to ensure that progress is being made towards achieving the objectives set out in the Local Plan.

The Infrastructure Funding Statement (IFS) is a factual report which summarises the amount of developer contributions obtained, allocated, and spent in the previous financial year (April 2021 – March 2022).

Cabinet - 25 January 2023

ITEM 53: ID: I030318	Council Tax Reduction Scheme for 2023/24
To note the outcome of a consultation on the proposed Council Tax Reduction Scheme and recommend to Council a local Council Tax Reduction Scheme for 2023/24.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 25 Jan 2023
Cabinet Lead Member	Cabinet Member for Inclusive Communities and Culture
Lead Officer	Executive Director (Communities and People)
Report Contact	Laura Bessell, Benefits Manager lbessell@oxford.gov.uk

To: Cabinet
Date: 19 October 2022
Report of: Executive Director (Development)
Title of Report: Development Brief for Botley Road Retail Park

Summary and recommendations	
Purpose of report:	To invite Cabinet to endorse the Botley Road Retail Park Development Brief
Key decision:	No
Cabinet Member:	Councillor Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery
Corporate Priority:	Support Thriving Communities; Foster an Inclusive Economy; Pursue a Zero Carbon Oxford
Policy Framework:	Oxford Local Plan 2036 and evidence base for the preparation of the Oxford Local Plan 2040

Recommendation: That Cabinet resolves to:
1. Endorse the Botley Road Retail Park development brief.

Appendices	
Appendix 1	Development Brief
Appendix 2	Summary of Comments
Appendix 3	Risk Register

Introduction and background

1. Within the planning system Use Classes define what use a building can be put to; to change from one use to another usually requires planning permission. In April 2021 the Government made very significant changes the Use Classes Order¹, in particular to remove the differentiation between a retail use and most employment uses. These are now only covered by the single Use Class E. This means that

¹ [Town and Country Planning \(Use Classes\) \(Amendment\) Regulations 2020](#)

buildings currently in Retail Use can be changed to office or research laboratory use without needing planning permission. This creates a challenge, but also opportunities. One of those opportunities is the Botley Road Retail Park.

2. The Botley Road Retail Park is made up of a series of large retail units surrounded by car parking, given planning permission – some on appeal – in the 1980s and 1990s before national planning policies made it easier to resist car-based out of town retail developments. The buildings are of poor quality, and collectively make up a poor quality environment. The amount of car parking provision is entirely contrary to current City Council planning policy. The sites are largely in an area of functional flood plain that precludes residential development.

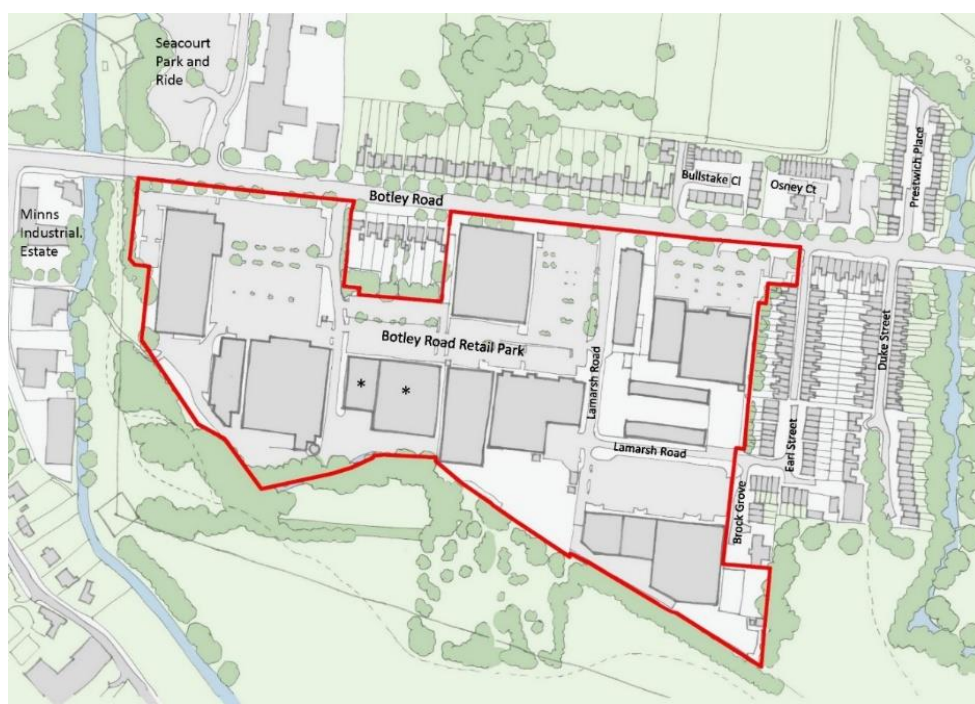


Figure 1: Map of Botley Road Retail Park

3. There is landowner interest in seeking alternative uses for these sites; a planning application for the conversion of two retail units to R&D (research and development) uses was approved in 2021. There is then a significant opportunity to shape the transformation of this area away from low density car-based retail uses, and towards higher density employment uses, in line with current City Council policies in favour of reducing car travel and siting employment close to existing public transport routes and hubs, such as Oxford Railway Station. At the same time there is a significant challenge to ensure that any such developments integrate better with the existing area, and link properly with those transport routes.
4. Landowners and the County Council have submitted their comments on the draft brief and these are summarised in Appendix 2. Amendments have been made to the brief where appropriate in response to comments raised by both landowners and the County Council.

5. The retail park is not an allocated site in the Oxford Local Plan 2036, and sits outside the West End “Area of Opportunity” and the related draft West End Supplementary Planning Document (SPD), hence there is no specific guidance on how change should be managed over and above citywide policies in the Oxford Local Plan 2036. Flooding is a major constraint to development in this location. The retail park benefits from a sizable footprint, close proximity to the city centre and a range of transport options including sustainable modes, which provide some scope for development opportunity.
6. Given these factors, there is a risk that change will come forward in an uncoordinated way with complex site constraints dealt with on a piecemeal basis. The chosen approach to address these risks has been to produce a framework that will enable change to be delivered in the most considered and managed way possible, whilst ensuring that standards for design and placemaking are kept consistently high.

Purpose and Content of Development Brief

7. The purpose of the proposed development brief is to provide guidance for those seeking to bring forward development of the site and other interested parties. It has specifically been written to help inform developers seeking change of use applications on this site and to guide development officers and members as they consider such applications. The brief will also form part of the evidence base of the emerging Oxford Local Plan 2040.
8. The brief sets out an overarching vision, key development objectives and high level design parameters for the site. These have been developed on the basis of an understanding of the physical and policy constraints, prevailing market trends and a reflection of the council’s core priorities. All the development principles contained in the brief have been developed to be in accordance with the current local plan, and no new policies are proposed.
9. From the assessment of the site area, three overarching matters affecting the site have been identified, the brief will address – land use, access and movement, and design and layout. These are the key areas of deficiency of the site and where direction is most needed in order to ensure any forthcoming development schemes can contribute positively towards improvements on the site and its immediate setting.
10. The development brief has been shaped through collaborative working across a number of Council service areas, including Development Management, Planning Policy, Urban Design, Regeneration and Economic Development. Landowners with interests on the site were also invited to a briefing which comprised of an overview of our aspirations for the site and the brief’s content and approach.
11. At time of publication there has been no formal consultation on the brief, however we have sought to engage with interested parties. To that end, key landowners were given sight of a working draft of the brief and allowed time to review and share

their thoughts on the contents. A summary of the feedback is attached to this report (Appendix 2).

12. In addition, the brief is referenced in the Local Plan Preferred Options document development and sites chapter. This document will be subject to a six week public consultation as part of the Regulation 18 Consultation on the Local Plan 2040 which provides an opportunity to comment on the brief. This choice has been made to ensure that this brief is published in a timely manner in order to help and support those seeking to apply for planning permission in this area.
13. The development brief is not a statutory document and will not form part of the local development framework, however it will be useful in facilitating more robust planning applications that are more likely to be policy compliant and appropriate for the setting. It will also provide clarity for members, officers and the general public on the determination requirements for applications related to the site.
14. Cabinet endorsement of this development brief will indicate the council's support of the proposed approach towards managing change on this site and will confirm its status as an approved Council approach to the site.

Other Options Considered

15. An alternative would be to have a Supplementary Planning Document (SPD), which forms part of the local development framework. However, SPDs are subject to a statutory process, including consultation, publication and formal adoption, as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Planning and Compulsory Purchase Act 2014 (as amended). As it would take time to introduce an SPD, it was considered that the development brief route was the best option to put in place meaningful guidance on what is appropriate or suitable for the site to assist developers now in submitting planning applications, and the Local Planning Authority in determining them.
16. Another option is to have no guidance in place, however this is not considered appropriate as this could result in poor use of the site.

Next steps

17. Once endorsed by Cabinet, the development brief will be deemed a material consideration for all planning applications affecting the retail park and will also be a consideration for pre-application consultations alongside local and national policies.
18. It is intended that this work will inform the policies of the new Oxford Local Plan 2040 for this area. In addition, it will inform the approach taken to providing site-specific advice for other parts of the city. The format of the brief and the processes used in its development will serve as a template for various aspects of the emerging local plan, such as the selection of site allocations, the wording of site allocation policies, and the development of design codes.

Health and safety

19. No health and safety issues arise as a result of this report.

Human resources

20. No further human resources beyond what has already been committed are expected to be required as a result of endorsing the development brief.

Crime and disorder

21. No crime and disorder issues arise as a result of this report.

Financial implications

22. There are no anticipated financial implications.

Legal issues

23. There are no legal implications arising from the preparation of the Development Brief, this would have the status of informal planning guidance and would be a material consideration to be taken into account in determining any subsequent planning applications in relation to the site.

Level of risk

24. Please refer to Appendix 3.

Equalities impact

25. There are no anticipated equalities impacts.

Carbon and Environmental Considerations

26. The endorsement of this development brief does not have an impact on Oxford City Council’s policies and commitments relating to carbon reduction and safeguarding the environment.

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Botley Road Retail Park

Development Brief
September 2022



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Contents

1	Opportunity for Development.....	4
2	Need for a Development Brief.....	5
3	What the Development Brief will do.....	7
4	Vision	8
5	Policy Context	9
6	Site Context and Use	16
7	Access and Movement.....	18
8	Design and Layout	20

Figure Table

Figure 1: Map of the Site	4
Figure 2: Policy Map	6
Figure 3: Botley Road Retail Park	7
Figure 4: Flood Map.....	10
Figure 5: Oxford Flood Alleviation Scheme	11
Figure 6: View from St. George's Tower - produced under licence from Vu.City	13
Figure 7: Historic Liberty Boundary.....	14
Figure 8: Constraints Diagram	19
Figure 9: Opportunities Diagram	21
Figure 10: Height Sensitivity Diagram	22

1 Opportunity for Development

- 1.1 Botley Road Retail Park is a large retail park within the western edge of the city boundary. Built from the 1980s, it features many large single storey retail stores with associated parking, belonging to familiar brands in homewares, consumer electronics and DIY. The retail park borders Botley Road to the North, open meadow to the South with small scale residential properties to the East on Earl Street, Lamarsh Road, Brock Grove and opposite on the Botley Road.
- 1.2 The site area is 9.8 ha. Despite being a distinct area of retail uses, the ownership of the retail park is fragmented between different owners holding both freehold and leaseholds on the site.
- 1.3 The site is well connected, a 15-20 minute walk to Oxford Station, on the Oxford Cycle Network, major bus routes in and out of the city centre and is located opposite Seacourt Park and Ride.

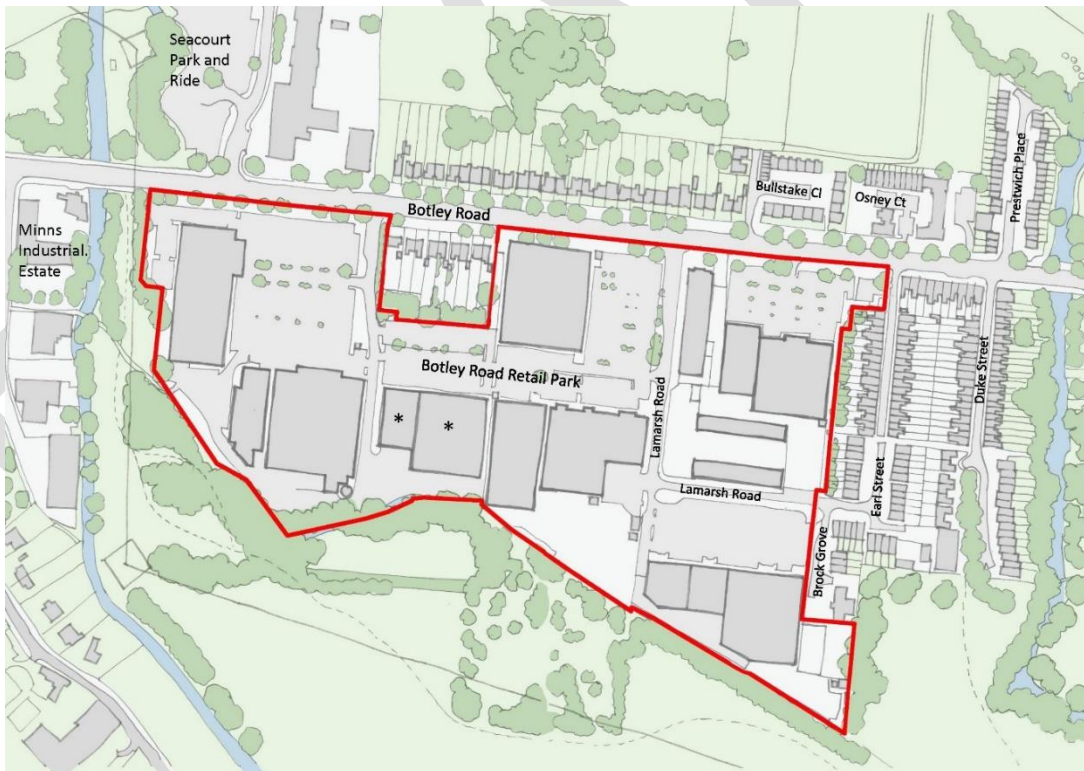


Figure 1: Map of the Site

2 Need for a Development Brief

- 2.1 The retail environment has been changing over recent times and this change has been accelerated by the Covid pandemic. At the Botley retail park there are a number of empty units and, the current use may not continue. Furthermore, there has been landowner interest and a successful planning application for the conversion of two retail units to R&D use. This level of change occurring at the retail park has been exacerbated by the Government making significant changes to the Use Classes Order¹. A single Use Class E Commercial, Business and Service, has been created which removes the need for a change of use application between retail and most employment uses. These retail units can change to employment uses (offices, R & D uses etc), if the buildings do not increase in size or external appearance without the benefit of obtaining planning permission. These incremental changes to the units over time means that the opportunities to enhance the area particularly by improving the public realm and connectivity to and through the site to the existing pedestrian and cycling network would not be available. Development could come forward in an uncoordinated way with complex site constraints dealt with on a piecemeal basis and opportunities to introduce and improve the standard of design and the public realm at this site missed.
- 2.2 The retail park sits outside the West End Spatial Framework and is not allocated, hence there is a lack of guidance on how change should be managed over and above citywide policies. The review of the Oxford Plan 2040 will take several years to be adopted. Hence there is need for some development guidance now for those interested in bringing forward development on this site to ensure any opportunities to enhance the area, despite its constraints, are optimised. In addition, for those developments that do require planning permission opportunities will be sought to seek contributions for public realm enhancements where applicable. Development coming forward on this site needs to consider how it will be undertaken to ensure that it does not preclude or sterilise the wider redevelopment of the retail park and its enhancement.

¹ [Town and Country Planning \(Use Classes\) \(Amendment\) Regulations 2020](#)

2.3 This development brief is not a statutory document but will be a material consideration in decision making for this area. It has been produced in a timely manner to provide as much certainty and guidance as possible to landowners and developers during a time of rapid change.²

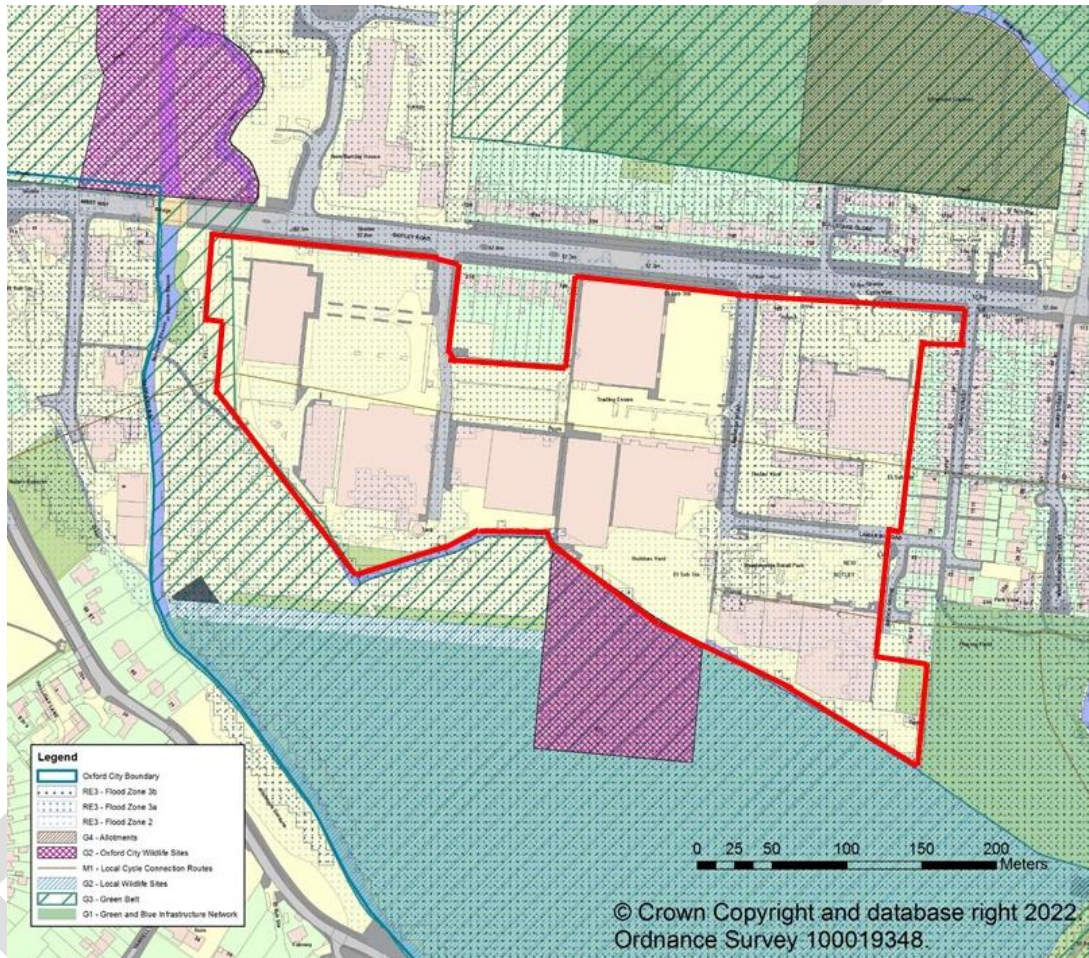


Figure 2: Policy Map

² At time of publication there has been no formal consultation on the brief, however we have sort to engage with interested parties. In addition, the brief is referenced in the Local Plan Preferred Options document development and sites chapter. This document will be subject to a six week public consultation as part of the Regulation 18 Consultation on the Local Plan 2040 which provides an opportunity to comment on the brief. This choice has been made to ensure that this brief is published in a timely manner in order to help and support those seeking to apply for planning permission in this area.

3 What the Development Brief will do

- 3.1 The development brief will feed into the development of the local plan and help the determination of any planning application made on the site now. The intention of a development brief is to provide guidance for whoever develops the site, providing certainty for the public and developers. The brief will help applicants make a successful planning application that can move more smoothly through the planning process because the potential for conflicts and objections is minimised.
- 3.2 The development brief is drafted with an understanding of the surrounding area setting land use and design principles such as landscape, access, parking, building height, scale and views. Engagement of the brief has been undertaken with City Council and Oxfordshire County Council officers and local landowners and developers. In addition, as stated earlier this brief is referenced in the Oxford Local Plan 2040 Preferred Options consultation and so will be available to comment as part of the six week consultation period.



Figure 3: Botley Road Retail Park

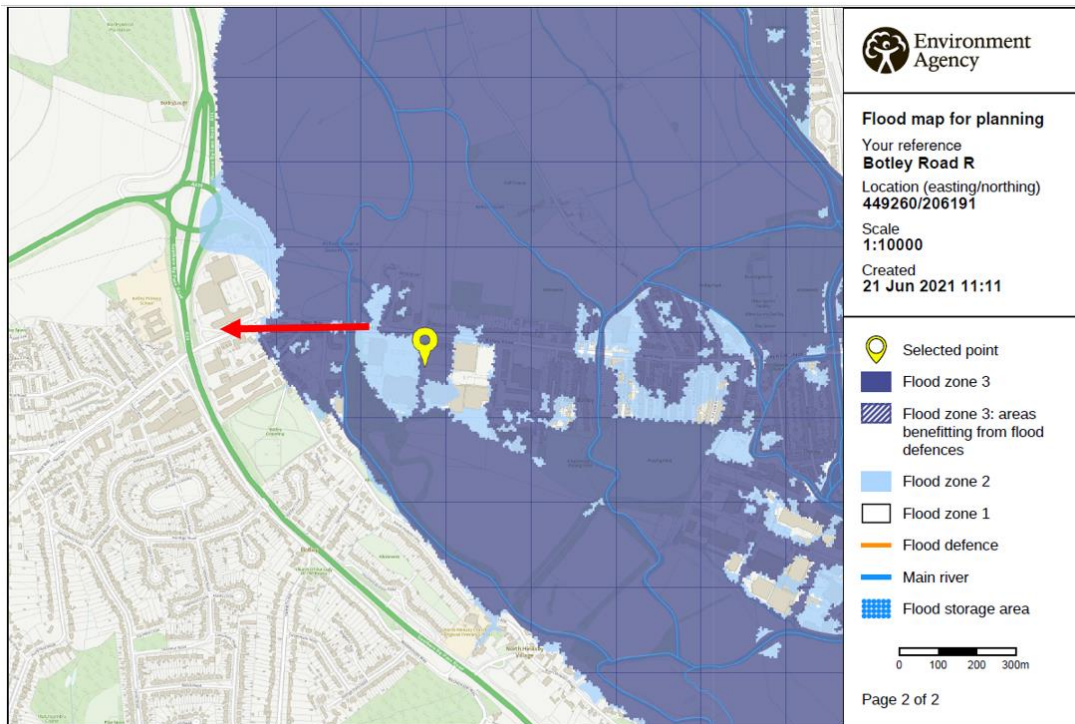
4 Vision

- 4.1 This development brief seeks to establish a vision for the area based on an understanding of the opportunities and constraints of the site, market trends and in line with the council's core priorities, to: Enable an inclusive economy; Deliver more affordable housing; Support thriving communities and pursue a zero carbon Oxford. It is informed by the foundations of the Oxford Economic Strategy which are **enabling a more inclusive economy, becoming a stronger global city and moving towards a zero-carbon economy**, the objectives of which effectively comprise of a 'triple bottom line.'
- 4.2 Key parts of Oxford's economy have prospered in recent years, particularly life sciences, healthcare, higher education, and technology sectors. Their growth has driven a high level of demand for suitable workspaces including offices, laboratories and other research spaces. The requirements are substantial and are not being adequately met by the city's current supply.
- 4.3 **Becoming a stronger global city** - Given the level of unmet demand for Commercial Research and Development Space and specific developer interest, it is expected that this will be the main driver of development on the site. However, there is also an opportunity to satisfy some of the technology sector's demand through previously developed sites such as this.
- 4.4 **Enabling a more inclusive economy** - The site presents opportunities as it could provide accommodation for a range of sectors and uses, such as the creative and digital industries, as well as affordable workspaces for start-ups, co-working spaces, and displaced employment uses from elsewhere or even community uses where feasible. Such diversity could promote an inclusive business environment and could attract a different selection of uses that would avoid duplicating or compromising the offer in areas such as the proposed Global Innovation District in the nearby West End or Oxford North.
- 4.5 **Moving towards a zero-carbon economy** - There is also a good opportunity to integrate features that are compatible with the transition towards zero carbon economy such as reducing car use to and from the site, providing infrastructure for EV charging, maximising the local options for sustainable travel, and integrating green and blue infrastructure within the footprint of the site to provide ecological functions and local amenity. We would welcome the inclusion of a car club at this location in order to provide a realistic alternative to dependence upon the private car.

5 Policy Context

5.1 Flooding - Most of the surrounding area lies within Flood Zones 3a or 3b, which indicates a significant flood risk. Based on the likely redline area, it is estimated that at least 50% of the site area would fall under FZ3a, particularly towards the eastern side of the site and a central section (a section on the eastern side of Lamarsh Road comes within FZ3b). The rest of site lies within FZ 2, with some patches showing low flood risk. The level of flood risk would have significant implications on the type and nature of development that would be permissible on the site, as well as where it can be located. Policy RE3 will not allow for development in FZ3b areas except for water compatible uses, essential infrastructure or where it is on previously developed land and it represents an improvement on the existing situation with regards to flood risk. The following policy criteria will apply to any new development:

- it will not lead to a net increase in the built footprint of the existing building and where possible lead to a decrease; and
- it will not lead to a reduction in flood storage (through the use of flood compensation measures) and where possible increase flood storage; and
- it will not lead to an increased risk of flooding elsewhere; and
- it will not put any future occupants of the development at risk.



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Figure 4: Flood Map of site area and surroundings – red arrow indicates nearest area of low flood risk outside of site boundary

- 5.2 New development will be directed towards areas of low flood risk (FZ1), with sequential and exception tests applied to other areas. Development proposals on this site would at a minimum be required to be accompanied by a site specific flood risk assessment. The suitability of development will be assessed according to the sequential approach and exceptions test as set out in the PPG. Safe Egress to a dry area is defined as ‘Very Low Risk’ on the Environment Agency Maps. Egress to this site is classified as ‘Danger to some’ or danger to most,’ hence, despite the overwhelming need for housing in Oxford, it has not been deemed suitable for residential use.

- 5.3 We consider that the site could be developed in accordance with local and national policy and in any event some of the site falls within Flood Zone 1. However, we emphasise that engagement with the EA would be sought for any development that comes forward on this site where development in the flood plain would be proposed. The height of buildings will be a consideration if the development involves raising the floors to provide void storage for flood water.
- 5.4 OFAS - The forthcoming Oxford Flood Alleviation Scheme is planned to pass directly to the west of the site protecting settlements on Botley Road, however it is noted that this is meant to protect existing settlements only (not facilitate new developments) and the timeline for implementation is currently for completion in 2029. Furthermore, unlike the nearby Osney Mead, there is no single institutional landowner who could manage the evacuation of the site and accommodate residents elsewhere if the site was flooded.

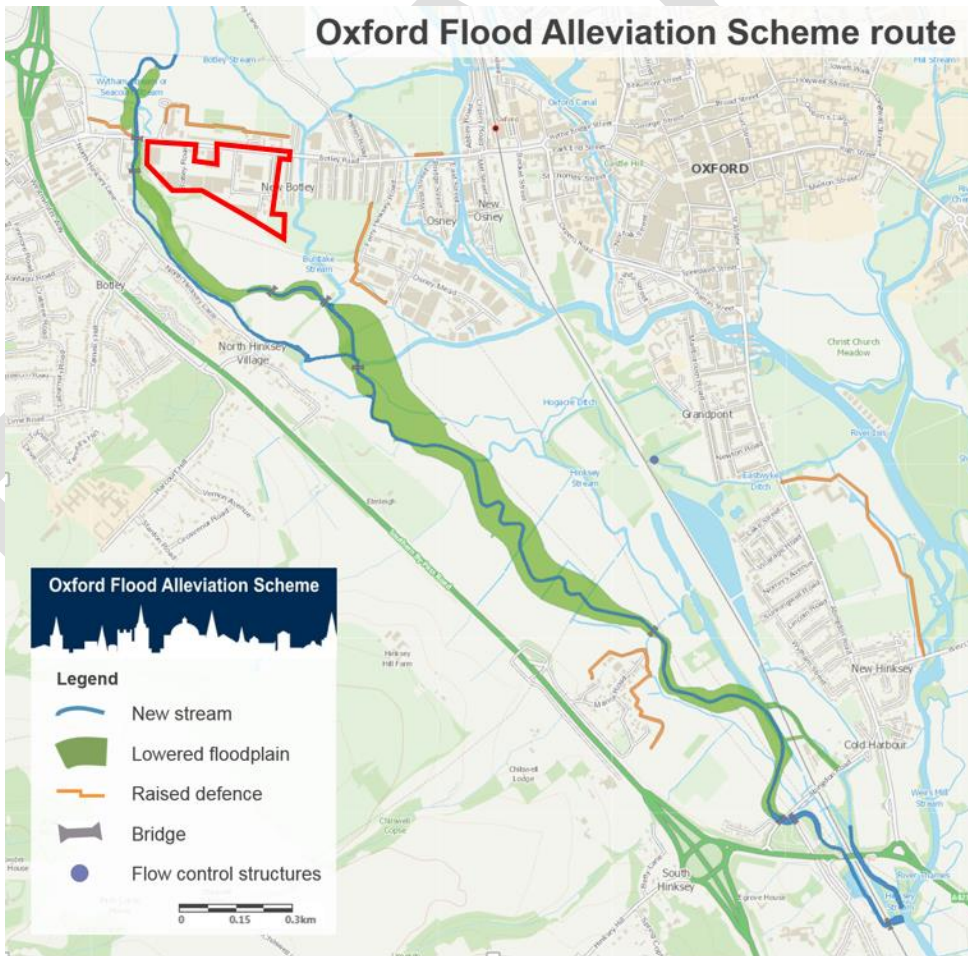


Figure 5: Oxford Flood Alleviation Scheme

- 5.5 Land Use – Oxford adopts a sequential approach, consistent with that of the NPPF and set out in Policy V1, in assessing the suitability of the location of town centre uses, with the aim of ensuring that development takes place in the most appropriate site to meet identified needs. Oxford’s hierarchy of centres will be used to direct ‘town centre uses’ to the most appropriate location with regard to their scale, function and character. While priority will normally be given for centres higher on the hierarchy, the approach entails flexibility and will take into consideration broader factors such as the suitability of the proposed use, viability and the availability of appropriate locations. It should be noted that this by itself does not constitute a guarantee for approval of a development scheme.
- 5.6 The site is currently classed as an “edge of centre” location as defined by the NPPF. It is on a direct route to the city centre at a distance of about 1.6km (equivalent to about 15 to 20 minutes walking), with existing cycle routes along Botley Road – including a cycle route that goes through the site - although there is scope for this to be improved and better connected to the main road. The site benefits from several direct bus routes into the city centre. There is close proximity to Oxford Station, which is also serviced by the same bus routes. The site is close to a Strategic Road Network route (A34) and is almost directly opposite the Seacourt Park and Ride. Because of the range of options for local and regional connectivity, including sustainable travel modes it is considered that the site is highly accessible for the purposes of this sequential test.
- 5.7 The developer interest on this site has thus far centred on the provision of R & D and lab floorspace, and reflects the growth in this sector and the central part that Oxford plays with its unique attributes. In general terms there is scope for the expansion of R & D and lab space within the city, to that end there are a number of site allocations in the city centre, including strategic sites such as Osney Mead, Oxpens and others in the West End of the city, where R & D and related activities are expected to form the cornerstone of development that would come forward in the next few years. There are however physical and policy constraints to the degree to which such uses can expand within the centre, including protected green and blue spaces, conservation areas, as well as simple unavailability of land. The subject site with its present parameters and good level of accessibility and connectivity to the city centre provides an opportunity to add to the capacity to accommodate this demand in the context of stated constraints.

- 5.8 In promoting proposals, developers should consider desirability of providing a diverse land use offer that could go beyond replicating or even competing with developments that are expected to come through in the West End and other central sites. The site offers an opportunity to develop complementary uses and activities, as well as to help cater for the demand for floorspace in other key economic sectors as identified in the draft Economic strategy. In placemaking terms, there is an opportunity to create a location with its own unique character and offer that has the potential to be wholly distinct from other quarters in the city.
- 5.9 This Design Brief includes a narrative about making some appropriate suggestions regarding the type of employment opportunities that could be located here. Uses that would complement existing employment proposals coming forward elsewhere in the city, particularly those close by in the West End and at Osney Mead would be welcomed.
- 5.10 Green and Blue Infrastructure –The site does not have any ecological designations, although it directly adjoins the green belt to the west and rear boundaries) and a local wildlife site (Field west of Osney Mead) at its rear boundary).



Figure 6: View from St. George's Tower - produced under licence from Vu.City

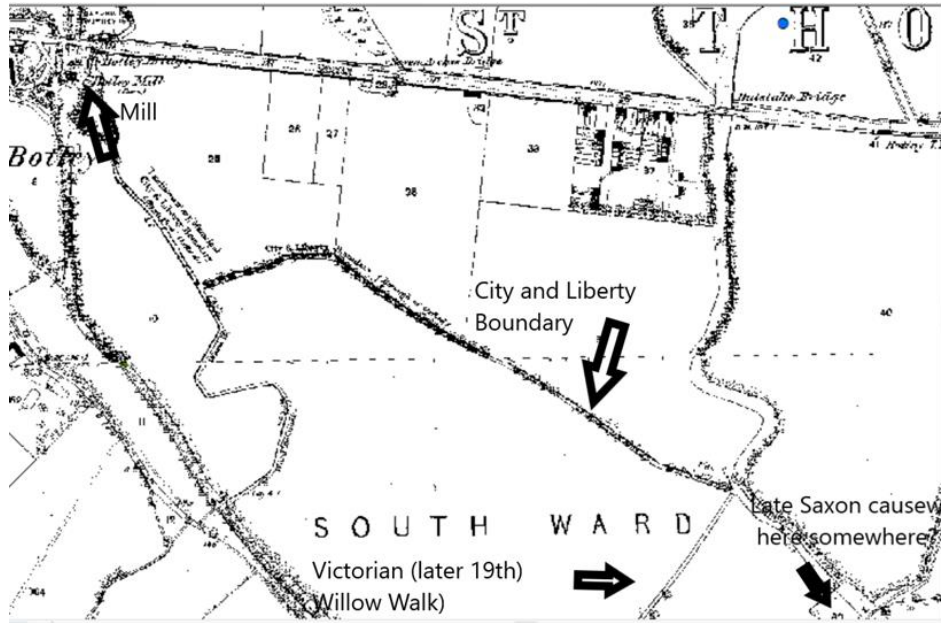


Figure 7: Historic Liberty Boundary

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- 5.11 Urban Design and Heritage - The urban environment is considered poor quality as it is dominated by cars and hard surfacing. No listed buildings are onsite, but proposals should not detract from the nearby Osney Town Conservation Area. The fields to the south form an important part of the historic landscape setting for the city and the site is adjacent to the historic City and Liberty Boundary.
- 5.12 Building Heights - The High Buildings Technical Advice Note (TAN) sets out the following key heritage considerations, namely; 'The setting of Oxford Castle (Scheduled Monument), The historic character of adjoining Conservation Area (Osney Town), Visual competition to city centre skyline in views from Headington Hill Allotments and South Park, Visual competition and change of character in elevated views to west from city centre.'
- 5.13 Views out of the city which should be tested include; View from Castle Mound, View from St. George's Tower, view from St. Michaels Tower, view from the Sheldonian Cupola, view from St. Mary the Virgin, View from Carfax Tower. Further views which may be impacted by proposals include the Crescent Hill and Rose Hill Viewcones, the view from Hinksey Meadow, views from Binsey Lane and the Road to Hinksey Heights Golf Course. Dynamic views of the site should be tested along the Botley Road including from Osney Bridge, St. Frideswide's Church, Botley Road junction with Binsey Lane, Botley Road junction with Prestwich Place and the Westway.
- 5.14 Parking – The Oxford Local Plan 2036 and Policy M3 specifically seeks a reduction and overall downward pressure on car parking across the city. This is a site which currently attracts too many car journeys, however it is in a good location for people to reach the site by means other than the private car which includes walking and cycling. There are regular bus services along the Botley Road and , and the site lies within a 15 minute walk from Oxford railway station The Seacourt Park and Ride lies opposite the site where people could park if they could not reach the site by any other means. There is an aspiration for low parking or no parking, given the alternative travel options available. There is also the opportunity to incorporate electric charging points into the design. There is a potential for including corporate car clubs to reduce individual parking and opportunities to separate service vehicles from other road users should be taken Encouraging the reduction in parking is a priority in Oxford where land is so scarce and traffic congestion and air pollution have a detrimental impact upon the quality of the environment.

A reduction in parking provision on site and the number of vehicular access points on Botley Road is envisaged. Any changes to access and egress points must consider the pedestrian and cycle flow along the Botley Road and be carefully managed to minimise disruption for pedestrian and cycle users along the Botley Road. Opportunities should be taken with any redevelopment of the site to locate, covered, well designed bicycle parking which is conveniently positioned as close to building entrances as possible. Any new cycle infrastructure should be designed in accordance with the DFT LTN1/20 cycle infrastructure design guidance and the Oxfordshire street design guidance³

6 Site Context and Use

- 6.1 The primary use on the site is single storey retail sheds with associated parking. The retail sheds are served by large areas of hard surfaced car park which are shared between the various units. Towards the back of the site there are building suppliers yards and service yards for the retail units. These yards largely obscure views out to the landscape.
- 6.2 To the North of the site is the Botley Road featuring large lime trees which create a green entry to the city. Two storey semi-detached houses are opposite the retail park for most of its length. Three to four storey flats oppose the retail park at its North Eastern corner and a three storey car dealership opposes the retail park to the North-West. Seacourt Park and Ride wraps around the dealership.
- 6.3 To the East of the site is Earl Street, a residential street consisting of historic terraced properties of two storeys with the occasional third storey extension at the back. Trees in the back gardens provide some visual buffering of the retail park. More recent development at the end of the street is three storeys continuing through to Brock Grove.
- 6.4 To the West of the Site is the Seacourt Nature Park with mature trees providing screening and distance to commercial buildings on the Minns Industrial Estate - just over the city boundary.

³ chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-policies-and-plans/DesignGuidePublication.pdf

- 6.5 Green fields adjoin the site along the southern boundary which used to form the liberty boundary to the city, with ditches and trees screening the activities of the retail park. There are two areas of Tree Preservation Order along this boundary. The site directly adjoins the Green Belt (to its west and rear boundaries) and a local wildlife site (Field north of Osney Mead) at its rear boundary. Footpaths along the southern boundary of the site link to Seacourt Nature Park, Oatlands playing fields and Osney Mead Industrial Estate via Willow Walk which is a network of paths going as far as North Hinksey Village.

Key objectives – in relation to Site Context and Use

- Achieve a more efficient use of the land than the retail park (Policy RE2).
- Select uses and built form appropriate to flood zone (Policy RE3).
- Reduce hard surfacing, improving landscaping and biodiversity onsite (Policy M3, DH1 and G1).
- Reinforce the avenue of Lime Trees on Botley Road and glimpses of the landscape beyond (A Character Assessment of Oxford in its Landscape Setting, 2002).
- Respect the amenity of neighbouring residential properties including privacy, overlooking and light spillage (Policy H14).
- Test proposed massing in views set out in this document (Policy DH2).
- Respect the setting of the Osney Town Conservation area (Policy DH3).

7 Access and Movement

- 7.1 **Vehicles** - access the site from Botley Road via three access points with right turn lanes. There is a fourth vehicle access point via Lamarsh Road, which allows access to the lower half of Earl Street and Brock Grove which would otherwise be cut off by bollards on Earl Street.
- 7.2 **Cyclists** - can access the site via the cycle path on Botley Road which links to Oxford Station and the city centre. However, once inside the site, cyclists no longer have a separated path, sharing the roads with cars and HGVs. A local plan cycle path goes East-West through the middle of the site in front of the retail units linking to Botley, Osney and through Willow Walk, Osney Mead Industrial Estate and North Hinksey Village (West Oxford Cycle Route).
- 7.3 **Pedestrians** can access the site via the pavement on Botley Road or Lamarsh Road or via the Seacourt Nature Park. Footpaths and zebra crossings allow pedestrians to cross the car parks within the site.
- 7.4 **Buses** – The site is well served with buses, with four stops adjacent on Botley Road (Lamarsh Road stop and Seacourt Park and Ride stop). No buses travel into the site. The site is opposite Seacourt Park and Ride where the 400 Park and Ride bus takes passengers towards the city centre.⁴

Key objectives in relation to Access and Movement

- Prioritise pedestrians, cyclists and public transport over cars and servicing (Policy M1).
- Reduce the area of car parking (Policy M1, M2, M3).
- Provide charging points to support low emission vehicles (Policy M4).
- Reinforce Cycle Path through middle of site (Policy M1).
- Reduce access points from Botley Road to improve traffic flow (Policy M1).

⁴ Buses correct at the time of writing.

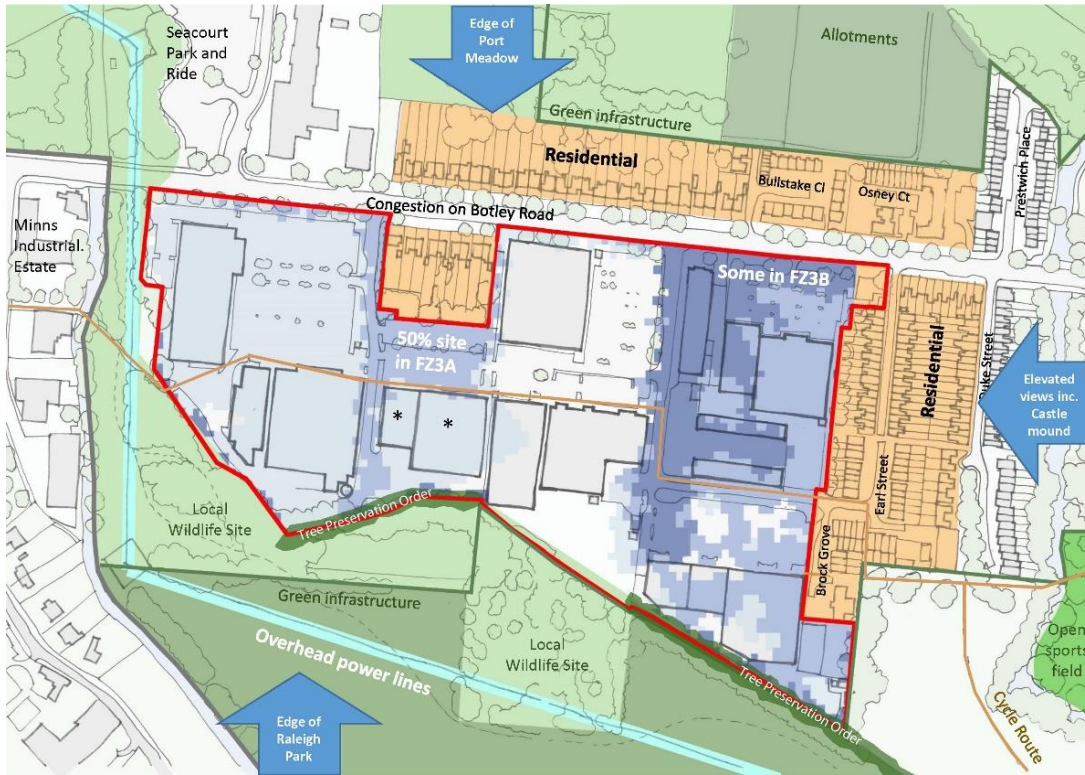


Figure 8: Constraints Diagram

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8 Design and Layout

- 8.1 This section translates the local plan design objectives of high quality design that creates or enhances local distinctiveness (Policy DH1). All applications on this site would be expected to be supported by a constraints and opportunities plan and supporting text and/or visuals to explain the design rationale, which should cover the relevant checklist points set out in design appendix 6.1. As a result of the analysis in this brief, the following principles are proposed to guide the design.
- 8.2 **A landscape led approach** – The current site is dominated by parking and hard landscaping which does not create a high quality setting. Reinforcing the tree line along Botley Road will emphasise the green entry to the city and creating green fingers through the site will link it visually to the landscape beyond. Green fingers will create room for SuDs and pocket parks and improve the quality of spaces around the buildings. This will make the best use of the site's edge of centre location and help integrate it into the landscape beyond, including Seacourt Nature Park.
- 8.3 **Improved access for cyclists and pedestrians through the site** – Dedicated footpaths and cycle ways will reduce the need for pedestrians to cross car parks and service routes and should be designed with reference to the County's Street Design Guidance.⁵ Opportunities to increase permeability through the site for pedestrians and cyclists should be incorporated into the development.
- 8.4 **A confident building line** – The current retail sheds sit a long way back from the Botley Road to accommodate parking. Bringing the buildings closer to the road and introducing public space in front of them will increase active frontage, give the development a presence on the Botley Road and improve the entry sequence for cyclists and pedestrians.
- 8.5 **Plot sizes to meet local demand** – A variety of plot sizes will facilitate different types of business including start-ups and larger occupiers positioned in response to site constraints and opportunities.
- 8.6 **Height that respects local sensitivities** – The site is bordered to the east and in the centre by residential houses which must be treated sensitively to avoid overlooking or overbearing from new development. Massing should be tested in views set out in this brief and must not detract from the Osney Town Conservation Area. The roofscape should contribute to the rich and varied roofscape of Oxford and avoid long uninterrupted expanses at height.

⁵ [Oxfordshire Street Design Guide](#)

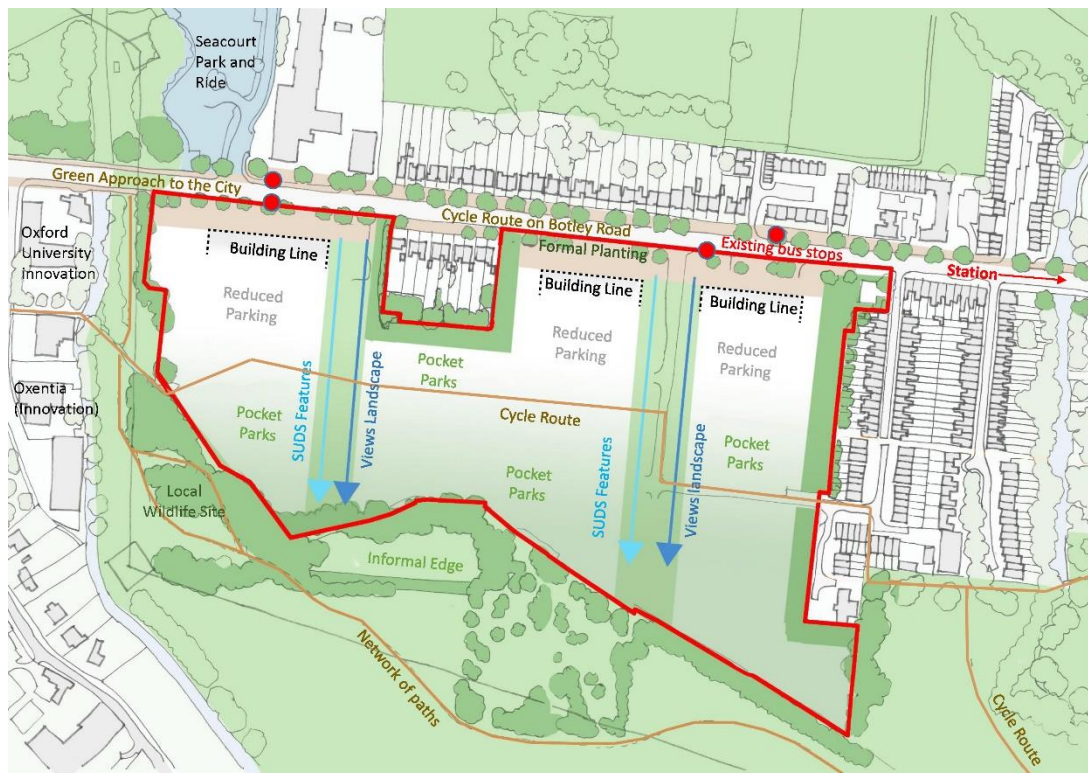


Figure 9: Opportunities Diagram – subject to appropriate design, land use and EA agreement

- 8.7 Using the views stated in 5.11 and 5.12, Urban Design and Conservation Officers have conducted an initial assessment of the site on Vu.City against Policies DH1 High Quality Design and Placemaking, DH2 Views and Building Heights and DH3 Designated Heritage assets. Based upon a floorplane of 58.03m AOD (above ordnance datum) ⁶ and considering the need for flexibility on floor-to-floor heights, the site has been divided into three areas where the following AODs would likely be acceptable. This should inform further rigorous testing and analysis to support individual development proposals that may come forward.
- **Formal Edge** - Up to a maximum AOD of 75.33 m which would allow for four storey office or laboratory buildings (inclusive of plant). Where blocks adjoin sensitive residential uses, a 25m margin⁷ would help avoid an overbearing relationship to neighbouring properties or direct overlooking, with windows directed away from residential gardens. Blocks

⁶ Ground Floor Plane determined by flood levels: 1% AEP (+35% increase in flows) +300mm.

⁷ Precedent: Old Road Campus B3 Plot 19/01225/RES.

should step down to respect the setting of the neighbouring Seacourt Stream and Nature Park.

- **Middle** – Up to a maximum AOD of 71.23 m would allow for three storey office or laboratory buildings (inclusive of plant). Where blocks adjoin sensitive residential uses, a 25m margin would help avoid an overbearing relationship or direct overlooking. Overbearing and overlooking should also be avoided through block orientation and façade design, directing views away from adjoining gardens.
- **Landscape Edge** – Up to a maximum AOD of 69.33 m would allow for flexible two storey, ‘techbox’ style accommodation or affordable co-workspaces which could potentially be divided among multiple occupiers. Blocks should be located away from the sensitive landscape edge to preserve the landscape setting and help integrate proposals into it. The centre of this zone (south of central residential), potentially looking over a pocket park, could act as a hub for the site and incorporate community uses.

This should be read in conjunction with the constraints and opportunities and EA flood maps to understand site potential.

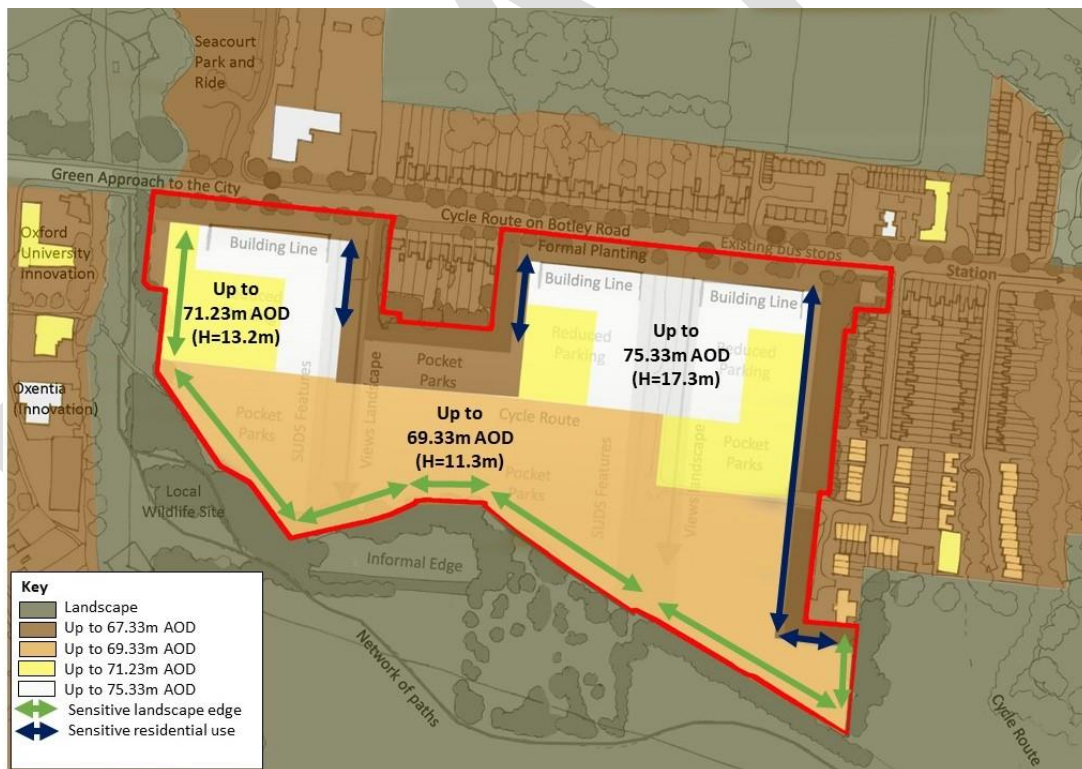


Figure 10: Height Sensitivity Diagram

NB. Outside the site boundary shows which categories existing building AOD falls into when measured at the maximum height or ridgeline, using Vu.City. Within the site boundary shows heights that would likely be acceptable on the retail park with arrows showing concerns that may further affect height, block orientation or façade design. H=Height assumptions based on a Ground Floor level of 58.03m AOD.

Appendix 2: Summary of comments received

Comments received	City Council response
Acknowledge that this site can make a positive contribution to Oxford however the brief lacks information about some key technical and design issues	The brief is intended to help provide an overall framework and guidance only; this will need to be supplemented by detailed technical assessments for development proposals. It is appropriate that this additional level of detail is provided on a site-specific basis through the pre-application and planning application processes.
Ensure the status of the document is clear in the brief	Agree, amendments have been made for clarity at paragraph 2.3
Ensure consultation that has been undertaken has been set out in the brief	Consultation has been carried out with landowners and key stakeholders on the brief. It is considered that this is an appropriate level of consultation for a document of this type. As stated at paragraphs 2.3 and 3.2 this will be supplemented by a broader consultation on the Local Plan.
The brief does not adequately consider building lines and flood constraints	Consider that the brief provides a good level of guidance on the issues of flood risk (paragraphs 5.1-5.4) and a clear principle on the building line (paragraph 8.4); the potential interaction between the two has now been made explicit in a new title for Figure 9.
The Brief should emphasise the demand for more central locations for R & D development and the requirements of occupiers in the context of an open innovation district	Consider this is clear, particularly in paragraphs 2.1 and 4.2. This will also be picked up through the Local Plan.
Support the opportunities to provide and enhance biodiversity and green infrastructure opportunities	Noted
It is unhelpful to be too prescriptive on building heights and the TAN goes beyond the adopted development plan policy	Agree that the brief cannot be prescriptive. However, it is considered that an appropriate level of information and guidance has been provided. Further explanation on the initial assessment of heights which has been carried out has been added to paragraph 8.7, together with acknowledgement that further rigorous testing and analysis will be required on site-specific proposals.

<p>Although supportive of the vision to reduce car parking the brief must reflect commercial realities and the requirements of potential occupiers</p>	<p>Reduction of car parking is an adopted policy of the Local Plan (M3) which applies to the whole city; this is referenced in paragraph 5.14 as a key consideration in this location. That policy will be used to assess proposals that come forward in this area.</p>
<p>The brief places limitations on making efficient use of land in this urban context and should be reconsidered</p>	<p>Disagree, one of the key objectives of the City Council is to make efficient use of land within the city, this is one of the drivers for the production of the brief. There are also site-specific constraints and considerations to be considered in determining the appropriate mass and form of new buildings in this location.</p>
<p>Reducing the number of access points is not set out in Oxford Local Plan policy M1 and it could result in displacement of traffic along residential routes</p>	<p>This is a request of the County Council as Highways Authority (see their comment in table below) to help improve movement flows along Botley Road. It is envisaged that a reduction in car journeys associated with the changes of use would allow a reduction in access points and facilitate an improvement in the pedestrian and cycling environments. Any proposals to reduce access points would be subject to further testing at application stage.</p>
<p>Supportive of landscape improvements but they must ensure the most efficient use of land</p>	<p>Agree, consider that paragraphs 8.1-8.7 provide a helpful and balanced set of principles through which individual proposals can come forward.</p>
<p>The building line along the Botley Road is understood and supported in principle but needs further consultation with Environment Agency in terms of predicted flood extents, flow and storage</p>	<p>Paragraph 8.7 makes it clear the brief should be read in conjunction with EA flood maps to understand site potential. The planning application process provides the right opportunity to explore this issue further when site-specific proposals are available for testing.</p>
<p>Supportive of principles in the brief guiding height however the brief is unclear (para 8.7) as to what analysis has taken place to inform the prescribed heights in the brief</p>	<p>Agree, more explanation of the assessment has been added to paragraph 8.7 to clarify the process which has been undertaken. It is not considered that the approach taken in the brief is prescriptive.</p>
<p>The brief is too prescriptive to support innovative development in this location as the parameters imposed will incentivise permitted development conversions on a piecemeal basis</p>	<p>Disagree, this brief does not set policy and is not considered to be prescriptive. Care was taken in framing the brief that many innovative proposals of this type elsewhere in Oxford, would have been able to be delivered within the guidance provided.</p>

The brief is too arbitrary about heights of buildings and too prescriptive and should adopt a criteria based approach which seeks to safeguard residential amenity and the impact on wider views particularly of the city centre	Disagree, an appropriate level of assessment work by urban design and conservation officers informed the sections on heights and views. An amendment has been made to paragraph 8.7 to explain the basis of that work. This will need to be supplemented by further assessment work in the context of site-specific proposals at planning application stage and this has also been added as a note for clarity to paragraph 8.7.
A complete landscape visual impact assessment should be included and form part of the evidence base for the brief	As above; additional text has been added to paragraph 8.7 to make it clear that this is an initial assessment and that more rigorous testing and analysis (such as LVIA) would need to accompany individual proposals that might come forward.
The brief lacks meaningful consultation and this brief should be subject to a six week consultation.	Consultation has been carried out with landowners and key stakeholders on the brief. It is considered that this is an appropriate level of consultation for a document of this type. As stated at paragraphs 2.3 and 3.2 this will be supplemented by a broader consultation on the Local Plan.
The impact upon the Osney Town Conservation Area is only relevant to proposals to the east of the retail park and that should be clear in the brief	Disagree, the historic character of Osney Town Conservation Area is identified as a heritage consideration for the whole site in the brief, on the basis of the approach taken in the approved High Buildings TAN and the evidence base underlying that.
Improved access for cyclists and pedestrians is supported	Agree.

Comments from Oxfordshire County Council	City Council response
R & D would have less impact upon the highway network than formal office uses which would have a higher density of workers	Noted
References to other uses in the Brief needs to be clarified	Consider that paragraph 2.1 deals with this issue
Locate cycle parking which is covered and well designed close to the entrance to the buildings to encourage cycling to the site	Agree, paragraph 8.3 refers to the County Council's guidance on the design of pedestrian and cycle facilities.
Rationalised access is needed to ensure walking and cycling across them along Botley Road are interrupted as little as possible	Noted and agree, this is referred to at Figure 9 and in the key objectives box at paragraph 7.4

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Appendix 3: Risk Register

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls					
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner	
Implementation	Principles contained in brief are too difficult to understand or too onerous to implement	T	Principles in development brief are in the form of parameters that schemes are assessed against, which set some limitations on use, heights, siting and layouts. Brief will be considered a material consideration that may result in schemes being amended or refused	Development schemes may be delayed or scrapped, particularly those that may have the potential for making more efficient use of the site or improve the setting of the area.	15/6/22	T Bridgman	2	2	2	2	2	2		Landowners were invited to a briefing where the scope, objectives and aspirations of the brief were presented and discussed. The basis of the principles contained in the brief consist largely of the adopted local plan policies, so requirements should not be beyond what will already be expected with respect to policy.					T Bridgman
55 Challenge to planning decisions	Legal or other challenge to brief or decisions based on brief	T	The development brief is not a statutory document or part of the local development framework and refused schemes may be appealed on this basis.	There is a risk of schemes outside of the parameters set out in the brief coming through as a result of successful appeals, undermining the validity of the principles and objectives it contains.	15/6/22	T Bridgman	2	2	2	2	2	2		The requirements contained in the brief are based on adopted local planning policies and make referene to the applicable national frameworks e.g. Flood Risk maps. No new policies have been created specific to this site. The requirements are therefore fully aligned with current relevant policies.					T Bridgman
Policy context	Potential changes to policy context	O	Changes to the policy context are likely to occur in the near future - including updates to the NPPF, new and/or altered planning policies forming part of the emerging local plan.	Updates to policy context will have to be reflected in the development brief. This ensures that the most current policy environment is accurately reflected and maintain the briefs usability.	15/6/22	T Bridgman	1	3	1	3	1	3		Updates to the development brief will be made and publicised as quickly as possible. The objectives and principles are unlikely to vary dramatically so overall impact is not expected to be significant.					T Bridgman

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To: Cabinet
Date: 19 October 2022
Report of: Head of Regeneration and Economy
Title of Report: UK Shared Prosperity Fund Investment Plan

Summary and recommendations	
Purpose of report:	To seek Cabinet endorsement of the UK Shared Prosperity Fund (UKSPF) Investment Plan, allocation of budget, and delegated authority to enter contract with Government for delivery of the plan on behalf of Oxford City Council
Key decision:	Yes
Cabinet Member:	Councillor Susan Brown, Leader and Cabinet Member for Inclusive Economy and Partnerships Councillor Imogen Thomas, Cabinet Member for Zero Carbon Oxford and Climate Justice
Corporate Priority:	Inclusive Economy; Thriving Communities
Policy Framework:	Council Strategy 2020 - 24

Recommendations: That Cabinet resolves to:	
1.	Endorse the Oxford City Council UK Shared Prosperity Fund Investment Plan, as submitted to government on 1 August under a delegated officer decision, in order to secure up to £1m of funding for the city;
2.	Delegate authority to the Executive Director (Development) to take the necessary decisions and actions to oversee the UKSPF investment plan, including implementing and administering the scheme and the resulting projects in accordance with the requirements and priorities of the prospectus and fund;
3.	Delegate authority to the Executive Director (Development) to enter into a contract with central government to deliver the UKSPF and to make non-material changes to the investment plan in consultation with the Head of Financial Services / Section 151 Officer; the Leader and Cabinet Member for Inclusive Economy and Partnerships; and the Cabinet Member for Zero Carbon Oxford and Climate Justice; and
4.	Recommend to Council the establishing of Capital and Revenue budgets in accordance with paragraph 21 of the report.

Appendices	
Appendix 1	UKSPF Investment Plan Submission
Appendix 2	Oxford UKSPF Expenditure Profile
Appendix 3	UKSPF Indicative Deliverables
Appendix 4	Risk Register UKSPF Investment Plan

Introduction and background

1. In April 2022 government launched the UK Shared Prosperity Fund (UKSPF), to replace the European Union funded structural funds. The guidance for UKSPF can be found [here](#).
2. In accordance with the Levelling Up White Paper, government launched the UKSPF to help address geographical disparities in economic performance and circumstances. The funds objectives are to;
 - a. Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging
 - b. Spread opportunities and improve public services, especially in those places where they are weakest
 - c. Restore a sense of community, local pride and belonging, especially in those places where they have been lost
 - d. Empower local leaders and communities, especially in those places lacking local agency
3. Each 'Lead Local Authority' has been allocated a three year funding commitment, subject to the development, submission and approval of a suitable Investment Plan. The council has been identified as the lead local authority for Oxford and the city has been pre-allocated £1,000,000 to invest over the period of 2022/23 to 2024/25.
4. To unlock this investment lead local authorities were given responsibility to develop an investment plan for approval by the UK government, and for delivery of the Fund thereafter. Following approval of the investment plan, lead authorities will receive an area's allocation to manage, including assessing and approving applications, processing payments and day-to-day monitoring.
5. Lead authorities have been given flexibility to invest across a range of activities that represent the right solutions to improve local pride in place, increase life chances, to help spread and create opportunity, and a sense of community and belonging. The balance of priorities should reflect local need and opportunity.
6. The fund identifies a number of 'off-the-shelf' interventions against the UKSPF themes of Communities and Place, Supporting Local Business, and People and Skills. Lead authorities can also define bespoke interventions but must provide a robust theory of change if they wish to do so.
7. The fund prospectus was published on 13 April 2022, and an indicative investment plan had to be submitted by 1 August 2022 for approval by government.
8. The local Investment Plan development process was led by officers in the Economy and Regeneration team and an indicative Investment Plan was submitted on 1

August under a delegated officer decision. This decision was delegated to officers under Part 4.4 of the Council's Constitution.

9. The investment plan identifies a detailed set of costed interventions and expected outcomes. There is ongoing flexibility to reprioritise investment over the course of the programme subject to change control processes. Material changes to the plan will require approval by government. Non-material changes can be made by the lead authority subject to an internal approvals process.

<https://www.gov.uk/guidance/uk-shared-prosperity-fund-reporting-and-performance-management-3>

Development of Investment Plan

10. Given the very short timescales to develop the proposals and the relatively small amount of funding available, we have sought to focus on a small number of priorities which would have a strong impact and would help catalyse match funding and further investment from partners.
11. The recently adopted Oxford Economic Strategy and City Centre Action Plan drew heavily on the themes and evidence of the Oxford Local Plan, Corporate Strategy, the Local Industrial Strategy and the Oxfordshire Economic Recovery Plan, and identify a number of key strategic economic and social challenges for the city. These include the development of a more inclusive and equitable local economy, the transition to a net zero economy, the ambition to maintain and enhance the city's economic influence at a global scale, and the need to enhance the quality, diversity and vibrancy of the city centre, through improvements to its public realm and retail, social and cultural offer.
12. We were therefore in a strong position to articulate our local priorities against the UKSPF themes, as well as those of the wider community, having recently consulted extensively on the Oxford Economic Strategy and City Centre Action Plan. These consultation processes identified the following themes as priorities for action:
 - a. Support local people to access skills, training and education opportunities and adapt to the expected rapid structural changes to the economy
 - b. Explore options to deliver more affordable travel to employment and education using public transport, cycling and walking.
 - c. Focus recovery efforts on the needs of the most disadvantaged places, through community wealth building and community economic development.
 - d. Further develop and build on the Oxford Living Wage initiative (OLW) to embed the principles of a minimum standard of prosperity
 - e. Mitigate the environmental impacts of new development and housing growth
 - f. Measure and reduce the environmental impacts of existing economic activity
 - g. Empower Oxford businesses to decarbonise their operations and supply chains
 - h. Deliver the Zero Emission Zone and the next phase of the strategy to reduce emissions/improve air quality in the city
 - i. Expedite transport, digital and energy developments.

- j. Increase the commercial space focusing on Life Sciences, Low Carbon, Digital and knowledge sectors.
 - k. (Local skills) enable the city’s resident population to be a bigger part of its success.
 - l. Continue to support business to adapt to changing circumstances
 - m. Improve the quality of the public realm and built environment in the City Centre
13. As required by the guidance, a series of workshops took place with local partners to test and refine these priorities and develop a set of interventions which were well aligned with local needs and proportionate to the level of funding available. This consultation included representatives from all key stakeholder groups. Further detail is provided in the accompanying investment plan appendix.
14. Following the analysis of the evidence base, and discussion with partners and key stakeholders, three priority programme areas were identified:
- a. Animating the city centre
 - b. Community Wealth Building
 - c. Greening the Economy
15. The projects and programmes under these themes were selected for their alignment with UKSPF themes and existing council and partner priorities.
16. Full detail on the proposed interventions is available in the investment plan appendix. Headline descriptions can be found in the table below:

Project Name (UKSPF Intervention number)	Description
St Michael’s Public Realm Scheme Delivery (E1)	Delivery of the pedestrianisation of St Michael’s Street, (following investments in design and feasibility - E14) creating a significantly improved public realm and benefitting local businesses and the visitor economy.
Community Wealth Building Ownership Workstream (E11)	Working alongside local grassroots groups and partnerships such as Owned by Oxford, the Oxfordshire Inclusive Economy Partnership and Oxfordshire Social Enterprise Partnership, to support the emergence of community owned organisations and enterprises, and the development of new community spaces and assets in the most deprived areas of Oxford.
St Michael’s and Covered Market Design and Feasibility (E14)	Investments will be made in professional services to build on the masterplan and develop the feasibility and design for improvements to the Covered Market and St Michael’s Street.
Covered Market Delivery (E16)	Delivery of stage one of the identified improvements to the Covered Market, increasing footfall in the area creating a more diverse range of sites, including low rent, short-term, and popup and meanwhile uses.

Wayfinding upgrade (E17)	Improvements to Wayfinding infrastructure across the city centre, resulting in greater visitor satisfaction and improved footfall at key sights and attractions.
Community Wealth Building Enterprise Workstream (E26)	Investment in capacity to support the development of grassroots organisations and community networks, providing relationship-based advice and fundraising support to help develop local SMEs, and social and community enterprises. Support will be targeted at the areas of Oxford falling in the 20% most deprived areas of the county (IMD 2019)
Community Wealth Building Employment Workstream (E33)	Investment in this intervention will seek to leverage the grassroots networks and partnerships in place through the council's community wealth building programme to link economically inactive people with opportunities to gain valuable skills and experience arising through social value commitments and developer community employment plans.
Retrofit skills (E39)	The green skills programme will focus on upskilling the city's capacity to deliver energy efficiency improvements on its housing stock. This is likely to fund direct training as well as engagement and marketing activities to improve access to courses.

Financial implications

17. Once approved, the council will enter into a funding agreement with Government to receive grant funding of £1,020,000.
18. Funding will be allocated annually, with the council paid in advance of delivery. In 2022-23, funding will be paid once the local investment plan has been signed off by government. In 2023-24 and 2024-25, it will be paid at the start of the financial year.

Funding	2022-23	2023-24	2024-25	Total
UKSPF Allocation	£92,331	£184,662	£723,007	£1,000,000

19. In year one, following approval of the investment plan, the council will receive a further one-off payment of £20,000 to cover the cost of consulting on and developing the investment plan. Additionally, the council is able to use up to 4% of the £1,000,000 allocation over the course of the programme to undertake necessary fund administration, such as project assessment, contracting, monitoring and evaluation and ongoing stakeholder engagement.
20. Oxford's UKSPF allocation comprises both revenue and capital. The council must allocate a minimum capital of 10% in year one, rising to 13% and 20% in subsequent years. The proposed interventions are within these thresholds. Full details are provided in the appendix – see expenditure profile.
21. Once approved by government, the Council will need to amend the capital and revenue budgets to include the addition of this funding, as follows:

Budget	2022/23	2023 /24	2024/25	Total
Capital	£70,000	£120,000	£350,000	£540,000
Revenue	£42,331	£64,662	£373,007	£480,000
Total	£112,331	£184,662	£723,007	£1,020,000

22. The UKSPF takes a proportionate approach to changing local priorities and plans in line with the responsibilities delegated to lead local authorities. This means that DLUHC approval will only need to be sought when “material changes” are made to UKSPF investment plans.
23. In financial terms a material change would be moving funding between investment priorities, where the change involves moving 30% of the total funding allocation over the three years. (further information on changes and reporting requirements can be found here: <https://www.gov.uk/guidance/uk-shared-prosperity-fund-reporting-and-performance-management-3>)
24. It is recommended that the ability to make non-material changes to the plan is delegated to the Director for Development, in consultation with the Head of Finance and the Cabinet Member for Economic Development, and advised by the programme board.

Legal issues

25. Whilst the Council is not required to act as an Accountable Body in connection with the UK Shared Prosperity Fund the prospectus issued by the UKSPF indicates the expectation that it will. The “general power of competence” contained in the Localism Act 2011 allows the Council to perform the role.
26. Any funding award made from the UKSPF in response to the Council’s Investment Plan will be provided by way of a ring-fenced grant under Section 31 of the Local Government Act 2003. This means that provision will be made within the terms of the grant for the conditions as to the amount, the manner in which it can be used and the circumstances in which the whole or part of the grant must be repaid. The grant determination letter from the UKSPF will be accompanied by a Memorandum of Understanding which will set out the detail of the fund requirements and any obligations on the Council. These requirements and obligations will be included in any onward grant agreements that the Council enters into with those bodies that deliver the interventions in order that any risk to the Council is mitigated.

Level of risk

27. The delivery of the UKSPF will be managed within Oxford City Council by an Oxford SPF programme board. The board will take a proportionate approach to risk management in line with the council’s project management framework. Much of the delivery is expected to be through in-house teams and the funding will be allocated only to partners that evidence and demonstrate risk management and mitigation measures that meet our requirements as a local authority.

28. There are considered to be no severe risks at this stage. The risk register identifies three risks which have strong mitigations in place and are therefore deemed to be low risk - see appendix.

Risk	Mitigation
The Oxford UKSPF Investment Plan is not approved by government.	The plan has been developed in accordance with guidance and aligns with pre-approved intervention types
Partners do not agree with the priorities identified in the Investment Plan, given the reduced availability of public funding compared to previous EU programmes	The plan was developed in line with national guidance and through consultation with a wide range of partners, is based on an evidence base and aligned to recently adopted local strategies such as City Centre Action Plan and Oxford Economic Strategy
New government administration changes policy priorities and removes/reduces funding for UKSPF	Continue to monitor likelihood of risk occurring with civil servants and lobby central government on the importance of this funding

Equalities impact

29. This report does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010: <http://www.legislation.gov.uk/ukpga/2010/15/section/149>
30. The Public Sector Equality Duty has been considered at all stages of the engagement for and development of the investment plan.
31. PSED was considered in regard to the selection and review of the membership of the groups forming 'The Local Partnership' when identifying the stakeholder for engagement on the UKSPF.
32. The Oxford Economic Strategy and City Centre Action Plan both carried out EQIAs and have incorporated the needs of protected groups in their development and priorities. The CCAP and OES heavily informed the selection of interventions in this proposal.
33. PSED has also been considered in regard to the UKSPF design for delivery with partnerships such as Oxfordshire Inclusive Economy Partnership (OIEP) and Owned by Oxford (ObO) with approaches that are inclusive and participatory inform this design.
34. In order to ensure implementation is not detrimental or discriminatory advice has been taken from the Oxford City Council Equalities Steering Group regarding working proactively with diversity champions and the use of impact assessments to prevent these issues in the implementation of the Programme and its projects.

- 35. For public realm and wayfinding projects, the programme will consult directly with the Oxford Inclusive Transport and Movement Group to ensure these schemes are developed with protected characteristics in mind.
- 36. A number of interventions have been selected to address long term inequalities across protected groups, in particular those of black and minority ethnicity.
- 37. In line with council policy, each project will undertake an EQIA at its design stage to ensure to identify and mitigate any possible adverse impacts on protected characteristics.

Carbon and Environmental Considerations

- 38. In line with the Oxford Economic Strategy, Net-Zero principles are being, and will be, pursued throughout the development and delivery of the programme. The plan contains a strong emphasis on improving the skills base within the city for the delivery of housing retrofit works, which forms a central pillar of the City’s strategy to tackle carbon emissions.
- 39. The design and delivery of other schemes and interventions will be developed with decarbonisation at the forefront, including an emphasis on the use of local labour and supply chains in council procurement, and shifts towards more environmentally sustainable business practices, increasing the pedestrianisation of public space, and relocalising economic activity through support for grassroots enterprise.

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Background Papers: None



UK Shared Prosperity Fund

Investment Plan Drafting Template

Version 2
May 2022

Your location

To be eligible for funding, you will need to be applying on behalf of a lead authority in one of the [delivery geographies](#).

Select the lead authority

For Scotland and Wales only: Who else is this investment plan being submitted on behalf of? Select all that apply

Your details

Name

Email address

Phone number

Organisation name

Local challenges and opportunities

In this section, we will ask you:

- If you've identified any challenges or opportunities, you intend to support
- Which of the UKSPF investment priorities these fall under

ARE THERE ANY LOCAL CHALLENGES YOU FACE WHICH FALL UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY?

(If yes) Describe these challenges, give evidence where possible

Strategic context (all themes)

The Oxfordshire Local Industrial Strategy was published in 2019 and identifies the foundational elements required to maintain and enhance Oxfordshire's position as a globally competitive and productive local economy, focussing on the places, ideas, business environment, infrastructure and people, needed to bring about continued prosperity.

In 2021, the LEP and local partners commissioned a post-covid Economic Recovery Plan which further articulates the support needed to recover and develop a more resilient local economy, including: Improving Labour Supply within and across Sectors; Tackling Social Mobility and Economic Hardship; enhancing business support in reach, quality, and specificity; supporting businesses to better manage their supply chains; reviving and repurposing our town centres; and preparing our Visitor Economy to bounce back.

The recently published Oxford Economic Strategy and City Centre Action Plan were produced in parallel, and drew heavily on the themes and evidence of the Local Industrial Strategy and Economic Recovery Plan. They identify a number of key strategic economic and social challenges for the city. These include the development of a more inclusive and equitable local economy, the transition to a net zero economy, the ambition to maintain and enhance the city's economic influence at a global scale, and the need to enhance the quality, diversity and vibrancy of the city centre, through improvements to its public realm and retail, social and cultural offer. These priorities cut across all of the SPF themes, and the proposals in this plan seek to respond proportionately to these known challenges through targeted investments in key areas.

Communities and Place Challenges

Consultations and public engagement on the priorities for the city centre has consistently highlighted the lack of shared public realm and the challenges to new businesses setting up in the area of high rents and rates. Further research, including resident surveys, highlights that much of Oxford's population doesn't feel that the city centre has the offer they wish to see. This is particularly pronounced among people from Oxford's minority communities and most deprived areas.

The majority of Oxford city centre is extremely sensitive in heritage terms, with a significant number of listed buildings and a high proportion covered by conservation areas.

Despite its global renown, and vast human, intellectual, and financial capital, the city centre itself contains some of the most deprived areas of the city, with Carfax ward containing an LSOA which ranks within the bottom 20% nationally. Outside the city centre, there are numerous pockets of high need and low employment as shown in the indices of multiple deprivation, with the city containing 10 LSOAs which are in the 20% most deprived nationally.

Outcomes across, education, skills and employability are well below the rest of the city in these areas, and this is also true for Black and Minority Ethnic communities as evidenced in early 2021 (following publication of the OxLEP Skills Local Skills Report and Plan, March 2021), when OxLEP Skills commissioned a data review and report on the skills, employment and enterprise of Oxfordshire's ethnic minority communities.

ARE THERE ANY LOCAL OPPORTUNITIES UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY THAT YOU INTEND TO SUPPORT?

(If yes) Describe these opportunities, give evidence where possible

There is a well-developed consensus around the potential to extend and embed public realm improvements made during the pandemic on St Michaels Street, where a number of local businesses, began offering outdoor seating. This shift in usage is supported by the recent introduction of the zero emissions zone, which will reduce vehicle usage in this area of the city. The next step would be to undertake feasibility, design and engagement work to build on the success of the current scheme and explore opportunities to create an exemplary permanent pedestrianised zone which enhances the city centre public realm.

There are significant city centre developments already underway at the Clarendon Centre, and on Cornmarket and Market Street, through Jesus College. These projects, and their associated S106 contributions, present an opportunity for match funding of public realm improvements but there is a need for further investment to catalyse these ambitions.

The countywide Oxfordshire Inclusive Economy Partnership was formed as part of a recommendation from the Oxfordshire Local Industrial Strategy and seeks to address economic marginalisation and inequality. The partnership has set a wide range of strategic priorities, including ambitions to maximise social value through procurement and community employment planning; improving educational attainment among disadvantaged groups, improving inclusivity in employment, and developing place based interventions and targeted support in areas that need it most. There is an emerging consensus across partners that supporting the growth of the social economy through the growth of social and community enterprise can have profound impacts on the outcomes of the city's most marginalised communities.

Within the city, these ambitions interface with local organisations and partnerships seeking to address these issues from the ground up through community wealth building. The Owned by Oxford project, addresses gaps in access and opportunity through building strong local networks of grassroots actors who build capacity and funding to support new models of community asset ownership and the growth of the local social economy. The project is a partnership of local organisations and there is an opportunity to leverage SPF investments against the future funding and investments from these partners around this agenda.

ARE THERE ANY LOCAL CHALLENGES YOU FACE WHICH FALL UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY?

(If yes) Describe these challenges, give evidence where possible

Consultations and public engagement around the city centre action plan consistently highlighted the challenges to new businesses setting up in the area of high rents and rates. Our constrained urban form and land use pattern puts pressure on public space; and creates competing interests between uses. There is a constrained SME and independent market in the city centre. Commercial rents rarely vary to allow for growth of the independent sector and SME sector.

Whilst our vacancy rate has been relatively stable at around at 5%, there are a number of businesses expected to go into forfeiture in the coming months. Many of these are heavily reliant on the visitor economy, and there is a need to ensure that footfall and visitor numbers recover to pre-pandemic levels to arrest this trend.

Further evidence including resident surveys, and the City Centre Action Plan Consultation, highlights that much of Oxford's population doesn't feel that the city centre has the offer they wish to see. This is particularly pronounced among people from Oxford's minority communities and most deprived areas.

Consultation on the city centre action plan, identified an historic lack of investment in wayfinding infrastructure and the piecemeal and confusing picture presented through existing provision which may be contributing to low visitor satisfaction, which impacts on the visitor economy as a whole. This is backed up by the Visit Britain Satisfaction Survey (<https://www.visitbritain.org/sites/default/files/vb-corporate/Documents-Library/documents/England-documents/oxford.pdf>) which ranks Oxford above the national average on history and heritage, cultural activities, and offering a distinctive experience, but below the national and city-based averages for ease of getting around, being welcoming and friendly, the availability of individual/independent shops, value for money, and shopping opportunities.

As one of a handful of net-contributors to the treasury, Oxford is blessed with a strong business sector. The city aims to build on and enhance its reputation as a global city and has a mature business support landscape, with strong peer to peer networks like B4 Business, Oxfordshire Social Enterprise Partnership, B-Corp, Oxfordshire Business First, and the Robin Network. It also has a range of business support services in the form of OxLEP Business Said Business School, Skoll Business Centre, Oxford Brookes Business School, as well the British Library funded Business and Intellectual Property Centre at the Westgate library.

However there are known gaps in accessing these services and networks. Evidence from previous programmes has shown that entrepreneurs and social entrepreneurs in Oxford's more marginalised communities have not tended to come forward to access the mainstream enterprise support networks. This is due to a number of factors but includes lack of capacity and resources to apply for support, lack of confidence in dealing with and making demands of bureaucracy, and resultant low expectations of success meaning that advice and support is not sought.

ARE THERE ANY LOCAL OPPORTUNITIES UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY THAT YOU INTEND TO SUPPORT?

(If yes) Describe these opportunities, give evidence where possible

A masterplan is being consulted on for the redevelopment of Oxford's Covered Market, a building which dates back to the 1770's and has a long, varied and interesting heritage. The market has always been an attraction for visiting tourists, providing a unique showcase for the best local crafts, food and drink. The proposed changes to the market design and associated public realm aim to sensitively adapt and enhance the existing heritage asset making it a more open and welcoming space, creating public spaces where people can dwell for longer, and providing a higher proportion of smaller, lower cost units, allowing entry points in the city centre for new businesses.

An Oxford wayfinding strategy was produced following the covid-19 pandemic which identified the need to consolidate and invest in the city's wayfinding infrastructure which was found to be out of

date and confusing. Consultation responses for the City Centre Action Plan suggested that is contributing to low visitor satisfaction rates and there is an opportunity to improve these perceptions through targeted investment.

The council's Community Wealth Building programme involves a number of partner organisations, working together to provide hands on relationship-based advice in starting and managing small and locally-owned businesses, and accessing grants, investment and spaces. These practices can be further embedded by extending officer capacity in the programme, and building on the investment of key partners, including the Aspire Enterprise Hub in Temple Cowley, and the Business and Intellectual Property Centre at Blackbird Leys.

ARE THERE ANY LOCAL CHALLENGES YOU FACE WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY? (In Scotland, Wales, and Northern Ireland this should also include challenges relating to Multiply)

(If yes) Describe these challenges, give evidence where possible

The 'Pathways to a Zero Carbon Oxfordshire' report was published in June 21 stating that 'If the phase-out of carbon emissions is managed effectively, a variety of economic, social and environmental benefits can be achieved. These include the creation of high skilled, well paid jobs in the zero-carbon sector'. Oxfordshire is a global centre for research and innovation, and the 2014 Low Carbon Economy report estimated that the low carbon economy generated £1.15 billion/year in sales, representing 7% of the county's economy. Leading the development of a zero-carbon future is an opportunity which Oxfordshire can grasp and ultimately become a global leader.

The Zero Carbon Oxford Partnership, a group of the city's largest employers from the public and private sectors, chaired by Oxford City Council, have quantified the scale of the issue in their Roadmap and Action Plan. To achieve the target of a net zero carbon city by 2040, domestic emissions must be reduced by 87%.

That target can only be attained by electrifying heating systems, installing more renewable energy capacity and by making energy efficiency improvements to building fabric. In real terms, this will mean that over 48,000 homes in Oxford (including the majority of the 7,800 Council homes) will require the installation of at least one retrofit measure by 2040 – with a significant portion needing much more work.

Other skills and capabilities will be in demand to enable the transition to net zero, including digital skills. As the economy decarbonises and many processes become electrified and automated (transport, heating, commercial and industrial processes, etc.) it will be necessary for all businesses and organisations in the city to develop a smarter and more flexible approach to energy use. Skills and knowledge in this field will become highly sought-after.

In general, as efforts to mitigate climate change accelerate and as we adapt to those effects that can already be felt; businesses will be required update their operations accordingly. Basic carbon literacy skills will become desirable for a wide variety of roles in every sector.

As referenced in the previous themes, there are areas of the city where economic inactivity is persistent and generational, as shown by the fact that the same areas consistently rank in the bottom 10% and 20% in the Index of Multiple Deprivation with each release. Investments in conventional skills programmes have not consistently impacted on these outcomes in any lasting way, and tend to focus on moving people into short-term, low-prospect roles as a priority. Affecting change in these areas, needs a new approach to develop the social relationships underpinning these indicators and a supportive infrastructure which can generate an increase in economic participation.

ARE THERE ANY LOCAL OPPORTUNITIES UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY THAT YOU INTEND TO SUPPORT? (In Scotland, Wales, and Northern Ireland this should also include challenges relating to Multiply)

(If yes) Describe these opportunities, give evidence where possible

Oxford was one of the first UK cities to carry out a citizens' assembly in 2019. Much of the groundwork is therefore in place for Oxford to be the first truly Net Zero city in the UK, with a strong foundation and economic opportunity through innovation projects such as LEO and ESO, the Zero Carbon Oxford Partnership and organisations such as the Low Carbon Hub. The council will invest significant local and central government funding over the next 5 years in retrofitting its housing stock and increasing the local skills base in this sector will be vital to ensuring that this investment creates wider economic benefits in the local area.

Local social enterprises and progressive social landlords are already exploring this opportunity and a recent report from Aspire Oxfordshire identifies the necessary pre-requisites to make rapid progress in this areas. There is a further opportunity to leverage existing local growth fund investments in the Green Construction Skills Centre at Abingdon and Witney College, which provides state of the art facilities and training courses in retrofit and green construction techniques.

In relation to the challenge of providing employment support to economically inactive people, there are opportunities to build on the networks and approaches being developed through local partnerships such as Owned By Oxford and the Oxfordshire Inclusive Economy Partnership (as well as long-standing local partners such as DWP, OXLEP Skills, Higher Education, and training providers) including leveraging the opportunities presented through community employment plans, and suppliers' social value commitments. There is an opportunity to extend and embed the impact and reach of these opportunities through resourcing the local authority to work at this grassroots level through its community wealth building programme.

Interventions

In this section, we will ask you about:

- Interventions you've chosen for each year of funding
- Outcomes you want to deliver
- Any interventions that are not listed here
- How these interventions fall under the UKSPF investment priorities, and your rationale for them
- Interventions not included in our list will be assessed before being approved, where you will need to show a clear rationale, how the intervention is value for money, what outcomes it will deliver and how you will monitor and evaluate the intervention. This may include a theory of change or logic chain.

WHAT ARE THE OUTCOMES YOU WANT TO DELIVER UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY? SELECT ALL THAT APPLY.

Outcome	Tick if applicable
Jobs created	
Jobs safeguarded	Y
Increased footfall	Y
Increased visitor numbers	Y
Reduced vacancy rates	Y
Greenhouse gas reductions	
Improved perceived/experienced accessibility	Y
Improved perception of facilities/amenities	Y
Increased number of properties better protected from flooding and coastal erosion	
Increased users of facilities / amenities	
Improved perception of facility/infrastructure project	

Increased use of cycleways or paths	
Increase in Biodiversity	
Increased affordability of events/entry	
Improved perception of safety	
Reduction in neighbourhood crime	
Improved engagement numbers	Y
Improved perception of events	
Increased number of web searches for a place	
Volunteering numbers as a result of support	
Number of new or improved community facilities as a result of support	Y
Increased take up of energy efficiency measures	
Increased number of projects arising from funded feasibility studies	Y
Number of premises with improved digital connectivity	
None of the above	

SELECT THE INTERVENTIONS YOU INTEND TO USE WHICH MEET THE COMMUNITIES AND PLACE INVESTMENT PRIORITY. YOU CAN SELECT AS MANY AS YOU LIKE.

Intervention

A full list of nation-specific interventions is available in the relevant annex to the Prospectus.

E1: Improvements to town centres & high streets

E11: Capacity building & infrastructure support local groups

E14: Relevant feasibility studies

HAVE YOU ALREADY IDENTIFIED ANY PROJECTS WHICH FALL UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY?

Describe these projects, including how they fall under the Communities and Place investment priority and the location of the proposed project.

There are three key investments proposed under this theme:

E1 – Improvements to town centres

The council will use SPF funding to invest in the next stages of development of the pedestrianisation of St Michaels Street, creating a significantly improved public realm, and benefitting local businesses and the visitor economy.

E11 – Capacity building and infrastructure for local groups

The council will fund additional capacity to work alongside local grassroots groups and partnerships such as Owned by Oxford, the Oxfordshire Inclusive Economy Partnership and Oxfordshire Social Enterprise Partnership, to support the emergence of community owned organisations and enterprises, and the development of new community spaces and assets in the most deprived areas of Oxford.

E14: Relevant feasibility studies

Investments will be made in professional services to build on the existing masterplan and develop the feasibility and design for improvements to the Covered Market and St Michael’s Street.

Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?
All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).

No

Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.

All of the investments made are being used to procure 'public goods' and as such do not represent a subsidy. These initiatives do not make a contribution to an enterprise or affect international trade. Capital schemes will be procured in line with national rules.

WHAT ARE THE OUTCOMES YOU WANT TO DELIVER UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY? SELECT ALL THAT APPLY.

Outcome	Tick if applicable
Jobs created	Y
Jobs safeguarded	Y
Increased footfall	Y
Increased visitor numbers	Y
Reduced vacancy rates	Y
Greenhouse gas reductions	Y
Number of new businesses created	
Improved perception of markets	Y
Increased business sustainability	
Increased number of businesses supported	Y
Increased amount of investment	Y
Improved perception of attractions	Y
Number of businesses introducing new products to the firm	
Number of organisations engaged in new knowledge transfer activity	
Number of premises with improved digital connectivity	
Number of businesses adopting new to the firm technologies or processes	
Number of new to market products	
Number of R&D active businesses	
Increased number of innovation active SMEs	
Number of businesses adopting new or improved products or services	
Increased number of innovation plans developed	
Number of early stage firms which increase their revenue following support	
Number of businesses engaged in new markets	
Number of businesses engaged in new markets	
Number of businesses increasing their export capability	
Increased amount of low or zero carbon energy infrastructure installed	Y
Number of businesses with improved productivity	
Increased number of projects arising from funded feasibility studies	
Increased number of properties better protected from flooding and coastal erosion	
None of the above	

SELECT THE INTERVENTIONS YOU INTEND TO USE WHICH MEET THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY. YOU CAN SELECT AS MANY AS YOU LIKE.

Intervention

A full list of nation-specific interventions is available in the relevant annex to the Prospectus.

E16: Open Markets and Town Centres

E17: Development and Promotion of the Visitor Economy

E26: Growing the Local Social Economy

HAVE YOU ALREADY IDENTIFIED ANY PROJECTS WHICH FALL UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY?

Describe these projects, including how they fall under the Supporting Local Business investment priority and the location of the proposed project.

E16: Open Markets and Town Centres
 Through investments in the city centre’s Covered Market, the council will create greatly increase footfall in the area and will create a more diverse range of sites, including low rent, short-term, and popup and meanwhile uses. This will improve sales for existing retailers, extend the potential for hospitality and events, and create new opportunities for local SMEs to trade in the city centre. The market will seek to set a new standard in sustainability by substantially reducing the number of carbon emitting delivery vehicles accessing the market.

E17: Development and Promotion of the Visitor Economy
 This intervention will focus on investments in the Wayfinding infrastructure across the city centre, resulting in greater visitor satisfaction and improved footfall at key sights and attractions.

E26: Growing the local social economy
 This intervention will fund capacity to support the development of grassroots organisations and community networks, providing relationship based advice and fundraising support to help develop local SMEs, and social and community enterprises. Support will be targeted at the areas of Oxford falling in the 20% most deprived areas of the county (IMD 2019)

Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?

All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).

No

Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.

These initiatives do not make any direct cash contribution to an enterprise. The in-kind contributions to enterprise in the form of support will be small and will not breach ‘Special drawing rights’ of £332,000. They will not affect international trade. Moreover, the support will pursue a specific public policy objective to remedy address equity rationales, social difficulties and distributional concerns.

WHAT ARE THE OUTCOMES YOU WANT TO DELIVER UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY? SELECT ALL THAT APPLY.

Outcome	Tick if applicable
Number of economically inactive individuals in receipt of benefits they are entitled to following support	
Increased active or sustained participants of UKSPF beneficiaries in community groups [and/or] increased employability through development of interpersonal skills	Y
Number of people reporting increased employability through development of interpersonal skills funded by UKSPF (numerical value)	Y
Number of people in supported employment [and] number of people engaging with mainstream healthcare services	
Number of people sustaining engagement with keyworker support and additional services	
Number of people engaged in job-searching following support	
Number of people in employment, including self-employment, following support	Y
Number of people sustaining employment for 6 months	
Increased employment, skills and/or UKSPF objectives incorporated into local area corporate governance	
Number of people in education/training	
Increased number of people with basic skills (English, maths, digital and ESOL)	
Fewer people facing structural barriers into employment and into skills provision	
Increased number of people familiarised with employers' expectations, including, standards of behaviour in the workplace	
Fewer people facing structural barriers into employment and into skills provision	
Number of people gaining a qualification or completing a course following support	Y
Number of people gaining qualifications, licences, and skills	
Number of economically active individuals engaged in mainstream skills education, and training.	
Number of people engaged in life skills support following interventions	
Number of people with proficiency in pre-employment and interpersonal skills (relationship, organisational and anger-management, interviewing, CV and job application writing)	
Multiply only - Increased number of adults achieving maths qualifications up to, and including, Level 2.	
Multiply only - Increased number of adults participating in maths qualifications and courses up to, and including, Level 2.	
None of the above	

SELECT THE INTERVENTIONS YOU INTEND TO USE WHICH MEET THE PEOPLE AND SKILLS INVESTMENT PRIORITY. YOU CAN SELECT AS MANY AS YOU LIKE.

Intervention

A full list of nation-specific interventions is available in the relevant annex to the Prospectus.

E33: Employment Support for Economically Inactive People

E39: Green Skills Courses

ENGLAND ONLY: People and Skills interventions can only be used in 2022-2023 and 2023-2024 if you have identified a local voluntary and community provision, previously supported by the European Social Fund, at risk of closure. If you have not identified a suitable provision, you will not be able to select interventions for 2022-2023 and 2023-2024 and your investment plan will not be approved.

HAVE YOU ALREADY IDENTIFIED ANY PROJECTS for 2024-2025 WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY?

Yes

Describe the projects for 2024-25, including how they fall under the People and Skills investment priority and the location of the proposed project.

E33: Employment Support for Economically Inactive People

Investment in this intervention will seek to leverage the grassroots networks and partnerships in place through the council's community wealth building programme to link economically inactive people with opportunities to gain valuable skills and experience arising through social value commitments and developer community employment plans. The community wealth building programme will seek to broker long term relationship between developers and providers with skills gaps and social value ambitions, and economically inactive people in areas of deprivation, providing routes into meaningful long term employment.

E39: Green Skills Courses

The green skills programme will be further defined in the next 12 months but is expected to focus on upskilling the city's capacity to deliver energy efficiency improvements on its housing stock. This is likely to fund direct training as well as engagement and marketing activities to improve access to courses.

Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?

All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).

No

Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.

The detail on this proposal is still being developed, as described above and funding for this priority will not begin until 2024/25.

As a major potential provider of retrofit services, the council is keen to explore how Oxford Direct Services, and others companies in the supply chain, could be appropriately incentivised to accelerate investment in retrofit skills.

The mechanism for doing this will be explored in more detail following the submission of the plan, and further advice will be needed to understand whether, and under what circumstances this would constitute subsidy. We are aware that where a subsidy is identified;

- These will need to fulfil a specific public policy objective to meet Net Zero and address social needs and distributional concerns
- subsidies must be proportionate and limited to what is necessary to achieve the objective.
- subsidies should be designed to bring about a change of economic behaviour of the beneficiaries that is conducive to achieving the objective and that would not be achieved in the absence of subsidies being provided.

- subsidies will not normally compensate for the costs the beneficiary would have funded in the absence of any subsidy, will not be achievable by other means and not have negative effects on wider trade and investment.

Approach to delivery and governance

In this section, we will ask you about:

- Structures you have in place to support delivery
- Support you have from stakeholders and the local community
- How you've engaged with MPs as part of your investment plan
- Opportunities you have identified to work with other places

Places need to show how MPs that cover the lead local authority have been engaged on the investment plan and whether they support it. More detail on the role of MPs can be found here.

STAKEHOLDER ENGAGEMENT AND SUPPORT

Have you engaged with any of the following as part of your investment plan? Select all that apply.

Public sector organisations	Private sector organisations	Civil society organisations
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Describe how you have engaged with any of these organisations. Give examples where possible.

Yes, in accordance with the guidelines OCC as lead authority convened a range of existing groups to act as a Local Partnership, ensuring that they took on the role designated for this Fund's purposes and, taking care to ensure that the panel is fully representative with terms of reference that meet the Fund's needs.

Oxford City Council therefore convened 'The Local Partnership' for purposes of the Shared Prosperity Fund as a consortium of the following representative groups:

Oxford City Council (lead role) and Oxfordshire Councils (Advisory, collaborative role)
MPs and representative members
OxLEP
Oxfordshire Inclusive Economy Partnership (OIEP)
Oxford Strategic Partnership (OSP)
Economic Growth Steering Board (EGSB)

Through 'The Local Partnership Forum' we engaged an extensive range of partners in both Oxford City and Oxfordshire wide working in collaboration with partners from across public, private and voluntary and community sectors.

This included engagement through the following meetings:

- Oxfordshire Inclusive Economy Partnership, 16th June, 1.30-3pm

- Economic Growth Steering Board, 12th July, 10.30-12pm
- Oxford Strategic Partnership, 12th July, 2.30pm-4pm

And several designated workshops to engage broader stakeholders:

- UKSPF Stakeholder Engagement Workshop 1, 12th July, 1pm-2.30pm
- UKSPF Stakeholder Engagement Workshop 2, 18th July, 12pm-1.30pm

This engaged all of the key stakeholders as identified by the funds engagement guidelines including representatives from:

- Local partnership boards and strategic bodies
- Local businesses and investors
- Business support providers
- Prominent local community & faith organisations
- Voluntary, sector social enterprise and civil society organisations
- Education and skills providers
- Employment experts and providers
- Nature, environmental or associated representatives
- Public health representatives
- Members of Parliament

Summarise the governance structures you have in place, including how any advisory panels or associated partnership groups are made up

Oxford City Council as lead partner and local authority has clear governance structures and accountability to ensure transparency and due diligence in line with local authority best practice as well as the required approvals through our Chief Executive Officer, Section 151 Officer and Leader of Oxford City Council as lead authority.

‘The Local Partnership’ consortium is formed of a range of advisory panels and partnerships which are accountable and report to both Oxford City Council (i.e. Oxford Strategic Partnership, Economic Growth Steering Board) and Oxfordshire bodies such as Future Oxfordshire Partnership -Formerly the Oxfordshire Growth Board (I.e. Oxfordshire Inclusive Economy Partnership) which is comprised of and accountable to all Councils in Oxfordshire, City, County and Districts.

For the ‘Greening the Economy’ strand of the Shared Prosperity Fund we will also work closely and be accountable to specialist bodies such as the Zero Carbon Oxford Partnership (ZCOP), contractors and training providers to ensure strategic alignment towards zero carbon targets.

For the Shared Prosperity Fund governance in general we have also ensured to engage our MPs regarding the design and delivery of the programme and as part of wider ‘The Local Partnership’ engagement we have invited their collaboration in order to enable the representation of their constituent’s views.

The MPs will continue to be engaged to provide an advisory role to Oxford City Council as lead local authority and invited to review the investment plan prior to submission to UK government for sign-off.

Having actively reached out to MPs and other partners Oxford City Council as lead local authorities has sought local consensus for the plan and Oxford City Council as lead local authority will ensure to continue to engage proactively and constructively with MPs on a periodic basis, post investment plan sign-off – including through a regular reviews and meetings of the partnership group in its delivery phase.

Confirm all MPs covering your lead local authority have been invited to join the local partnership group.

Yes

Are there MPs who are not supportive of your investment plan?

No

(If Yes) Who are the MPs that are not supportive and outline their reasons why.

PROJECT SELECTION

Are you intending to select projects in any way other than by competition for funding?

Yes

(If Yes) Describe your approach to selecting projects, and why you intend to do it this way.

The selection of projects to be funded by SPF has been determined based on their need and alignment to the fund's indicators and priorities, as areas that were strongly supported as priorities in the recent Economic Strategy and City Centre Action Plan consultations, which enable Oxford City Council to continue to support vital services that meet local needs in line with SPF.

Oxford City Council as lead local authority will identify alignment to existing investments and opportunities to leverage new and additional funding from the private, public and third sectors where applicable for example under the People and Skills theme through adult education budgets, apprenticeship levy, ESF contracts etc. and for the options when selecting communities and place and supporting local business interventions to fund. This will maximise the value for money and impact of the Fund increase the value of the programme wherever match or leverage funding permits.

DO YOU INTEND TO WORK WITH OTHER PLACES ON ANY OF THE INTERVENTIONS WHICH FALL UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY?

Which interventions do you intend to collaborate on? Select all that apply.

Intervention

Tick if applicable

<i>A full list of nation-specific interventions is available in the relevant annex to the Prospectus.</i>	
E1: Improvements to town centres & high streets	
E11: Capacity building & infrastructure support local groups	
E14: Relevant feasibility studies	
Describe any interventions not included in this list?	
Who are the places you intend to collaborate with?	

DO YOU INTEND TO WORK WITH OTHER PLACES ON ANY OF THE INTERVENTIONS WHICH FALL UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY?	
Which interventions do you intend to collaborate on? Select all that apply.	
Intervention	Tick if applicable
<i>A full list of nation-specific interventions is available in the relevant annex to the Prospectus.</i>	
E16: Open markets & town centre retail & service sector	
E17: Development & promotion of visitor economy	Yes
E26: Growing the local social economy	
Describe any interventions not included in this list?	

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Who are the places you intend to collaborate with?

We are aware of a number of neighbouring authorities who are looking at intervention E17 and some have expressed interest in potentially collaborating on shared wayfinding infrastructure. We will continue to explore this to see if there is alignment of the aims and a potential economy of scale to be achieved.

DO YOU INTEND TO WORK WITH OTHER PLACES ON ANY OF THE INTERVENTIONS WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY?

Which interventions do you intend to collaborate on? Select all that apply.

Intervention	Tick if applicable
<i>A full list of nation-specific interventions is available in the relevant annex to the Prospectus.</i>	
E33: Employment Support for Economically Inactive People	Y
E39: Green skills courses	Y

Describe any interventions not included in this list?

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Who are the places you intend to collaborate with?

Funding for this theme commences in 2024/25, and there is shared interest in this theme across neighbouring local authorities and the opportunities to collaborate will continue to be explored and developed as the programme is further defined in the next 12 months.

We are aware of a neighbouring authority who are looking at intervention E33 and how to link this to opportunities present in social value in procurement practices and community employment plans. We will continue to explore this to see if there is alignment of the aims and approaches.

All our local authority partners are looking at E39 and we will continue to explore the potential for joining up efforts following the submission of the plan as we further develop the detail.

PUBLIC SECTOR EQUALITY DUTY

How have you considered your public sector equality duty in the design of your investment plan?

The Public Sector Equality Duty has been considered at all stages of the engagement for and development of the investment plan.

PSED was considered in regard to the selection and review of the membership of the groups forming 'The Local Partnership' when identifying the stakeholder for engagement on the UKSPF. This has led to some immediate actions adopted to improve the diversity and representativeness of one of those groups in light of Public Sector Equality Duty to improve representation across sectors of the economy but also protected characteristics of the Equalities Act 2010.

A number of projects have been selected to address long term inequalities across protected groups, in particular those of black and minority ethnicity.

How will you consider your public sector equality duty when implementing your investment plan, including in the selection of projects?

The Oxford Economic Strategy and City Centre Action Plan both carried out EQIAs and have incorporated the needs of protected groups in their development and priorities. The CCAP and OES heavily informed the selection of interventions in this proposal.

PSED has also been considered in regard to the UKSPF design for delivery with partnerships such as Oxfordshire Inclusive Economy Partnership (OIEP) and Owned by Oxford (ObO) with approaches that are inclusive and participatory inform this design.

In order to ensure implementation is not detrimental or discriminatory we have taken advice from the Oxford City Council Equalities Steering Group regarding working proactively with diversity champions and also the use of impact assessments to prevent these issues in the implementation of the Programme and its projects.

For the public realm and wayfinding projects, we will consult directly with the Oxford Inclusive Transport and Movement Group to ensure these schemes are developed with protected characteristics in mind.

In line with council policy, each project will undertake an EQIA at its design stage to ensure to identify and mitigate any possible adverse impacts on protected characteristics.

RISKS

Have you identified any key risks that could affect delivery, for example lack of staff or expertise?

Yes	No
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(If Yes) Describe these risks or issues, including the contingency measures you have in place to mitigate them.

The delivery of the UKSPF will be managed within Oxford City Council by an SPF programme board. The board will take a proportionate approach to risk management in line with the council's project management framework. Much of the delivery will be through in house teams and the funding will be allocated only to partners that evidence and demonstrate risk management and mitigation measures that meet our requirements as a local authority.

Have you identified any key fraud risks that could affect UKSPF delivery?

	No
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(If Yes) Describe these risks or issues, including the contingency measures you have in place to mitigate them.

We will follow all internal guidelines and procedures with support from our financial team at Oxford City Council to prevent fraud risks as well as careful vetting and selection of only trusted partners which have been subject to rigorous due diligence.

Capacity and capability

In this section, we will ask you about:

- The capacity and capability of your team to manage funding
- The resources you have in place for work related to UKSPF

Your answers here will help us know how to support you with delivery. They will not affect the amount of funding you will get.

Answer as honestly as possible.

TEAM RESOURCE

How many people (FTE) will be put in place to work with UKSPF funding?

The SPF Programme board will oversee the internal resource requirements to manage the oversight and delivery of UKSPF. This will draw on resources from within the Regeneration and Economy team, and will require oversight from the Economic Development Manager, Head of Service Oxford City Council's Regeneration and Economy directorate.

In addition, support from the financial services and other relevant services of Oxford City Council will be needed periodically to support these processes.

It is estimated that this resource will equate to 0.5FTE over the course of the project.

Describe what role these people will have, including any seniority and experience.

The resource allocated by the Programme board will include regular input from 2 members of staff employed as Principal Regeneration and Economic Development Officers, with appropriate experience and expertise in the administration and delivery of central government funding within a local authority context. In addition, legal and finance officers and other expertise required to support delivery the UKSPF Programme as required.

- Strong capability: Has extensive experience and/or a proven track record of delivery in this area.
- Strong capacity: High degree of confidence that there is enough staffing/resource to manage funding in this area.
- Some capability: Has previous experience of delivery in this area.
- Some capacity: Confident that there is enough staffing/resource to manage funding in this area.

- Limited capability: Does not have previous experience and/or no track record of delivery in this area.
- Limited capacity: Limited confidence that there is enough staffing/resource to manage funding in this area. Additional resource may be needed to support delivery.

CAPACITY AND CAPABILITY		
How would you describe your team's current experience of delivering funding and managing growth funds?		
Very experienced		
How would you describe your team's current capability to manage funding for procurement?		
Strong capability		
How would you describe your team's current capability to manage funding for procurement?		
Strong capability		
How would you describe your team's current capacity to manage funding for procurement?		
Strong capacity		
How would you describe your team's current capability to manage funding for subsidies?		
Strong capability		
How would you describe your team's current capacity to manage funding for subsidies?		
Strong capacity		

COMMUNITIES AND PLACE CAPACITY AND CAPABILITY		
Does your local authority have any previous experience of delivering the Communities and Place interventions you have select?		
Yes		
How would you describe your team's current capability to manage funding for Communities and Place interventions?		
Strong capability		
Describe the key capability challenges (if you have any) for delivering Communities and Place interventions. This may include challenges within your local authority and/or your local/regional delivery system.		
N/A		
Describe what further support would help address these challenges.		
How would you describe your team's current capacity to manage funding for Communities and Place interventions?		
Strong capability		
Describe the key capacity challenges (if you have any) for delivering Communities and Place interventions. This may include challenges within your local authority and/or your local/regional delivery system.		
N/A		

Describe what further support would help address these challenges.	

SUPPORTING LOCAL BUSINESS CAPACITY AND CAPABILITY

Does your local authority have any previous experience of delivering the Supporting Local Business interventions you have select?

Yes

How would you describe your team’s current capability to manage funding for Supporting Local Business interventions?

Strong capability

Describe the key capability challenges (if you have any) for delivering Supporting Local Business interventions. This may include challenges within your local authority and/or your local/regional delivery system.

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Describe what further support would help address these challenges.

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How would you describe your team’s current capacity to manage funding for Supporting Local Business interventions?

Strong capability

Describe the key capacity challenges (if you have any) for delivering Supporting Local Business interventions. This may include challenges within your local authority and/or your local/regional delivery system.

N/A	
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Describe what further support would help address these challenges.

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PEOPLE AND SKILLS CAPACITY AND CAPABILITY

Does your local authority have any previous experience of delivering the People and Skills interventions you have select?		
Yes		
How would you describe your team's current capability to manage funding for People and Skills interventions?		
Strong capability		
Describe the key capability challenges (if you have any) for delivering People and Skills interventions. This may include challenges within your local authority and/or your local/regional delivery system.		
N/A		
Describe what further support would help address these challenges.		
How would you describe your team's current capacity to manage funding for People and Skills interventions?		
Strong capability		
Describe the key capacity challenges (if you have any) for delivering People and Skills interventions. This may include challenges within your local authority and/or your local/regional delivery system.		
N/A		
Describe what further support would help address these challenges.		

SUPPORT TO DELIVERY UKSPF

All lead authorities can use up to 4% of their UKSPF allocation to support the delivery of their chosen interventions but by exception, lead authorities will be able to use more than 4%. Are you planning to use more than 4%?

	No
(If Yes) Explain why you wish to use more than 4%.	
N/A	

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Approvals

Before submitting your investment plan, you should have approval from your:

- Chief Executive Officer
- Section 151 Officer
- Leader of your lead authority

Do you have approval from your Chief Executive Officer for this investment plan?

- Yes
- No

Do you have approval from your Section 151 Officer for this investment plan?

- Yes
- No

Do you have approval from the leader of your lead authority for this investment plan?

- Yes
- No

If you do not have approval from any of these people, please explain why this is:

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Additional documents

You will have received an email giving you access to a folder where you will need to upload supporting evidence to your investment plan. All applicants must complete and upload the following spreadsheet to the folder prior to submitting their investment plan:

- UKSPF Expenditure Profile spreadsheet
- UKSPF Indicative Deliverables spreadsheet

Your investment plan submission will be considered incomplete without the required documents.

Have you completed and uploaded the two spreadsheets to the SharePoint folder as requested?

- Yes

- No

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Expenditure Profile Guidance

Overarching Guidance:

Within Tables A & B, only populate cells that are not shaded grey. Boxes shaded grey will be locked and will autopopulate where necessary. Please cross reference these autopopulated numbers with other tables or cells as requested below to ensure accuracy of numbers presented.

Please read the explanation boxes shaded yellow for each table of this document.

An example of a completed Table B - Expenditure Profile, has been provided in the Tab titled "Example of Expenditure Profile" for your reference.

We acknowledge that you will be able to use up to 4% of your allocation to undertake necessary Fund administration, such as project assessment, contracting, monitoring and evaluation and ongoing stakeholder engagement. Please do not make any deduction for this in completing this spreadsheet.

Table A:

Insert your annual UKSPF allocation in cells C6 to E6. The allocation per year must match the total allocation set out in Table E.

Table B:

All investment priorities and interventions for UKSPF are listed within columns A & B. Please provide detail of any bespoke interventions in the relevant cells in column B under each investment priority. Please delete the 'Insert Bespoke Intervention' text in column B where you wish to insert a bespoke intervention and provide a short description in column B along with the information required in cells C to P per the guidance below. If your investment plan does not include any bespoke interventions, then please leave the cells as they are.

Column C should be populated with your planned UKSPF funding allotted to each intervention. We do not require this detail on a project by project basis. Where projects span more than one intervention please provide an approximate split across the relevant interventions. If you have not selected a particular intervention, then the columns should be left blank. The total in cell C72 should match the total in cell F6 in Table A, if there is an error, cell C72 will flag red.

We require you to submit the planned yearly breakdown of expenditure across Financial Years 2022/23, 2023/24 & 2024/25 for each intervention you have selected. Totals for each investment priority in cells H29 & O29 should match cell C29. Similarly, H54 & O54 should match C54 and H71 & O71 should match C71. Annual totals by investment priority will autopopulate Table C. H71 should match the total in cell F6 in Table A, if there is an error, cell H72 will flag red.

Enter the capital and revenue spend amounts (£) for each intervention by each financial year in columns I to O. Any required minimum capital expenditure stated within the Prospectus will need to be demonstrated within these columns. The total figures shown by intervention and each financial year will autopopulate in Table C. To help you plan and calculate your capital and revenue amounts, below is the annual, minimum % of capital delivery required:

2022/23 - 10% minimum Capital Delivery

2023/24 - 13% minimum Capital delivery

2024/25 - 20% minimum Capital delivery

The orange cells relating to the People & Skills investment priority are for completion where local authorities have decided to fund targeted people and skills provision in 2022-23 and 2023-24 where this is a continuing priority for 2024-25 and may be at significant risk of ending due to the tail off of EU funds. This flexibility may only be used where provision is currently delivered by voluntary and community organisations, having regard for the focus of the Fund and available funding.

Based on a review at the end of year 1 (FY 22-23), DLUHC will engage with lead local authorities on expenditure profiles for FY 23-24 & FY 24-25 as programmes will develop and the profiles set out in Table B may need to be adapted as delivery develops.

Table C:

If the required minimum capital % is not met, cells V6 - V8 will flag red. If this happens, please amend the allocations in Table B to ensure the minimum annual capital spend is met.

Table C is for DLUHC internal use only and will prepopulate to give us an overview of the information you have provided. Please use this to cross reference the figures you have provided correctly match relevant cells in Tables A and B before submitting.

Table D:

The detail you provide in this table is for information purposes only at this stage.

Table E:

Table E contains a detailed breakdown of the allocations per year to Unitary Authorities, Lower/Upper tier authorities and MCAs and the GLA.

Example Only

Expenditure Profile		UKSPF Allocation Annual Expenditure						UKSPF Allocation Capital/Revenue Split (£)						Supporting comments relating to expenditure	
Investment Priority	Intervention	UKSPF Allocation	% of Total UKSPF Allocation	2022-23	2023-24	2024-25	Annual Expenditure Totals	Capital 22/23	Revenue 22/23	Capital 23/24	Revenue 23/24	Capital 24/25	Revenue 24/25		Capital/Revenue Totals
Communities & Place	Improvements to town centres & high streets	£1,600,000	22%	£395,000	£600,000	£605,000	£1,600,000	£79,000	£316,000	£180,000	£420,000	£242,000	£363,000	£1,600,000	
Communities & Place	Community & neighbourhood infrastructure projects	£1,000,000	14%	£280,000	£300,000	£420,000	£1,000,000	£84,000	£196,000	£120,000	£180,000	£210,000	£210,000	£1,000,000	
Communities & Place	Creation of and improvements to local green spaces	£1,600,000	22%	£250,000	£480,000	£870,000	£1,600,000	£25,000	£225,000	£96,000	£384,000	£478,500	£391,500	£1,600,000	
Communities & Place	Existing cultural, historic & heritage institutions offer		0%				£0							£0	
Communities & Place	Built & landscaped environment to "design out crime"		0%				£0							£0	
Communities & Place	Local arts, cultural, heritage & creative activities		0%				£0							£0	
Communities & Place	Active travel enhancements		0%				£0							£0	
Communities & Place	Campaigns to encourage visits and exploring of local area		0%				£0							£0	
Communities & Place	Impactful volunteering and/or social action projects		0%				£0							£0	
Communities & Place	Local sports facilities, tournaments, teams & leagues		0%				£0							£0	
Communities & Place	Capacity building & infrastructure support local groups		0%				£0							£0	
Communities & Place	Community engagement schemes, local regeneration		0%				£0							£0	
Communities & Place	Community measures to reduce the cost of living		0%				£0							£0	
Communities & Place	Relevant feasibility studies		0%				£0							£0	
Communities & Place	Total for 'On-menu' Interventions	£4,200,000	58%	£925,000	£1,380,000	£1,895,000	£4,200,000	£188,000	£737,000	£396,000	£984,000	£930,500	£964,500	£4,200,000	
Communities & Place	Example project	£80,000	1%	£20,000	£20,000	£40,000	£80,000	£10,000	£10,000	£10,000	£10,000	£20,000	£20,000	£80,000	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	C&P Bespoke Interventions Total	£80,000	1%	£20,000	£20,000	£40,000	£80,000	£10,000	£10,000	£10,000	£10,000	£20,000	£20,000	£80,000	
Communities & Place	Communities & Place Interventions Total	£4,280,000	59%	£945,000	£1,400,000	£1,935,000	£4,280,000	£198,000	£747,000	£406,000	£994,000	£950,500	£984,500	£4,280,000	
Local Businesses	Open markets & town centre retail & service sector	£500,000	7%	£200,000	£300,000	£0	£500,000	£20,000	£180,000	£60,000	£240,000	£0	£0	£500,000	
Local Businesses	Development & promotion of visitor economy	£1,600,000	22%	£300,000	£550,000	£750,000	£1,600,000	£45,000	£255,000	£82,500	£467,500	£375,000	£375,000	£1,600,000	
Local Businesses	Supporting Made Smarter Adoption		0%				£0							£0	
Local Businesses	Investment in research & development at the local level		0%				£0							£0	
Local Businesses	R&D grants supporting innovative product & service development		0%				£0							£0	
Local Businesses	Development of innovation infrastructure at a local level		0%				£0							£0	
Local Businesses	Enterprise infrastructure & employment / innovation sites		0%				£0							£0	
Local Businesses	Strengthening local entrepreneurial ecosystems	£140,000	2%	£50,000	£90,000	£0	£140,000	£9,000	£41,000	£16,200	£73,800	£0	£0	£140,000	
Local Businesses	Training hubs, business support offers, incubators		0%				£0							£0	
Local Businesses	Bid for & host international business events & conferences		0%				£0							£0	
Local Businesses	Growing the local social economy		0%				£0							£0	
Local Businesses	Develop angel investor networks		0%				£0							£0	
Local Businesses	Export grants to grow overseas trading etc		0%				£0							£0	
Local Businesses	Supporting decarbonisation whilst growing local economy		0%				£0							£0	
Local Businesses	Business support to drive employment growth		0%				£0							£0	
Local Businesses	Support relevant feasibility studies		0%				£0							£0	
Local Businesses	Total for 'On-menu' Interventions	£2,240,000	31%	£550,000	£940,000	£750,000	£2,240,000	£74,000	£476,000	£158,700	£781,300	£375,000	£375,000	£2,240,000	
Local Businesses	Insert Bespoke Intervention		0%				£0							£0	
Local Businesses	Insert Bespoke Intervention		0%				£0							£0	
Local Businesses	Insert Bespoke Intervention		0%				£0							£0	
Local Businesses	Insert Bespoke Intervention		0%				£0							£0	
Local Businesses	Insert Bespoke Intervention		0%				£0							£0	
Local Businesses	LB Bespoke Interventions Total	£0	0%	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
Local Businesses	Local Business Interventions Total	£2,240,000	31%	£550,000	£940,000	£750,000	£2,240,000	£74,000	£476,000	£158,700	£781,300	£375,000	£375,000	£2,240,000	
People & Skills	Employment support for economically inactive people	£400,000	6%			£400,000	£400,000					£0	£400,000	£400,000	
People & Skills	Courses including basic, life & career skills	£300,000	4%			£300,000	£300,000					£0	£300,000	£300,000	
People & Skills	Enrichment & volunteering activities		0%				£0							£0	
People & Skills	Increase levels of digital inclusion, essential digital skills		0%				£0							£0	
People & Skills	Tailored support for the employed to access courses		0%				£0							£0	
People & Skills	Local areas to fund local skills needs		0%				£0							£0	
People & Skills	Green skills courses		0%				£0							£0	
People & Skills	Retraining support - high carbon sectors		0%				£0							£0	
People & Skills	Local digital skills partnerships		0%				£0							£0	
People & Skills	Total for 'On-menu' Interventions	£700,000	10%	£0	£0	£700,000	£700,000	£0	£0	£0	£0	£0	£700,000	£700,000	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	P&S Bespoke Interventions Total	£0	0%	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
People & Skills	People & Skills Intervention Total	£700,000	10%	£0	£0	£700,000	£700,000	£0	£0	£0	£0	£0	£700,000	£700,000	
Allocation Totals		£7,220,000	100%	£1,495,000	£2,340,000	£3,385,000	£7,220,000	£272,000	£1,223,000	£564,700	£1,775,300	£1,325,500	£2,059,500	£7,220,000	

Please complete the funding profile for the three years. The funding profile total should correspond with your expenditure profile (Table B) totals.

Funding Profile:				
Funding Sources	2022-23	2023-24	2024-25	Total
UKSPF Allocation	£92,331	£184,662	£723,007	£1,000,000

The table below should be completed by intervention. Enter the amount of the UKSPF allocation you are assigning to each intervention in column C then provide an annual expenditure profile within columns E to G for each Financial Year. Capital and revenue amounts (£) should be entered for each intervention by financial year in columns I to N (please see minimum capital % for each financial year in the guidance to support your calculations). Interventions must be completed by March 2025 as detailed in Section 7 of the Prospectus. The orange cells relating to the People & Skills investment priority are for completion where local authorities have decided to fund targeted people and skills provision in 2022-23 and 2023-24 where this is a continuing priority for 2024-25 and may be at significant risk of ending due to the tail off of EU funds. This flexibility may only be used where provision is currently delivered by voluntary and community organisations, having regard for the focus of the Fund and available funding.

Expenditure Profile		UKSPF Allocation Annual Expenditure						UKSPF Allocation Capital/Revenue Split (£)							
Investment Priority	Intervention	UKSPF Allocation	% of Total UKSPF Allocation	2022-23	2023-24	2024-25	Annual Expenditure Totals	Capital 22/23	Revenue 22/23	Capital 23/24	Revenue 23/24	Capital 24/25	Revenue 24/25	Capital/Revenue Totals	Supporting comments relating to expenditure
Communities & Place	E1: Improvements to town centres & high streets	£175,000	18%		£50,000	£125,000	£175,000			£50,000		£125,000		£175,000	
Communities & Place	E2: Community & neighbourhood infrastructure projects		0%				£0							£0	
Communities & Place	E3: Creation of and improvements to local green spaces		0%				£0							£0	
Communities & Place	E4: Enhancing existing cultural, historic & heritage institutions offer		0%				£0							£0	
Communities & Place	E5: Built & landscaped environment to 'design out crime'		0%				£0							£0	
Communities & Place	E6: Local arts, cultural, heritage & creative activities		0%				£0							£0	
Communities & Place	E7: Support for active travel enhancements in local area		0%				£0							£0	
Communities & Place	E8: Campaigns to encourage visits and exploring of local area		0%				£0							£0	
Communities & Place	E9: Impactful volunteering and/or social action projects		0%				£0							£0	
Communities & Place	E10: Local sports facilities, tournaments, teams & leagues		0%				£0							£0	
Communities & Place	E11: Capacity building & infrastructure support local groups	£54,662	5%		£24,662	£30,000	£54,662				£24,662		£30,000	£54,662	
Communities & Place	E12: Community engagement schemes, local regeneration		0%				£0							£0	
Communities & Place	E13: Community measures to reduce the cost of living		0%				£0							£0	
Communities & Place	E14: Relevant feasibility studies	£105,000	11%	£35,000	£70,000		£105,000	£35,000		£70,000				£105,000	
Communities & Place	E15: Digital connectivity for local community facilities		0%				£0							£0	
Communities & Place	Total for 'On-menu' Interventions	£334,662	33%	£35,000	£144,662	£155,000	£334,662	£35,000	£0	£120,000	£24,662	£125,000	£30,000	£334,662	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	Insert Bespoke Intervention		0%				£0							£0	
Communities & Place	C&P Bespoke Interventions Total	£0	0%	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
Communities & Place	Communities & Place Interventions Total	£334,662	33%	£35,000	£144,662	£155,000	£334,662	£35,000	£0	£120,000	£24,662	£125,000	£30,000	£334,662	
Local Business	E16: Open markets & town centre retail & service sector	£225,000	23%			£225,000	£225,000					£225,000		£225,000	
Local Business	E17: Development & promotion of visitor economy	£35,000	4%	£35,000			£35,000	£35,000						£35,000	
Local Business	E18: Supporting Made Smarter Adoption		0%				£0							£0	
Local Business	E19: Investment in research & development at the local level		0%				£0							£0	
Local Business	E20: R&D grants supporting innovative product & service development		0%				£0							£0	
Local Business	E21: Development of innovation infrastructure at a local level		0%				£0							£0	
Local Business	E22: Enterprise infrastructure & employment / innovation sites		0%				£0							£0	
Local Business	E23: Strengthening local entrepreneurial ecosystems		0%				£0							£0	
Local Business	E24: Training hubs, business support offers, incubators & accelerators		0%				£0							£0	
Local Business	E25: Bid for & host international business events & conferences		0%				£0							£0	
Local Business	E26: Growing the local social economy	£105,338	11%	£22,331	£40,000	£43,007	£105,338		£22,331		£40,000		£43,007	£105,338	
Local Business	E27: Develop angel investor networks		0%				£0							£0	
Local Business	E28: Export grants to grow overseas trading etc.		0%				£0							£0	
Local Business	E29: Supporting decarbonisation & improving natural environment		0%				£0							£0	
Local Business	E30: Business support measures to drive employment growth		0%				£0							£0	
Local Business	E31: Support relevant feasibility studies		0%				£0							£0	
Local Business	E32: Investment to protect from natural hazards, flooding and coastal erosion		0%				£0							£0	
Local Business	Total for 'On-menu' Interventions	£365,338	37%	£57,331	£40,000	£268,007	£365,338	£35,000	£22,331	£0	£40,000	£225,000	£43,007	£365,338	
Local Business	Insert Bespoke Intervention		0%				£0							£0	
Local Business	Insert Bespoke Intervention		0%				£0							£0	
Local Business	Insert Bespoke Intervention		0%				£0							£0	
Local Business	Insert Bespoke Intervention		0%				£0							£0	
Local Business	Insert Bespoke Intervention		0%				£0							£0	
Local Business	LB Bespoke Interventions Total	£0	0%	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
Local Business	Local Business Interventions Total	£365,338	37%	£57,331	£40,000	£268,007	£365,338	£35,000	£22,331	£0	£40,000	£225,000	£43,007	£365,338	
People & Skills	E33: Employment support for economically inactive people	£100,000	10%			£100,000	£100,000						£100,000	£100,000	
People & Skills	E34: Courses including basic, life & career skills		0%				£0							£0	
People & Skills	E35: Enrichment & volunteering activities		0%				£0							£0	
People & Skills	E36: Increase levels of digital inclusion, essential digital skills		0%				£0							£0	
People & Skills	E37: Tailored support for the employed to access courses		0%				£0							£0	
People & Skills	E38: Local areas to fund local skills needs		0%				£0							£0	
People & Skills	E39: Green skills courses	£200,000	20%			£200,000	£200,000					£200,000		£200,000	
People & Skills	E40: Retraining support for those in high carbon sectors		0%				£0							£0	
People & Skills	E41: Funding to support local digital skills		0%				£0							£0	
People & Skills	Total for 'On-menu' Interventions	£300,000	30%	£0	£0	£300,000	£300,000	£0	£0	£0	£0	£0	£300,000	£300,000	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	Insert Bespoke Intervention		0%				£0							£0	
People & Skills	P&S Bespoke Interventions Total	£0	0%	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
People & Skills	People & Skills Intervention Total	£300,000	30%	£0	£0	£300,000	£300,000	£0	£0	£0	£0	£0	£300,000	£300,000	
Allocation Totals		£1,000,000	100%	£92,331	£184,662	£723,007	£1,000,000	£70,000	£22,331	£120,000	£64,662	£350,000	£373,007	£1,000,000	

For Internal Use Only

Allocation Summary		UKSPF Allocation Total Expenditure by Investment Priority										C&P Revenue/Capital		LB Revenue/Capital		P&S Revenue/Capital		Total Revenue/Capital		
		Funding Period:	Communities & Place	C&P Bespoke	C&P Totals	Local Businesses	LB Bespoke	LB Totals	People & Skills	P&S Bespoke	P&S Totals	£ Fund Total	% Fund Total	Cap%	Rev%	Cap%	Rev%	Cap%	Rev%	Cap%
1	2022/23	£35,000	£0	£35,000	£57,331	£0	£57,331	£0	£0	£0	£92,331	9%	100%	0%	61%	39%	0%	0%	76%	24%
2	2023/24	£144,662	£0	£144,662	£40,000	£0	£40,000	£0	£0	£0	£184,662	18%	83%	17%	0%	100%	0%	0%	65%	35%
3	2024/25	£155,000	£0	£155,000	£268,007	£0	£268,007	£300,000	£0	£300,000	£723,007	72%	81%	19%	84%	16%	0%	100%	48%	52%
		£334,662				£365,338			£300,000		£1,000,000	100%								

Match funding is not mandated and will not form part of the assessment of your investment plan, however, we will expect you to report on any match funding/leverage secured over the lifetime of the Fund. If you are in a position to report any now, please complete the table below. If known, please provide details of which investment priority and intervention(s) any match is to be allocated to.

Match/Leverage Sources	Source Name	Status	2022-23	2023-24	2024-25	Total	Additional information
Other UK Gov Funding						£0	
Local Authority Contribution						£0	
Third Party Funder						£0	
Totals:			£0	£0	£0	£0	

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Indicative Deliverables Guidance
Overarching Guidance:
<i>Within Tables A - F, only populate cells that are not shaded grey. Boxes shaded grey will be locked.</i>
<i>Please read the explanation boxes shaded yellow for each table of this document.</i>
<i>Please only complete the tables for the investment priorities that you have included in your investment plan.</i>
<i>Within each table, please only complete the rows for the interventions you have selected as part of your investment plan.</i>
<i>For each intervention selected, please fill in the cells for the outputs and outcomes you would want to measure against.</i>
<i>Please insert a target for each selected outputs and outcomes in the relevant unit shown in column A.</i>
<i>You do not have to select all available outputs /outcomes for each intervention, but you must select at least one for each. The outputs and outcomes you enter in Tables A - F are indicative at this stage and will be refined throughout the course of the UKSPF programme.</i>
<i>Please leave the cells blank for the outputs / outcomes that you will not measure against.</i>
<i>If you have proposed bespoke interventions in your investment plan, please enter the title of your bespoke intervention in the relevant output and outcome tab for the investment priority it will sit under, then enter the indicative outputs and outcomes. You can choose from any relevant output or outcome listed under the investment priority. However, for monitoring purposes, bespoke outcomes and outputs will not be accepted at this stage.</i>
<i>Please use whole numbers. Decimals or text will not be accepted in any table.</i>
<i>We will issue further technical guidance on definitions of indicators in due course.</i>

Communities & Place Outputs
Please enter your indicative outputs for Communities & Place interventions below.

Output	Intervention																				
	E1: Improvements to town centres & high streets	E2: Community & neighbourhood infrastructure projects	E3: Creation of and improvements to local green spaces	E4: Enhancing existing cultural, historic & heritage institutions offer	E5: Built & landscaped environment to 'design out crime'	E6: Local arts, cultural, heritage & creative activities	E7: Support for active travel enhancements	E8: Campaigns to encourage visits and exploring of local area	E9: Impactful volunteering and/or social action projects	E10: Local sports facilities, tournaments, teams & leagues	E11: Capacity building & infrastructure support local groups	E12: Community engagement schemes, local regeneration	E13: Community measures to reduce the cost of living	E14: Relevant feasibility studies	E15: Investment and support for digital connectivity for local community facilities	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	
Number of commercial buildings developed or improved (numerical value)																					
Amount of commercial buildings developed or improved (m2)																					
Number of rehabilitated premises (numerical value)																					
Amount of rehabilitated land (m2)																					
Amount of public realm created or improved (m2)	1200																				
Number of low or zero carbon energy infrastructure installed (numerical value)																					
Amount of low or zero carbon energy infrastructure installed (m2)																					
Number of decarbonisation plans developed (numerical value)																					
Sqm of land made wheelchair accessible/step free (m2)	1200																				
Number of organisations receiving financial support other than grants (numerical value)											15										
Number of organisations receiving grants (numerical value)											15										
Number of organisations receiving non-financial support (numerical value)											20										
Number of households receiving support (numerical value)																					
Number of households supported to take energy efficiency measures (numerical value)																					
Number of neighbourhood improvements undertaken (numerical value)																					
Number of facilities supported/created (numerical value)																					
Number of local events or activities supported (numerical value)											2										
Amount of green or blue space created or improved (m2)																					
Number of new or improved cycleways or paths (numerical value)																					
Amount of new or improved cycleways or paths (m2)																					
Number of trees planted (numerical value)																					
Number of Tourism, Culture or heritage assets created or improved (numerical value)																					
Number of events/participatory programmes (numerical value)																					
Number of potential entrepreneurs provided assistance to be business ready (numerical value)																					
Number of volunteering opportunities supported (numerical value)																					
Number of projects (numerical value)																					
Number of people reached (numerical value)																					
Number of tournaments/leagues/teams supported (numerical value)																					
Leaves or participation in sports and recreational activities at facilities that have benefitted from																					
Number of people attending training sessions (numerical value)											30										
Number of feasibility studies supported (numerical value)														2							
Number of properties better protected from flooding and coastal erosion																					

Communities & Place Outcomes
Please enter your indicative outcomes for Communities & Place interventions below.

Outcome	Intervention															Bespoke intervention	Bespoke intervention	Bespoke intervention	Bespoke intervention	Bespoke intervention
	E1: Improvements to town centres & high streets	E2: Community & neighbourhood infrastructure projects	E3: Creation of and improvements to local green spaces	E4: Enhancing existing cultural, historic & heritage institutions offer	E5: Built & landscaped environment to 'design out crime'	E6: Local arts, cultural, heritage & creative activities	E7: Support for active travel enhancements	E8: Campaigns to encourage visits and exploring of local area	E9: Impactful volunteering and/or social action projects	E10: Local sports facilities, tournaments, teams & leagues	E11: Capacity building & infrastructure support local groups	E12: Community engagement schemes, local regeneration	E13: Community measures to reduce the cost of living	E14: Relevant feasibility studies	E15: Investment support for digital infrastructure for local community facilities					
Jobs created (numerical value)																				
Jobs safeguarded (numerical value)	10																			
Increased footfall (% increase)	10																			
Increased visitor numbers (% increase)	10																			
Reduced vacancy rates (% decreased)	10																			
Greenhouse gas reductions (% decrease in Tonnes of CO2e)																				
Improved perceived/experienced accessibility (% increase)	10																			
Improved perception of facilities/amenities (% increase)	10																			
Increased users of facilities/amenities (% increase)																				
Improved perception of facility/infrastructure project (% increase)																				
Increased use of cycleways or paths (% increase)																				
Increased affordability of events/entry (% increase)																				
Improved perception of safety (% increase)																				
Reduction in neighbourhood crime (% decrease)																				
Improved engagement numbers (% increase)																				
Number of community arts, cultural, heritage and creative programmes as a result											20									
Improved perception of events (% increase)																				
Increased number of web searches for a place (% increase)																				
Volunteering numbers as a result of support (numerical value)																				
Number of new or improved community facilities as a result of support (numerical value)											1									
Increased take up of energy efficiency measures (% increase)																				
Increased number of projects arising from funded feasibility studies (% increase)														10						
Number of premises with improved digital connectivity (numerical value)																				
Increased number of properties better protected from flooding and coastal erosion (% increase)																				

Supporting Local Business Outputs
Please enter your indicative outputs for Supporting Local Business interventions below.

Output	Intervention																					
	E16: Open markets & town centre retail & service sector	E17: Development & promotion of visitor economy	E18: Supporting Made Smarter Adoption	E19: Investment in research and development at the local level	E20: R&D grants supporting innovative product & service development	E21: Development of innovation infrastructure at the local level	E22: Enterprise infrastructure & employment / innovation sites	E23: Strengthening local entrepreneurial ecosystems	E24: Training hubs, business support offers, Incubators	E25: Bid for & Host International business events & conferences	E26: Growing the local social economy	E27: Develop angel investor networks	E28: Export Grants to grow overseas trading etc.	E29: Supporting decarbonisation whilst growing the local economy	E30: Business support measures to drive employment growth	E31: Support relevant feasibility studies	E32: Investment in resilience infrastructure and nature based solutions	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention
Number of local markets supported (numerical value)	1																					
Number of businesses receiving financial support other than grants (numerical value)											10											
Number of businesses receiving non-financial support (numerical value)											30											
Number of businesses receiving grants (numerical value)											10											
Number of potential entrepreneurs provided assistance to be business ready (numerical value)											30											
Number of Tourism, Culture or heritage assets created or improved (numerical value)		1																				
Number of commercial buildings developed or improved (numerical value)																						
M2 of commercial buildings developed or improved (m2)																						
Number of people reached (numerical value)																						
Number of local events or activities supported (numerical value)		10																				
Number of people attending training sessions (numerical value)											30											
Number of rehabilitated premises (numerical value)																						
Amount of rehabilitated land (m2)																						
Number of events/participatory programmes (numerical value)																						
Number of angel investors in the local area (numerical value)																						
Number of businesses receiving angel investment (numerical value)																						
Number of angel investors engaged (numerical value)																						
Number of businesses engaged in new markets (numerical value)																						
Number of low or zero carbon energy infrastructure installed (numerical value)																						
Amount of low or zero carbon energy infrastructure installed (m2)																						
Number of decarbonisation plans developed (numerical value)																						
Number of feasibility studies supported (numerical value)																						
Number of properties better protected from flooding and coastal erosion (numerical value)																						

People & Skills Outputs
Please enter your indicative outputs for People & Skills interventions below.

Output	Interventions													
	E33: Employment support for economically inactive people	E34: Courses including basic, life & career skills	E35: Enrichment & volunteering activities	E36: Increase levels of digital inclusion, essential digital skills	E37: Tailored support for the employed to access courses	E38: Local areas to fund local skills needs	E39: Green skills courses	E40: Retraining support - high carbon sectors	E41: Local digital skills	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention
Number of economically inactive people engaging with keyworker support services (numerical value)														
Number of economically inactive people supported to engage with the benefits system (numerical value)														
Number of socially excluded people accessing support (numerical value)	30													
Number of people supported to access basic skills (numerical value)														
Number of people accessing mental and physical health support leading to employment (numerical value)														
Number of people supported to engage in job-searching (numerical value)														
Number of people receiving support to gain employment (numerical value)							40							
Number of people receiving support to sustain employment (numerical value)	30													
Effective working between keyworkers and additional services (number of engagements)														
Number of people supported to engage in life skills (numerical value)														
Number of people supported onto a course through providing financial support (numerical value)														
Number of people supported to participate in education (numerical value)														
Number of volunteering opportunities supported (numerical value)														
Number of people taking part in work experience programmes (numerical value)														
Number of people retraining (numerical value)								40						
Number of people in employment engaging with the skills system (numerical value)														
Number of people receiving support to gain a vocational licence (numerical value)														
Number of people attending training sessions (numerical value)								40						
Number of people gaining a qualification or completing a course following support (numerical value)							40	40						

People & Skills Outcomes
Please enter your indicative outcomes for People & Skills interventions below.

Outcome	Intervention													
	E33: Employment support for economically inactive people	E34: Courses including basic, life & career skills	E35: Enrichment & volunteering activities	E36: Increase levels of digital inclusion, essential digital skills	E37: Tailored support for the employed to access courses	E38: Local areas to fund local skills needs	E39: Green skills courses	E40: Retraining support - high carbon sectors	E41: Local digital skills	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention	Bespoke Intervention
Number of economically inactive individuals in receipt of benefits they are entitled to following support (numerical value)														
Number of active or sustained participants in community groups as a result of support (numerical value)	40													
Number of people reporting increased employability through development of interpersonal skills funded by UKSPF (numerical value)	20													
Number of people in supported employment (numerical value)														
Number of people engaging with mainstream healthcare services (numerical value)														
Number of people sustaining engagement with keyworker support and additional services (numerical value)														
Number of people engaged in job-searching following support (numerical value)														
Number of people in employment, including self-employment, following support (numerical value)	30						40							
Number of people sustaining employment for 6 months (numerical value)														
Number of people in education/training (numerical value)														
Number of people with basic skills (English, maths, digital and ESOL) (numerical value)														
Number of people experiencing reduced structural barriers into employment and into skills provision (numerical value)														
Number of people familiarised with employers' expectations, including standards of behaviour in the workplace (numerical value)														
Number of people gaining a qualification or completing a course following support (numerical value)							40							
Number of people gaining qualifications, licences and skills (numerical value)														
Number of economically active individuals engaged in mainstream skills education and training (numerical value)														
Number of people engaged in life skills support following interventions (numerical value)														

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Appendix 4

Risk Register

UK Shared Prosperity Fund

As at: 12/09/2022

Ref	Title	Risk Description	Opp / Threat	Cause	Consequence	Risk Treatment	Date Raised	Owner	Gross		Current			Target		Comments	Control / Mitigation Description	Date Due	Action Status	% Progress	Action Owner
									P	I	P	I	Score	P	I						
SPF1	Bid not approved by government	The Oxford UKSPF Investment Plan is not approved by government.	Threat	The submission to government is rejected	Council does not receive funding to deliver programme	Accept	12/09/22	Programme	1	3	1	3	3	1	3	Fund is not competitive and has been pre-approved by government so any problems with the bid would result in delay to delivery rather than loss of funding	The plan has been developed by experienced officers in accordance with government guidance and aligns with pre-approved intervention types				
SPF2	Partners disagree with priorities	Partners and members of the public do not agree with the priorities identified in the Investment Plan, given the reduced availability of public funding compared to previous EU programmes	Threat	Partners disagree with the priorities set out in the investment plan	Reputational damage to council	Accept	12/09/22	Programme	2	2	2	2	4	1	2	The plan was developed in line with national guidance and through consultation with a wide range of partners, is based on an evidence base and aligned to recently adopted local strategies such as City Centre Action Plan and Oxford Economic Strategy	Continue to engage with local partners throughout the development of the programme				
SPF3	Policy change	New government administration changes policy priorities and removes/reduces funding for UKSPF	Threat	Policy change by central government	Reduction and/or removal of funding	Accept	12/09/22	Programme	1	5	1	5	5	1	5	Very low probability. Indication from government is that fund will continue as expected.	Continue to monitor likelihood of risk occurring with civil servants and lobby central government on the importance of this funding				

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Scrutiny Budget Review 2023/24 – Scoping Document

Review Topic	Budget Review 2023/24 and Medium Term Financial Plan to 2026/27
Lead Member Review Group	Councillor James Fry
Other Review Group Members	<p>Councillor Chris Jarvis Councillor Amar Latif Councillor Tom Landell Mills</p> <p>Members of the Housing and Homelessness Panel will be invited to scrutinise Housing-related budgetary items:</p> <p>Councillor Paula Dunne (Chair) Councillor Lizzy Diggins Councillor Laurence Fouweather Councillor Jabu Nala-Hartley Councillor Rosie Rawle Councillor Jo Sandelson</p> <p><i>Tenant Ambassadors: Invite up to 2 of the tenant ambassadors who are involved with assessing Housing tenders. Individuals TBC.</i></p>
Officer Support and allocate hours	Scrutiny Officer support – approx. 2-3 days per week from mid-December 2022 to mid-February 2023. Additional support from the Head of Financial Services, Management Accountancy Manager and other Senior Officers.
Background	<p>The Finance and Performance Panel is responsible for scrutinising finance and budgetary issues and decisions, including the Budget 2023/24 decision.</p> <p>The Budget 2023/24 paperwork will be published for consultation on 06 December 2022 ahead of a final decision by full Council on 16 February 2023. Scrutiny has formed a Budget Review Group to scrutinise the budget proposals in detail before reporting to Cabinet in February.</p>
Rationale	To scrutinise the Council’s draft budget for 2023/24 and medium term financial plan for the following three years, and to provide public assurance of the Council’s budget setting processes and decisions.
Key lines of inquiry	<p>Areas of focus for the Budget Review Group this year to include:</p> <ul style="list-style-type: none"> • The progress of financial mitigation strategies arising from COVID and the Council’s overall expectation of what the ‘new normal’ looks like financially • The interaction, robustness, and financial impact of the financial returns to the Council from Oxford Direct Services and OX Place business plans

	<ul style="list-style-type: none"> • Specific consideration of the Council’s planning regarding macroeconomic factors such as inflation and the growing scarcity of workers • The robustness of plans and risks to the Council’s anticipated income streams, particularly relating to parking, commercial property and the Council’s companies • The robustness of the HRA Business Plan and the effects of upcoming legislative and regulatory changes such as the Social Housing White Paper • Assessment of overall strategy and individual proposals to mitigate lost income and to reduce costs • Planned borrowing levels and the impact of the changes arising from Minimum Revenue Provision • Levels of contingencies and earmarked reserves • Deliverability of the Capital Programme and its relation to previous iterations of the Medium Term Financial Plan
Indicators of Success	<ul style="list-style-type: none"> • Robust independent scrutiny of budget proposals; • Detailed consideration of key lines of inquiry; • The production of an evidenced based report with recommendations; • Broad agreement on conclusions and recommendations amongst Review Group members; • The majority of recommendations are agreed by the Cabinet.
Methodology/ Approach	<p>Evidence gathering to include:</p> <ul style="list-style-type: none"> • A budget briefing by the Chief Executive and Head of Financial Services; • Reviewing Budget 2023/24 paperwork, including options or bids presented to members; • Submitting written questions to Senior Officers and reviewing their responses; • Meetings with Executive Directors and Heads of Service.
Specify Witnesses/ Experts	<ul style="list-style-type: none"> • Cabinet Member for Finance and Asset Management • Chief Executive • Executive Director (Development); • Executive Director (Communities and People) • Executive Director (Corporate Resources) • Head of Financial Services; • Head of Housing Services; • Managers in Planning Services; • Head of Community Services; • Head of Business Improvement; • Head of Law and Governance • Head of Regulatory Services and Community Safety • Head of Corporate Strategy • Head of Regeneration and Economy • Head of Corporate Property • Management Accountancy Manager.

Out of scope	Detailed estimates in relation to ODS and OX Place company business plans are out of scope, but not their overall impact on the Council's budget and Medium Term Financial Plan.		
Projected start date	06 December 2022	Draft Report Deadline	20 January 2023 for Finance and Performance Panel on 23 January 2022
Meeting Frequency	4 meetings in January 2023	Projected completion date	By 7 February 2023 Cabinet

Draft outline of meetings

Meeting one – Wednesday 4 January 2023, 6:00 – 8:00pm			
Introduction to the budget and its context (Cllr Ed Turner, Caroline Green and Nigel Kennedy)			
Introductions to service area budget proposals and questions from Review Group:			
<ul style="list-style-type: none"> • Law and Governance (Susan Sale) • Financial Services (Nigel Kennedy) • Business Improvement (Helen Bishop) • Corporate Strategy (Mish Tullar) 			
Meeting two – Thursday 5 January 2023, 6:00pm - 8.00pm			
Introduction to budget proposals and answering Review Group questions from:			
<ul style="list-style-type: none"> • Development (Tom Bridgman) • Planning Services (Andrew Murdoch, Rachel Williams, Adrian Colwell) • Regeneration and Economy (Carolyn Plosynski) • Corporate Property (Jane Winfield) <i>to include a report on income from Council assets</i> 			
Meeting three – Tuesday 10 January 2023, 6:00pm - 8.00pm			
To consider draft recommendations from previous meetings, to consider budget proposals and form draft recommendations for:			
<ul style="list-style-type: none"> • Housing and Communities (Stephen Gabriel, Nerys Parry, and Ian Brooke) • Regulatory Services and Community Safety (Ian Wright) 			
Members of the Housing Panel will be invited to participate in the Scrutiny of the Housing element of this meeting, with tenant ambassadors also invited.			
Meeting Four – To be agreed, but prior to Finance and Performance Panel on 23 January 2023			
To consider the draft review group report.			

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To: Cabinet
Date: 14 September 2022
Report of: Scrutiny Committee
Title of Report: Oxford Local Plan 2040 Preferred Options Regulation 18 Consultation Document

Summary and recommendations	
Purpose of report:	To present Scrutiny Committee recommendations for Cabinet consideration and decision
Key decision:	No
Scrutiny Lead Member:	Councillor Lizzy Diggins, Scrutiny Committee Vice-Chair
Cabinet Member:	Councillor Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery
Corporate Priority:	All
Policy Framework:	Council Strategy 2020-24
Recommendation: That the Cabinet states whether it agrees or disagrees with the recommendations in the body of this report.	

Appendices	
Appendix A	Draft Cabinet response to recommendations of the Scrutiny Committee

Introduction and overview

1. The Scrutiny Committee met on 06 September 2022 to consider a report on the Oxford Local Plan 2040 Preferred Options Regulation 18 Consultation Document. The report, which is due for Cabinet consideration on 14 September 2022, recommends that Cabinet approves the Oxford Local Plan 2040 Preferred Options document for public consultation; and authorises the Planning Policy and Place Manager, in consultation with the Cabinet Member for Planning and Housing Delivery, to make any necessary editorial corrections to the documents and the supporting evidence base prior to going out to consultation.

Summary and recommendations

2. Councillor Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery, introduced the report. He reminded the Committee that a Local Plan was not intended to be an overarching plan for the Council but a specific example of strategic level planning.
3. Rachel Williams, Planning Policy and Place Manager, and Amanda Ford, Team Leader – Planning Policy, summarised the extent to which the team was exploring ways to consult and reported that around 4,000 responses were received to the previous consultation on the Local Plan 2036. They explained that they hoped that even greater engagement would be achieved in relation to this consultation.
4. The Committee recognised the intention to consult widely in different formats as detailed in the Consultation and Engagement Plan at Appendix 2. However, the Committee was conscious that such a large document would be, to most people, difficult to navigate. Whilst a contents page of policy option sets existed, the Committee suggested that consideration should be given to a key to the document and, where it existed digitally, this should ensure ease of navigation.

Recommendation 1: That the Council inserts a key to the document to ensure that navigation and integration are more accessible.

5. The Committee noted the intention to make the consultation accessible to all of Oxford's residents and suggested that particular consideration should be given to ensuring those for whom English was a second or other language could engage with the process.

Recommendation 2: That the Council gives consideration to how to engage most effectively with residents for whom English is a second or other language during the consultation process, including the provision of drop-in sessions.

6. The Committee noted the intention to engage residents using social media, events, and various print and online publications. In order to increase accessibility and to encourage engagement, the Committee suggested that consideration should be given to producing audio summaries in the form of basic podcasts.

Recommendation 3: That the Council explores options to produce basic podcasts summarising the document.

7. The Committee recognised that the Local Plan would affect all those who visit or spend time in Oxford and not just those who live in the City. This was particularly the case for those who work in Oxford but do not live there, whether for reasons of affordability or otherwise. The Committee suggested that consideration should be given to consulting representative groups of those who work in the City, through trade unions and the royal colleges, so as to ensure their views were received.

Recommendation 4: That the Council seeks to engage specifically with vocational groups (such as trade unions and royal colleges) to ensure that the voice of those who work in Oxford but do not live in the City is heard.

8. The Committee recognised that the Local Plan would affect those who live in the City but are either vulnerably housed or sleeping rough. The Committee suggested that consideration should be given to consulting charities and organisations which support and represent people in those situations to ensure their views were received.

Recommendation 5: That the Council seeks to engage specifically with organisations representing those with specific housing needs, such as Crisis and Acorn.

9. The Committee noted that reference was made to a key principle being to “ensure good connectivity by foot and cycle and public transport across the area” and suggested that consideration should be given to clarifying what was meant by this. The Committee noted that there was limited reference to car free spaces and, whilst recognising that these were implicit given the National Model Design Code principles, suggested consideration should be given to explaining this in the document.

Recommendation 6: That the Council clarifies the definition of ‘good connectivity’ within the document.

Recommendation 7: That the Council explains in the document that the National Model Design Code principles are applied when considering the location of car parking in relation to residential and shared amenity spaces.

10. The Committee noted that sections 8.6 and 8.7 of the document set out a distinction between ‘site allocations’ and ‘areas of focus’. In order to enable greater engagement with the proposals set out in the document, the Committee suggested that consideration be given to explaining more fully the distinction between the two and the interaction between them.

Recommendation 8: That the Council explains the distinction between ‘areas of focus’ and ‘site allocation policies’ and the interaction between them within the document.

11. The Committee heard the Cabinet Member’s explanation of the challenges of including certain measures and intentions in terms of development principles because they were governed by other processes or included in other documents. Nonetheless, the Committee considered that a number of issues would benefit from explicit reference in the document. Where that was either forbidden by legislation, or was covered by a separate document, the Committee suggested that

consideration should be given to explaining that in the introduction to the Local Plan document.

Recommendation 9: That the Council makes explicit reference to the importance of access to nature in housing developments within the document.

Recommendation 10: That the Council makes explicit reference to the importance of street trees within the document.

Recommendation 11: That the Council ensures in cases where explicit reference to a topic or area of policy is forbidden by legislation, or that topic or area of policy is covered in a separate document, that this is explained in the document introduction.

12. The Committee noted that figure S3 of the document showed how the policy option sets sought to address the issue of climate change and that the narrative text described how the Council sought to do that. The Committee suggested that consideration should be given to citing international agreements such as the Paris Agreement and that the language of such agreements, such as 'loss and damage' should be reflected in the narrative section.

Recommendation 12: That the Council makes explicit reference to the Paris Agreement within the document and that the language of international frameworks, such as 'loss and damage', be reflected in the narrative section.

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Appendix A

Draft Cabinet response to recommendations of the Scrutiny Committee

The document sets out the draft response of the Cabinet Member to recommendations made by the Scrutiny Committee on 06 September 2022 concerning the **Oxford Local Plan 2040 Preferred Options Regulation 18 Consultation Document**. The Cabinet is asked to amend and agree a formal response as appropriate.

115

Recommendation	Agree?	Comment
1) That the Council inserts a key to the document to ensure that navigation and integration are more accessible.	Yes	We will look to provide a supplementary key (alongside the document) which identifies new policy areas, those where policy options propose strengthening existing policies and those where another document or the NPPF provide the detail (see recommendation 11 below).
2) That the Council gives consideration to how to engage most effectively with residents for whom English is a second or other language during the consultation process, including the provision of drop-in sessions.	Yes	We will work with the communications and consultation colleagues to ensure that we offer a good service in line with the Council's procedures. We will encourage online engagement (including through a QR code) which will allow online translation to users as required.
3) That the Council explores options to produce basic podcasts summarising the document.	Yes	We already intend to produce video content, we will explore the potential for podcasts with communications and consultation colleagues.
4) That the Council seeks to engage specifically with vocational groups (such as trade unions and royal colleges) to ensure that the voice of those who work in Oxford but do not live in the City is heard.	Yes	We will identify local branches of trade unions and royal colleges and other trade/professional bodies and add them to our list of consultees who will be contacted.
5) That the Council seeks to engage specifically with organisations representing those with specific housing needs, such as Crisis and Acorn.	Yes	We will ensure that organisations working with those who have specific housing needs are added to the list of consultees who will be contacted.

6) That the Council clarifies the definition of 'good connectivity' within the document.	Yes	We will add the following in brackets after the 3 instances of this phrase in the development sites chapter: “(e.g. with safe, attractive routes and considering 15 minute city aims)”
7) That the Council explains in the document that the National Model Design Code principles are applied when considering the location of car parking in relation to residential and shared amenity spaces	Yes	We will incorporate the principles set out in the Model Design Code as we draft our policies around parking and design in new development.
8) That the Council explains the distinction between 'areas of focus' and 'site allocation policies' and the interaction between them within the document.	Yes	Propose amendment to Paragraph 8.7: <i>“<u>The Areas of Focus each include a number of specific site allocations.</u> The benefit of identifying <u>the broader</u> Areas of Focus <u>in addition</u> is that as development sites come forward, they can be determined against some key policy principles relevant to that area and thus can be considered in the wider context of the area and the other potential developments.”</i>
9) That the Council makes explicit reference to the importance of access to nature in housing developments within the document.	Yes	Proposed amendment proposed to paragraph 4.8: <i>“Ensuring people have <u>doorstep</u> access to a network of green spaces is key objective for the new Local Plan and it is therefore crucial that we continue to protect these existing spaces in the city. The network can be broken down into a variety of typologies of open space, some of these, such as parks and amenity green spaces serve a wider variety of functions than other more specialised spaces, such as allotments and cemeteries. A potential green infrastructure network for the city like the existing network defined in the Local Plan 2036 has been proposed in the Green Infrastructure Study 2022; this is presented in</i>

		<p>the figure below. It is made up of a variety of open spaces and ecological designations, as well as green belt land.</p> <p><u>Key considerations are the quality and function of spaces, connectivity and ensuring doorstep access to green spaces for people across the city.</u> We will need to undertake further analysis and refinement to finalise the network that is to be subject to protection following the consultation; as such this is not finalised.”</p>
10) That the Council makes explicit reference to the importance of street trees within the document.	Yes	<p>Proposed amendment proposed to paragraph 4.10:</p> <p>“Local Plan policy can have a role in securing a range of new green infrastructure across different scales of development, from lines of <u>street</u> trees and hedges...”</p>
11) That the Council ensures in cases where explicit reference to a topic or area of policy is forbidden by legislation, or that topic or area of policy is covered in a separate document, that this is explained in the document introduction.	Yes	See answer to recommendation 1 above
12) That the Council makes explicit reference to the Paris Agreement within the document and that the language of international frameworks, such as ‘loss and damage’, be reflected in the narrative section.	Yes	We will ensure that the accompanying background paper on climate change which includes much more detail on the context and the international and national framework, includes explicit references as suggested.

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To: Cabinet
Date: 14 September 2022
Report of: Scrutiny Committee
Title of Report: Lease of Council Office Accommodation at St Aldate's Chambers

Summary and recommendations	
Purpose of report:	To present Scrutiny Committee recommendations for Cabinet consideration and decision
Key decision:	No
Scrutiny Lead Member:	Councillor Lizzy Diggins, Scrutiny Committee Vice-Chair
Cabinet Member:	Councillor Ed Turner, Deputy Leader and Cabinet Member for Finance and Asset Management and Councillor Nigel Chapman, Cabinet Member for Citizen Focused Services
Corporate Priority:	All
Policy Framework:	Council Strategy 2020-24
Recommendation: That the Cabinet states whether it agrees or disagrees with the recommendations in the body of this report.	

Appendices	
Appendix A	Draft Cabinet response to recommendations of the Scrutiny Committee

Introduction and overview

1. The Scrutiny Committee met on 06 September 2022 to consider a report on the Lease of Council Office Accommodation. The report, which is due for Cabinet consideration on 14 September 2022, recommends that Cabinet resolves to approve the decision to relocate Council staff from St Aldate's Chambers (subject to any changes to terms and conditions of employment required), approve the reallocation of existing budget from the capital programme, recommend to Council the approval of a contingency budget of £300,000 and delegate authority to officers to enter into appropriate contracts and let the whole of St Aldate's Chambers.

Summary and recommendations

2. Councillor Nigel Chapman, Cabinet Member for Citizen Focused Services, introduced the report. He set out the rationale for the proposal and explained that extensive staff consultation had begun and would continue.
3. Tom Hook, Executive Director (Corporate Resources), apologised that the discussion with the Leaders of all the political parties with representation on the Council, as well as the independent ward councillor, described in paragraph 19 of the report had not happened before the report was published.
4. The Executive Director (Corporate Resources) outlined the commitment to ensuring the move was a positive one that benefitted staff and the Head of Corporate Property outlined practical steps that would be taken to help ensure this.
5. The Committee raised a number of questions regarding accessibility and terms and conditions and was largely satisfied with the assurances provided.
6. The Committee recognised that, given the speed with which the move would take place, not everything would be ready within the timeframes but sought reassurance that adequate secure cycle storage would be available and recommended that consideration be given to providing this at the earliest possible opportunity. Members of the Committee shared positive experience of Spokesafe as a provider of such.

Recommendation 1: That the Council ensures the provision of significant secure cycle storage at the Town Hall at the earliest possible opportunity.

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Appendix A

Draft Cabinet response to recommendations of the Scrutiny Committee

The document sets out the draft response of the Cabinet Member to recommendations made by the Scrutiny Committee on 06 September 2022 concerning the **Lease of Council Office Accommodation at St Aldate's Chambers**. The Cabinet is asked to amend and agree a formal response as appropriate.

<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
<i>1) That the Council ensures the provision of significant secure cycle storage at the Town Hall at the earliest possible opportunity.</i>	Yes	We plan to secure the same amount of storage as currently provided, although in a 2 storey racking system. As explained, if there is a need for further cycle storage after the move to the Town Hall this can be explored in the next phase of feasibility. It was further explained that there are significant constraints in land availability outside the Town Hall.

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To: Housing and Homelessness Panel
Date: 06 October 2022
Report of: Head of Law and Governance
Title of Report: Co-option of Tenant Ambassador(s)

Summary and recommendations	
Purpose of report:	To agree arrangements for Tenant Ambassador co-option and contribution to the Housing and Homelessness Panel
Key decision:	No
Corporate Priority:	All
Policy Framework:	Council Strategy 2020-24
Recommendation(s): That the Housing and Homelessness Panel:	
1.	Agrees the arrangements for Tenant Ambassador co-option for the 2022/23 municipal year, including the number of Tenant Ambassador co-optees and how contributions to Panel meetings will be managed and facilitated.
2.	Recommends proposed arrangements for Tenant Ambassador co-option for the 2022/23 municipal year to the Scrutiny Committee for approval.

Introduction and Background

1. At its last meeting of the 2021/22 municipal year, on 22 March 2022, the Housing and Homelessness Panel agreed that the Panel would defer decisions on future working arrangements to the new Scrutiny Committee and Panel membership.
2. Scrutiny Committee, on 08 June 2022, approved the Scrutiny Operating Principles which set out that there would be six members of the Panel. Tenant Ambassadors have previously attended meetings of the Housing and Homelessness Panel and have made a valuable contribution.

Co-option

3. The Scrutiny Operating Principles for the 2022/23 municipal year describe that “at the discretion of the Committee, residents and other specialists may be co-opted as non-voting members of the Committee, Standing Panels and Review Groups, as the subject matter dictates for a period ending no later than the day of the first meeting of the next council year. The Committee may discontinue an appointment at any time.”

4. Officers recommend that at least one Tenant Ambassador be formally co-opted to the Panel as a member of it. The Tenant Ambassador would not have voting rights but this formal co-optee status would enable the Tenant Ambassador to question and probe in the same way as elected members of the Panel. This would demonstrate the Council's commitment to taking account of the insights of tenants.

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