

# Agenda

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## Scrutiny Committee

This meeting will be held on:

Date: **Monday 2 December 2024**

Time: **6.00 pm**

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

**For further information** please contact:

Celeste Reyeslao, Scrutiny and Governance Advisor

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## **Committee Membership**

Councillors: Membership 12: Quorum 4 substitutes are permitted.

Councillor Katherine Miles (Chair)

Councillor Tiago Corais (Vice-Chair)

Councillor Mohammed Altaf-Khan

Councillor Chris Jarvis

Councillor Dr Amar Latif

Councillor Sajjad Malik

Councillor Edward Mundy

Councillor Simon Ottino

Councillor Asima Qayyum

Councillor Dianne Regisford

Councillor Mike Rowley

Councillor Anne Stares

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

# Agenda

	<b>Pages</b>
<b>1 Apologies for absence</b>	
<b>2 Declarations of interest</b>	
<b>3 Chair's Announcements</b>	
<b>4 Minutes</b>	
<p>Minutes from ordinary meeting on 4 November 2024 and the extraordinary meeting on 18 November 2024.</p> <p><i>The minutes from the extraordinary meeting will be published early next week as part of a supplementary agenda.</i></p> <p><b><u>Recommendation:</u></b> That the minutes of the meeting held on 4 November 2024 and the extraordinary meeting on 18 November 2024 be APPROVED as a true and accurate record.</p>	
<b>5 Work Plan and Forward Plan</b>	9 - 12
<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 confirm its agreement to the Work Plan, or agree any amendments as required.</p>	
<b>6 Report back on recommendations and from Scrutiny Panel meetings</b>	13 - 34
<p>At its meeting on 13 November 2024, Cabinet considered the following reports from Scrutiny and made responses to the recommendations:</p> <ul style="list-style-type: none"><li>• Furnished Tenancy Scheme</li><li>• Leisure Update</li><li>• Update on the development on the Oxford River Charter (and Council engagement with Thames Water)</li><li>• OX Place – OCHIL Recover Plan</li></ul>	

Since the Scrutiny Committee's previous meeting on 4 November 2024, the following Panels have met:

- Housing and Homelessness Panel (7 November 2024)
- Climate and Environment Panel (20 November 2024)
- Extraordinary Housing and Homelessness Panel (27 November 2024)

The Committee is asked to:

1. **Note** Cabinet's responses to its recommendations.
2. **Note** any updates from Panel meetings.

## **7 Thriving Communities Strategy Update**

35 - 66

Cabinet, at its meeting on 2 December 2024, will consider a report from the Executive Director (Communities and People) seeking approval for the Thriving Communities Strategy Update. Cllr. Linda Smith, Cabinet Member for Housing and Communities, Cllr Chewe Munkonge, Cabinet Member for a Healthy Oxford, Cllr. Lubna Arshad, Cabinet Member for a Safer Oxford, Peter Matthews, Executive Director (Communities and People) and Paula Redway, Culture and Community Development Manager have been invited to present the report and answer questions. The Committee is asked to consider the report and agree any recommendations.

## **8 Authority Monitoring Report and Infrastructure Funding Statement 2023/24**

67 - 146

Cabinet, at its meeting on 2 December 2024, will consider a report from the Executive Director (Development) seeking approval for Authority Monitoring Report and Infrastructure Funding Statement 2023/24. Cllr Louise Upton, Cabinet Member for Planning, Tom Bridgman, Executive Director (Development) and Sarah Harrison, Team Leader (Planning Policy) have been invited to present the report and answer questions. The Committee is asked to consider the report and agree any recommendations.

## **9 Dates of future meetings**

### **Scrutiny Committee**

- 14 January 2025

- 29 January 2025
- 03 March 2025
- ~~01 April 2025~~ 26 March 2025

### **Standing Panels**

Housing & Homelessness: 27 November 2024; 06 March 2025

Finance & Performance: 04 December 2022; 15 January 2025;  
07 April 2025

Climate & Environment: 26 February 2025; 27 March 2025

**All meetings start at 6.00 pm.**

## **Information for those attending**

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

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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.

#### **Members Code – Other Registrable Interests**

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing\*\* of one of your Other Registrable Interests\*\*\* then you must declare an

interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

### **Members Code – Non Registrable Interests**

Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests, then you must declare the interest.

You must not take part in any discussion or vote on the matter and must not remain in the room, if you answer in the affirmative to this test:

“Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting.”

Otherwise, you may stay in the room, take part in the discussion and vote.

\*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.

\*\* Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person’s quality of life, either positively or negatively, is likely to affect their wellbeing.

\*\*\* Other Registrable Interests: a) any unpaid directorships b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any Body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

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## Minutes of a meeting of the Scrutiny Committee on Monday 4 November 2024



### Committee members present:

Councillor Miles (Chair)	Councillor Corais (Vice-Chair)
Councillor Hunt ( <i>substitute for Cllr Qayyum</i> )	Councillor Jarvis
Councillor Mundy	Councillor Ottino
Councillor Henwood ( <i>substitute for Cllr Stares</i> )	

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

Celeste Reyeslao, Scrutiny and Governance Advisor  
Uswah Khan, Committee and Member Services Officer  
James Baughan, Leisure and Active Wellbeing Manager  
Helen Horne, Managing Director (OX Place)  
Hagan Lewisman, Active Communities Manager  
Alison Salter, Head of Development (OX Place)  
Dave Scholes, Affordable Housing Supply Corporate Lead  
Jeremy Vickers, Interim Finance Director (OX Place)  
David Watt, Strategic Finance Manager (OX Place)  
Nigel Kennedy, Head of Financial Services  
Mish Tullar, Head of Corporate Strategy

### Also present:

Cllr Anna Railton, Cabinet Member for Zero Carbon Oxford  
Cllr Chewe Munkonge, Cabinet Member for a Healthy Oxford  
Cllr Nigel Chapman, Cabinet Member for Citizen Focused Services and Council Companies

### Apologies:

Councillor(s) Latif, Qayyum and Stares sent apologies.  
Substitutes are shown above.

## 38. Declarations of interest

There were no declarations of interest made.

## 39. Chair's Announcements

The Chair announced that Cllr Malik had resigned from the Committee, and that a new Committee member would be appointed at the Council meeting in November.

## **40. Minutes**

The Committee resolved to approve the minutes of the meeting held on 8 October 2024 as a true and accurate record.

*The Committee agreed to consider items 8, 7 and 9 next on the agenda, followed by items 5, 6 and 10.*

## **41. Update on the development of Oxford River Charter**

Mish Tullar, Head of Corporate Strategy introduced the report providing an update on the Council's engagement with Thames Water, noting two consecutive years of poor water quality and the Environment Agency's ongoing work to investigate pollution sources in detail. It was noted that the proposed Oxford River Action Plan would be informed by the EA's findings, with action pending to address water quality concerns.

*Cllr Corais joined the meeting.*

Cllr Anna Railton, Cabinet Member for Zero Carbon Oxford was also in attendance to answer questions.

Cllr Ottino queried clarity of responsibilities between the Council and the Environment Agency, particularly regarding maintenance gaps. The Head of Corporate Strategy clarified that some flowing water bodies like brooks fall under the Council's responsibility rather than Thames Water's, though the laws on repair and ownership are somewhat unclear. He added that, while the ODS maintained gutters and roadsides on behalf of the County Council to mitigate fluvial flooding risks, options were limited during heavy rainfall.

Cllr Jarvis highlighted the value of regular meetings with Thames Water in addressing concerns. The Head of Corporate Strategy agreed, noting that current discussions focused on treatment works and recent executive changes at Thames Water, with improved engagement from government and EA officials. He mentioned that while broader member involvement had not been part of these talks, this could be considered in the future.

Cllr Henwood raised concerns about road runoff water, specifically mentioning Heyford Lane and asked if future mitigation was possible. It was clarified that this responsibility likely fell to the Highways Authority rather than the City Council.

Cllr Miles questioned the Council's role in addressing domestic misconnections contributing to river pollution, particularly within Council-owned and housing association properties. The Head of Corporate Strategy responded that he was not aware of any Council enforcement responsibility. Cllr Miles suggested using Council influence to convene stakeholders on these impacts.

Cllr Henwood further queried the path of storm runoff from roads. The Head of Corporate Strategy noted that runoff was directed to various points, with some discharging into watercourses. Cllr Railton added that identifying pollutant sources in watercourses was an evolving but unresolved issue.

Cllr Miles asked about research or actions that could address domestic misconnections, seeking clarity on current or potential measures. Cllr Ottino questioned whether landlords would be liable for costs or if the Council would bear them.

Cllr Hunt raised the need for enhanced river water testing to support future Council action plans. Cllr Railton cautioned that while the Council may request testing, results were not guaranteed. It was explained that the Environment Agency, as required by DEFRA, was conducting a detailed study to identify pollutant sources, and once available, this data would guide the Council's water quality efforts.

Cllr Mundy expressed concern about Thames Water's financial stability and suggested the need for a contingency plan if the company ceases operations. It was assured that DEFRA and OFWAT have protocols in place to maintain operations in such a scenario.

The Committee noted the importance of planning for stormwater runoff and flash floods in the context of the climate emergency.

The Committee resolved to make the following recommendation on the report to Cabinet:

1. That the Council formally requests a structured meeting with Thames Water, for Council Members to put forward resident concerns about water issues in the city, and for officers to provide support in proposing the structuring of the meeting.
2. That Officers develop a proposal for council to convene multi-stakeholder dialogue event between Members, local Members of Parliament, industry and other water quality stakeholders to inform the content of a future Oxford City River Action Plan, to identify coordinated efforts to safeguard Oxford's water resources for the future.
3. That the Council commissions a review by Officers to clarify its powers, obligations and the potential actions based on good practice to: identify and enforce existing domestic misconnections in residential properties that the council has control or influence over; and to prevent future misconnections, in order to safeguard against water contamination.

*Cllr Railton and Mish Tullar left the meeting and did not return.*

## **42. Leisure Update**

Cllr Chewe Munkonge, Cabinet Member for a Healthy Oxford, and Hagan Lewisman, Active Communities Manager, introduced the report, highlighting the Council's effective management of its contracts and the success of this particular partnership. He mentioned that the Council had been working closely with More Leisure to achieve positive outcomes that met the Council's goals and expectations. This partnership also provided valuable lessons to inform future improvements in contract management.

James Baughan, Leisure and Active Wellbeing Manager, and Nigel Kennedy, Head of Finance Services, were also present to answer questions.

Cllr Ottino queried the improvements made to leisure centres since the supplier change. The Active Communities Manager explained that an improvement roadmap was in place, addressing legacy issues from the previous supplier that would take time to resolve. The Leisure and Active Wellbeing Manager added that an upgrade programme was planned over the next 18 months, focusing on ventilation

improvements and retrofitting the changing rooms. He also highlighted ongoing efforts to strengthen recruitment, including filling the Active Communities position.

Cllr Hunt commented positively on the size of the Barton gym but raised concerns about the condition of some facilities under the new provider, particularly the state of the changing rooms. She suggested focusing on securing year-round use of the lido by utilising the existing water heat pump to warm the outdoor pool. The Active Communities Manager acknowledged ongoing discussions regarding the lido's business case and funding, noting that the Council was consulting with providers across the country to learn from other lido projects.

Cllr Hunt also highlighted the need for improved ventilation in all sports facilities and pools, especially in light of COVID-related concerns over air quality. Cllr Munkonge concluded by noting that More Leisure had gone above and beyond in their efforts to support these facility improvements.

The Committee acknowledged and welcomed the new practice of a dedicated officer responsible for overseeing facility conditions and ensuring issues are picked up on a more timely manner.

The Committee resolved to make the following recommendation on the report to Cabinet:

1. That the Council requests Officers to explore a business case for the availability and year-round access to the lido, utilising the existing water source heat pump to support sustainable operations.
2. That the Council ensures enhanced ventilation is included in any retrofitting or renovations of the leisure centre changing facilities, with a specific focus on health and safety.
3. That the Council establishes a process for a six-monthly review of the leisure supplier's finances, with update reports provided to the Finance and Performance Panel for ongoing review and oversight.

#### **43. Matters exempt or part exempt from publication and exclusion of the public**

The Committee resolved that under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during consideration of Appendix 1 to the 'Leisure Update' report, and the 'OX Place - OCH(I)L Recovery Plan' on the grounds that their presence would involve the likely disclosure of exempt information as described in Paragraph 3 of Part 1 of Schedule 12A of the Act.

##### **a) Leisure Updated - exempt appendix**

The Committee asked questions in relation to the information contained in Appendix 1 to the report.

*Cllr Munkonge, Hagan Lewisman, James Baughan and Nigel Kennedy left the meeting and did not return.*

##### **b) OX Place - OCH(I)L Recovery Plan**

The Committee discussed matters relating to information contained in the exempt report.

*Cllr Chapman, Helen Horne, David Watt, Alison Salter, Jeremy Vickers, and Dave Scholes left the meeting and did not return.*

#### **44. Work Plan and Forward Plan**

The Committee agreed the Work Plan.

#### **45. Report back on recommendations and from Scrutiny Panel meetings**

The Committee noted that on 16 October 2024, Cabinet considered recommendations related to 2 reports, responses to which had been included in the agenda pack:

- Annual Air Quality Status Report
- ZCOP Partnership Expansion

The Committee also noted that the Housing and Homelessness Panel met on 10 October to discuss two reports from the Head of Housing Services: *Temporary Accommodation and Homelessness Update* and the *Housing Complaint Handling Annual Report 2023/24*. The Panel had wide ranging discussions however no formal recommendations were made.

#### **46. Dates of future meetings**

The Committee was informed that an extraordinary meeting had been scheduled for 18 November 2024. In addition, it was noted that the meeting scheduled for 1 April 2025 would be rescheduled to 26 March 2025 in observance of the Festival of Eid.

The Committee noted the dates of future meetings.

**The meeting started at 6:00 pm and ended at 8:15 pm**

**Chair .....**

**Date: Monday 18 November 2024**

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

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# Proposed Scrutiny Work Schedule

December 2024 to February 2025

## December 2024 – provisional reports

Committee/Panel	Meeting date	Reports
Scrutiny Committee	02 December	Authority Monitoring Report and Infrastructure Funding Statement 2023/24  Thriving Communities Strategy Update
Finance and Performance	04 December	Budget 2025/26  Integrated Performance Report Q2 2024/25  Treasury Management Mid-Year Review – April to September 2024  Business Rates Non-Payment and Systems Management  Benchmarking report comparing the Council’s Treasury Management function to other councils, including data on return on investment versus risk  Briefing note – analysis of housing benefit subsidy issues and potential options  ODS – DRAFT ODSTL Business Plan [exempt]

## January 2025 – provisional reports

Committee/Panel	Meeting date	Reports
Scrutiny Committee	14 January	Equalities Update

		<p>Council of Sanctuary Framework</p> <p>HRA Rent Setting Report 2025/26</p> <p>Anti-Social Behaviour Policy Review</p> <p>Governance Update – lessons learnt</p> <p>Flood Management [presentation]</p>
Finance and Performance	15 January	<p>Report of the Budget Review Group 2025/26</p> <p>Council Tax Reduction Scheme for 2025-26</p> <p>Review of the Council Tax Discretionary Reduction Policy</p> <p>Review of the Discretionary Hardship Relief Policy</p> <p>Exempt Treasury Management Matters [discussion item]</p>

### February 2025 – provisional reports

Committee/Panel	Meeting date	Reports
Scrutiny Committee	29 January	<p>Budget 2025/26 (Budget Review Group report)</p> <p>Grant Allocations to Community &amp; Voluntary Organisations 2025/26</p> <p>Online Payments System Rollout – Update Report</p> <p>Fairtrade City Status</p>
Climate and Environment	26 February	<p>Net Zero Masterplan</p> <p>Update/overview of work on the Waste Review</p> <p>Heat Networks &amp; Zoning</p> <p>Development of a Biodiversity Strategy Update</p> <p>Climate Adaptation Report</p>

**To:** Cabinet  
**Date:** 13 November 2024  
**Report of:** Scrutiny Committee  
**Title of Report:** Leisure Update

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To present Scrutiny Committee recommendations for Cabinet consideration and decision
<b>Key decision:</b>	No
<b>Scrutiny Lead Member:</b>	Councillor Katherine Miles, Chair of the Scrutiny Committee
<b>Cabinet Member:</b>	Councillor Chewe Munkonge, Cabinet Member for A Healthy Oxford
<b>Corporate Priority:</b>	All
<b>Policy Framework:</b>	Council Strategy 2024-28
<b>Recommendation(s): That the Cabinet states whether it agrees or disagrees with the recommendations in the body of this report</b>	

<b>Appendices</b>	
<b>Appendix A</b>	Draft Cabinet response to Scrutiny recommendations

## Introduction and overview

1. The Scrutiny Committee met on 4 November 2024 to consider a report on Leisure Update. It was recommended that the Committee note the update on the leisure investment programme and leisure contract clienting arrangements in line with the recommendations from Scrutiny Committee that were approved at Cabinet on 24 January 2024, followed by an opportunity for discussion, and agree any recommendations.
2. The Committee is grateful to Councillor Chewe Munkonge (Cabinet Member for A Healthy Oxford), Hagan Lewisman (Active Communities Manage), James Baughan (Leisure and Active Wellbeing Manager) and Nigel Kennedy (Head of Finance Services) for attending the meeting to answer questions.

## Summary and recommendations

3. Councillor Chewe Munkonge, Cabinet Member for A Healthy Oxford introduced the report.
4. The Committee asked wide ranging questions, including questions about the progress and reassurance of improvements made by the new leisure supplier, as well as the level of accountability held by the supplier for facility conditions. Discussions based on these questions covered various aspects such as the sufficiency of ongoing renovations, particularly at the Ferry Leisure Centre and Oxford Ice Rink, and whether sufficient steps were being taken to address issues inherited from the previous supplier.
5. The Committee sought clarity on specific actions demonstrating the new supplier's commitment to improved standards, noted efforts made on recruitment for essential roles, and commented on the state of some facilities, particularly the changing rooms at Barton, which were noted to appear less than satisfactory since the transition to the new provider.
6. Recognising that the transition process requires time to fully address inherited issues, the Committee acknowledged and welcomed the new practice of a dedicated officer responsible for overseeing facility conditions and ensuring issues are picked up on a more timely manner.
7. Further key points were noted by the Committee in relation to facility enhancement and resource planning, including an 18-month improvement roadmap which prioritises essential upgrades to facilities in Barton Leisure Centre, including the installation of improved ventilation and retrofitting of changing rooms.
8. In particular, the Committee proposed exploring a business case for year-round access to the lido, leveraging the existing water source heat pump to support eco-friendly operations, and prioritisation for enhanced ventilation in changing rooms to ensure air quality and safe environment for all facility users, aligning with health and safety standards.

***Recommendation 1: That the Council requests Officers to explore a business case for the availability and year-round access to the lido, utilising the existing water source heat pump to support sustainable operations.***

***Recommendation 2: That the Council ensures enhanced ventilation is included in any retrofitting or renovations of the leisure centre changing facilities, with a specific focus on health and safety.***

9. In reflection on past experiences and lessons learned, the Committee identified that regular, structured financial reviews would enable the Council to monitor the supplier's financial health and address any emerging concerns early on.

***Recommendation 3: That the Council establishes a process for a six-monthly review of the leisure supplier's finances, with update reports provided to the Finance and Performance Panel for ongoing review and oversight.***

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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 4 November 2024 concerning the Update on the development of Oxford River Charter (and Council’s engagement with Thames Water). The Cabinet is asked to amend and agree a formal response as appropriate.

25

<b>Recommendation</b>	<b>Agree?</b>	<b>Comment</b>
1) That the Council formally requests a structured meeting with Thames Water, for Council Members to put forward resident concerns about water issues in the city, and for officers to provide support in proposing the structuring of the meeting.	Yes	While officers should seek to set up a further structured meeting for Council Members to raise concerns with a senior Thames Water representative, this should wait until after there is clarity on proposed investment in the Thames Water Sewage Treatment Works and on the results of the Environment Agency analysis of sources of pollution in the river Thames. Both elements are central to informing the issues we may want to raise with Thames Water and its ability to offer responses.
2) That Officers develop a proposal for a council to convene multi-stakeholder dialogue event between Members, local Members of Parliament, industry and other water quality stakeholders to inform the content of a future Oxford City River Action Plan, to identify coordinated efforts to safeguard Oxford’s water resources for the future.	In part	While a Council motion supports the creation of an Oxford City River Action Plan, it would be premature to consider its content ahead of the position becoming clearer in respect of investment plans for the Oxford Sewage Treatment Works and results of the EA analysis of river pollution. Both will be vital in establishing what additional actions will be required to safeguard Oxford’s water resources.  Other Risk Management Authorities (such as District councils, Oxfordshire County Council, and the Environment Agency) also have statutory responsibilities in respect of water courses and the River Thames flows through West Oxfordshire prior to reaching the city. All organisations

		have held multi-stakeholder events linked to waterways over the past 12 months and so it is not yet clear whether Oxford City Council or a partner organisation might be best placed to convene a further dialogue event.
3) That the Council commissions a review by Officers to clarify its powers, obligations and the potential actions based on good practice to: identify and enforce existing domestic misconnections in residential properties that the Council has control or influence over; and to prevent future misconnections, in order to safeguard against water contamination.	No	A review is not required. The Council's only enforcement powers in respect of domestic water misconnections sit with Building Control, which looks at water connections as part of its work.



**To:** Cabinet

**Date:** 13 November 2024

**Report of:** Scrutiny Committee

**Title of Report:** Update on the development of the Oxford River Charter (and Council engagement with Thames Water)

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To present Scrutiny Committee recommendations for Cabinet consideration and decision
<b>Key decision:</b>	No
<b>Scrutiny Lead Member:</b>	Councillor Katherine Miles, Chair of the Scrutiny Committee
<b>Cabinet Member:</b>	Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford
<b>Corporate Priority:</b>	A well-run council
<b>Policy Framework:</b>	Council Strategy 2024-28
<b>Recommendation(s): That the Cabinet states whether it agrees or disagrees with the recommendations in the body of this report</b>	

<b>Appendices</b>	
<b>Appendix A</b>	Draft Cabinet response to Scrutiny recommendations

### **Introduction and overview**

1. The Scrutiny Committee met on 4 November 2024 to consider an update briefing on Thames Water for Oxford City Council's Scrutiny Committee. It was recommended that the Committee note the update report followed by an opportunity for discussion, and agree any recommendations.
2. The Committee is grateful to Councillor Anna Railton (Cabinet Member for Zero Carbon Oxford) and Mish Tullar (Head of Corporate Strategy) for attending the meeting to answer questions.

### **Summary and recommendations**

3. The Head of Corporate Strategy introduced the report providing an update on the Council's engagement with Thames Water, noting two consecutive years of poor

water quality and the Council's intent to conduct a detailed investigation into pollution sources.

4. The Committee asked questions to clarify Council and Environment Agency responsibilities, particularly in relation to gaps in oversight of local waterways and flooding risks. Queries were also raised about the status of water quality initiatives, road runoff management, and the council's role in regulating domestic water misconnection issues.
5. The Committee sought updates on the Council's ongoing communication with Thames Water and discussed ways to strengthen stakeholder engagement to address resident concerns more effectively.
6. The Committee noted the need for clearer boundaries in responsibility between the Council and other agencies, as well as legislative gaps in water management and environmental protection. The Committee highlighted the importance of maintaining regular and meaningful engagement with Thames Water, particularly regarding water quality and sewage flooding. The Committee also discussed the impact of deregulation on water companies and raised concerns about road runoff as a pollution source, suggesting areas for Council action to support overall water quality improvements.
7. While the Committee acknowledged that ongoing discussions with Thames Water have been useful, they suggested a more structured forum where Council Members could present resident issues directly, setting clear meeting terms to ensure productive, goal-oriented conversations with Thames Water.

***Recommendation 1: That the Council formally requests a structured meeting with Thames Water, for Council Members to put forward resident concerns about water issues in the city, and for officers to provide support in proposing the structuring of the meeting.***

8. The Committee also acknowledged legislative challenges surrounding water quality and flood management, noting that deregulation may hinder the Council's ability to enforce standards. Concerns were raised regarding the extent of Council's investments in storm water management and runoff and gutter clearances in cases of flash flooding. It was noted that Council needs to consider a focus on this with a degree of urgency, in the context of the climate emergency and disaster planning, as demonstrated by the recent flash flooding in Spain. It was recommended that the Council invite MPs to a focused meeting, framed around the Council's River Action Plan, to bring attention to legislative gaps, promote coordinated efforts to safeguard Oxford's water resources, and advocate for policy changes to improve water company accountability.

***Recommendation 2: That Officers develop a proposal for council to convene multi-stakeholder dialogue event between Members, local Members of Parliament, industry and other water quality stakeholders to inform the content of a future Oxford City River Action Plan, to identify coordinated efforts to safeguard Oxford's water resources for the future.***

9. In addition, the Committee discussed issues of river pollution due to misconnected properties, emphasising the Council's environmental health team enforcement

responsibilities including within its own housing stock and those that it regulates such as in HMOs and selective licensed properties, as well as in housing association properties. Reviewing and clarifying the Council's role in this area, and learning from good practices elsewhere in the country, would better position it to prevent future misconnections, establish proactive measures to identify and take action to reduce domestic pollution sources, to safeguard local water quality.

***Recommendation 3: That the Council commissions a review by Officers to clarify its powers, obligations and the potential actions based on good practice to: identify and enforce existing domestic misconnections in residential properties that the council has control or influence over; and to prevent future misconnections, in order to safeguard against water contamination.***

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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 4 November 2024 concerning the Leisure Update. The Cabinet is asked to amend and agree a formal response as appropriate.

<b><i>Recommendation</i></b>	<b><i>Agree?</i></b>	<b><i>Comment</i></b>
1) That the Council requests Officers to explore a business case for the availability and year-round access to the lido, utilising the existing water source heat pump to support sustainable operations.	Yes	We are already working with our new leisure partner to explore whether there is a viable business case for expanding the season and offer at Hinksey Pool.
2) That the Council ensures enhanced ventilation is included in any retrofitting or renovations of the leisure centre changing facilities, with a specific focus on health and safety.	No	There are works planned as part of the dilapidations works that will look to address the air handling unit issues that have been mentioned.
3) That the Council establishes a process for a biannual review of the leisure supplier's finances, with update reports provided to the Finance and Performance Panel for ongoing review and oversight.	Yes	We support this proposal, however would recommend annual reviews.

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**To:** Cabinet  
**Date:** 13 November 2024  
**Report of:** Housing and Homelessness Panel  
**Title of Report:** Furnished Tenancy Scheme

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To present Housing and Homelessness Panel recommendations for Cabinet consideration and decision
<b>Key decision:</b>	No
<b>Scrutiny Lead Member:</b>	Councillor Lizzy Diggins, Chair of the Housing and Homelessness Panel
<b>Cabinet Member:</b>	Councillor Linda Smith, Cabinet Member for Housing and Communities
<b>Corporate Priority:</b>	Good, Affordable Homes, Thriving Communities
<b>Policy Framework:</b>	Housing, Homelessness and Rough Sleeping Strategy 2023-2028
<b>Recommendation(s): That the Cabinet states whether it agrees or disagrees with the recommendations in the body of this report</b>	

<b>Appendices</b>	
<b>Appendix A</b>	Draft Cabinet response to Scrutiny recommendations

### **Introduction and overview**

1. The Housing and Homelessness Panel met on 7 November 2024 to consider a report on Furnished Tenancy Scheme. The report, which is due for Cabinet consideration on 13 November 2024, recommends that Cabinet approve the procurement of a contract at a value of £4,300,000 over a 5-year period for a supplier or suppliers to provide household furniture, white goods, and carpets as part of a Furnished Tenancy Scheme; and to delegate to the Interim Executive Director for Communities and People in consultation with the Section 151 Officer, authority to award a Furnished Tenancy Scheme contract to a supplier or suppliers, selected by an evaluation panel, following a fully compliant procurement process.
2. The Committee is grateful to Cllr Linda Smith (Cabinet Member for Housing and Communities), Kieran Edmunds (Rapid Rehousing Manager), Carolyn Devenney (Senior Furnished Tenancy Officer) and Richard Wood (Housing Strategy and

Needs Manager) for attending the meeting to present the report and answer questions.

### Summary and recommendations

3. Councillor Linda Smith, Cabinet Member for Housing and Communities introduced the report. The report sought authority to procure and delegation to award a contract to deliver the Council’s Furnished Tenancy Scheme.
4. The Panel asked a range of questions, including questions relating to the scheme’s uptake within Oxford compared to national averages, the flexibility of the contract in accommodating growing demand, and how well it meets the needs of local tenants. Questions also focused on the extent to which the Council could support tenants without placing undue financial pressure on them, particularly given rising costs of living and inflationary pressures on service charges.
5. The Committee sought clarity on items like carpets, which are unique to Oxford’s scheme, and on the process for repairs, replacements, and storage of furnished items across tenancies.
6. In discussion, the Committee noted the benefits for tenants and the Council, including the scheme’s flexibility to allow tenants to choose from various furnishings, thus promoting a sense of ownership and belonging. Financial advantages for tenants were also noted, particularly that the scheme’s service charges are covered by housing benefits, effectively eliminating out-of-pocket expenses for eligible tenants. This set up was noted as being mutually beneficial, given that the scheme operated on a cost-neutral basis funded by the HRA, avoiding additional pressure on the Council’s resources. The Committee also noted the economic challenges, which has emphasised the scheme’s role in preventing tenants from resorting to high-interest credit sources to furnish their homes.
7. The Committee discussed the disposal and potential wastage of furniture under the scheme, noting that whilst some furniture are recycled or stored for future use such as emergency housing, there are opportunities for local organisations to repurpose those furniture. The Committee emphasised the value of collaborating with external organisations such as charities to minimise waste through creative reuse and recycling channels.

***Recommendation 1: That the Council further explores opportunities to establish more formalised relationships with local charities and organisations to enhance the reuse and recycling of used furniture under the Furnished Tenancy Scheme, with the goal of reducing waste by extending life of furniture items that may still hold value for temporary housing or community projects.***

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**Appendix A**  
**Draft Cabinet response to recommendations of**  
**the Housing and Homelessness Panel of the Scrutiny Committee**

The document sets out the draft response of the Cabinet Member to recommendations made by the Housing and Homelessness Panel on 7 November 2024 concerning the Furnished Tenancy Scheme. The Cabinet is asked to amend and agree a formal response as appropriate.

35

<b><i>Recommendation</i></b>	<b><i>Agree?</i></b>	<b><i>Comment</i></b>
1) That the Council further explores opportunities to establish more formalised relationships with local charities and organisations to enhance the reuse and recycling of used furniture under the Furnished Tenancy Scheme, with the goal of reducing waste by extending life of furniture items that may still hold value for temporary housing or community projects.	Agree	The team already makes every effort to reuse and recycle furniture, but we agree formalised and better established relationships with local charities and organisations in the City could further increase this. The team will take this forward in the coming weeks and seek to have these enhanced relationships in place for when the new FT contract comes into place.

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# Agenda Item 7

**To:** Cabinet  
**Date:** 11 December 2024  
**Report of:** Peter Matthew, Executive Director - Communities and People  
**Title of Report:** Thriving Communities Strategy Progress report

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To provide an update on the delivery of the Thriving Communities Strategy
<b>Key decision:</b>	Yes
<b>Cabinet Member:</b>	Cllr. Linda Smith, Cabinet Member for Housing and Communities Cllr. Chewe Munkonge, Cabinet Member for a Healthy Oxford Cllr. Alex Hollingsworth, Cabinet Member for Business, Culture and an Inclusive Economy Cllr. Lubna Arshad, Cabinet Member for a Safer Oxford
<b>Corporate Priority:</b>	Support Thriving Communities
<b>Policy Framework:</b>	Thriving Communities Strategy

**Recommendation(s):** That Cabinet resolves to:

1. Note the update on the delivery of the Thriving Communities Strategy.

<b>Appendices</b>	
Appendix 1	Thriving Communities Strategy Action Plan 2022-24
Appendix 2	Thriving Communities Strategy Equality Impact Assessment
Appendix 3	Thriving Communities Strategy Risk Register

## Introduction and background

1. The [Thriving Communities Strategy](#) brings together leisure, culture and our work with communities to help address the inequalities detailed in Oxfordshire's [Joint Strategic Needs Assessment](#). The assessment provides information about the county's population and the factors affecting health, wellbeing, and social care.
2. The Strategy also creates a mechanism for collaboration, enabling partners to share information and resources, building on the sense of community that so many people have shown over recent years, to deliver better outcomes.
3. This collaborative approach has enabled officers to raise £2.8 million towards programme delivery costs via funders such as the Youth Investment Fund, National Lottery, Sport England and Arts Council England.
4. The Strategy is a key element of the Thriving Communities Pillar of the Corporate Plan. It commits the council to continue to hold an annual City Conversation with our partners and to update Cabinet annually about the progress being made.
5. Our work on collaborating with the Community and local partners in shaping the strategy through events such as the City conversation, has been recognised at a national level as good practice by bodies such as International Public Policy observatory Local Government Physical Activity Partnership and APSE (Association for Public Excellence).

## Strategy delivery progress 2022-24

6. The ultimate outcomes the Thriving Communities Strategy aims to achieve are for everyone in Oxford to:
  - Have a great customer experience when using Oxford's places and spaces where they feel safe and enjoy themselves
  - Be able to positively contribute to society; feel connected, accepted and respected for who they are.
  - Meet the Chief Medical Officer's guidelines for physical activity (especially children and young people)
7. The outcomes within the strategy are shared with partners and, where possible, we have adopted shared measures. There are 11 measures of success in total. The Thriving Communities Action Plan at Appendix 1 details the delivery progress made to date against these 11 annual measures of success.
8. To deliver the measures in an effective way that aligns with the strategy principles, it has been essential to work with national and regional, as well as local partners, whilst allocating appropriate levels of internal resource. Against each measure we have highlighted the work that has been undertaken and any outcomes or impact that has been achieved to date. This is set out below.

**Measure 1** - Produce and annually review Locality Plans – these will be based on insight, with a focus on tackling inequalities

9. To ensure that we deliver against this measure, we have started work on developing the locality plans with an aim of having these approved and ready for implementation in April 2025. The tasks highlighted below detail the work to date.

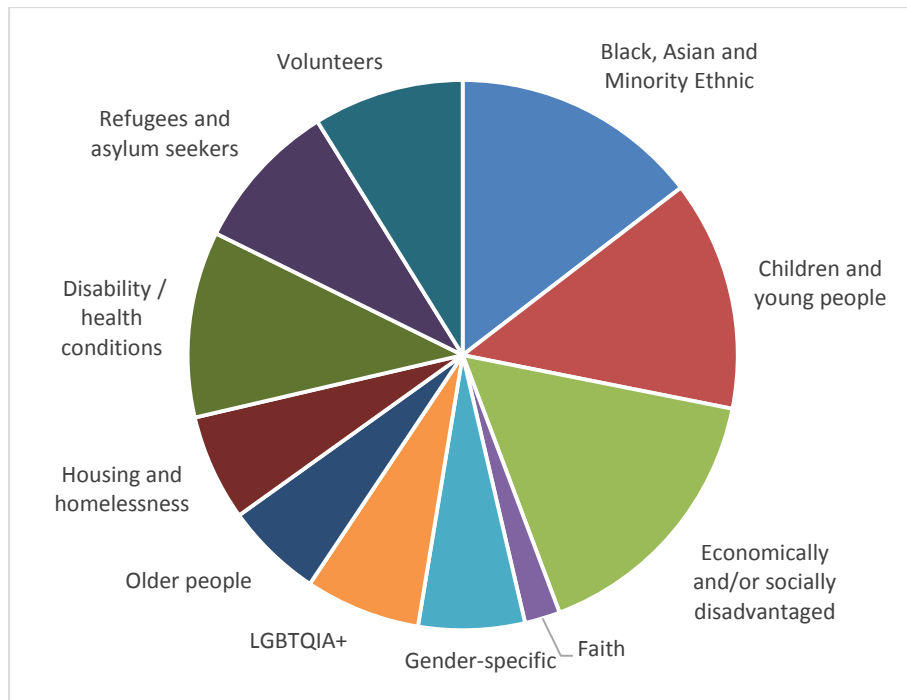


10. A locality-based staffing structure was developed building on the collaborative models of working set up to support communities in response to the pandemic. This included moving customer-facing support to accessible community spaces, participating in and facilitating strategic networks across the city.
11. The approval of the Oxfordshire Food Strategy and the City Food Action plan has enabled a framework for helping to reduce food related inequalities and will be reflected within the action plans. Particularly the work that has been delivered around supporting the community larders and community food system.
12. The work on locality plans is being developed around the four quadrants below:
  - OX1&2 - Oxford City Centre, South Oxford (including Friar Wharf & Riverside Court), West Oxford, Jericho, Summertown, Cutteslowe, and Wolvercote
  - OX3 - Barton, Sandhills, Risinghurst, Quarry, Wood Farm, Headington, Headington Hill, Northway and Marston
  - OX4 - Littlemore, Rose Hill and East Oxford
  - OX - Leys
13. The work being undertaken and that will be included within the action plans is prioritised through the following aims:
  - Reduce health inequalities
  - Support residents with cost of living crisis
  - Improve the life chances of young people
  - Create opportunities to increase skills and employment in localities
14. A [whole systems approach](#) has been taken to deliver work within the localities, building cross-sector partnerships with statutory services working alongside Third Sector voluntary, cultural and community groups in order to deliver preventative programmes of support whilst also providing for those in critical need. An example of this is Oxford University Hospitals NHS Foundation Trust's Community Early Pregnancy Assessment Unit health hub being in Rose Hill Community Centre to provide a less medicalised and more social environment to support women in early pregnancy.

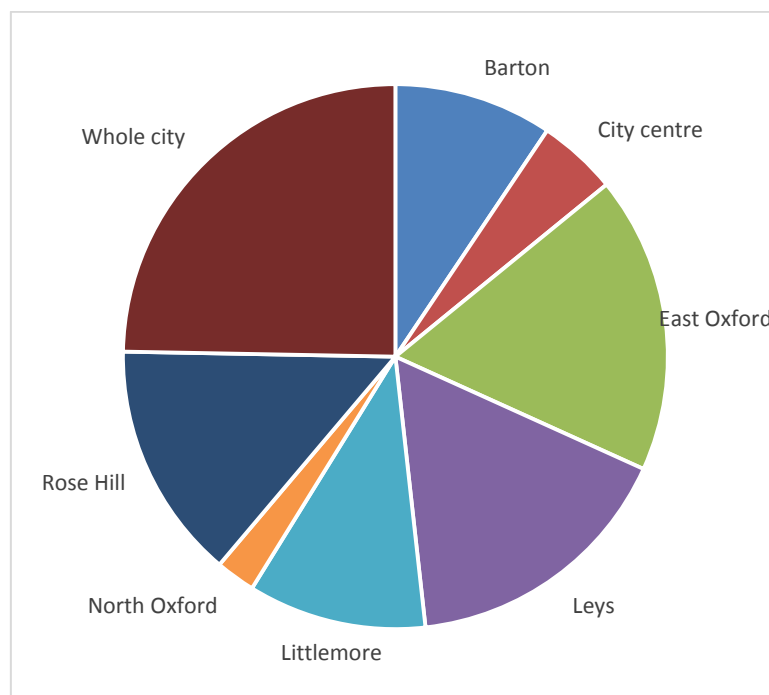
**Measure 2** - Increase the diversity of recipients of Oxford's Community Impact Fund

15. The [Oxford Community Impact Fund](#) was established and funding distributed following a grant review – different grant streams were pooled and criteria were revised to align with corporate priorities.
16. Oxford Community Impact Fund started in April 2022 and comprises four strands: Commissioning essential services (£943K budget per year); Grants for rent (£150K budget per year); Big Ideas – 3 year core funding grants for strategic partners (£338K per year) and Small and Medium grants (£84K budget per year).
17. To increase the diversity of recipients, the grant scheme is publicised widely through locality networks and targeted promotion with underrepresented groups e.g. via the Anti-Racism charter network and City of Sanctuary events.
18. Officers also hold individual grant advice and briefing sessions throughout the year to assist those wishing to apply for both internal and external funding. This has helped organisations to generate/lever in over £10 million additional income through grants, Oxford lottery, earned income and business support.

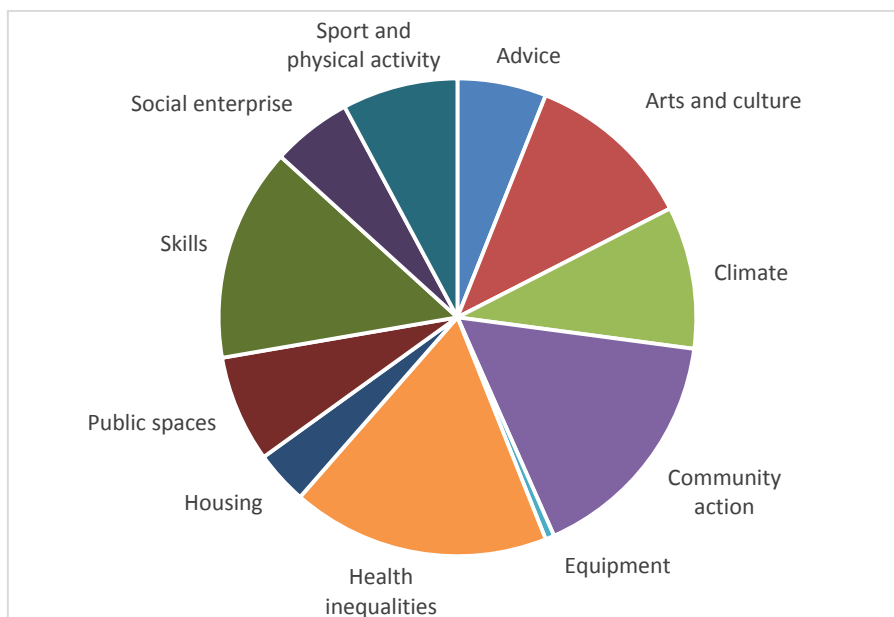
- 19. The additional support given led to over 20% of funding being allocated to new applicants during each funding round.
- 20. The increase in successful new applicants also increased the diversity of beneficiaries with the funding supporting wider diversity within communities of identity, geography and interest as represented in the pie charts below for Big Ideas funding allocated from 1 April 2023-24:



**Chart 1: Demographic diversity**



**Chart 2: Geographic diversity**



**Chart 3: Diversity of activity**

**Measure 3** - Increase the diversity of volunteers and trustees – we will focus on our community champions programme, Community Associations, Friends of Parks and the Museum of Oxford (MOX)

21. We have increased the diversity of Community Champions and now have 11 active champions. All champions are from our priority neighbourhoods: Rose Hill: 2; Barton: 2; Blackbird Leys: 3; City: 4. There are 7 women, 4 men and 90% come from non-white ethnic backgrounds.
22. Following an open call, additional publicity and engagement events, the diversity of volunteers and trustees at the Museum of Oxford (MOX) has increased over the Oxford average in all but one category: 15% have a disability (Oxford average is 14%), 33.9% are aged 18-29 (Oxford average is 30%), 22.6% are from a non-white ethnic background (Oxford average is 29.9%), 7% are LGBTQIA+ (Oxford average is 6%), 60% are female (Oxford average is 51%).
23. We have monthly meetings with all 14 community centre associations to build relationships of trust and understanding and to support them in diversifying their volunteers and trustees.
24. Community organisations and Friends groups applying for funding are also supported to diversity their volunteers and trustees via tailor made advice sessions as well as through the grant funding awards. Successful applicants are required to feedback about their progress as part of the grant monitoring process.

**Measure 4** - Reduce the number of children leaving primary school who cannot swim 25 metres from four to two in ten over the lifetime of this strategy

25. To deliver this measure we have been focusing our work around working in partnership to ensure that data going forward is fully reported and robust. The section below highlights the work around this and other areas of work where we can maximise our contribution and impact.

26. Schools are asked to report on this figure but the data has been found to be inconsistent with many schools not having up to date information. Work is being undertaken with Active Oxfordshire and local schools to improve the data and ensure that it is more robust.
27. Oxford City Council is working with More Leisure, who are the Council's leisure centre operator, to increase the awareness and promotion of under 17s free swimming offer. In addition we have been working with the operator to increase the number of schools running swimming lessons in our pools and have improved communication with the schools as part of this.
28. School swimming numbers are increasing with the new expanded pool programming. More Leisure has also recruited additional swimming teachers to accommodate this with an uplifted hourly rate.

**Measure 5** - Increase the number and diversity of young people taking part in Oxford's Youth Ambition activities

29. To deliver this measure we have been ensuring that we are delivering high quality, inclusive and accessible young people sessions across areas of high inequality in the City. We have been working with young people to promote the sessions through word of mouth and social media. Partnership working has also been key to this with work through the Community Impact Zone and Children and Young people's partnership. The items below highlight some of the key outcomes of this work.
30. 330 youth sessions were delivered (youth clubs and sport sessions) supporting 1701 young people including 57% from BAME backgrounds which is an increase from previous years; 10% described themselves as disabled.
31. In addition, 35 sessions of summer holiday activities were run engaging a total of 84 young people in 3 priority areas.
32. We secured £1.3 million funding from DCMS and have started work on the new Youth Hub in the Leys Leisure Centre and to ensure that we are ready for completion of this exciting project we have been working in partnership with Oxfordshire County Council and many other local partners on delivery of young people's sessions across the Leys. These sessions will be moved to the Leisure Centre in Spring next year once the construction project has completed.

**Measure 6** - Reduce physical inactivity in the areas of the city where it is the highest

33. We have looked to deliver the above measure by working very closely in partnership with the health and physical activity systems. This has also enabled us to deliver more value through securing partnership funding. The key delivery and associated outcomes are shown below.
34. £110,277 funding was secured from ICB and Public Health for [Move Together](#) and [You Move](#) programmes until the end of March 2025. This funding enabled development of the programmes; Move Together expanded into [maternity provision](#) and You Move into [early years](#). We also continued to promote the [GO Active](#) brand to support free and low cost physical activity in Oxford. This has delivered 2,256 individuals registered on the You Move pathway (inclusive of parents); 82% are individuals from priority neighbourhoods; 716 sessions were attended by family groups. The Move Together programme reduced GP visits by 36% (equivalent to 4 appointments per participant, per year) and NHS 111 and GP out of hours contacts by 28%. Oxford City Council made 21% of Move Together referrals.

35. Over £60K funding was secured from Arts Council England, trusts and foundations each year to 2026 to run Dance for Health programmes in target areas of the city supporting [older people](#) who are at risk of falls and those with Parkinson's and Dementia as well [young people and their families](#) who may not otherwise engage in exercise.
36. Dancin' Oxford Dance for Health programmes have been [assessed](#) and clinically proven to build core strength and reduce falls. The programme was shortlisted for an APSE award in 2023. Feedback showing benefits for individuals has also been filmed for some [older participants](#) and [family participants](#).
37. £174K funding was secured from Public Health to pay for Community Health Development Officers including a new Officer for Wood Farm as well as a £30K operational budget (£5K per area) to March 2025. £30K of funding/year for 3 years was also secured from Oxfordshire County Council for Healthy Place Shaping in Barton, The Leys and Shotover. Our [Community Champions](#) programme has also been extended.
38. £3m investment is being made in our leisure centres, making the sites attractive with higher quality provision. In addition there has been significant investment across our tennis court portfolio including [Botley and Hinksey Parks](#). A new multi-activity hub site opened at Bury Knowle - £800k external investment resurfaced courts, built a cafe and family activity areas; over 100+ activity hours were planned in the hub each week and the café took over 900 café transactions per week. The estimated social value for this is over £336K per year.

**Measure 7 - Increase satisfaction levels with leisure centres**

39. At the end of March 2024 we entered a contract with More Leisure to deliver our leisure services with a focus on reducing health inequalities and a move towards more active wellbeing. The first year of the contract is a baseline year where satisfaction will be measured over the course of 2024/25 and an indicator developed for the 2025/26 year. Whilst the indicator is being developed the following items show some additional progress.
40. Complaints have significantly reduced and we are hearing anecdotally much more positive feedback including from the user groups.
41. Externally conducted mystery shop customer experience scores ranged from 63% to 90% (June 2024); the next mystery shop exercise is due in January 2025 and quarterly thereafter.

**Measure 8 – Continually increase our score in our Customer Service Excellence accreditation**

42. Customer Service Excellence accreditation is a national standard that recognises organisations that prioritise customers in their services. The Standard tests in great depth those areas that research has indicated are a priority for customers, with particular focus on delivery, timeliness, information, professionalism and staff attitude. Compliance plus elements are areas which show behaviours and practices that exceed the requirements of the standard.

43. Community engagement through the design and delivery of the Thriving Communities Strategy enabled Oxford City Council to gain insights and make changes to our Community Services delivery, bringing services closer to people and offering a wider range of support in partnership with other organisations.
44. Oxford City Council retained Customer Service Excellence standard in 2023 with 13 compliance plus ratings. This accomplishment includes the retention of the 11 compliance plus ratings previously awarded, as well as the addition of two new ratings, signifying the Council's commitment to going "above and beyond" in meeting the criteria.
45. Building on the recommendations from the 2023 assessment, we are working towards maintaining current compliance and gaining additional compliance plus ratings in 2024.

**Measure 9** - Achieve accreditation to National quality award schemes such as Quest (the UK quality award scheme Sport and Leisure)

46. The above measure aims to demonstrate the quality of what we are delivering through continuous improvement. The aim is to use nationally recognised quality assurance marks to demonstrate this. In the items shown below, we detail our work and performance to date against this measure.
47. Within the new leisure contract with More Leisure we added a requirement to achieve 'Excellent' or above at all Leisure facilities (aim to achieve in 2025/26) and work is ongoing to ensure that this is delivered with progress monitored in client meetings.
48. Oxford City Council's Sport and Physical Activity team and the Youth Ambition team have scored as Quest Outstanding (highest level) and National Youth Agency quality assurance respectively.
49. The Museum of Oxford (MOX) has been awarded full accreditation by Arts Council England. This accreditation recognises the museum's commitment to engaging visitors and residents with Oxford's history and keeping collections safe for future generations. Museum accreditation is a benchmark for well-run museums. It demonstrates the museum is professionally managed, looking after its collections, meeting the needs of its users, and working to industry-wide standards.

**Measure 10** - Complete the redevelopment of Bullingdon, East Oxford and Blackbird Leys Community Centres

50. Bullingdon Community Centre was completed in January 2024. The development of the community centre at Bullingdon has exceeded stakeholder expectations and has facilitated closer working with the Council and partners. The new facility has enabled [more and diverse user groups](#) at the centre.
51. East Oxford Community Centre is under construction, with an anticipated completion date of Autumn 2025.
52. Work has started on the Blackbird Leys district centre redevelopment which will see 294 new homes, open public space, shops, a purpose-built Community Centre as well as a segregated cycle route; residents, community and cultural groups were more deeply engaged in key development projects helping to ensure that designs better meet community needs.

**Measure 11** - Contribute to the Council's commitment towards pursuing zero carbon Oxford

53. Zero Carbon Oxford is the goal for Oxford to achieve net zero carbon emissions across the city by the year 2030 - ten years ahead of the legal deadline set by Government.
54. In July 2021, Oxford City Council published the Zero Carbon Oxford roadmap which divides almost all the city's emissions into the five sectors with the greatest climate impact - domestic, commercial, industry, institutional, and transport.
55. We are working to achieve zero carbon emissions across our own operations, which includes buildings and operations where we pay for energy, fuel, and water bills. Actions we have taken are included in Appendix 1: The Thriving Communities Strategy Action Plan 2022-24. Some key actions are outlined below.
56. £110K was secured from Sport England to install additional solar panels and LED lighting upgrades at Barton Leisure Centre. Several other upgrades have been made to leisure centres via budget-neutral Salix funding e.g. Hinksey Pool water source heat pump and a low-emissivity ceiling at Oxford Ice Rink.
57. Partnership work continues with Better Housing Better Health (BHBH) to support those in fuel poverty in Oxford. Jointly funded by City, County and District Councils, it gives residents expert advice about how to improve energy efficiency and save money and signposts those in need to the NHS, social care, charities and community groups.
58. Oxford City Council is working to improve green skills in the local area and has recently launched an upskilling project to increase the knowledge base needed to help Oxford reach Net Zero. We have a £60k funding pot to enable training/qualifications for a range of beneficiaries from individuals to businesses, social housing providers and non-profits.
59. The Council secured £2.5m through the Government's Social Housing Decarbonisation Fund and is investing £5m of its own capital to retrofit council houses in Oxford. New windows, loft insulation, draft proofing, external wall insulation and heat pumps have been installed which, when finished, will bring around 300 council homes up to EPC C rating, reducing energy needed for heat and so cutting carbon emissions and bills. The project is due to be completed in 2025.

**Next Steps**

60. Work will continue to progress on delivering the strategy and the 11 key associated measures of success.

**Financial Implications**

61. This report has been produced as a consequence of Cabinet's decision on 14 December 2022 that an annual progress update on the Thriving Communities Strategy should be provided to Cabinet. As the recommendation is to note this report's contents there are no financial implications.

### Legal issues

62. This report has been produced as a consequence of Cabinet’s decision on 14 December 2022 that an annual progress update on the Thriving Communities Strategy should be provided to Cabinet. As the recommendation is to note this report’s contents there are no legal implications.

### Level of risk

63. See the attached Risk Register at Appendix 3.

### Equalities impact

64. See the attached Equalities Impact Assessment at Appendix 2.

### Carbon and Environmental Considerations

65. The environmental impact of Thriving Communities Strategy delivery is considered carefully as part of programme design and mitigations put in place e.g. encouraging active travel and use of public transport, reuse of materials, using sustainable sources, local procurement.

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<b>Background Papers:</b>	
1	Oxfordshire Joint Strategic Needs Assessment - <a href="https://insight.oxfordshire.gov.uk/cms/joint-strategic-needs-assessment">https://insight.oxfordshire.gov.uk/cms/joint-strategic-needs-assessment</a>



## Thriving Communities Action Plan 2022-24

Our Communities				
Annual measures of success	What have we done - actions taken?	What has been achieved?	How do we know?	Next steps
<p>53</p> <p>1) <b>Produce and annually review Locality Plans – these will be based on insight, with a focus on tackling inequalities</b></p>	<p>The work on locality plans is being developed around the four quadrants below:</p> <ul style="list-style-type: none"> <li>• OX1&amp;2 - Oxford City Centre, South Oxford (including Friar Wharf &amp; Riverside Court), West Oxford, Jericho, Summertown, Cutteslowe, and Wolvercote</li> <li>• OX3 - Barton, Sandhills, Risinghurst, Quarry, Wood Farm, Headington, Headington Hill, Northway and Marston</li> <li>• OX4 - Littlemore, Rose Hill and East Oxford</li> <li>• OX Leys</li> </ul> <p>The work being undertaken and that will be included within the action plans is prioritised through the following aims:</p> <ul style="list-style-type: none"> <li>• Reduce health inequalities</li> <li>• Support residents with cost of living crisis</li> <li>• Improve the life chances of young people</li> <li>• Create opportunities to increase skills and employment in localities</li> </ul>	<p><b>Reduce Health Inequalities:</b></p> <ul style="list-style-type: none"> <li>• Worked with internal and external partners to build a network with Health Partners including BOB ICB to introduce them to residents suffering with the highest health inequalities so they can access health care at an earlier stage helping support the prevention agenda and ultimately saving money for the NHS</li> <li>• Managed 14 external partnerships focusing on inequalities</li> </ul> <p><b>Support residents with the Cost of Living:</b></p> <ul style="list-style-type: none"> <li>• Start-up of 7 Community Larders across the City accessed by over 800 residents</li> <li>• Organised 20 events which have supported the cost of living</li> <li>• Created an internal platform for City Council staff so they can support residents using community based solutions which was accessed over 200 times this year</li> <li>• Since April 2023 we created a platform to enable the household support fund to be accessed 1,036 times supporting residents across the City. As well as this we have dispersed £50K to 61 community groups</li> </ul> <p><b>Improve the life chances of young people:</b></p> <ul style="list-style-type: none"> <li>• Working with the Youth Ambition team we have supported the life chances of young people by creating opportunities for them to increase skills and employment in localities</li> <li>• 93 Young People supported through the Youth EET Hub in partnership with DWP &amp; Job centre</li> </ul> <p><b>Create opportunities to increase skills and employment in localities:</b></p> <ul style="list-style-type: none"> <li>• Partnership formed with Activate Learning to engage with OCC on aligning our vacancies with courses.</li> <li>• Set up community digital courses in partnership with BOB ICB</li> <li>• Worked with BBL regeneration and Activate Learning to ensure apprenticeships and employment of local people is achieved</li> <li>• Hosting Recruitment roadshows across the City in high priority areas in partnership with local businesses and employers</li> </ul>	<p>Case studies</p> <p>Testimonials</p> <p>Grants awarded</p> <p>Reporting tools from these</p> <p>EET Hub data</p>	<p>Update Locality Plans</p>

## Thriving Communities Action Plan 2022-24

<p>2) <b>Increase the diversity of recipients of Oxford's Community Impact Fund</b></p>	<p>Grant applicants are required to state the diversity of recipients in their grant applications and to provide information regarding this in their annual grant monitoring feedback</p>	<p>Increased diversity of recipients with over 20% of funding awards to new applicants.</p> <p>Increased diversity of beneficiaries, in particular: younger people, older people, people from faith communities, people living with health conditions, people from the LGBTQIA+ communities and those from lower socio-economic backgrounds.</p>	<p>Grant monitoring information</p> <p>Testimonials</p> <p>Films</p>	<p>Additional targeted promotion for new grant rounds</p>
<p>3) <b>Increase the diversity of volunteers and trustees – we will focus on our community champions programme, Community Associations, Friends of Parks and the Museum of Oxford (MOX)</b></p>	<p>We have monthly meetings with all 14 community centre associations to build relationships of trust and understanding with the view to support them in diversifying their volunteer and trustees.</p> <p>We organised a community celebration event as an opportunity for them to promote their work in the community but also engage and attract more diversity in their centres.</p> <p>We have also worked with the Federation of Community Associations to support associations in diversifying their teams.</p> <p>We have also used other ways to help them engage their communities including helping some centres create their own social media platforms, connect them with local community groups and residents and invite them to various community engagement events, giving them opportunities to reach out and recruit local volunteers to eventually become trustees.</p> <p>Built relationships with anchor organisations across the city to ensure the Community Champions are representative of the diverse communities they serve.</p> <p>The Museum of Oxford ran Memories and Moment workshops in WOCA and Cutteslowe Community Centres</p> <p>The Museum of Oxford has undertaken open calls and additional publicity and engagement events to increase the diversity of volunteers and trustees.</p>	<p>We have increased the diversity of Community Champions and now have 11 active champions:</p> <ul style="list-style-type: none"> <li>• 7 women</li> <li>• 4 men</li> <li>• 90% come from BAME backgrounds</li> <li>• All champions are from our priority neighbourhoods: Rose Hill: 2; Barton: 2; Blackbird Leys: 3; City: 4</li> </ul> <p>The diversity of Museum of Oxford (MOX) volunteers has increased. 53 volunteers have given demographic information; percentages are above the Office for National Statistics Census 2021 average in 4 of the 5 categories:</p> <ul style="list-style-type: none"> <li>• Disability: Volunteers: 15% say they have a disability, above the Oxford average of 14%.</li> <li>• Age: Volunteers: 33.9% aged 18-29; Oxford average is 30%.</li> <li>• Ethnicity: Volunteers: 22.6% from a non-White ethnic background; Oxford average is 29.9%.</li> <li>• Sexual orientation: Volunteers: 7% LGBTQIA+, 22% prefer not to disclose, 69% heterosexual; Oxford average is 80.4% heterosexual.</li> <li>• Gender: Volunteers: 60% Female, 33.9% Male, 1.8% Non-binary, 2% prefer not to disclose; Oxford average is 51% Female.</li> </ul>	<p>Increase in community centre hirings and usage by local community groups and diversity of activities in centres.</p> <p>Feedback from members of the community via face to face, community network meetings, partnership meetings, social media, etc.</p> <p>Direct feedback from community associations in our meetings. Responses to open calls and volunteer publicity</p> <p>Responses to MOX volunteer questionnaire</p>	<p>Data is limited when people choose the 'prefer not to say' option on questionnaires. We will continue to encourage people to provide full demographic information and invite guest speakers to attend our meetings to advocate too.</p>

## Thriving Communities Action Plan 2022-24

Reducing inequalities				
Annual measures of success	What have we done - actions taken?	What has been achieved?	How do we know?	Next steps
<p>4) <b>Reduce the number of children leaving primary school who cannot swim 25 metres from four to two in ten over the lifetime of this strategy</b></p>	<p>Working with More Leisure to increase the awareness and promotion of under 17s free swimming offer</p> <p>More Leisure are working to increase the number of schools running swimming lessons in our pools and have improved communication with the schools as part of this</p> <p>Additional swimming teachers have been recruited by More Leisure (hourly rate has been uplifted)</p> <p>Schools are asked to report on this figure but this reporting has been researched and has been found to be inconsistent with many schools not having up to date information (some information completely missing and others being as much as 2 years out of date).</p> <p>Work is being undertaken with Active Oxfordshire and local schools to improve the data and ensure that it is more robust.</p>	<p>Under 17s free swimming maintained under new leisure contract (at no direct cost to OCC)</p> <p>School swimming numbers are increasing with new pool programming</p> <p>Working with More Leisure to secure funding to offer further free swimming</p> <p>You Move Families now automatically qualify for the bonus membership to support an increase in swimming participation for low income families</p> <p>You Move Swimming Data: Sport England's moving communities data set is robust where it highlights that 50% of Free School Meals children in Oxford are unable to swim 25m. This data is however from a small sample size and does not tell us the whole picture. Work is ongoing with Active Oxfordshire and local schools to address this.</p>	<p>Limited but accurate data from our You Move programme.</p> <p>Limited data from moving communities and Sport England but data not robust enough to give an accurate picture.</p>	<p>Next steps shown below have been agreed with Active Oxfordshire:</p> <p>Questionnaires to be sent to all primary schools to proactively seek swimming data.</p> <p>This can be used as a baseline to then seek improvements.</p>
<p>5) <b>Increase the number and diversity of young people taking part in Oxford's Youth Ambition activities</b></p>	<p>330 youth sessions were delivered (youth clubs and sport sessions)</p> <p>35 sessions of summer holiday activities in 3 areas, engaged 84 young people</p> <p>We have ensured an effective recruitment campaign for our staff which has resulted in ensuring that we have a diverse workforce that is representative of the community</p> <p>Building relationships with young people and diverse community groups through targeted outreach work</p>	<p>Number of young people in contact: 1,701</p> <p>57% from BAME backgrounds - increase from previous years</p> <p>10% described themselves as disabled</p>	<p>Data from Substance</p> <p>Views, where we record info of engagement with young people, including personal data, ethnicity, and register of attendance.</p>	<p>Continue to promote the programme through a variety of outlets and explore additional avenues of external funding which will bring additional value and impact</p>

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<p><b>6) Reduce physical inactivity in the areas of the city where it is the highest</b></p>	<p>Secured £110,277 funding from ICB and Public Health for <a href="#">Move Together</a> and <a href="#">You Move</a> programmes until the end of March 2025. Move Together expanded into <a href="#">maternity provision</a> and You Move into <a href="#">early years</a>. Continued to promote the <a href="#">GO Active</a> brand to support free and low cost physical activity in Oxford.</p> <p>Secured over £60K funding from ACE, trusts and foundations each year to 2026 to run Dance for Health programmes in target areas of the city supporting <a href="#">older people</a> who are at risk of falls and those with Parkinson's and Dementia as well <a href="#">young people and their families</a> who may not otherwise engage in exercise</p> <p>Secured over £174K from Public Health to pay for Community Health Development Officers including an Officer for Wood Farm plus a £30K operational budget (£5K per area) to March 2025. £30K of funding/year for 3 years has also been secured from Oxfordshire County Council for Healthy Place Shaping in Barton, The Leys and Shotover.</p> <p>Each area has received £25k of grant funding (totalling £75k) from Public Health, which has been awarded to local community groups and organisations seeking to address health inequalities in the local area.</p> <p>Secured funding to extend our <a href="#">Community Champions</a> Co-Ordinator until the end of March 2025 as well as ongoing funding from the ICB totalling £28,000 for our Community Champions Support Officer who focusses on vaccine hesitancy and engagement.</p> <p>Continued to invest directly in our facilities as well as supporting our partner organisations to attract funding into the city to enhance and improve facilities for physical activities.</p>	<p>Move Together programme reduced GP visits by 36% (equivalent to 4 appointments per participant, per year) and NHS 111 and GP out of hours contacts by 28%. OCC made 21% of Move Together referrals.</p> <p>2256 individuals registered on the You Move pathway (inclusive of parents); 82% are individuals from priority neighbourhoods; 716 sessions were attended by family groups</p> <p>The APSE award shortlisted Dancin' Oxford Dance for Health programmes have been <a href="#">assessed</a> and clinically proven to build core strength and reduce falls. Feedback showing benefits for individuals has also been filmed for some <a href="#">older participants</a> and <a href="#">family participants</a>.</p> <p>Community Health Development Officers &amp; Community Champions awarded £75k funding to local community groups across Rose Hill, Littlemore and the City Centre to support reducing health inequalities.</p> <p>St Ebbe's Primary School and South Oxford Adventure Playground were consulted to extend and expand youth provision in the city centre.</p> <p>Health Promotion events were delivered in Littlemore, The Leys and Barton. Further events are planned in Wood Farm and Rose Hill. 4 Men's health events will be held June 24-March 25. A Families Health Promotion Day is planned in The Leys October as well as taster sessions at community events e.g. Rose Hill Play Day.</p> <p>A new cycle hub has been set up in Barton and new health walks are running in Cutteslowe, Rose Hill and Blackbird Leys. Free multi sports sessions have been set up in The Leys for those living at the Kassam</p> <p>Preventative Physical Activity Pathway delivered in partnership with the Southeast Oxford Health Alliance Primary Care Network in The Leys.</p> <p>£3m investment made in our leisure centres, making the sites more attractive and high spec e.g. install new flood lights were installed in Rose Hill, £100K funding was secured to improve the 3G pitch at Greyfriars Academy, resurface the courts at <a href="#">Botley and Hinksey Parks</a>.</p> <p>Multi activity hub site opened at Bury Knowle - £800k investment resurfaced courts, built a cafe and family activity areas; 100+ activity hours &amp; 900+ café transactions per week; £336K social value per year</p> <p>Secured excellent leisure centre concessions with More Leisure and signed a 10 year contract Courtside</p> <p>Florence Park was awarded LTA National Park Venue of the Year.</p>	<p>Active Oxford and Dancin' Oxford monthly reporting and evaluation data</p> <p>You Move and Move Together Baseline and quarterly assessments</p> <p>Customer feedback</p> <p>Attendance statistics</p> <p>Till data</p> <p>Films</p> <p>Awards and award nominations</p>	<p>Continue to work with the health system and identify opportunities to bring in additional funding</p>
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## Thriving Communities Action Plan 2022-24

Customer Excellence				
Annual measures of success	What have we done - actions taken?	What has been achieved?	How do we know?	Next steps
7) <b>Increase satisfaction levels with leisure centres</b>	Customer satisfaction with Fusion Lifestyle was exceptionally low which was demonstrated through the high number of complaints that we had received during 2022-24. In respect of this officers worked with various partners, including customer services and community and user groups to help shape the procurement process and procurement documentation for the new leisure management contractor.	<p>New contractor More Leisure is in place and in contract at the end of March 2024. Complaints have significantly reduced and we are hearing anecdotally much more positive feedback including from the user groups. The first year of operation for More Leisure is a baselining year where targets will be agreed at the end of the year for Council approval.</p> <p>Externally conducted mystery shop customer experience scores ranged from 63% to 90% (June 2024); the next mystery shop exercise due in January 2025 and quarterly thereafter.</p>	<p>Mystery shop reports</p> <p>Speaking to user groups and staff anecdotally satisfaction is increasing</p>	<p>Agree baseline satisfaction indicators ready for year 2.</p> <p>Further quantitative info to follow in future client reports</p>
57 8) <b>Continually increase our score in our Customer Service Excellence accreditation</b>	<p>Retained Customer Service Excellence standard in 2023 with 13 compliance plus ratings. This accomplishment includes the retention of the 11 compliance plus ratings previously awarded, as well as the addition of two new ratings, signifying the Council's commitment to going "above and beyond" in meeting the criteria.</p> <p>Building on the recommendations from the 2023 assessment, we are working towards maintaining current compliance and gaining additional compliance plus in 2024.</p>	Increased Customer Service Excellence compliance plus ratings from 11 – 13 in 2023 which is a <a href="#">significant achievement</a> .	External accreditation	Submit CSE evidence for November 2024 assessment
9) <b>Achieve accreditation to National quality award schemes such as Quest (the UK quality award scheme Sport and Leisure)</b>	Within the new leisure contract with More Leisure we added a requirement to achieve 'Excellent' or above at all Leisure facilities (aim to achieve in 2025/26).	<p>Council's Sport and Physical Activity team previously scored as Quest Outstanding (highest level).</p> <p>Youth Ambition team have National Youth Agency accreditation. More Leisure have an action plan in place for each of the leisure centres to achieve Quest Excellent in 2025/26.</p> <p>The Museum of Oxford (MOX) has been awarded full accreditation by Arts Council England.</p>	Awards/ accreditation achieved	Ensuring Quest applications are made in a timely way is a contractual requirement from Year 2 of the leisure contract

## Thriving Communities Action Plan 2022-24

Our Places				
Annual measures of success	What have we done - actions taken?	What has been achieved?	How do we know?	Next steps
<b>10)</b> <b>Complete the redevelopment of Bullingdon, East Oxford and Blackbird Leys Community Centres</b>	<p>Bullingdon Community Centre was completed in January 2024.</p> <p>East Oxford Community Centre is under construction.</p> <p>Black Bird Leys redevelopment plans are under consultation.</p>	<p>The development of the community centre at Bullingdon has exceeded stakeholder expectations and has facilitated closer working with the Council and partners. The new facility has enabled <a href="#">more and diverse user groups</a> at the centre.</p> <p>East Oxford Community Centre is in delivery, with an anticipated completion date of Autumn 2025.</p>	<p>New facility in place. Work with Community Association and information on the Community Association's website.</p>	<p>Continue working with communities around the redevelopment at East Oxford and Blackbird Leys</p>
<b>11)</b> <b>Contribute to the Council's commitment towards pursuing zero carbon Oxford</b>	<p>Secured £110k in grant funding from Sport England to make further sustainability improvements to our leisure centres.</p> <p>Oxford City Council published an updated <a href="#">Statement of Intent</a> relating to the provision of ECO Flex and Great British Insulation Scheme (GBIS) funding. We have been training colleagues and partners and actively promoting funding schemes such as ECO Flex, ECO4, GBIS and HUG2 through our own communication channels and via our partners to encourage retrofit and reduce fuel poverty.</p> <p>Oxford City Council has a target of 32 properties to upgrade via the Home Upgrade Grant government funded scheme for private properties not heated by gas targeting those in fuel poverty. The scheme runs for 2 years from April 2023 to 2025.</p> <p>Partnership work continues with Better Housing Better Health (BHBH) to support those in fuel poverty in Oxford. Jointly funded by City, County and District Councils, it gives residents expert advice about how to improve energy efficiency and save money and also signposts those in need to the NHS, social care, charities and community groups.</p>	<p>Additional solar panels and LED lighting upgrades have been installed at Barton Leisure Centre. Several upgrades have been made to leisure centres via budget-neutral Salix funding e.g. Hinksey Pool water source heat pump, Ice Rink low-emissivity ceiling.</p> <p>31 properties have been through the declaration stage of ECO Flex with support from the National Energy Foundation.</p> <p>In 2023 across Oxfordshire, the following have been completed:</p> <p>Warm and well assessments: 1496                      Partner referrals into BHBH: 386                      BHBH + visits: 152                      New incomes identified: 700                      Energy Efficiency Referrals: 259                      PSR sign-ups: 314                      Energy supplier/tariff enquiries: 284</p> <p>Since 1st November 2023, BHBH have also issued 281 emergency fuel vouchers worth £49 each, 22 households were provided with supermarket vouchers and 261 energy efficiency items have been given out. We are also now able to issue £50 energy cards following home visits to anyone struggling to pay their energy bill but not on a pre-payment meter and this has been well received by residents</p> <p>Clean Heat Streets conducted 104 heat pump surveys with eligible residents in Rose Hill and Iffley as part of their Heat Pump Ready project, which developed and trialled an innovative solution for high-density heat pump deployment.</p>	<p>Ongoing programme research and evaluation</p> <p>Event hire statistics</p>	<p>Continue to fundraise and invest in actions towards zero carbon Oxford</p> <p>Continue to monitor and evaluate the impact of actions taken</p>

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<p>Oxford City Council is working to improve green skills in the local area and has recently launched an upskilling project to increase the knowledge base needed to help Oxford reach Net Zero. We have a £60k funding pot to enable training/qualifications for a range of beneficiaries from individuals to businesses, social housing providers and non-profits.</p> <p>ODS have been awarded 100 Social Housing Decarbonisation Fund (SHDF) properties to capacity build local retrofit skills.</p> <p>Oxford City Council is part of the Clean Heat Streets trial project led by Samsung Research UK. The project is a partnership including both universities, SSEN, Oxfordshire County Council, Rose Hill and Iffley Low Carbon group and others and aims to support the transition of the Rose Hill and Iffley community from gas boilers to Air Source Heat Pumps (ASHP).</p> <p>The Council commissioned 12 whole house plans to be undertaken on common house archetypes in Oxford. These were then turned into case studies to engage residents in how to improve the energy efficiency of their homes. The 12 “House Like Mine” case studies are at the heart of an engagement plan with neighbourhoods, landlords and citywide. The project is due to launch in the coming months.</p> <p>The Council secured £2.5m through the Government’s Social Housing Decarbonisation Fund and is investing £5m of its own capital to retrofit council houses in Oxford.</p> <p>Mitigating the environment impact of funded activity has been added as an essential criterion for all grant assessments and monitoring forms.</p> <p>We run an extensive local event programme on Oxford City Council land to reduce the need for residents to travel to events further afield.</p>	<p>The Clean Heat Streets project installed 6 'show home' heat pumps in the community acting as 'heat pump champions' to support with consumer engagement. This approach led to a further 6 heat pumps installs, towards a 15% deployment density. Through the community engagement carried out in the area, Clean Heat Streets has gone on to support a further 12 consumers with their heat pump installation, outside of the project utilising funding from the Boiler Upgrade Scheme.</p> <p>New windows, loft insulation, draft proofing, external wall insulation and heat pumps have been installed which, when finished, will bring around 300 council homes up to EPC C rating, reducing energy needed for heat and so cutting carbon emissions and bills. The project is due to be completed in 2025.</p> <p>Over 110 diverse events run on Oxford City Council land per year.</p>		
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**Thriving Communities Action Plan 2022-24**

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## Why do an Equalities Impact Assessment (EqIA)?

1. Equalities Impact Assessment (EqIA) is part of Oxford City Council's **Public Sector Equality Duty (PSED) (Equality Act 2010)**.

The General PSED enables Oxford City Council to:

- a. **identify and remove discrimination,**
  - b. **identify ways to advance equality of opportunity,**
  - c. **foster good relations.**
2. An EqIA must be done before making any decision(s) that may have an impact on people and/or services that people use and depend on.
  3. An EqIA form is one of many tools that can simplify and structure your equalities assessment.
  4. We are passionate about equalities, and we highly recommend that [Corporate Management Team \(CMT\) reports and all projects must accompany an EqIA.](#)

For questions, queries, and a chat about how to do your EqIA, please email your EDI officers:

1. Mili Kalia – [milkalia@oxford.gov.uk](mailto:milkalia@oxford.gov.uk)
2. Sobia Afridi- [safridi@oxford.gov.uk](mailto:safridi@oxford.gov.uk)

Please do refer to our [SharePoint Page](#) for support such as FAQs and Examples, etc.

## A good EqIA has the following attributes:

1. **Comprehensively considers the 9 protected characteristics.**

1. Age	6. Race & Ethnicity
2. Disability	7. Religion or Belief
3. Gender Reassignment	8. Sex
4. Marriage & Civil Partnership	9. Sexual Orientation
5. Pregnancy & Maternity	

2. It has **considered equality of treatment** towards service users, residents, employees, partners, council suppliers & contractors, and Council Members
3. Sufficiently considered **potential and real impact** of proposal or policy on service users, residents, employees, partners, council suppliers & contractors, and Council Members.
4. **Systematically recorded and reported** any potential and real impact of your proposal or policy on service users, residents, employees, partners, council suppliers & contractors, and Council Members
5. **Collected, recorded, & reported sufficient information and data** on how your policy or proposal will have an impact.
6. Offers **mitigations or adjustments** if a PSED has been impacted.
7. Provides clear **justifications** for your decisions.
8. It is written in **plain English** with simple short sentence structures.

## Section 1: General overview of the activity under consideration

1.	<b>Name of activity being assessed.</b>  <b>For example:</b> -New policy, -Review of existing policy, -Changes in service(s), -New project(s), etc.	Thriving Communities Strategy update report to Cabinet 16 October 2024	2.	<b>The implementation date of the activity under consideration:</b>	1 April 2023 onwards
3.	<b>Directorate/Department(s):</b>	Communities and People	4.	<b>Service Area(s):</b>	Community Services
5.	<b>Who is (are) the assessment lead(s):</b> <b>Please provide:</b> -Name -Email address	Paula Redway predway@oxford.gov.uk	6.	<b>Contact details, in case there are queries:</b> <b>Please provide:</b> -Name -Email address	Paula Redway predway@oxford.gov.uk
7.	<b>Is this a new or ongoing EqlA?</b>	New <input type="checkbox"/>  Extension to existing EqlA <input checked="" type="checkbox"/>	8.	If this is an extension of a previous EqlA, please indicate where the previous EqlA is located and share the link to the said EqlA.	<a href="#">Appendix 4 - EQIA.pdf (oxford.gov.uk)</a>
9.	<b>Date this EqlA started:</b>	16/10/2024			
10.	<b>Will this EqlA be attached to <a href="#">Corporate Management Team (CMT)</a> reports/updates, which will be published online?</b>	This will be an appendix of the Cabinet report on the subject.	11.	<b>Give a date (tentative or otherwise) when this assessment will be taken to the CMT.</b>	September 2024 part of the Cabinet report process

## Section 2: About the activity, change, or policy that is being assessed.

<p><b>12.</b></p>	<p><b>Type of activity being considered:</b></p> <p>Check the most appropriate.</p>	<input type="checkbox"/> Budget	<input type="checkbox"/> Decommissioning	<input type="checkbox"/> Commissioning	<input checked="" type="checkbox"/> Change to an existing activity.
		<input type="checkbox"/> New Activity	<input type="checkbox"/> Others: leisure centres		
<p><b>13.</b></p>	<p>Which priority area(s) <a href="#">within Oxford City Council's Corporate strategy (2020-2024)</a> does this activity fulfil?</p> <p>Please check as needed.</p>	<input checked="" type="checkbox"/> Enable an inclusive economy.	<input type="checkbox"/> Deliver more affordable housing.	<input checked="" type="checkbox"/> Support thriving communities.	<input type="checkbox"/> Pursue a zero carbon Oxford.
<p><b>14.</b></p>	<p>Which priority area(s) within <a href="#">Oxford City Council's Equality, Diversity &amp; Inclusion Strategy (2022)</a> does this activity fulfil?</p> <p>Please check as needed.</p>	<input checked="" type="checkbox"/> Responsive services and customer care.	<input type="checkbox"/> Diverse and engaged workforce.	<input type="checkbox"/> Leadership & organisational commitment.	<input checked="" type="checkbox"/> Understanding and working with our communities.
<p><b>15.</b></p>	<p><b>Outline the aims, objectives, &amp; priorities of the activity being considered.</b></p>	<p>Aims: to focus delivery of the Thriving Communities Strategy using an outcomes approach</p>		<p>Objectives: Enabling wider access to council services, reducing inequalities and increasing health, wellbeing and prosperity in Oxford</p>	<p>Priorities: 1) Improve accessibility of Council Services 2) Strengthen partnerships to address health inequalities 3) Promote active lifestyles 4) Create safe and cohesive communities</p>
<p><b>Please outline the</b></p>		<p>Inequality gaps are likely to widen. There may be more burden on Oxford City Council, the NHS,</p>			

<p><b>16. consequences of not implementing this activity.</b>  <b>For example,</b>          -Existing activity does not fulfil Corporate Objectives,          -existing activity is discriminatory and not fulfilling Council's PSED,          ... to name a few.</p>	<p>TVP and other statutory services. The City Council will not be able to fulfil its core corporate priorities.</p>
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**Section 3: Understanding service users, residents, staff and any other impacted parties.**


<p><b>17. Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups?</b></p> <p><b>Please provide details—</b>          -when,          -how many, and          -the approach taken.</p>	<p>Round table conversations have been held with key partners, Oxford anti-racism charter signatories and Oxford Community Impact Fund Big Ideas network grantees. Also see the previous consultation as listed in the Equalities Impact Assessment at <a href="#">Appendix 4 - EQIA.pdf (oxford.gov.uk)</a></p>
<p><b>18. List information and data used to understand who your residents or staff are and how they will be impacted.</b></p> <p><b>These could be-</b>          -third-party research,          -census data,          -legislation,          -articles,          -reports,          -briefs.</p>	<p>Data/information considered includes:</p> <ul style="list-style-type: none"> <li>• Oxfordshire Joint Strategic Needs Assessment (JSNA)</li> <li>• Census</li> <li>• Index of Multiple Deprivation (IMD)</li> <li>• Usage data</li> <li>• Community health profiles</li> <li>• District Councils' Network Fit for the Future report</li> <li>• Department for Work and Pensions and Department for Culture Media and Sport reports</li> <li>• Feedback and engagement at key events in the city including Windrush, Oxford Pride and the Leys Festival</li> </ul>
<p><b>19. If you have not done any consultations or collected data &amp; information, are you</b></p>	<p>Further engagement will be undertaken at future key events in the city</p>


<b>planning to do so in the future?</b>  <b>Please list the details –</b> -when, -with whom, and -how long will you collect the relevant data.	
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**Section 4: Impact analysis.**

<b>20.</b>	<b>Who does the activity impact?</b>	<b>Service Users</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	<b>Check as needed.</b>	<b>Members of staff</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
	The impact may be positive, negative or unknown.	<b>General public</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		<b>Partner / Community Organisation</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		<b>City Councillors</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
		<b>Council suppliers and contractors</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>

<b>21.</b>	<b>Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)?</b> <b>Check as needed and provide evidence-driven conclusions.</b>
------------	--

Protected Characteristic	Positive	Negative	Neutral	Don't know	Data/information supporting your assessment	Analysis, insight & mitigations
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25k under 15s (16% of population) 19k over 65s (18% of population)  Source: Census 2021  	<p><b><u>Impact(s) identified:</u></b> More focussed delivery of the Thriving Communities Strategy will enable support to be available to assist people of different ages who are most in need including those living in unsafe environments</p> <p><b><u>Mitigations and considerations:</u></b> Targeted communication, partnership working and signposting to a wider range of support including through social prescription</p>
99 Disability (Visible and invisible)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15% living with disabilities  Source: Census 2021	<p><b><u>Impact(s) identified:</u></b> More focussed delivery of the Thriving Communities Strategy will enable support to be available to assist people living with a range of physical and mental health disabilities who are most in need including those living in unsafe environments</p> <p><b><u>Mitigations and considerations:</u></b> Targeted communication, partnership working with disability groups and signposting to a wider range of support including through social prescription</p>
Gender re-assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insufficient data	<p><b><u>Impact(s) identified:</u></b> More focussed delivery of the Thriving Communities Strategy will enable support to be</p>

						available to assist people most in need including those living in unsafe environments  <b><u>Mitigations and considerations:</u></b> Targeted communication, partnership working with LGBTQIA+ groups and signposting to a wider range of support
67	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28% married or in civil partnership.  Source: Census 2021  	<b><u>Impact(s) identified:</u></b> More focussed delivery of the Thriving Communities Strategy will enable support to be available to assist people who are most in need including those who may be living in unsafe environments  <b><u>Mitigations and considerations:</u></b> Targeted communication, partnership working with support groups and signposting to a wider range of services
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54% White British 17% White-non-British 15% Asian 6% Mixed 5% Black 4% Other ethnic group  NB: figures total 101% due to rounding  Source: Census 2021	<b><u>Impact(s) identified:</u></b> More focussed delivery of the Thriving Communities Strategy will enable support to be available to assist people who are most in need including those living in unsafe environments. It will also help to create safer and more cohesive communities.  <b><u>Mitigations and considerations:</u></b> Targeted communication using inclusive language in a range of accessible formats, partnership working with diverse community and cultural groups and signposting to a wider range of support

						These actions include not using the BAME acronym in literature. Using more diverse and relatable images and colours in spaces and communications. Being transparent about how we are providing access to residents with different citizenship status especially with regards to migrants, refugees, asylum seekers and other temporary migrants.
88 <b>Pregnancy &amp; Maternity</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,374 live births in Oxford in 2021 Source: Oxfordshire JSNA 2023 	<b><u>Impact(s) identified:</u></b> More focussed delivery of the Thriving Communities Strategy will enable services to be easier to access more locally  <b><u>Mitigations and considerations:</u></b> Targeted communication and partnership working with the health care system will increase wellbeing and provide a wider range of support for those most in need
<b>Religion or Belief</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39% no religion 38% Christian 9% Muslim 2% Hindu 1% Buddhist 1% Jewish 0.5% Sikh 1% other  NB: figures do not add up to 100% because they do not include those who did not reply to the religion question in the census	<b><u>Impact(s) identified:</u></b> More focussed delivery of the Thriving Communities Strategy will enable support to be available to assist people who are most in need and help to create safer and more cohesive communities for people of all faiths and none including those living in unsafe environments  <b><u>Mitigations and considerations:</u></b> Targeted communication using inclusive language in a range of accessible formats, partnership working with diverse community and cultural groups and



					Source: Census 2021	signposting to a wider range of support.
<b>Sex</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49.1% male 50.9% female  Source: Census 2021	<b><u>Impact(s) identified:</u></b> More focussed delivery of the Thriving Communities Strategy will enable support to be available to assist people most in need including those living in unsafe environments  <b><u>Mitigations and considerations:</u></b> Targeted communication, partnership working including with LGBTQIA+ groups and signposting to a wider range of support
<b>Sexual Orientation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80% straight/heterosexual 7% not straight/heterosexual  NB: figures do not add up to 100% because they do not include those who did not reply to this question in the census  Source: Census 2021	<b><u>Impact(s) identified:</u></b> More focussed delivery of the Thriving Communities Strategy will enable support to be available to assist people most in need including those living in unsafe environments  <b><u>Mitigations and considerations:</u></b> Targeted communication, partnership working with LGBTQIA+ groups and signposting to a wider range of support
<b>Other (voluntary consideration)</b>  Socio-economic status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15% working age benefit claimants  Source: Department for Work and Pensions, Feb 2023	<b><u>Impact(s) identified:</u></b> People on low incomes and/or experiencing homelessness will continue to have access to low cost and free options, with concessionary offers that will ensure continued access.


**Mitigations and considerations:** With the increased cost of living crisis, individuals will benefit from an inclusive and considered approach.

## Section 5: Conclusion(s) of your Full Impact Assessment

22.	<b>Conclusions.</b> Check as needed.							
	<input type="checkbox"/>	Stop and reconsider the activity.	<input type="checkbox"/>	Adjust activity before beginning the activity and continue to monitor.	<input checked="" type="checkbox"/>	No major change(s) or adjustments and continue with activity but continue to monitor.	<input type="checkbox"/>	No major change(s) or adjustments and continue with the activity. No need to monitor in the future.
23.	<b>Please explain how you have reached your conclusions above.</b>		More focussed delivery of the Thriving Communities Strategy will enable support to be available to assist people most in need including those living in unsafe environments					

## Section 6: Monitoring and review plan.

The responsibility for maintaining a monitoring arrangement of the EqlA action plan lies with the service/team completing the EqlA.  
 These arrangements must be built into the performance management framework such as KPIs or Risk Registers.

<p><b>24.</b> Who or which team or service area will be responsible for monitoring equalities impact?</p> <p><b>For example-</b>                  - team,                  -directorate,                  -service area,                  -Equalities Steering Group,etc.</p>	<p>Community Services</p> 		
<p><b>25.</b> Who (individual, team, or service area) will be responsible for carrying out the EqlA review?</p>	<p>Paula Redway</p>		
<p><b>26.</b> How often will the equality impact be reviewed for this activity?</p> <p><b>For example-</b>                  -quarterly,                  -yearly, etc.</p>	<p>Yearly</p>	<p><b>27.</b> Date when the EqlA will be reviewed again.</p>	<p>Autumn 2025</p>

## Section 7: Sign-off

Name: Peter Matthew

Job Title: Executive Director for Communities and People

Signature:

-----

Name: Helen Bishop

Job Title: Head of Business Improvement

Signature:

-----

Name: Paula Redway

Job Title: Culture and Community Development Manager

Signature:

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Name: Hagan Lewisman

Job Title: Active Communities Manager

Signature:

72

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Name: Full Name

Job Title: Type here

Signature:

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Name: Full Name

Job Title: Type here

Signature:

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Name: Full Name

Job Title: Type here

Signature:

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Name: Full Name

Job Title: Type here

Signature:

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### Suggested list of people to include are:

- 1) Project lead/manager.
- 2) Head of service area or team.
- 3) Person who completed the EqIA.
- 4) EDI Lead.
- 5) EDI Specialist.
- 6) For joint projects, please consider the following:
  1. Other project leads
  2. Other service area and/or team lead/managers.

**This is not an exhaustive list.**

**You have now reached the end of the assessment.  
Please append this to any reports and project files for reference.**

**Risk Register - Thriving Communities Strategy update report**

Ref	Title	Risk Description	Opp / Threat	Cause	Consequence	Risk Treatment	Date Raised	Owner	Gross			Current			Target			Control / Mitigation Description	Action Owner
									P	I	Score	P	I	Score	P	I	Score		
1	Financial	Cost of living or other crisis increases needs beyond available resources	Threat	Wider economic and political climate	Unmet needs - inequalities gaps widen - some communities not thriving	Reduce	02/11/22	Peter Matthew	4	4	16	3	3	9	4	2	8	Targeted fundraising and delivery; data and insight informing resource prioritisation; strong partnership networks and collaborative approach; strong engagement with Oxford's diverse community groups	Paula Redway / Hagan Lewisman
2	Strategy delivery	Tighter budgets lead to insufficient officer/partner capacity/skills to nurture the relationships which are essential to a whole system approach to delivery	Threat	Insufficient capacity	Siloed working; delivery gaps/overlap/failure	Avoid	02/11/22	Peter Matthew	4	4	16	3	3	9	4	2	8	Governance, partnership and delivery mechanisms are structured to maintain relationships efficiently with an in-built learning approach.	Hagan Lewisman / Paula Redway
3	Inclusive access	Facilities/activity programmes ineffective at increasing usage in target groups	Threat	Insufficient EDI awareness/training/expertise/funding	Unmet needs - inequalities gaps widen - some communities not thriving	Avoid	16/10/24	Peter Matthew	4	4	16	2	3	6	2	2	4	EDI training and awareness programme and Equality Impact Assessment in place; services planned to meet community needs and are promoted in an inclusive way; fundraising to increase access for under-represented groups	Paula Redway / Hagan Lewisman
4	Public health	Tighter budgets lead to insufficient programmes to increase positive mental and physical health and wellbeing	Threat	Insufficient funding for programmes which support mental and physical health	Increased health inequalities	Reduce	16/10/24	Peter Matthew	4	4	16	2	4	8	2	3	6	Continue to work in partnership to fundraise and facilitate programmes which support mental and physical health	Hagan Lewisman / Paula Redway
5	Public safety	Tighter budgets lead to insufficient programmes to increase community cohesion	Threat	Insufficient funding for programmes which support community cohesion	Increased public disorder	Avoid	16/10/24	Peter Matthew	4	4	16	2	3	6	2	3	6	Continue to work in partnership to fundraise and facilitate programmes which support community cohesion	Richard Adams / Paula Redway / Hagan Lewisman

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**To:** Cabinet  
**Date:** 11 December 2024  
**Report of:** Head of Planning and Regulatory Service  
**Title of Report:** Authority Monitoring Report and Infrastructure Funding Statement 2023/24

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To approve the Authority Monitoring Report and Infrastructure Funding Statement for publication.
<b>Key decision:</b>	No
<b>Cabinet Member:</b>	Councillor Louise Upton, Cabinet Member for Planning
<b>Corporate Priority:</b>	Strong, fair economy Good, affordable housing Thriving communities Zero carbon Oxford A well-run council
<b>Policy Framework:</b>	<p>The Authority Monitoring Report is a statutory requirement, providing information as to the extent to which the policies set out in the Oxford Local Plan are being achieved and on the implementation of the Local Development Scheme. The scope of those policies is wide and encompasses all of the Council's corporate priorities.</p> <p>The Infrastructure Funding Statement is a factual report and statutory requirement which summarises the amount of developer contributions (Community Infrastructure Levy (CIL) and Section 106) obtained, allocated and spent by the authority in the previous financial year (April 2023–March 2024).</p>
<b>Recommendation(s): That Cabinet resolves to:</b>	
<ol style="list-style-type: none"> <li><b>Approve</b> the Authority Monitoring Report and Infrastructure Funding Statement 2023/24 for publication.</li> <li><b>Authorise</b> the Head of Planning and Regulatory Services to make any necessary minor corrections not materially affecting the document prior to publication.</li> </ol>	

<b>Appendices</b>	
Appendix 1	Authority Monitoring Report 2023/24
Appendix 2	Infrastructure Funding Statement 2023/24
Appendix 3	Risk Assessment
Appendix 4	Equalities Impact Assessment

## **Introduction and background**

1. Section 35 of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to publish monitoring reports at least yearly, in the interests of transparency.
2. The Authority Monitoring Report (AMR) 2023/4 assesses the effectiveness of planning policies contained within the Oxford Local Plan (OLP) 2036 as well as the implementation of the Oxford Local Development Scheme 2023-2028, the Council's Statement of Community Involvement in Planning and the Duty to Cooperate. The AMR covers the period 1st April 2023 to 31st March 2024 and is a factual document.
3. The AMR is structured as follows: a status report on the production of development plan documents, followed by the monitoring of the Oxford Local Plan 2036 policies. Policy monitoring has been arranged around the three overarching objectives set out in paragraph 8 of the National Planning Policy Framework (NPPF) 2023<sup>1</sup>:
  - Economic objectives to build a strong, responsive and competitive economy - the economy, retail, community and infrastructure;
  - Social objectives to support building strong, vibrant and healthy communities – housing, health and community benefits; and
  - Environmental objectives to project and enhance our natural, built and historic environment – design and heritage, protecting our green and blue spaces and making wise use of our natural resources to secure a good quality local environment.
4. The Infrastructure Funding Statement (IFS) is a reporting requirement introduced in September 2019 as an amendment to the Community Infrastructure Levy 2010, with the objective of increasing transparency around how developer contributions are spent on infrastructure. As set out in Appendix 2, the contents of the IFS are divided into three key sections for the previous financial year:
5. Information on Community Infrastructure Levy (CIL) contributions;

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<sup>1</sup> <https://www.gov.uk/government/publications/national-planning-policy-framework--2>



6. Information on Section 106 contributions (made under section 106 of the Town and Country Planning Act 1990);
7. Items of infrastructure that CIL is to be spent on in the next five years (CIL is allocated to the Council's Capital Programme as part of the Budget setting process).

## **Key AMR findings: Building a strong, responsive and competitive economy**

### ***Employment land***

8. Oxford's highly constrained nature means that competition for different land uses is fierce. As such Policy E1: Employment Sites sets out how employment sites are categorised in order of importance and thus afforded different levels of protection. Category 1 & 2 employment sites are key in providing employment space for the city, whereas Category 3 sites and B8 sites provide more potential to be released from employment uses to ensure the best and most efficient use of land.
  - Two permissions were granted resulting in the net loss of Category 2 employment floorspace (none involving Cat. 1): First floor, 27-28 St Clement's Street (-170sqm); and 24 Unit D Peterely Road (-992sqm);
  - Total loss of Category 3 employment floorspace (permissions): 2,212.95m<sup>2</sup>;
  - Total gain of employment floorspace (permissions): 84,602.00 (compared to 8,828m<sup>2</sup> in the previous monitoring year;
  - Applications for changes of use from office to residential which are subject to notification to the council: 3 applications granted (all involving loss of Category 3 sites and overlapping with that total loss figure above).

### ***Growth of Oxford's universities***

9. The City Council is committed to supporting the sustainable growth of the two universities within the parameters of competing demands for land. The universities are encouraged to focus growth on their own sites by making the best use of their current landholdings and the redevelopment and intensification of their assets where appropriate. Policy E2: Teaching and Research states that new or additional academic floorspace will only be granted if it is demonstrated that additional student accommodation is not required or is provided as set out in Policy H9: Linking the delivery of new/redeveloped and refurbished university academic facilities to the delivery of university provided residential accommodation.
10. The University of Oxford had 26,945 students attending the University and its colleges as of 1<sup>st</sup> December 2023; of these 11,541 were excluded from accommodation needs as they were not on full time taught courses, leaving 15,404 full-time students with accommodation needs. On 1<sup>st</sup> December there were 14,603 accommodation places provided, leaving a total of 801 students the policy applies to living outside of university accommodation which is within the threshold set out in policy H9 for the University of Oxford.
11. Oxford Brookes University (OBU) states there were 19,586 students attending the university as of 1<sup>st</sup> December 2023 (compared to 16,050 the year before). Of these 11,009 were excluded from accommodation needs,

leaving 8,577 full-time Oxford Brookes students requiring accommodation. On 1<sup>st</sup> December 2023 there were 4,857 student places provided leaving 3,720 students the policy applies to without a place in university provided accommodation. This is below the threshold set out in policy H9 for Oxford Brookes, although this figure does represent an increase in the number of students outside of university provided accommodation when compared to previous monitoring periods (2020/21 – 2,873; 2021/22 - 2,633; 2022/23 - 2,908).

*Summary of university monitoring data:*

- Approved additional academic and administrative floorspace: 77.6m<sup>2</sup>;
- Number of University of Oxford students living outside of provided accommodation: 801 – within policy H9 threshold;
- Number of Oxford Brookes students living outside of provided accommodation: 3,720 – within policy H9 threshold.

***Ensuring the vitality of our centres***

12. Oxford provides a wide range of services and facilities to both residents and visitors alike, and policies have been drafted in the OLP 2036 to maintain and enhance this vibrancy and vitality. Policy V1 aims to protect the town, district and local centres, whilst Policies V2-V4 provide the framework as to what mix of uses would be acceptable. Because the use classes referred to in policies V1-V4 were superseded by the introduction of the new Use Class E, the AMR instead reports on the current percentage share of Use Class E. The proportion of Use Class E (used as a proxy for the threshold for Use Class A set out in the policies) is above the policy thresholds for Class A for Cowley, Headington, Summertown and primary city centre shopping frontage (meaning that change of use involving a loss of Use Class E would be acceptable in principle). The proportion of Class A uses is 80% in East Oxford (Cowley Road), which is below the 85% threshold. In the city centre secondary frontage the proportion is 75%, below the 85% threshold.

***Sustainable tourism and cultural venues, community facilities and infrastructure***

13. Tourism is an important and substantial element of Oxford's economy. The provision of short stay accommodation allows more options for tourists to stay over in the city and thus bring more money into the local economy. Policy V5: Sustainable Tourism seeks to locate new tourist accommodation in accessible locations to reduce dependency on the private car, and in addition the policy does not permit new accommodation if it would result in the loss of residential dwellings. New tourist attractions in the city must be easily accessible by active travel or public transport and be well related to existing tourist and leisure facilities. Policies V6 and V7 seek to protect cultural, social and community facilities.

- Planning permission granted for additional hotel bedrooms: one permission for an increase of 36 rooms at Linton Lodge Hotel.
- 2 applications involving loss of rooms- 12 rooms altogether, both applications from C1 to HMO.

## Key AMR findings: Building strong, vibrant and healthy communities

### Housing

14. In this monitoring year 365 (net) dwellings were completed in Oxford of which 61 were affordable dwellings. This includes the equivalent numbers calculated through the application of ratios for communal accommodation (student completions and other communal accommodation). Whilst the number of completions in the 2023/24 monitoring year has fallen below the Local Plan's annual requirement, the cumulative number of dwellings completed in the 7 years since the start of the Local Plan period (2016/17 to 2023/24) is 4,145 dwellings (net). The housing trajectory had projected that by 2023/20243, 4,076 dwellings (net) would have been provided (Figure 1). Figure 2 below shows the cumulative projection is just under the target to meet the minimum of 10,884 dwellings to 2036 as set out in policy H1, and officers are working to maximise opportunities to deliver housing to meet the target.

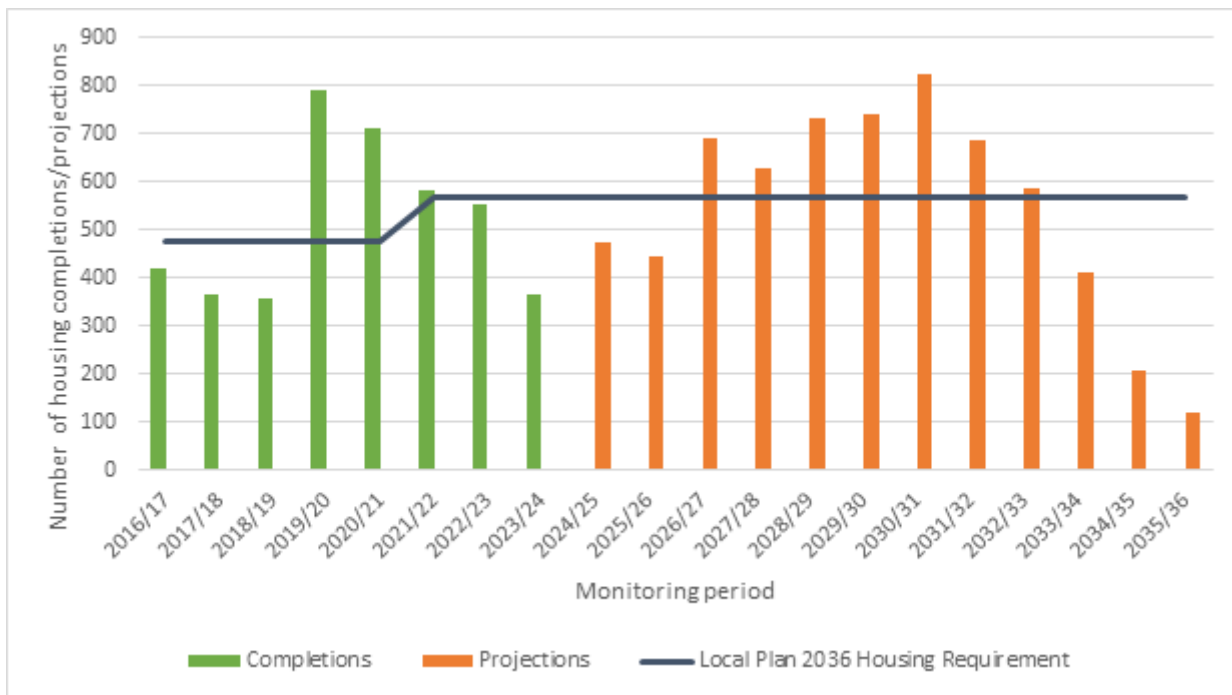
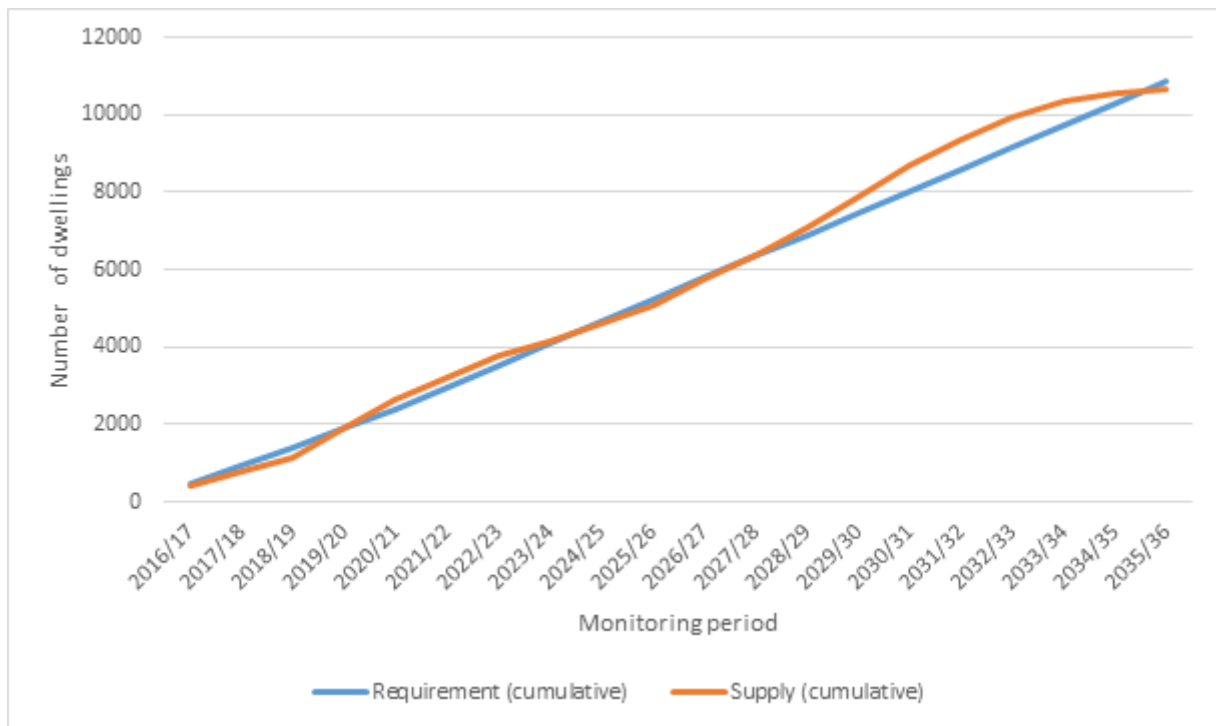
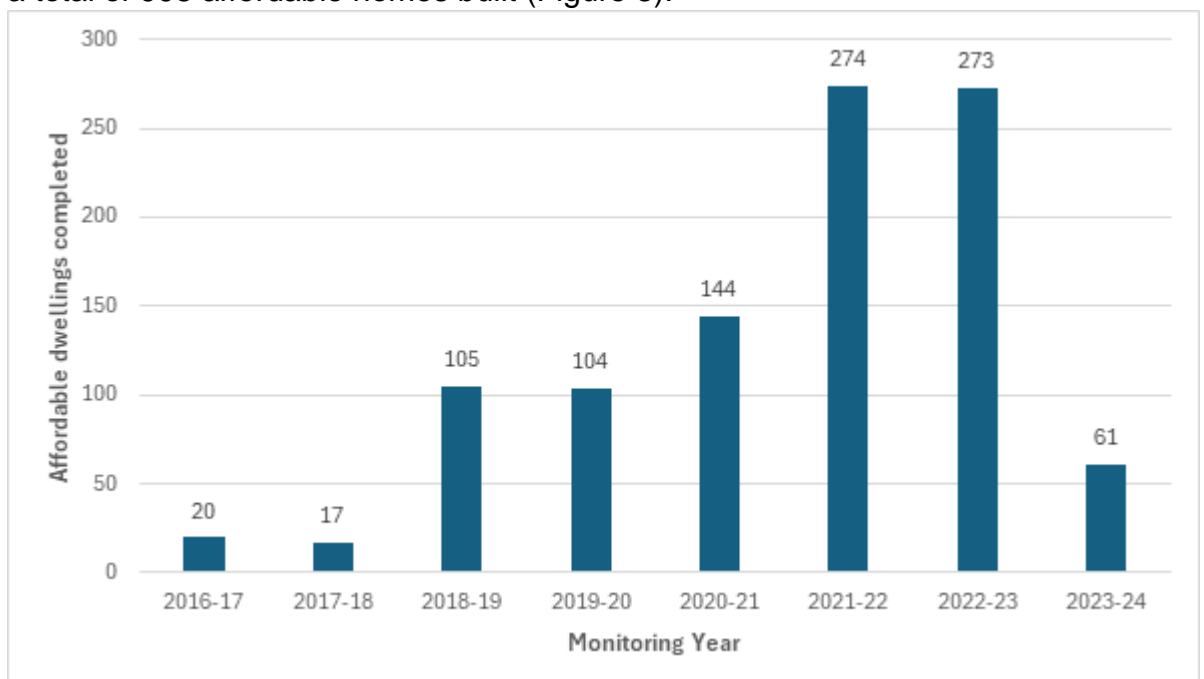


Figure 1: Local Plan 2036 Completions and Projections



**Figure 2:** Cumulative Requirement and Cumulative Supply

15. The breakdown of the 61 affordable dwellings completed during the monitoring year is as follows: 11 social rent at Barton Park Phase 3; 7 shared ownership at Littlemore Park; 4 social rent and 6 intermediate rent at Warren Crescent; 3 social rent and 2 shared ownership Frideswide Farm; 15 social rent, 3 intermediate rent and 8 shared ownership at Lucy Faithful House and 8 Speedwell Street; 1 social rent at Foxwell Drive, 1 social rent at Roken House, Lake Street . Since the start of the Local Plan period there have been a total of 998 affordable homes built (Figure 3).



**Figure 3: Net affordable dwellings completed 2016/17 - 2022/23**

The Council is committed to delivering more affordable housing in Oxford and has been identifying land in its ownership capable of delivering affordable homes and bringing this forward wherever possible. Of the 61 affordable dwellings completed in 2022/23, 49 were delivered on City Council Land.

*In summary:*

- Net dwellings completed in 2023/24: 365 of which 61 were affordable:
- Affordable units delivered on council land in 2023/24: 49,
- Net C3 dwellings permitted in 2023/24: 178; of which were affordable: 90.

### **Provision of new student accommodation**

16. There were 5 planning permissions for student accommodation, all of which were compliant with the location criteria set out in Policy H2.

- Applications for new student accommodation: 5
- Number of new student rooms with permission: 221.

### **Housing land supply**

17. The Plan's annual housing requirement is used to calculate the 5-year housing land supply as set out in the NPPF. The Council has identified a deliverable supply of 2,955 homes which includes the forecast supply from large sites, including those which have been allocated in the Local Plan and outstanding permissions from small sites (commitments) plus a windfall allowance. This gives a housing land supply of 5.49 years which is very similar to the figure reported in last year's AMR.

18. Whilst Figure 2 above indicates that the forecast supply drops below the requirement over the next five-year period, over the longer term the forecast supply is always above the requirement, with the gap between the two increasing from year 6 (28/29). Work on the Local Plan 2040 has provided further updates on the anticipated delivery of some of the large trajectory sites, alongside a further round of landowner engagement to inform our Housing and Economic Land Availability Assessment (HELAA).

- Housing land supply: 5.49 years.

### **Key AMR findings: Oxford's Historic Environment**

19. There are three buildings on English Heritage's at-risk register, with Minchery Farmhouse having been added since the previous monitoring year.

### **Key IFS Headlines**

20. The IFS reports on the developer contributions received, allocated and spent for 2023-24.

21. £5,674,069.08 of CIL was collected in 2023-24 and £1,710,565 of CIL was spent towards infrastructure projects. £4,807,228.51 of CIL was set out in demand notices in the year for collection.

22. £1,710,564.75 of CIL was spent on strategic infrastructure; £112,941.42 was passed to Parish Councils; £1,221,369.95 was received in 23/24 to be allocated or spent towards Neighbourhood forums and Neighbourhood CIL,

and £145,091.37 was spent by Neighbourhood Forums. As per the CIL regulations, £140,343.01 was spent on administration fees.

23. In 2023-24, £193,670.15 was received in Section 106 agreements and £1,829.62 was spent towards infrastructure projects. A further £655,484.00 of S106 agreements were entered into in the year;

24. From the total of £14,137,534.84 received under Section 106 planning obligations but not spent in the year 23-24, contributions are allocated to be spent on primarily affordable housing (£12,294,478.39); followed by open space/green infrastructure (£1,295,193.79); Community facilities (£237,000.00) Highways/transport and travel (£227,029.75); and Other/Economic development uses (£39,880.00).

25. 384 units of Affordable housing are to be provided from Section 106 agreements entered into in 2023-24.

### **Carbon and Environmental Considerations**

26. There are no specific carbon and environmental implications arising from this report. Policies in the Local Plan are seeking to optimise opportunities for carbon reduction. This statutory framework brings us closer to our commitment to becoming a Zero Carbon Council by 2030 or earlier and Zero Carbon Oxford by 2040 or earlier.

### **Financial implications**

27. There are no financial implications arising from these reports. The IFS simply reports on the collection and spending of monies through the Community Infrastructure Levy (CIL) and S106 developer contributions.

### **Legal issues**

28. The publication and content requirements of the AMR (Appendix 1) are set out in section 35 of the Planning and Compulsory Purchase Act 2004 and regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

29. The requirements for the publication and content of the IFS (Appendix 2) are set out in Regulation 121A and Schedule 2 of the Community Infrastructure Levy Regulations 2010.

### **Level of risk**

30. A risk assessment has been undertaken and the risk register is attached (Appendix 3).

### **Equalities impact**

31. Please refer to Equalities Impact Report (Appendix 4).

<b>Report author</b>	Sarah Harrison, Lorraine Freeman
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**Background Papers:** None

**Please note in the table below the version number of your report that was finally cleared at each stage**

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# Authority Monitoring Report

1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024

Published December 2024



Providing a world-class city for everyone

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Published December 2024

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## Chapter 1: Introduction

- 1.1 Oxford’s Authority Monitoring Report (AMR) monitors the implementation and effectiveness of policies in the Oxford Local Plan (OLP) 2036 adopted in June 2020. Regularly reviewing the effectiveness of Oxford’s development plan documents (Appendix A) helps to ensure that progress is being made towards achieving the Plan’s objectives. Monitoring also helps to identify when policies may need adjusting or replacing if they are not working as intended or if wider social, economic or environmental conditions change. This information is important in shaping our approach to reviewing the Plan and continues to provide an important evidence base for the Oxford Local Plan 2040. The City Council also has a legal duty to monitor certain aspects of planning performance.
- 1.2 The AMR no longer reports on S106 and CIL income. This can be found in the Infrastructure Funding Statement published in December each year<sup>1</sup>.

### Monitoring Framework

- 1.3 A set of indicators has been developed to provide a framework for monitoring the effectiveness of policies in the Plan. Local authorities are only required to report on specific indicators and as such, the AMR has reported on policies which are key to providing a better understanding of how our city functions and is responding to development. The indicators we are reporting on are those which show significant facts or trends, or are key to delivering the Council’s corporate priorities, namely fostering an inclusive economy, delivering more affordable housing, supporting flourishing communities and pursuing a zero carbon Oxford.

### Structure of the Monitoring Report

- 1.4 The AMR begins by providing a status report on the production of development plan documents, followed by the monitoring of the policies themselves. This has been structured around the three overarching objectives set out in paragraph 8 of the National Planning Policy Framework (2023):
  - **Economic objective** to build a strong, responsive and competitive economy - the economy, retail, community and infrastructure.
  - **Social objective** to support strong, vibrant and healthy communities - housing, health and community benefits.
  - **Environmental objective** to protect and enhance our natural, built and historic environment - design and heritage, protecting our green and blue spaces and making

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<sup>1</sup>[Infrastructure Funding Statements](#)

wise use of our natural resources to secure a good quality local environment.

- 1.5 Please refer to the Local Plan glossary should you require any clarification of terminology used within this report.

## Chapter 2: Progress on development plan documents and other non-statutory documents

### The Local Development Scheme

- 2.1 The Local Development Scheme (LDS) is a project plan that sets out timescales for the preparation and revision of documents in Oxford’s Local Plan (OLP) and other planning policy documents. The latest LDS for Oxford was published in January 2023 and covers the period 2023-2028. It is viewable on the Council’s website at [www.oxford.gov.uk/lids](http://www.oxford.gov.uk/lids). Table 1 below sets out progress against the LDS during the monitoring period.

Document title	LDS timescale (as relevant to the monitoring period)	Progress during the 2023/24 monitoring year
Oxford Local Plan 2036	Adopted June 2020	Policies in use in decision making on planning applications and being considered ahead of the Local Plan 2040 draft submission.
Adopted Policies Map	Adopted June 2020	Reflects the adopted policies in the OLP 2036.
Oxford Local Plan 2040	Submission for examination expected by end of March 2024.	The Proposed Submission Draft consultation (Regulation 19) of the OLP 2040 was carried out between November 2023 and early January 2024. This Plan was submitted for examination on Thursday 28 <sup>th</sup> March 2024.

**Table 1: Progress against Local Development Scheme timescales in 2023/24**

### Duty to Co-operate

- 2.2 The Duty to Co-operate, introduced by the Localism Act 2011, requires on-going, constructive collaboration and active engagement with neighbouring authorities and other statutory bodies when preparing Local Plan documents.
- 2.3 The City Council has also been actively involved in several on-going joint-working and partnership relationships, which help to provide a shared evidence base for plan making and addressing strategic and cross-boundary issues. This includes the Future Oxfordshire Partnership (formally known as the Oxfordshire Growth Board); and the Oxfordshire Local Enterprise Partnership (LEP); Engagement with other stakeholders about Duty to Co-operate matters is very important in the development of the Oxford Local Plan 2040, and commentary

about these processes is provided in more detail in the General Statement of Common Ground for Duty to Co-operate<sup>2</sup>.

- 2.4 This detailed Duty to Co-operate Statement is a live document kept updated as the Local Plan continues, as discussions progress and evidence is produced. It forms part of the evidence base published for the Local Plan submission. In addition to this general statement, Statements of Common Ground (SoCG) have been produced with individual district authorities, the County Council and other statutory bodies, all published on the Council's website<sup>3</sup>.

### Neighbourhood plans

- 2.5 The 2011 Localism Act introduced new powers for communities that enable them to be directly involved in planning for their areas. Neighbourhood planning allows communities to come together through a parish council or neighbourhood forum to produce a Neighbourhood Plan.

- 2.6 No Neighbourhood Plans were formally made during the 2023/24 monitoring year.

### Consultations

- 2.7 During the monitoring year the following consultations took place:

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<sup>2</sup> General Statement of Common Ground for [Duty to Co-operate – live document \(August 2023\)](#)

<sup>3</sup> <https://www.oxford.gov.uk/downloads/download/544/downloads-for-local-plan-2040-examination---006-com--statements-of-common-ground-and-duty-to-cooperate>

## 2.8 Oxford Local Plan 2040 Proposed Submission Draft Consultation

<b>Consultation dates:</b>	10 <sup>th</sup> November 2023 – 4 <sup>th</sup> January 2024
<b>Summary of what we did:</b>	<p>A statutory consultation exercise (Regulation 19) was undertaken in late 2023 on the Local Plan Proposed Submission draft document. This document had been developed as a result of the two Preferred Options (Regulation 18) consultations – Part 1 undertaken in autumn 2022 and Part 2 which focused on housing need in early 2023.</p> <p>This consultation offered the opportunity for potential respondents to express views on the soundness of the plan, as defined by the tests of soundness set out in paragraph 35 of the National Planning Policy Framework<sup>4</sup>. Guidance notes were also prepared to explain what is meant by soundness and legal compliance.</p> <p>All statutory bodies as listed in the Regulations were directly notified of the consultation as was anyone on the Council’s consultation database who had previously expressed that they wished to be notified of Planning and Regeneration issues.</p> <p>To make the consultation as accessible as possible, responses could be completed on the online portal, which also allowed respondents to focus on particular topics or matters that were of interest to them. Comments could also be submitted in writing via email or letter.</p> <p>The comments received were used to inform a final draft of the Local Plan. As the Plan could not be amended at this stage, any proposed modifications have been included in a table and submitted for the Planning Inspector to consider. A summary of the consultation responses received along with Officer responses can be found in Appendix 4 of the Regulation 22 Consultation Statement<sup>5</sup>.</p>

<sup>4</sup> [National Planning Policy Framework \(2023\)](#)

<sup>5</sup> [Regulation 22 Consultation Statement, Appendix 4 \(2024\)](#)





## Chapter 3: Fostering an Inclusive Economy

### Employment sites

- 3.1 Oxford is a highly constrained city and the competing demands on the limited land supply are strong, particularly for housing but also for employment floorspace. Policy E1: Employment sites, sets out the approach to establish a balance whereby the employment sites that are well performing and positively contribute to the city’s economy will be given protection from the loss of floorspace, without overly compromising the capacity for the delivery of much needed housing. There is some flexibility within the policy to allow for potential changes in circumstance, and to ensure the strongest employment base possible, which will sometimes rely on the ability to develop supporting uses. Existing employment sites which are not performing well, or which make inefficient use of land will be encouraged to modernise, to better utilise the space. In some limited circumstances, such sites which will also be considered for alternative uses.
- 3.2 As such, Policy E1 sets out a hierarchical approach to employment categories, stating how existing employment sites will be supported to ensure appropriate levels of protection and intensification. The sites range from Category 1 and 2 sites, which are afforded most protection, to Category 3 and B8 uses which have more flexibility and potential to be released from employment uses for other purposes to ensure the best use of land.

### Permissions involving net loss of Category 1 and 2 employment floorspace

- 3.3 Two permissions have been granted within the monitoring period resulting in the loss of category 2 employment floorspace (Table 2).

Application reference	Site location	Development summary	Net loss of office/other employment floorspace (sqm)	Summary of alternative use
23/00757/FUL	First Floor, 27 - 28 St Clement's Street, Oxford, OX4 1AB	Change of use of first and second floors from offices (Use Class E) to a House in Multiple Occupation (Use Class C4). Demolition of existing rear shed. Provision of amenity space, bin and cycle stores.	-170	C4 Residential
23/00769/FUL	24 Unit D, Peterley Road, Oxford, OX4 2TZ	Change of use from industrial (Use Class B2) to a tyre, exhaust fitting and MOT testing centre (Sui Generis) (Retrospective)	-992	Sui Generis

**Table 2:** Permissions involving net loss of category 1 and 2 employment floorspace 2023/24

**Permissions involving net loss of Category 3 and other employment floorspace**

3.4 The 11 permissions that involve the loss or change of use of 2,212.95m<sup>2</sup> of Category 3 and other employment floorspace are shown in Table 3 below.

Application reference	Site location	Development summary	Net loss of office/other employment floorspace (sqm)	Summary of alternative use
23/01521/EC56	1A Howard Street, Oxford, OX4 3AY	Application for prior approval for change of use from Commercial, Business and Service (Use Class E) to create a 1 x 2 bed and 1 x 1 bed dwellinghouse (Use Class C3).	-124	C3
23/02944/EC56	95 London Road, Headington, Oxford, OX3 9AE	Application for prior approval for part change of use of first floor from Commercial, Business and Service (Use Class E) to create a 1 x 2 bed dwellinghouse (Use Class C3).	-84.05	C3
23/00463/ECF56	133 And 135 London Road, Headington, Oxford, OX3 9HZ	Application for prior approval for the change of use of the first floor from Commercial, Business and Service (Use Class E) to create 2 x 1-bed flats (Use Class C3), and the associated provision of bin and bicycle storage.	-175	C3
22/02419/FUL	113 London Road, Headington, Oxford, OX3 9HZ	Change of use from Café (Use Class E) to a hot food takeaway (Sui Generis)	-98	Sui Generis
23/00119/FUL	1-3 Ground Floor, Windmill Road, Oxford, OX3 7BL	Change of use of ground floor commercial premises (Use Class E) to a mixed use restaurant/takeaway	-174	Sui Generis

23/00292/FUL	45 Catherine Street, Oxford, OX4 3AH	Conversion of an existing warehouse into 4 x 2 bed flats (Use Class C3).	-224	C3
23/01255/FUL	Milford House, 1A Mayfield Road, Oxford, OX2 7EL	Change of use of second floor from office use (Class E(g)) to education (Class F1) (Amended description)	-273	F1
23/01389/FUL	24 Cornmarket Street, Oxford, OX1 3EY	Change of use of upper floors (first to fifth inclusive) from fast-food restaurant (Use Class E) to student accommodation (Sui Generis).	-565	Sui Generis (Student Accommodation)
23/01465/FUL	8 Marsh Road, Oxford, OX4 2HH	Demolition of existing building (formally an MOT test centre). Erection of 2 x 3-bed dwellinghouses (Use Class C3). Erection of a three storey building to create 4 x 2-bed and 2 x 1-bed flats (Use Class C3). Provision of private amenity space to dwellings, and communal amenity space for flats and bin and bicycle storage	-292.8	C3
23/01537/FUL	60 Percy Street, Oxford, OX4 3AF	Change of use from a photography studio (Use Class E(g)(iii)) to a 1x1 bedroom dwellinghouse (Use Class C3).	-107	C3
23/01787/FUL	151 Walton Street, Oxford, OX1 2HG	Change of use of ground floor and basement from estate agents (Use Class E(c)(iii)) to residential accommodation to be incorporated with upstairs flat to form single dwelling house (Use Class C3).	-96.1	C3

<b>Total loss</b>	<b>2,212.95</b>
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**Table 3:** Permissions involving net loss of employment floorspace of Category 3 and other sites 2023/24

3.5 Permissions have been granted for new office uses during the monitoring period. The net gain in floorspace has been derived from a combination of new structures, conversion or through a change of use. Table 4 shows the number of permissions involving net gain in new office floorspace:

<b>Application reference</b>	<b>Site location</b>	<b>Development summary</b>	<b>Net gain of office/other employment floorspace (sqm)</b>
22/02168/FUL	Plots 23-26, Oxford Science Park, Grenoble Road, Oxford, OX4 4GB	Erection of 3no. laboratory and office buildings with ancillary commercial uses (all within Use Class E).	65,539
22/03067/FUL	Trinity House , John Smith Drive, Oxford, OX4 2RZ	Demolition of existing office building and erection of 1no. laboratory and office building for research and development (use class E). Erection of gas store. Provision of motor vehicle and cycle parking and landscaping.	17,669
22/03068/FUL	Air Cadet Hut , Sandy Lane West, Oxford, OX4 6LD	Erection of a single storey rear extension to provide office space (Use Class E(g)(i) and classrooms F1(a)).	12
23/00246/FUL/ 23/02126/FUL	291 And 293 Iffley Road, Oxford, OX4 4AQ	Erection of a three storey rear extension to provide additional commercial space (Use Class E), additional living space for the existing flats, and the creation of 2 x 2 bed flats (Use Class C3).	38
23/01424/FUL	385 Cowley Road, Oxford, OX4 2BS	Erection of new buildings to provide 1no. office unit (Use Class E) and 2 x 3 bed flats, 2 x 2 bed flats and 5 x 1 bed flats (Use Class C3) (Across Block A and B).	47.3
23/01482/FUL	13-15 Oxenford House , Magdalen Street, Oxford, OX1 3AE	Change of use of the first to fourth floors and part basement and ground floor to office use (Class E).	1,217.69
23/02473/FUL	332 Abingdon Road, Oxford, OX1 4TQ	Erection of a single storey front extension to create additional commercial, business and service	80

		use floor area with street frontage for use as a printers (Use Class E(g)).	
<b>Total</b>			<b>84,602.99</b>

**Table 4:** Permissions involving net gain in new office floorspace 2023/24

### Temporary changes of uses

3.6 Over the 2023/24 monitoring period, there were no permissions granted for temporary net gain in new office floorspace.

### Applications for changes of use from office to residential which are subject to notification to the council

3.7 On 30 May 2013 the Government brought into force new permitted development rights which allow the conversion of B1a office space to C3 residential without the need for planning permission.<sup>6</sup> Permitted Development Rights allow certain types of work without needing to apply for planning permission. Change of use to dwellings require a prior approval application<sup>7</sup>.

3.8 Table 5 shows the number of applications, and the number of dwellings, granted and refused prior approval since 2016, the base date of the Local Plan 2036. For prior approvals the City Council could only consider flood risk, land contamination, highways and transport and noise, and could not apply other normal local plan policies in determining the applications.

Monitoring year	Prior approval required and granted		Prior approval required and refused	
	Number of applications	Number of dwellings proposed	Number of applications	Number of dwellings
2016/17	9	113	2	96
2017/18	3	141	0	0
2018/19	1	3	0	0
2019/20	1	2	0	0
2020/21	8	17	1	3

<sup>6</sup> This was originally a temporary change introduced by The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013. It was then made permanent by The Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016.

Planning Portal: Permitted Development Rights - <https://www.planningportal.co.uk/ebank-bng/planning-permission/permitted-development-rights>

<sup>7</sup> Planning Portal: Prior approval - <https://www.planningportal.co.uk/planning/planning-applications/consent-types/prior-approval>

2021/22	4	26	2	9
2022/23	2	2	1	2
<b>2023/24</b>	<b>6</b>	<b>11</b>	<b>1</b>	<b>1</b>

**Table 5:** B1a office to C3 residential prior approval decisions 2016/17- 2023/24

## Growth of Oxford's universities

- 3.9 The City Council is committed to supporting the sustainable growth of the two universities and thus maximising the related economic, social and cultural benefits which they bring to Oxford. However, it is also recognised that the city is constrained spatially, with limited availability of land within the city boundary and competing demands for development sites in the city for several vital uses, most demonstrably housing. It is therefore important to balance these competing demands through planning policy by encouraging the best use of land and ensuring that the growth of the universities and their associated activities is well-managed and is focused on the most suitable locations.
- 3.10 The Local Plan encourages the universities to focus growth on their own sites, by making the best use of their current holdings by redevelopment and intensification as appropriate. Both institutions have indicated that they have the potential to deliver more of their own needs in this way. This policy approach is set out in Policy E2: Teaching and research, which supports the growth of the universities through the redevelopment and intensification of academic and administrative floorspace on their existing sites. This policy also requires that schemes for all new education, teaching and academic institutional proposals (excluding providers of statutory education) demonstrate how they support the objectives of the wider development plan and align with its other policies.
- 3.11 The other policy approach involves setting a threshold for the number of students that each university is permitted to have living outside of university provided accommodation, which if it is broken the universities cannot increase their academic accommodation that would increase their capacity for taking in students. This approach is set out in Policy H9: Linking the delivery of new/redeveloped and refurbished university academic facilities to the delivery of university provided residential accommodation, which does not permit new, redeveloped or refurbished academic floorspace unless the university has fewer than the threshold number of student numbers living outside of university- provided accommodation. The policy applies to university students on full-time taught degree courses of an academic year or more. These are the categories of student most suited to living in student accommodation.

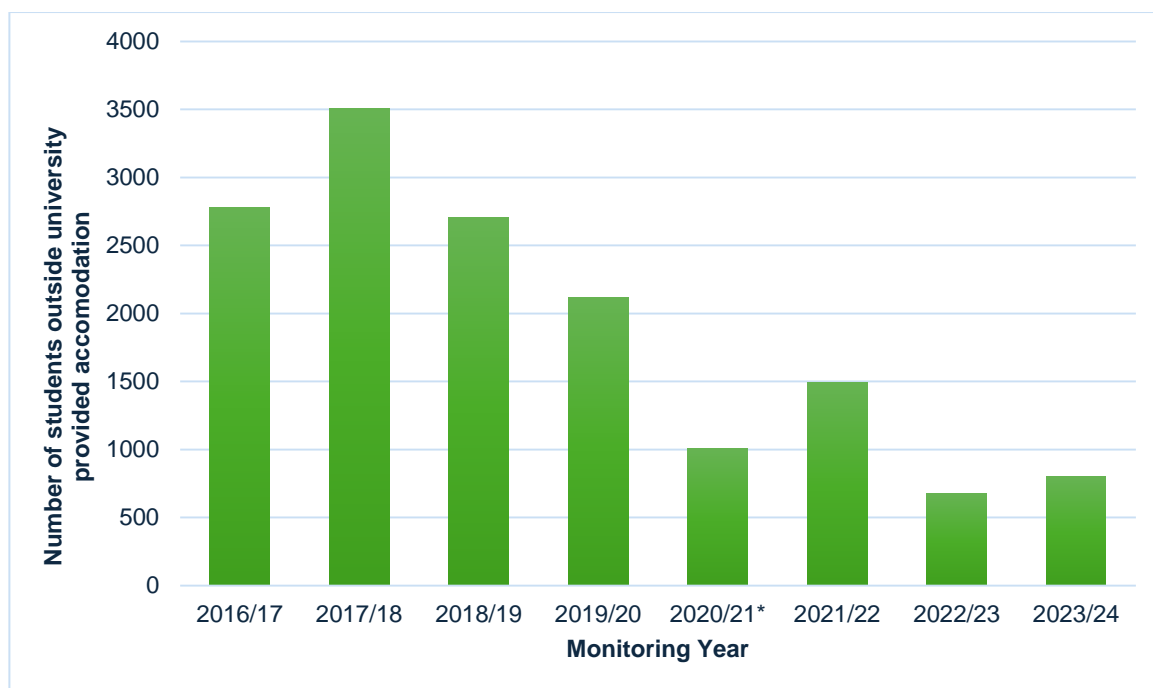
## University student number thresholds

- 3.12 Policy H9 sets threshold figures for full-time taught degree course students to live outside of university-provided accommodation at no more than 1,500 for University of Oxford and no more than 4,000 for Oxford Brookes University. Had the scheme at Clive Booth Student Village been delivered to anticipated timescales, as of 1 April 2023 the threshold for Oxford Brookes University would have remained at 4,000. However, due to the delay of this scheme (with only phase 1 being delivered - 98 student bedrooms), criterion Di of Policy H9 is met and the threshold for Oxford Brookes increases to 4,500.

- 3.13 The definition of students captured by the threshold applies only to full-time taught course students. Therefore, under the policy the number of students living outside of university managed accommodation for both universities would be within their respectively set threshold.
- 3.14 To inform the AMR the universities provide information relating to their student numbers and the number of student accommodation rooms they provide. The monitoring period that the universities use does not directly coincide with the period of the AMR. The AMR follows the financial year and runs from April to March, whereas the universities use a period linked to the academic year in order to complete their forms for Government. The data used to assess this indicator was submitted by the two universities as relevant to the monitoring year in December 2023.

### *University of Oxford*

- 3.15 The University of Oxford states that there were 26,945 students attending the University (and its colleges) as of 1 December 2023.
- 3.16 A number of agreed exclusions apply to the data:
- Part-time and short-course students (3,840)
  - Students studying a research based post-graduate degree (6,710)
  - Students studying a Further education course or a foundation degree (-)
  - Vocational course students who will at times be training on work placements (140)
  - Students with a term-time address outside of the city (OX1, 2, 3, 4) (371)
  - Students living within the city (OX1, 2, 3, 4) prior to entry onto a course (211)
  - Students not attending the institution or studying at a franchise institution (49)
  - Students studying outside Oxford (-)
  - Specific course exclusions (BTh Theology and MTh Applied Theology) (34)
  - Students who also have an employment contract with the university (-)
  - Students on a year abroad and other placement students away from the university (186)
- 3.17 Considering these exclusions, there were 15,404 full-time University of Oxford students with accommodation requirements. As of 1 December 2023, there were 14,603 accommodation places provided across the collegiate University. This leaves a total of 801 students the policy applies to living outside of university provided accommodation in Oxford (Figure 1), which although slightly higher than in the previous monitoring year, is within the threshold of the Oxford Local Plan 2036 (Policy H9). The University has seen an increase in the total accommodation places from the previous monitoring period (13,975 to 14,603), with a slight increase in the total number of students attending the university.



**Figure 1: University of Oxford students only living outside of university provided accommodation 2016/17 -2023/24**

(\*Note: Student numbers contributing to the threshold for 2020/21 onwards have been redefined according to the Local Plan 2036 definition and only include full-time, taught-course students. Please refer to Appendix 3.5 in the Local Plan to see the full list of student exclusions.)

Monitoring year	Total number of students	Students needing accommodation in Oxford	Units of university provided	Students living outside of university
2016/17	23,179	17,753	14,976	2,777
2017/18	23,975	18,221	15,047	3,508
2018/19	24,289	18,112	15,409	2,703
2019/20	24,510	18,413	16,299	2,114
2020/21	25,816	14,724	13,715	1,009
2021/22	26,439	14,873	13,382	1,491
2022/23	26,497	14,653	13,975	678
2023/24	26,945	15,404	14,603	801

**Table 6: University of Oxford's student numbers 2016/17 – 2023/24**

### *Oxford Brookes University*

3.18 Oxford Brookes University states that there was a total of 19,586 students attending the university as of 1 December 2023.

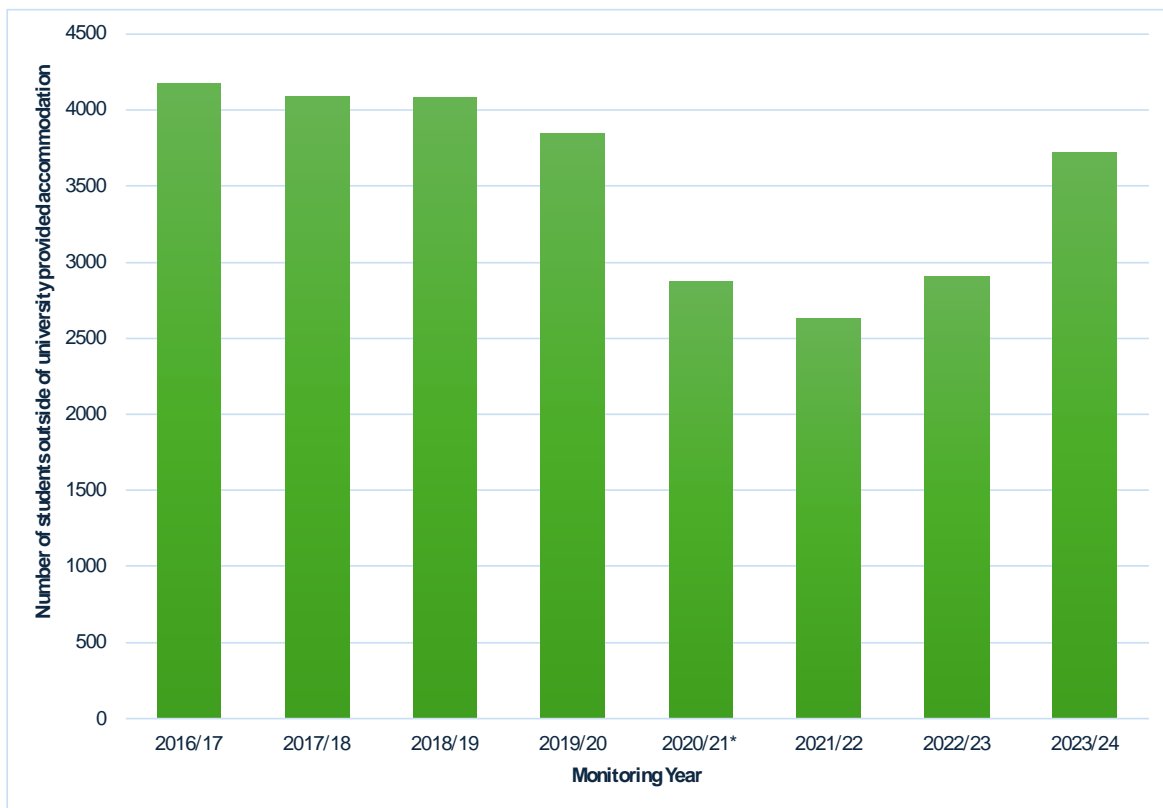
3.19 A number of agreed exclusions apply to the data:

- Part-time students (2,412 students)
- Students on a research-based PG degree (147)
- Students on a Further Education course or foundation degree (109)
- Vocational Course students who will at times during their course be on work-placements (1348)
- Students with a term-time address outside of the city (OX1, 2, 3, 4) (1699)
- Students living within the city (OX1, 2, 3, 4) prior to entry onto a course (373)



- Students studying at franchise institutions<sup>8</sup> (4331 students)
- Students studying outside Oxford (i.e., Swindon campus) (265 students)
- Placement students away from the university (325 students)

3.20 Taking into account these exclusions, there were 8,577 full-time Oxford Brookes University students with accommodation requirements. As of 1 December 2023, there were 4,857 accommodation places provided by Oxford Brookes University. This leaves a total of 3,720 students without a place in university provided accommodation living in Oxford (Figure 2). It is noted from the University provided data, the occupancy rates of the University provided accommodation was at 98% overall, which is a small increase from previous monitoring years (95% in 2022/23).



**Figure 2: Oxford Brookes students** only living outside of university provided accommodation 2016/17 – 2023/24 (\*Note: Student numbers contributing to the threshold for 2020/21 onwards have been redefined according to the Local Plan 2036 definition and only include full-time, taught-course students. Please refer to Appendix 3.5 in the Local Plan to see the full list of student exclusions.)

3.21 When compared to the previous monitoring year, there was an increase in the number of Oxford Brookes students living outside of university provided accommodation in the city in 2023/24, although it was still well within the threshold of 4,500. A more detailed breakdown of Oxford Brookes University’s student numbers is provided in Table 8:

<sup>8</sup> The figure for this group is significantly higher than in previous years, because as of the 2022/23 monitoring period, it now includes Global Banking School (GBS) Students. This is a partnership with Oxford Brookes University to provide a BSc in Health, Wellbeing and Social Care for students. The campuses are only based in London, Birmingham, Manchester and Leeds. Therefore, these students are considered to be studying at a franchise/ partner institution and are excluded from the calculation of students at Oxford Brookes University requiring accommodation.

Monitoring year	Total number of students	Students needing accommodation in Oxford	Units of University provided student accommodation	Students living outside of university provided accommodation
2016/17	17,069	9,504	5,324	4,180
2017/18	16,988	9,494	5,405	4,089
2018/19	16,579	9,360	5,281	4,079
2019/20	16,673	9,759	5,914	3,845
2020/21	16,878	8,164	5,291	2,873
2021/22	16,199	7,794	5,161	2,633
2022/23	16,050	7,531	4,623	2,908
<b>2023/24</b>	<b>19,586</b>	<b>8,577</b>	<b>4,857</b>	<b>3,720</b>

**Table 7:** Oxford Brookes University's student numbers 2016/17 – 2023/24

3.22 Oxford Brookes University reports that significant progress has taken place with construction work for the Clive Booth Student Village (CBSV) site, located close to the Headington Campus, with the first phase of the development, the Elm building opening to students in January 2024. This redevelopment, when fully completed, will further increase the University's student accommodation capacity within existing land owned by the University. The University have also reported that the number of rooms at the CBSV has also increased via a successful refurbishment programme and in addition to that they have seen an increase in the numbers of students registering an address in private student-only accommodation.

### Approved additional academic and administrative floorspace

3.23 Permissions which involve the creation of additional academic and administrative floorspace, which are compliant with the requirements of policies E2 and H9 unless stated otherwise, are shown in Table 8:

Application reference	Site location	Development summary	Net increase of academic/admin floorspace onsite (sqm)	Compliance with E2 or H9 requirements
23/02125/FUL	The Flat, 118 High Street, Oxford, OX1 4BX	Change of Use of second floor from Fellows Flat (Use Class C3) to Fellows Office and Teaching Rooms (Use Class F1).	77.6	Yes
<b>Total</b>			<b>77.6</b>	

**Table 8:** Approved additional academic and administrative floorspace 2023/24

### Ensuring Oxford is a vibrant and enjoyable city to live in and visit

3.24 Oxford provides a wide range of services and facilities to both the city's residents and those living in the wider catchment area, therefore it is important that the vibrancy and vitality of Oxford's city, district and local centres are maintained and enhanced through the plan period. The vision for the Oxford Local Plan 2036 is to continue to build on these strengths and to focus growth in these centres.

3.25 Policy V1 aims to protect the vitality of the city, district and local centres within Oxford. Policies

V2 – V4, meanwhile, provide the framework as to what mix of uses, such as retail or food and drink, (and identified through percentages allocated to each use class) would be acceptable within the shopping frontages of these centres, including the Oxford Covered Market. These policies place a particular emphasis on the minimum proportion of retail units at ground floor level that should be present within each shopping frontage in order to ensure that the function, vitality and viability of each centre is maintained.

### **Adapting to the changes to Use Classes Order**

3.26 Changes to the Use Classes Order<sup>9</sup> came into effect on 1 September 2020. Three years have now passed, allowing adaptation to the change to occur. The changes make monitoring of policies based on the former Use Classes referred to in the Local Plan 2036 difficult.

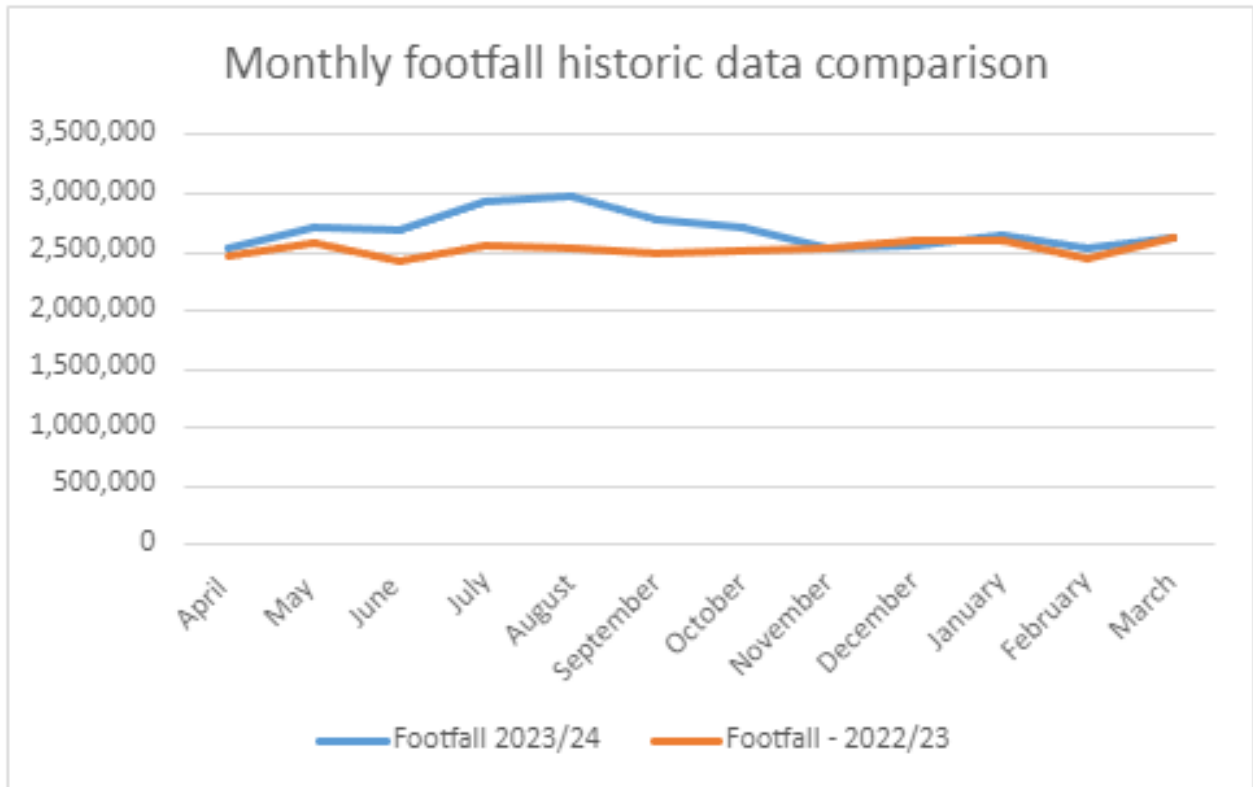
### **V1 - Ensuring the vitality of centres**

3.27 The Local Plan states that permission will be granted for development of town centre uses within the defined city, district, and local centre boundaries if use is appropriate to both the scale, function, and character of the area. The policy also states that the city centre will continue to be a primary location for retailing as well as other town centre uses. Continuing to provide a wide diversity of uses to shoppers will create an attractive destination for people visiting the city. One means of understanding how the centres are performing in terms of vitality is to assess how many people are using these areas throughout the year.

3.28 Figure 3 shows a footfall comparison of the 2022/23 and the 2023/24 monitoring periods. 2022/23 records the highest footfall in December and March, while the highest footfall in 2023/24 was recorded in July and August. The key and consistent trend from this comparison shows that for the majority of the year footfall is higher each month during 2023/24 than 2022/23. On average 2023/24 sees more than 100,000 more people per month than in 2023/24.

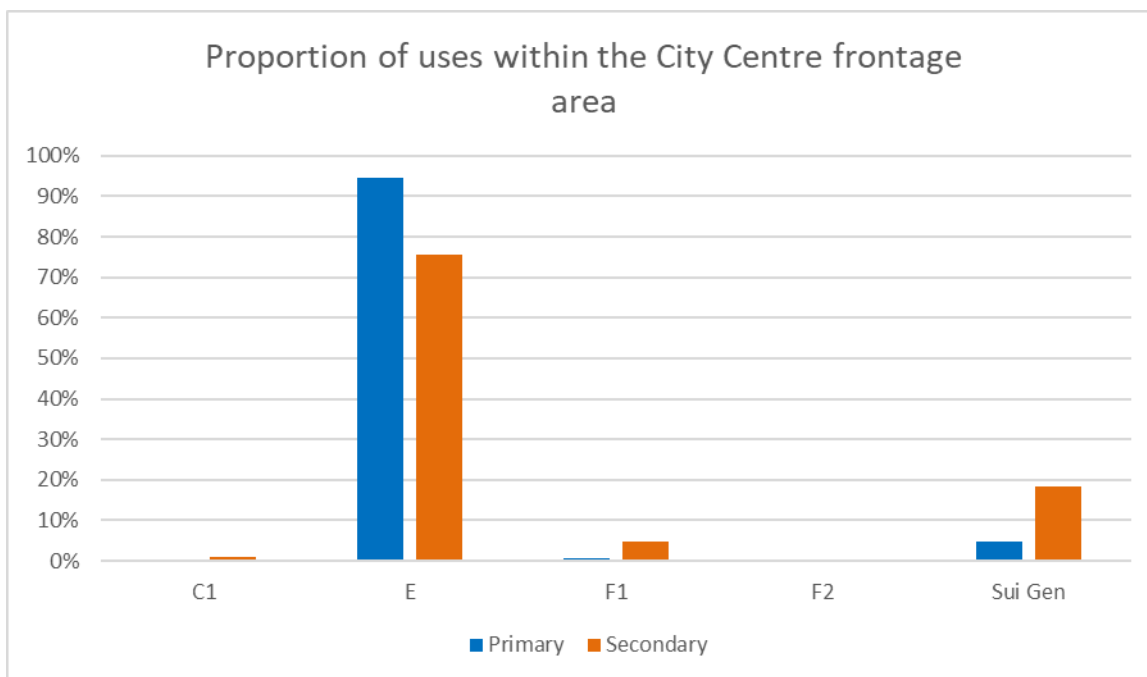
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<sup>9</sup> Current Use Classes - updated 1 September 2020:  
<https://www.planningportal.co.uk/permission/common-projects/change-of-use/use-classes>



**V2 - Shopping frontages in the city centre**

3.29 Policy V2 sets out how shopping frontages are managed within the city centre. The policy sets out that planning permission will only be granted for proposed development that would not result in the proportion of units at ground floor level in Class A1 or other Class A uses falling below set thresholds. When applying the policy, in response to the change to the Use Class Order, the threshold required by the Policy to be Use Class A is instead applied to Use Class E. Figure 4 shows that the proportion of E Class Use in the city centre primary frontage is 94.74%, down from 97% last year. Within secondary areas of the city centre E Class uses are very similar to last year at 75.47%. This is due to the higher proportion of Sui Generis uses which remain within secondary frontage areas. Further to this, some ground floor units are now being used by university colleges for laboratory and development space. We anticipate that this will increase.



**Figure 4:** Proportion of uses in the City Centre primary and secondary retail frontages

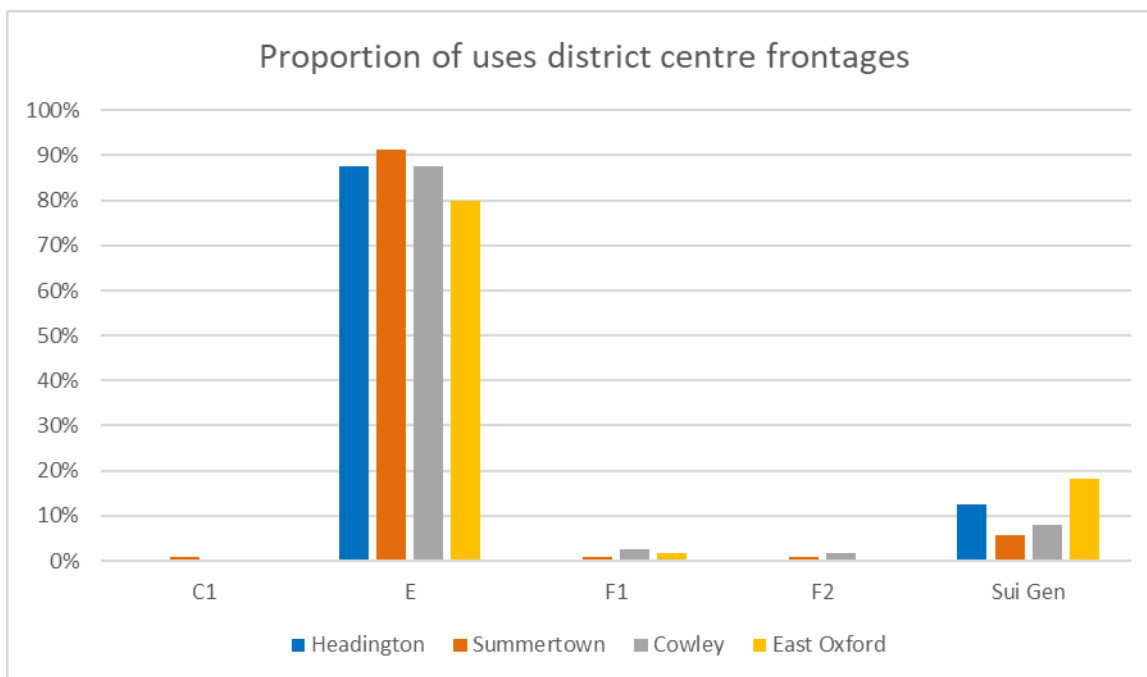
### V3 – Covered Market

3.30 During the 2023/24 monitoring year there were 0 (change of use) applications permitted in the Covered Market.

### V4 - District and local shopping centre frontages

3.31 Outside of the city centre area, Oxford’s district and local shopping centre frontages also play an important role in providing a wide range of services across the city.

3.32 In order to help maintain a balance of uses, Policy V4 sets out for each district centre its own individual targets in terms of A1 provision and Class A provision which is now categorised as Class E. Figure 5 shows the percentage of use class share across Oxford’s district centres. Similar to last year’s AMR, Headington, Summertown and Cowley continue to sit above the 85%. East Oxford, predominantly of the Cowley Road, remains lower in comparison to other district centres, at 80%, mainly due to a large proportion of Sui Generis uses which now includes drinking establishments and hot food takeaways within the district.



**Figure 5:** Proportion of uses across Oxford’s district centres retail frontages. Source: Oxford City Council.

### Sustainable tourism

3.33 Tourism is an important element of Oxford’s economy. The city is world famous and attracts a large number of visitors and many overnight stays; it is a crucial destination of the national tourism industry. There has been a steady increase in people back in the city post the pandemic. Over 8m people visited the city centre between September and November 2023 compared to just 7.5m in the same period of 2022.

3.34 Policy V5, ‘Sustainable Tourism’, seeks to encourage development of new tourist accommodation in the most sustainable locations which are not dependent upon the private car and that do not involve the loss of residential dwellings or affect the amenity of neighbours. Policy V5 encourages new tourist attractions in accessible locations well related to existing facilities and where such uses can contribute to regeneration.

3.35 Over the monitoring period, 3 applications were permitted involving short term accommodation, use Class C1 (Table 9). One of these permissions resulted in an increase in 36 rooms at Linton Lodge Hotel (23/00142/FUL). The other two permissions resulted in the loss of 12 short stay rooms as permission was granted for the change of use from Use Class C1 to Large Houses in Multiple Occupation (Sui Generis Use Class) (23/00295/FUL (loss of 8), and 23/00410/FUL (loss of 4)).

Application reference	Site location	Development summary

23/00142/FUL	Linton Lodge Hotel, 11-13 Linton Road, Oxford,	Demolition of the rear accommodation block, conference block and pavilion building; erection of a replacement rear accommodation block, detached villa accommodation and courtyard garden accommodation; extension, alterations and reconfiguration of the hotel..... to provide 36 bedrooms, function space and operational improvements; extensive landscape enhancements, access and parking reconfiguration and associated works
23/00295/FUL	250 Iffley Road, Oxford	Change of use from hotel/bnb (Use Class C1) to a large House in Multiple Occupation (Sui Generis). Provision of cycle and refuse stores (amended description).
23/00410/FUL	58 Hollow Way, Oxford	Change of use of former guest house (Use Class C1) to a Large House in Multiple Occupation (Sui Generis).

**Table 9:** Short stay accommodation permissions granted

## Chapter 4: Strong, vibrant and healthy communities

### Housing completions

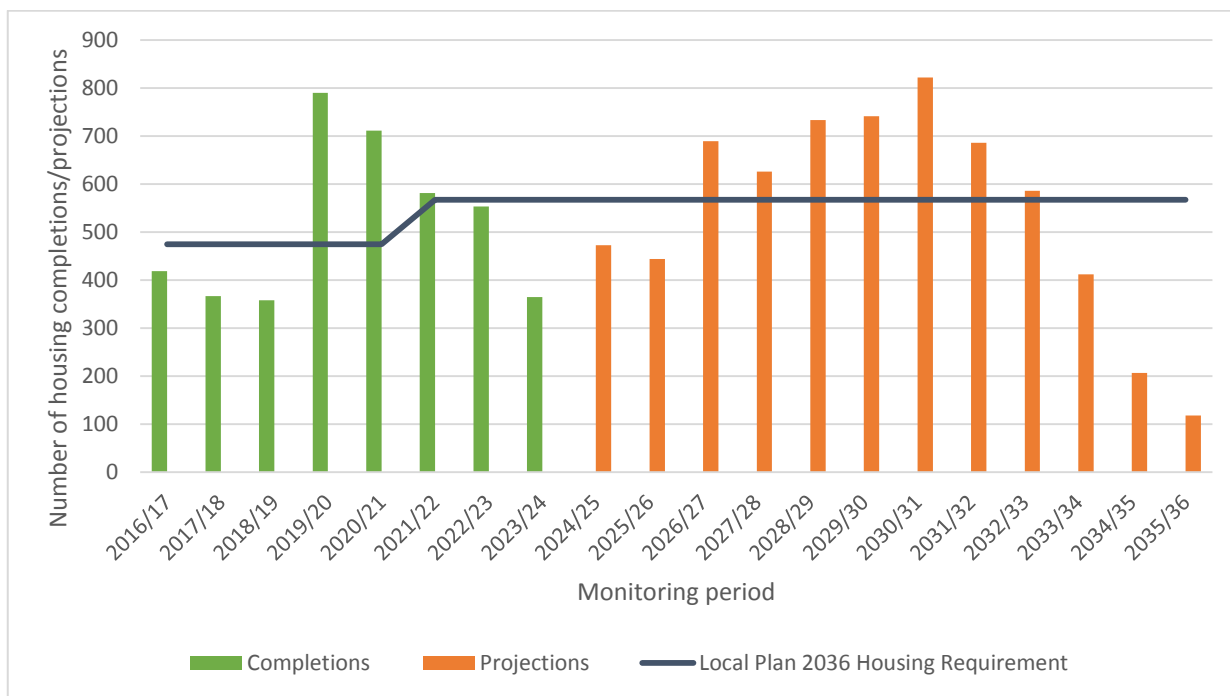
4.1 In the 2023/2024 monitoring year, 365 (net) dwellings were completed in Oxford. The cumulative number of dwellings completed in the 8 years since the start of the Local Plan period (2016/17 to 2023/24) is 4145 dwellings (net) with the application of ratios for communal accommodation (student, care and other communal accommodation completions) (Table 10).

Year	Housing Type					Total dwellings completed (net)
	Market Dwellings Completed	Affordable Dwellings Completed	Student Rooms Completed (Number of Equivalent 'dwellings') See table 17 for details	Care Home Rooms Completed (Number of equivalent 'dwellings')	Other communal accommodation Completed (Number of equivalent 'dwellings') See table 18 for details	
2016/17	284	20	295 (118)	-6 (-3)		419
2017/18	170	17	452 (180)	0(0)		367
2018/19	158	105	187 (75)	36 (20)		358
2019/20	118	104	1337 (535)	59 (33)		790
2020/21	322	144	628 (251)	-11 (-6)		711
2021/22	243	274	131 (52)	-13 (-7)	34 (19)	581
2022/23	142	273	266 (107)	0 (0)	57 (32)	554
2023/24	280	61	84 (34)	0 (0)	-10 (-6)	365
<b>TOTAL:</b>	<b>1,717</b>	<b>998</b>	<b>3380 (1352)</b>	<b>65 (37)</b>	<b>81 (45)</b>	<b>4,145</b>

**Table 10:** Net additional dwellings completed broken down by housing type, since the start of the Local Plan period.

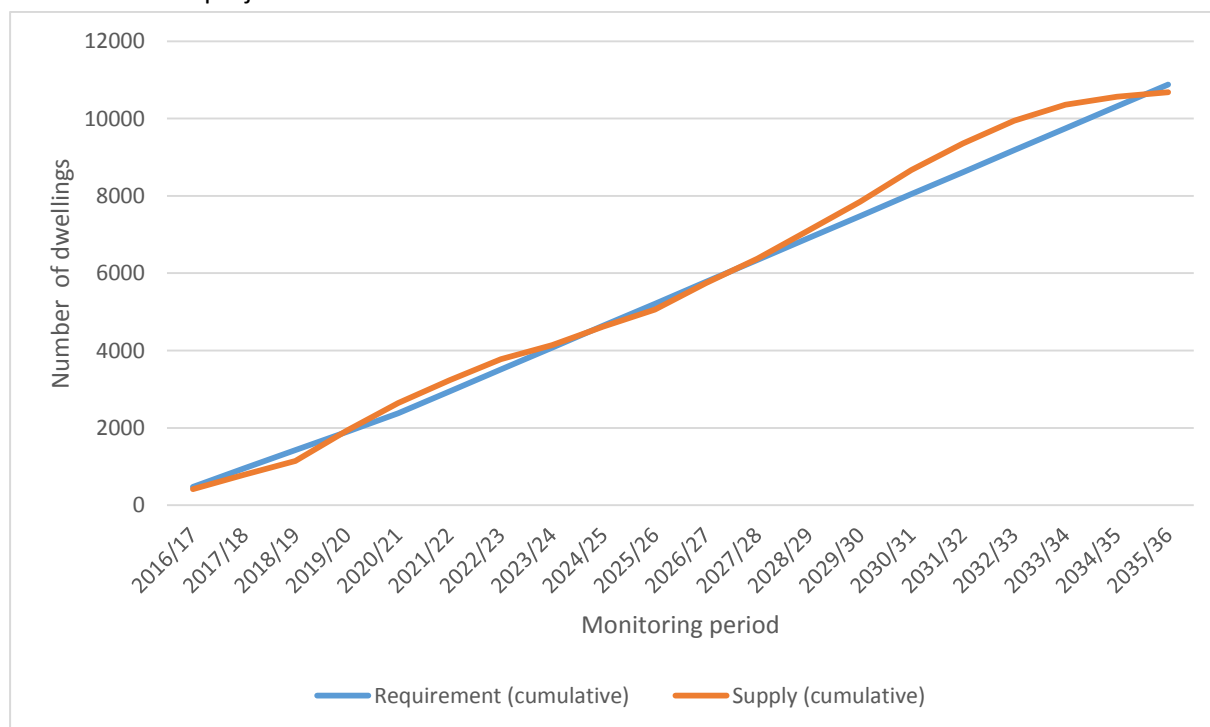
4.2 The completed 4,145 dwellings exceeds the 4,076 dwellings (net) projected to be completed by 2023/24 in the Local Plan's housing trajectory. Figure 6 shows the Local Plan housing requirement (based on the stepped trajectory of 475 dwellings per annum between 2016/17 to 2020/21, and 567 dwellings per annum between 2021/22 to 2035/36) compared to completions and projections.





**Figure 6:** Local Plan 2036 housing requirement compared to completions and projections

4.3 Figure 7 provides the same information expressed as a comparison between cumulative requirement and cumulative supply over the Local Plan period. From 2024/25 onwards these are projected numbers.



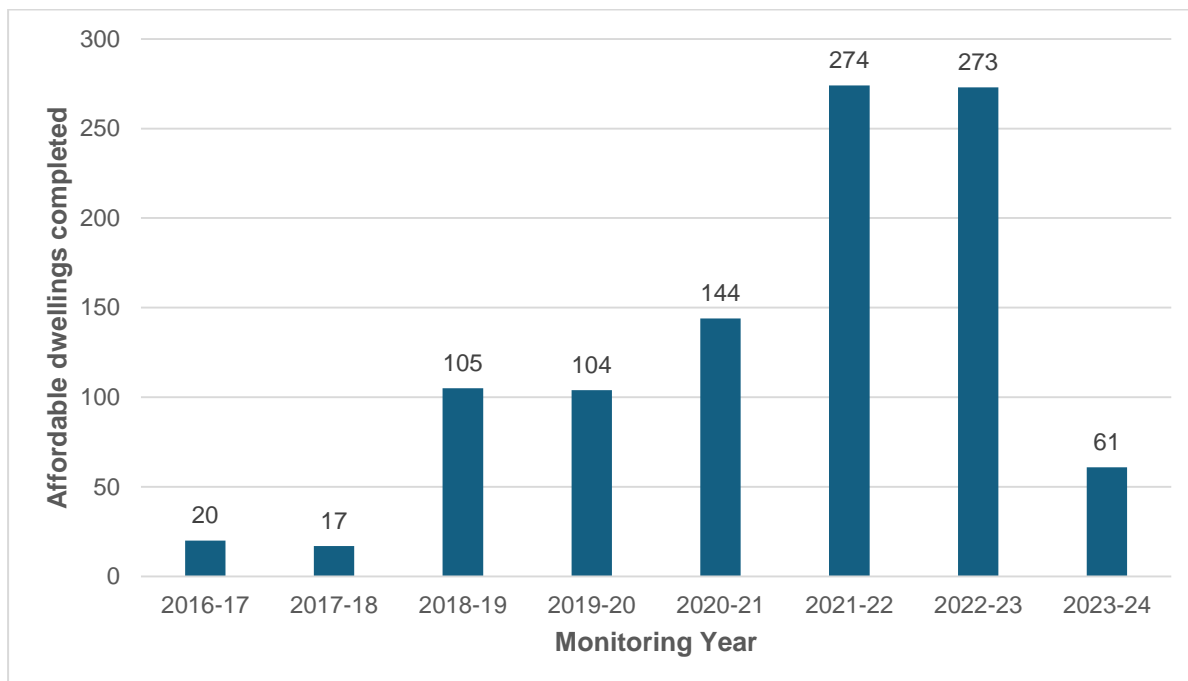
**Figure 7:** Cumulative Requirement and Cumulative Supply over the whole Local Plan period (including projections from 2024/25).

4.4 Table 10 shows that of the 365 total completions in 2023/24, 61 were affordable dwellings. Table 11 shows a breakdown of the sites that delivered affordable housing during the monitoring year including the affordable tenure:

Site Location	Planning application reference	No. of affordable homes permitted on the site and tenure split	No. of affordable homes completed in 2023/24 and tenure
Barton Park Phase 3	19/00518/RES	83 of 207 (40% affordable) 83 social rent	11, all social rent
Littlemore Park, Armstrong Road	18/02303/RES	273 of 273 (100% affordable) 111 social rent, 162 Shared ownership	7, all shared ownership
Warren Crescent	13/01555/CT3 & 20/00676/VAR	10 of 10 (100% affordable), 4 social rent, 6 intermediate rent	10, 4 social rent, 6 intermediate rent
St Frideswide Farm	21/01449/FUL	67 of 134 (50%) 56 social rent, 11 shared ownership	5, 3 social rent, 2 shared ownership
Lucy Faithful House, 8 Speedwell Street	19/03106/FUL & 21/02160/VAR	26 of 36 (72% affordable) 15 social rent, 3 intermediate rent, 8 shared ownership	26 15 social rent, 3 intermediate rent, 8 shared ownership
74 Foxwell Drive	21/01757/CT3	1 of 1 (100% affordable) 1 social rent	1 1 social rent
Roken House, 60 Lake Street	22/01167/CT3	1 of 1 (100% affordable) 1 social rent	1 1 social rent

**Table 11:** Affordable dwellings completed in 2023/24 including tenure split

4.5 Since the start of the Local Plan period (2016/17) there have been a total of 998 affordable homes built (Figure 8).



**Figure 8:** Net affordable dwellings completed 2016/17 - 2023/24

4.6 The Council is committed to delivering more affordable housing in Oxford and has been identifying land in its ownership capable of delivering affordable homes and bringing this forward wherever possible. Of the 61 affordable dwellings completed in 2023/24, 49 were delivered on City Council land as set out in Table 12:

City Council owned site	Planning application reference	No. of homes for social rent completed	No. of homes for intermediate homes completed	No. of homes for shared ownership completed	Total No. of affordable homes completed
Barton Park Phase 3	19/00518/RES	11	0	0	11
Warren Crescent	13/01555/CT3 & 20/00676/VAR	10	0	0	10
Lucy Faithful House, 8 Speedwell Street	19/03106/FUL & 21/02160/VAR	18	0	8	26
74 Foxwell Drive	21/01757/CT3	1	0	0	1
Roken House, 60 Lake Street	22/01167/CT3	1	0	0	1

**Table 12:** Affordable homes completed on City Council land (by tenure) 2023/24

### Housing delivery on allocated sites

4.7 Since the start of the Local Plan period (2016/17), 9 allocated sites have recorded completions. For the 2023/24 monitoring period, 83 completions on allocated sites were recorded. The wider context though is that allocated sites play a small role relative to the

total 365 completions that have occurred this year.

OLP2036 Site Allocation (SP no.)	Site Name	Planning status	19/20 total	20/21 total	21/22 total	22/23 total	23/24 total	Completions recorded to date
SP19	Churchill Hospital	Completed	0	0	19	32	n/a	51
SP24	St Frideswide Farm	Under construction	0	0	0	0	<b>11</b>	11
SP30	St Catherines College Manor Road	Completed	31	0	0	0	n/a	31
SP34	Court Place Gardens, Iffley	Completed	0	0	0	0	<b>35</b>	35
SP41	John Radcliffe Hospital Site	Under construction	0	0	0	0	<b>30</b>	30*
SP44	Littlemore Park, Armstrong Road (Newman Place)	Completed	0	0	88	178	<b>7</b>	273
SP47	Former Nielsen House Conversion	Completed	0	134	0	0	n/a	134
SP64	William Morris Close Sports Ground	Completed	0	0	86	0	n/a	86

**Table 13** Completions recorded on Local Plan site allocations 2019/20 – 2023/24

(n.b. there were no completions on site allocations between 2016 – 2019).

n.b. The John Radcliffe Hospital Site contains key worker housing, some of which is considered communal accommodation, so a dwelling equivalent ratio is included within the completion figure. [Changes of use](#)

4.8 Of the 365 dwellings completed during the 2023/24 monitoring year, 6 dwellings were delivered through the change of use of existing buildings from non-residential to C3 residential. These change of use applications are set out in the table below (Table 14).

Planning application reference	Type of Change of Use	No. And Tenure completed (net)
--------------------------------	-----------------------	--------------------------------

20/00829/FUL	COU from A1) to C3	1 market
21/02009/FUL	COU from E to C3	2 market
21/01219/B56	COU from B1a to C3	2 market
22/02824/EC56	COU from E to C3	1 market

**Table 14:** Net additional dwellings completed through non-residential to C3 residential changes of use 2023/24

4.9 All dwellings delivered through changes of use from non-residential to residential in 2023/24 were market housing. Of the four applications, three required planning permission, with the remainder submitting an application for a prior approval (22/02824/EC56).

### Student accommodation completions

4.10 As per Planning Practice Guidance<sup>10</sup>, student accommodation can be counted in housing land supply figures. In the 2023/24 monitoring year 84 (net) units of student accommodation were completed in Oxford (30 rooms at Frewin Quod, New Inn Hall Street (19/02601/FUL) and 54 rooms at Castle Hill House, 9 New Road (19/02306/FUL)). Note, although work is underway on the construction of new student rooms at Clive Booth Student Village this is a phased development being built out over several years. It will be reported in a future AMR once works on the site are fully completed. Using the ratio of 2.5:1 (as set out in Paragraph 10 of the Housing Delivery Test Measurement Rule Book<sup>11</sup>) the 84 (net) units of student accommodation equated to 34 C3 equivalent dwellings to Oxford's housing market (Table 15). This 34 'equivalent dwellings' figure is included within the 365 total dwellings figure shown in Table 10 above.

<u>Monitoring Year</u>	<u>Number of student rooms completed</u>	<u>Ratio Applied</u>	<u>Number of equivalent 'dwellings'</u>
2016/17	295	2.5:1	118
2017/18	452	2.5:1	180
2018/19	187	2.5:1	75
2019/20	1337	2.5:1	535
2020/21	628	2.5:1	251
2021/22	131	2.5:1	52
2022/23	266	2.5:1	107
<b>2023/24</b>	<b>84</b>	<b>2.5:1</b>	<b>34</b>

**Table 15:** Student housing completions and equivalent 'dwellings' – 2016/17 – 2023/24

### Care home completions

4.11 As per Planning Practice Guidance, care homes can be counted in housing land supply figures. In the 2023/24 monitoring year there were no completions resulting in a net gain or net loss of

<sup>10</sup> <https://www.gov.uk/guidance/housing-supply-and-delivery#calculating>

<sup>11</sup> <https://www.gov.uk/government/publications/housing-delivery-test-measurement-rule-book/housing-delivery-test-measurement-rule-book>

any care accommodation.

### Other communal accommodation completions

4.12 Other communal accommodation can also be counted in housing land supply figures as per guidance set out in the Housing Delivery Test Measurement Rulebook. In the 2023/24 monitoring year, there was a net loss of 18 key worker rooms provided as cluster units at the John Radcliffe Hospital Site (Ivy Lane - 19/01038/FUL). Using a 1.8:1 ratio of rooms to dwellings delivered this equates to a C3 equivalent figure of -10. This is included in the figures shown in Table 10 above.

### Housing permissions

4.13 Whilst housing completions are important for considering housing supply and delivery, they only show part of the picture. It is also relevant to consider planning permissions to understand the number of dwellings that the City Council is permitting.

4.14 Table 16 shows C3 self-contained dwellings permitted (net) since the start of the Local Plan period. This considers C3 dwellings gained and lost through new build completions, demolitions, changes of use and conversions. It includes outline permissions but excludes these where reserved matters have subsequently been permitted to avoid double counting.

Year	Dwellings permitted (net)
2016/17	304
2017/18	524
2018/19	504
2019/20	277
2020/21	278
2021/22	1,346
2022/23	1,209
<b>2023/24</b>	<b>178</b>
<b>TOTAL</b>	<b>4,620</b>

**Table 16:** Net additional C3 dwellings permitted since the start of the Local Plan period. Note: This does not include dwelling equivalent figures for C2 student accommodation and care home rooms.

4.15 Table 16 shows that over the 2023/24 monitoring period, planning permission was granted for 178 C3 residential dwellings. These permissions have been included in the 'cumulative supply' (Figure 7 above). Of the 178 permitted dwellings, 88 are market dwellings and 90 are affordable dwellings.

**Affordable housing permissions**

4.16 Local Plan policy H2 requires a minimum of 50% affordable provision on qualifying self-contained residential development sites, with a capacity for 10 or more dwellings or which exceed 0.5 hectares. At least 40% of the overall number of units on the site should be provided as on-site social rented dwellings. In March 2022 the government introduced changes to planning practice guidance that affect policy H2, so that there is now a requirement for an element of all affordable homes to be First Homes. There has only been 1 residential permission in the 2023/24 monitoring year that met the threshold for applying Policy H2 as shown in Table 19 below. Provision of affordable housing for this site exceeded the policy requirements by providing 100% of the homes as affordable, and as such the proposal was exempt from the government requirement for First Homes.

Planning Permission Reference	Site Address	No. of new homes (net)	Affordable Housing Provision	Affordable Tenure (s)
21/01176/FUL	Former Dominion Oils Site, Railway Lane, Littlemore	90	100%	52% Social Rented; 48% Shared Ownership

**Table 17** Proportion of affordable housing for sites where the affordable housing policy requirement applies (planning permissions) 2023/24

4.17 In addition to the application set out in Table 17 above, Policy H2 also requires a financial contribution to be secured towards delivering affordable housing elsewhere in Oxford from new student accommodation of 25 or more student units (or 10 or more self-contained student units). Alternatively, this can be provided onsite where it is agreed that the provision is appropriate. The exception to this is where the proposal is within an existing or proposed student campus site, or the proposal is for the redevelopment of an existing purpose-built student accommodation site owned by a university to meet the accommodation needs of its students. Over the 2023/24 monitoring period there were no student accommodation applications that met the threshold for applying Policy H2.

4.18 Local Plan policy H5 seeks to protect Oxford’s existing housing stock by resisting the net loss of any dwellings. There is however some flexibility within the policy to allow a loss where there are exceptional justifications. Over the 2023/24 monitoring period, there were 5 applications permitted that result in the loss of dwellings. The first at 42 Park Town where a ground floor dwelling and basement flat were amalgamated to form one dwelling (22/00998/FUL), the second at 153 Hollow Way where a C3 dwelling house was lost to a children’s residential care home (use class C2) (23/00273/FUL), the third at 2 Charlbury Road, where 2 x 3 bed flats were amalgamated to form 1 x 6 bed dwelling house (22/00304/FUL), the fourth at 118 High Street where a C3 dwelling was lost to office and teaching rooms (use class F1)(the C3 dwelling was a fellow’s flat only accessible through the teaching accommodation, with limited kitchen facilities, so was not a loss of a self-contained unit) (23/02125/FUL), and the fifth at 27 Norham Road where 5 C3 flats were converted to a 1 x 7 bed dwelling house with 2 x basement flats (23/01254/FUL).

## Employer-linked affordable housing permissions

4.19 Policy H3 allows planning permission to be granted on specific identified sites for employer-linked affordable housing. Over the 2023/24 monitoring period, the Council did not receive or approve any applications for employer-linked affordable housing. This is a very specific housing type, only permissible on a limited number of sites so as to avoid conflict with delivery of Social Rented housing. During the Plan period, schemes with this housing type have so far come forward at the Churchill and John Radcliffe Hospital sites, which will deliver much needed staff accommodation. Further schemes on hospital and university sites are expected over the course of the Plan period.

## Self-build and community-led housing permissions

4.20 Community-led housing is one element of the government’s agenda to increase supply and tackle the housing crisis. Community-led housing projects can include both group self-build and cohousing. Community-led housing requires meaningful community engagement throughout the process, with the local community group or organisation ultimately owning or managing the homes to benefit the local area or community group. The approach of Policy H7 is to help encourage sufficient self-build and custom housebuilding to come forward to meet demand, to support community-led housing, and to guide applications that come forward for these housing types. Over the 2023/24 monitoring period, the Council did not receive or approve any applications for self-build or community- led housing.

### Self and Custom-Build Register

4.21 The City Council is required<sup>12</sup> to keep a register of individuals and groups who are seeking to acquire serviced plots of land in Oxford on which to build their own homes. The Planning Practice Guidance encourages authorities to publish headline information related to their Self-build and Custom Housebuilding Registers in their AMRs.

4.22 Over the 2023/24 monitoring year there has been an increase of 3 individuals on the Oxford Self and Custom Build Register and an increase of just under 2 percent in the total number of plots required, as shown in Table 18 below.

Number of Individuals on the Oxford Self and Custom Build Register	Total number of plots required for all those on the register
133 individuals and 1 association with 20 members (2022/23)  71 people – Part A (a connection to Oxford) 62 Part – B (no local connection to Oxford)	153 plots (2022/23)
136 individuals and 1 association with 20 members (2023/24) 73 people – Part A (a connection to Oxford)	156 plots (2% increase from previous monitoring year) (2023/24)

<sup>12</sup> by the Self-build and Custom Housebuilding Act 2015



**Table 18:** Oxford's Self and Custom Build Register Headline Information

### Student accommodation permissions

4.23 Over the 2023/24 monitoring year, there were 5 planning permissions that involved the provision of student accommodation. Table 19 below sets out whether these were compliant with the requirements of policy H8 which seeks to limit the provision of new student accommodation to designated sites within the city.

Application reference	Site location	Development summary	Net increase/decrease of rooms onsite	Compliance with policy H8 criteria
22/00962/FUL	Ruskin College Campus, Dunstan Road	Demolition of the existing 24-bed student accommodation building (Bowen Building) and erection of 65-bed student accommodation building and erection of 30 bed student accommodation building with associated landscaping.	71	Yes
22/02799/FUL	Wolfson College, Linton Road	Erection of three storey student accommodation building (use class C2).	50	Yes
23/00594/FUL	19-21 St John Street, Oxford	Internal alterations to existing student accommodation to include; installation of new en-suites and creation of 2no. additional student rooms.	2	Yes
21/01261/FUL	St Hilda's College, Cowley Place, Oxford	Demolition of existing Principals Lodgings. Erection of two new student accommodation buildings (72 rooms) and associated collegiate facilities. Erection of new replacement Principals Lodgings building	72	Yes
23/00693/FUL	Site of 6-25 Pusey Lane and 19-21 St John Street and Rear of 7-11 St John Street, Oxford	Demolition of Nos. 6-25 Pusey Lane. Erection of 2-3 storey terraced building to provide new student accommodation. Demolition of rear outrigger extensions to nos. 20 & 21 St John Street. Erection of single storey common room building to the rear of nos. 20 & 21 St John Street.	26	Yes

**Table 19:** Planning permissions issued in 2023/24 for new student accommodation

4.24 Local Plan policy H9 seeks to link the delivery of new/ redeveloped and refurbished university academic facilities to the delivery of university provided residential accommodation. This has been considered in the previous Chapter of this AMR (Section 3.9) as it is connected to Policy E2.

### Older persons and specialist and supported living accommodation permissions

4.25 Local Plan policy H11 sets out criteria against which applications for older persons and specialist and supported living accommodation will be considered. The Policy also indicates that existing

extra-care accommodation should be protected unless it is to be replaced elsewhere or it can be shown that it is surplus to requirements. Over the monitoring period there were no applications permitted for older persons or specialist / supported living accommodation.

## Housing land supply

- 4.26 In the updates to the NPPF published in 2023, Paragraph 76 supersedes the previous requirements to set out a five year housing land supply (previously Paragraph 73 of the NPPF). The Oxford Local Plan 2036 was adopted in June 2020 so it meets the criteria of having an adopted plan that is less than 5 years old, and as such the City Council is no longer required to identify a five-year housing land supply (although the consultation draft NPPF published in 2024 seeks to reverse this amend and reinstate the requirement to demonstrate housing land supply). The Housing Delivery Test requirements are also met, in accordance with NPPF paragraph 79. However for reference, the housing land supply calculations are set out below, to illustrate for our own monitoring purposes that Oxford can still demonstrate an appropriate supply of housing land (still applying the approach set out in the previous superseded NPPF).
- 4.27 The City Council has identified a deliverable supply of 3,446 homes (row I in Table 22 below) for the five year period 2024/25 to 2028/29. This includes the forecast supply from large sites, including those which have been allocated in the Local Plan 2036 and outstanding permissions (commitments), plus a windfall allowance. A 5% buffer has been applied to the five year requirement total as per the advice in the previous (superseded) national guidance<sup>13</sup> to ensure choice and competition in the market. This gives a housing land supply of 5.93 years as shown in Table 20. Note, because the current adopted Local Plan is LP2036, the annual requirement of 567 has been applied. The annual housing requirement in emerging LP2040 is not yet adopted policy.

	Local Plan 2036 Housing Requirement	Figure
<b>A</b>	Annual Requirement	567 (2024/25 – 2028/29)
<b>B</b>	Next 5 years requirement (A (567 x 5))	2835
<b>C</b>	Surplus	69
<b>D</b>	Next 5 years requirement with surplus discounted (or deficit added, as applicable) (B – C)	2,766
<b>E</b>	5-year requirement (with 5% buffer applied) (D x 105%)	2,905
<b>F</b>	Supply from large sites – (2024/25 – 2028/29)	2,965
<b>G</b>	Outstanding permissions on small sites of less than 10 dwellings (commitments) (2024/25 – 2026/27)	241

<sup>13</sup> Paragraph: 037 Reference ID: 3-037-20180913: Revision date: 13 09 2018

<b>H</b>	Windfall allowance (2027/28 – 2028/29)	240
<b>I</b>	Total supply ( <b>F+G+H</b> )	3,446
	5-year land supply (( <b>I/E</b> ) x 5)	5.93

**Table 20:** Oxford’s housing land supply 2024/25 – 2028/29

4.28 The previous PPG suggested that a 10% buffer should be applied in some circumstances to ensure 5-year housing land supply is “sufficiently flexible and robust”. As above, whilst this is no longer a requirement of the current NPPF, the calculations are shown below for reference. Even with this more cautious approach and the higher 10% buffer applied, this gives a housing land supply of 5.66 years.

	Local Plan 2036 Housing Requirement	Figure
<b>A</b>	Annual Requirement	567 (2024/25 - 2028/29)
<b>B</b>	Next 5 years requirement ( <b>A</b> (567 x 5))	2835
<b>C</b>	Surplus	69
<b>D</b>	Next 5 years requirement with surplus discounted (or deficit added, as applicable) <b>(B – C)</b>	2,766
<b>E</b>	5-year requirement (with 10% buffer applied) <b>(D x 110%)</b>	3,043
<b>F</b>	Supply from large sites - (2024/25 – 2028/29)	2,965
<b>G</b>	Outstanding permissions on small sites of less than 10 dwellings (commitments) (2024/25 – 2026/27)	241
<b>H</b>	Windfall allowance (2027/28 – 2028/29)	240
<b>I</b>	Total supply ( <b>F+G+H</b> )	3,446
	5-year land supply (( <b>I/E</b> ) x 5)	5.66

**Table 21:** Oxford’s housing land supply 2024/25 – 2028/29, adjusted with a 10% buffer

## Cultural and community facilities

4.29 It is important that new development in Oxford is supported by the appropriate infrastructure and community facilities. Providing and improving access to educational, health and community facilities greatly improves the quality of life for residents, builds strong communities and helps to address inequalities. The local plan through Policy V7: Infrastructure and cultural and community facilities seeks to protect existing facilities and will support improvements and more intensive use of existing sites, as well as protect against the loss of such facilities without the provision of new or improved replacements that are similarly accessible. Community facilities can include community centres, schools, children’s centres, meeting venues for the public or voluntary organisations, public halls and places of worship, leisure and indoor sports centres, pavilions, stadiums, public houses, club premises or arts buildings that serve a local community.

### Permissions for new community facilities

4.30 During the monitoring period there were three applications permitted involving new community facilities and spaces. These are set out in Table 22 below.

Application reference	Site location	Development summary
23/00053/FUL	John Henry Newman Academy, Grange Road, Oxford	Demolition and re-location of existing cycle shelter. Erection of a single storey building to be used as an educational facility (Use Class F1) with ancillary community use (Use Class F2)
23/00516/FUL	The Annexe, Madina Mosque, 2 Stanley Road, Oxford	Demolition of existing building. Erection of a three storey building to create a community hall (Use Class F2(b)) and 2 x 2 bed flats (Use Class C3). Provision of bin and bike store.
23/00405/OUTFUL	Land At Blackbird Leys Road And, Knights Road, Oxford	Hybrid application for the redevelopment of Blackbird Leys District Centre and land off Knights Road, Oxford. Full planning permission is sought for the erection of up to 210 apartments and up to 1,300sqm of retail and commercial space (Use Classes E and Sui Generis) across four buildings on Blackbird Leys Road and the erection of up to 84 dwellinghouses at Knights Road, all with associated demolition of existing buildings and the provision of vehicular accesses, highway improvements, public open space and associated necessary infrastructure. Outline planning permission is sought for the provision of a community centre and public open space surrounding the community centre (Use Classes F2 and E) and block A (community square and green) in the District Centre with all matters reserved except for the principle means of access.

**Table 22:** Permissions for new community spaces

**Permissions for temporary changes of use**

4.31 Over the 2023/24 monitoring period, the Council did not receive or approve any applications for temporary changes of use for cultural or community facilities.

**Assets of community value**

4.32 The Community Right to Bid allows defined community groups to ask the Council to list certain assets as being of ‘community value’. The Localism Act (2011) and the Assets of Community Value Regulations (2012) set out the opportunities and procedures to follow for communities wishing to identify assets of community value and have them listed. If an asset is listed and then comes up for sale, the right gives communities six months to raise finance and put together a bid to buy it.

4.33 If the proposed asset is properly nominated, is in the Oxford City Council administrative area, and meets the definition, the City Council must add it to the List of Local Assets of Community Value and inform all specified parties (including a parish council if relevant). The Council must also place the asset on the local land charges register and, if the land is registered, apply for a restriction on the Land Register. Table 23 sets out the current register of successfully nominated assets of community value. There have been no additional entries to the register over the monitoring period.

Reference	Date nomination requested	Date of decision	Name of Asset	Address of Asset	End of listing period
19/001	10.12.19	05.02.20	East Oxford Community Centre	44B Princes Street, Oxford, OX4 1DD	05.02.25
20/001	13.05.20	16.07.20	The George Inn PH (retained pub land only)	5 Sandford Road, Littlemore, Oxford	16.07.25
20/003	04.11.20	16.12.20	Cowley Workers Social Club	Between Towns Road, Oxford, OX4 3LZ	16.12.25
22/002	04.07.22	12.08.22	Summertown United Reformed Church	294A Banbury Road, Summertown, Oxford	12.08.27
22/001	31.03.22	26.05.22	Bullnose Morris PH	Watlington Road, Cowley, OX4 6SS	26.05.27
22/003	22.11.22	20.01.23	The Prince of Wales PH	73, Church Way, Iffley, Oxford OX4 4EF	20.01.28

**Table 23:** Current list of assets of community value

## Chapter 5: Oxford’s Historic Environment

### Enhancing Oxford’s heritage

- 5.1 Designated heritage assets are protected by statutory legislation. The management of change to them is controlled and guided by national, Government planning policies as well as by local (Local Plan) planning policies and by national and local planning guidance that supports the objectives of those planning policies. Policy DH3 sets out that development proposals and proposals for alterations and changes to heritage assets should not cause harm to the significance, including the setting of a designated heritage asset (listed buildings, registered parks and gardens, scheduled ancient monuments and conservation areas).
- 5.2 Historic England’s ‘Heritage at Risk’ programme identifies the heritage assets that are most at risk of being lost as a result of neglect, decay, or inappropriate development across England. There are three heritage assets in Oxford identified as being at risk according to Heritage England (Table 24). The Minchery Farmhouse in Littlemore currently in the level C priority category has been added since the last monitoring report. Previous monitoring reports have referenced the application for redevelopment of the Grade II listed Church of the Holy Family (20/00688/LBC), which has not been determined. The third heritage asset refers to the Church of St Thomas the Martyr which was in the highest priority category, but is now priority D as a solution is agreed but not yet implemented.

Heritage Asset	Condition	Priority Category
Church of St Thomas the Martyr, St Thomas Street	Poor	D – Slow decay; solution agreed but not yet implemented. (Previously A)
Church of the Holy Family, Blackbird Leys	Very bad	A - Immediate risk of further rapid deterioration or loss of fabric; no solution agreed.
Minchery Farmhouse, Littlemore - Oxford	Poor	C - Slow decay; no solution agreed

**Table 24:** Heritage assets at risk in Oxford (August 2023)

- 5.3 The National Planning Policy Framework requires that local planning authorities should make information about the significance of the historic impact gathered as part of the development management process publicly accessible. As one of the ways to meet this requirement, the City Council produces Archaeological Annual Monitoring Statements<sup>14</sup> which provides a short overview of the scope and impact of development-led archaeology in Oxford.

<sup>14</sup> [Archaeological Annual Monitoring Statements](#)

## APPENDICES

### Appendix A: Oxford's planning policy documents

Document	Date of Adoption
<b>The Development Plan</b>	
This includes a number of policy documents that have been prepared and adopted separately.	
<a href="#">Oxford Local Plan 2036</a>	June 2020
<a href="#">Oxford Local Plan 2036 Policies Map</a>	June 2020
<a href="#">Northern Gateway Area Action Plan</a>	July 2015
<a href="#">Barton Area Action Plan</a>	December 2012
<a href="#">Headington Neighbourhood Plan</a>	July 2017
<a href="#">Summertown and St Margaret's Neighbourhood Plan</a>	April 2019
<a href="#">Wolvercote Neighbourhood Plan</a>	June 2021
<b>Supplementary Planning Documents (SPDs)</b>	
<a href="#">West End and Osney Mead SPD</a>	November 2022
<b>Technical Advice Notes (TANs)</b>	
<a href="#">TAN 1: Housing</a>	January 2021
<a href="#">TAN 2: Employment and Skills</a>	May 2021
<a href="#">TAN 3: Waste Storage</a>	January 2021
<a href="#">TAN 4: Community Pubs</a>	December 2020
<a href="#">TAN 5: Health Impact Assessments</a>	May 2021
<a href="#">TAN 6: Residential Basement Development</a>	January 2021
<a href="#">TAN 7: High Buildings</a>	October 2018
<a href="#">TAN 8: Biodiversity</a>	April 2021
<a href="#">TAN 9: Green Spaces</a>	January 2021
<a href="#">TAN 10: Shopfronts and Signage</a>	July 2021
<a href="#">TAN 12: Car and Bicycle Parking</a>	March 2022
<a href="#">TAN 14: Sustainable Design and Construction</a>	June 2022
<a href="#">TAN 15: Heritage Retrofit Guidance – Energy Efficiency and Carbon Reduction</a>	May 2024
<a href="#">TAN 16: First Homes Policy Statement</a>	March 2022
<a href="#">TAN 17: Botley Road Retail Park Development Brief</a>	October 2022
<a href="#">TAN 18: Biodiversity Net Gain and the Local Plan 2036</a>	February 2024
<b>Other planning policy documents</b>	
<a href="#">Authority Monitoring Report</a>	Produced annually
<a href="#">Community Infrastructure Levy Charging Schedule</a>	October 2013
<a href="#">Local Development Scheme</a>	January 2023
<a href="#">Statement of Community Involvement</a>	June 2021





# Infrastructure Funding Statement

1 April 2023 to 31 March 2024  
Published December 2024



Planning and Regulatory Services

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Published December 2024

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## Introduction

The Infrastructure Funding Statement (IFS) is a report which sets out the amount of developer contributions from the Community Infrastructure Levy (CIL) and Section 106 Agreements (S106) have been **received, allocated and spent** on the infrastructure priorities of Oxford City Council for the previous financial year (**April 2023 - March 2024**). In accordance with the Community Infrastructure Levy Regulations, any authority that receives a contribution from development through the Levy or Section 106 planning obligations must prepare an Infrastructure Funding Statement. (CIL PPG paragraph 173 Reference ID: 25-173-20190901).<sup>1</sup>

This IFS is prepared in accordance with Schedule 2 of the CIL regulations<sup>2</sup> and CIL regulation 121A. Developer contributions were previously monitored on the AMR, but now are recorded separately in the IFS.

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

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

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

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

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

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

<sup>3</sup> [https://www.oxford.gov.uk/downloads/file/8131/oxford\\_idp\\_schedule\\_for\\_publication](https://www.oxford.gov.uk/downloads/file/8131/oxford_idp_schedule_for_publication)

## 1: Report relating to financial year 2023/2024 on the Community Infrastructure Levy

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<b>Community Infrastructure Levy (CIL)</b>				
<b>Requirement</b>		<b>Amount</b>	<b>Comment</b>	
1.	<b>(CIL Regulations: Schedule 2) The matters to be included in the CIL report are—</b>			
A	the total value of CIL set out in all demand notices issued in the reported year;	£4,807,228.51		
B	the total amount of CIL receipts for the reported year;	£5,674,069.08		
C	the total amount of CIL receipts, collected by the authority, or by another person on its behalf, before the reported year but which have not been allocated;	£0		
D	the total amount of CIL receipts, collected by the authority, or by another person on its behalf, before the reported year and which have been allocated in the reported year;	£12,973,226		
E	the total amount of CIL expenditure for the reported year;	£1,710,565		
F	the total amount of CIL receipts, whenever collected, which were allocated but not spent during the reported year;	£14,655,770	CIL is allocated for spend during the Budget setting process for Capital Programme schemes - See part 3: <i>Infrastructure projects to be funded wholly or partly by CIL</i>	
	in relation to CIL expenditure for the reported year, summary details of—			
G	i	the items of infrastructure on which CIL (including land payments) has been spent, and the amount of CIL spent on each item;		
			<b>Project</b>	<b>Amount</b>
			CPZ Donnington	£57,000.00
			Oxford and Abingdon Flood Alleviation Scheme	£4,470.00
			Old Gas Works Bridges	£908,429.62
			City-Wide Cycling Improvements, including cycle lanes and parking	£38,431.00
East Oxford Community Centre	£536,297.00			
		£ 1,710,564.75		

Community Infrastructure Levy (CIL)					
				New Burial Space	£165,937.13
	ii	the amount of CIL spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part);	£0		
	iii	the amount of CIL spent on administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation;	£140,343.01	2.8% (Up to 5% can be used for administration)	
	h	in relation to CIL receipts, whenever collected, which were allocated but not spent during the reported year, summary details of the items of infrastructure on which CIL (including land payments) has been allocated, and the amount of CIL allocated to each item;	See Section 3		
		the amount of CIL passed to—			
	i	any parish council under regulation 59A or 59B; and	£112,941.42	<b>Parish</b>	<b>Amount</b>
	i			Littlemore Parish Council	£78,898.50
				Old Marston Parish Council	£0
				Risinghurst & Sandhills Parish Council	£0
				Blackbird Leys Parish Council	£34,042.92
	ii	any person under regulation 59(4)	N/A		
	j	summary details of the receipt and expenditure of CIL to which regulation 59E or 59F applied during the reported year including—			
	i	the total CIL receipts that regulations 59E and 59F applied to;	£1,221,369.95		
	ii	the items of infrastructure to which the CIL receipts to which regulations 59E and 59F	£145,219.00	<b>Item</b>	<b>Amount</b>
				CIL payments to ward	£85,000.00

<b>Community Infrastructure Levy (CIL)</b>																							
		applied have been allocated or spent, and the amount of expenditure allocated or spent on each item;																					
			<table border="1"> <thead> <tr> <th colspan="2"><b>Councillor budgets</b></th> </tr> </thead> <tbody> <tr> <td><b>Headington Neighbourhood Forum:</b> Cheney School playground improvement - 'Greening Cheney'</td> <td>£4,000.00</td> </tr> <tr> <td><b>Summertown and St Margaret's Neighbourhood Forum:</b> Summertown Christmas Lights</td> <td>3,112.00</td> </tr> <tr> <td><b>Summertown and St Margaret's Neighbourhood Forum:</b> Cutteslowe Primary School - Push Bikes</td> <td>1,853.79</td> </tr> <tr> <td><b>Summertown and St Margaret's Neighbourhood Forum:</b> Cutteslowe Community Association - Sunnymead Minnows</td> <td>1,250.00</td> </tr> <tr> <td><b>Summertown and St Margaret's Neighbourhood Forum:</b> Summertown cycling infrastructure</td> <td>2036.97</td> </tr> <tr> <td><b>Summertown and St Margaret's Neighbourhood Forum:</b> SHARE Oxford - Equipment Replacement</td> <td>2,500.00</td> </tr> <tr> <td><b>Wolvercote Neighbourhood forum:</b> White Hart Community Pub Ltd</td> <td>1,950.00</td> </tr> <tr> <td><b>Wolvercote Neighbourhood forum:</b> Benches - Wolvercote and Wytham Midsummer Festival</td> <td>1,500.00</td> </tr> <tr> <td><b>Wolvercote Neighbourhood forum:</b> Wolvercote Commoner's Committee - Power Scythe</td> <td>3,500.00</td> </tr> </tbody> </table>	<b>Councillor budgets</b>		<b>Headington Neighbourhood Forum:</b> Cheney School playground improvement - 'Greening Cheney'	£4,000.00	<b>Summertown and St Margaret's Neighbourhood Forum:</b> Summertown Christmas Lights	3,112.00	<b>Summertown and St Margaret's Neighbourhood Forum:</b> Cutteslowe Primary School - Push Bikes	1,853.79	<b>Summertown and St Margaret's Neighbourhood Forum:</b> Cutteslowe Community Association - Sunnymead Minnows	1,250.00	<b>Summertown and St Margaret's Neighbourhood Forum:</b> Summertown cycling infrastructure	2036.97	<b>Summertown and St Margaret's Neighbourhood Forum:</b> SHARE Oxford - Equipment Replacement	2,500.00	<b>Wolvercote Neighbourhood forum:</b> White Hart Community Pub Ltd	1,950.00	<b>Wolvercote Neighbourhood forum:</b> Benches - Wolvercote and Wytham Midsummer Festival	1,500.00	<b>Wolvercote Neighbourhood forum:</b> Wolvercote Commoner's Committee - Power Scythe	3,500.00
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Community Infrastructure Levy (CIL)			
			Motor
			<b>Wolvercote Neighbourhood forum:</b> Wolvercote Young People's Club - Fire Doors and further upgrades
			7,796.00
			<b>Wolvercote Neighbourhood forum:</b> Wolvercote Community Hub c/o Wolvercote Neighbourhood Forum
			3,604.00
			<b>Wolvercote Neighbourhood forum:</b> Wolvercote Community Farm
			500.00
			<b>Wolvercote Neighbourhood forum:</b> White Hart Community Pub Ltd
			1,586.00
			<b>Wolvercote Neighbourhood forum:</b> Cutteslowe Community Association - Cinema
			7,500.00
			<b>Wolvercote Neighbourhood forum:</b> Wolvercote Commoner's Committee - Playground Equipment
			2,479.24
			<b>Wolvercote Neighbourhood forum:</b> Wolvercote Monday Lunch Club - Vaccum Cleaner
			259.00
			<b>Wolvercote Neighbourhood forum:</b> Wolvercote Primary School - Shepherd's Hut
			10,000.00
			<b>Wolvercote Neighbourhood forum:</b> Wolvercote Village Hall Disabled Toilets t
			1,850.00
			<b>Wolvercote Neighbourhood forum:</b> Wolvercote Village Hall Disabled Toilets
			1,850.00



Community Infrastructure Levy (CIL)				
				<b>Wolvercote Neighbourhood forum:</b> Wolvercote Commoner's Committee - Notice Board 1,092.00
k	summary details of any notices served in accordance with regulation 59E, including—			
	i	the total value of CIL receipts requested from each parish council;	£0	
	ii	any funds not yet recovered from each parish council at the end of the reported year;	£0	
l	the total amount of—			
	i	CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied;	£4,452,699.13	
	ii	CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied;	£10,792,177.03	
	iii	CIL receipts for the reported year to which regulation 59E or 59F applied retained at the end of the reported year;	£0	All retained CIL has been forward allocated to projects in j) ii)
	iv	CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year.	£1,293,549.78	
<b>2</b>	<b>For the purposes of paragraph 1—</b>			
a	CIL collected by an authority includes land payments made in respect of CIL charged by that authority;		N/A	
b	CIL collected by way of a land payment has not been spent if at the end of the reported year—		N/A	
	i	development (within the meaning in TCPA 1990) consistent with a relevant purpose has not commenced on the acquired land; or	N/A	
	ii	the acquired land (in whole or in part) has been used or disposed of for a purpose other than a relevant purpose; and the amount deemed to be CIL by virtue of regulation 73(9) has not been spent;	N/A	

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

## 2: Report relating to financial year 2023/2024 on S106 Planning Obligations

### S106 Obligations

Requirement	Amount	Comment					
<p>a</p> <p><b>(CIL Regulations: Schedule 2) The matters to be included in the section 106 report for each reported year are—</b></p> <p>the total amount of money to be provided under any planning obligations which were <b>entered into during the reported year;</b></p>	£655,484.00	Site name	Planning Reference	Date of Agreement	Trigger	Amount	Contribution Use
		Northgate House 13-20 Cornmarket Street OX1 3HE	18/00258/FUL & 19/03189/VA R	09/08/2023	Within 20 working days of the Council providing written evidence to the owner that the Council has secured the public realm works	£200,000.00	Pedestrian improvements works including but not limited to hard and soft landscaping street furniture and resurfacing works to Market Street
		Trinity House John Smith Drive OX4 2RZ	22/03067/FUL	06/10/2023	Prior to occupation of development	£329,474.00	Towards costs of bringing into service the Cowley Branch Line or such equivalent alternative local transport infrastructure project that the City Council after consultation with the County Council as the highway authority considers would provide comparable local public benefits
		Land At Blackbird Leys Road And Knights Road Oxford	23/00405/OU TFUL	25/10/2023	Prior to occupation of dwelling	£85,000.00	Towards conversion of a non-clinical room to a clinical room at Donnington Surgery
		Land At Blackbird Leys Road And Knights Road Oxford OX4	23/00405/OU TFUL	25/10/2023	Prior to occupation of development	£38,210.00	Towards improvements to be carried out to footpaths in the nature park
		Land At Blackbird Leys Road And Knights Road Oxford	23/00405/OU TFUL	25/10/2023	No later than 1 month after implementation	£2,800.00	Produced by owner and developer in relation to the development in consultation with the Local Enterprise

S106 Obligations								
Requirement	Amount	Comment						
							Partnership and the City Councils Enterprise Development Team setting out the approach being taken by the owner. Deliver employment, training and apprenticeships	
		Land At Blackbird Leys Road And Knights Road Oxford	23/00405/OU TFUL	25/10/2023	Prior to occupation of any dwelling	£85,000.00	Towards conversion of a non-clinical room to a clinical room at Donnington Surgery	
		Land At Blackbird Leys Road And Knights Road Oxford	23/00405/OU TFUL	25/10/2023	Prior to occupation of the development	£38,210.00	Towards improvements to be carried out to footpaths in the nature park	
		Littlemore House, 33 Armstrong Road and Plot 18 Oxford Science Park	22/02969/FUL	14/02/2024				
b	the total amount of money under any planning obligations which was received during the reported year;	£193,670.15	<b>Site name</b>	<b>Planning Reference</b>	<b>Date Payment Received</b>	<b>Category</b>	<b>Available Balance</b>	<b>Contribution Use</b>
			Land At Blackbird Leys Road And Knights Road Oxford OX4	23/00405/OU TFUL	25/10/2023	Environment	£2,800.00	Towards monitoring of CEPP
			Land South West of St Frideswide Farm	21/01449/FUL	01/03/2024	Leisure	£52,300.00	Towards replacement floodlights on the pitches at the Hockey Club to mitigate the impact of light spillage on future occupiers
			Land South West of St Frideswide Farm	21/01449/FUL	01/03/2024	Leisure	£104,600.00	Improvements to Cutteslowe Tennis Court including but not

## S106 Obligations

Requirement	Amount	Comment					
							limited to resurfacing, relining and court lighting to mitigate the impact of the Green Belt development
		<b>Marston Paddock Butts Lane Oxford OX3 0QN</b>	21/02580/FUL	17/10/2023	Leisure	£3,661.00	To be used for the planting of a hedge at the park or for such other projects in the locality that the City Council deems to be appropriate if the contribution cannot be used for this purpose.
		<b>Marston Paddock Butts Lane Oxford OX3 0QN</b>	21/02580/FUL	17/10/2023	Leisure	£17,321.76	Greenbelt mitigation to be used to enhance play facilities at the said park or for such other Green Belt projects in the locality that the City Council deems appropriate if this contribution cannot be used for this purpose.
		<b>Land at Lanham Way</b>	21/03114/CT3	01/03/2024	Biodiversity	£12,987.39	Biodiversity enhancements - the planting of 100 meters of hedgerow around the western boundary of the recreation ground at Thames View Road
c	£0	the total amount of money under any planning obligations which was received before the reported year which has not been allocated by the authority;					

## S106 Obligations

Requirement	Amount	Comment				
d summary details of any non-monetary contributions to be provided under planning obligations which were entered into during the reported year, including details of—	N/A	Site name	Planning Reference	Date of Agreement	Trigger	Contribution Use
		Dominion Oil Site - Railway Lane, Littlemore	21/01176/FUL	07/08/2023	Not to implement the development until contractual arrangements for the transfer (or lease of not less than 990 years in the case of flats) of the Affordable Dwellings to a Registered Provider has been entered into and until a certified true copy of the completed contract has been provided to the City Council	Provision of Affordable Housing (100% affordable housing (50 houses and 40 flats))
		<b>St Hilda's College, Cowley Place</b>	21/01261/FUL	20/06/2023	Not to occupy the Development until the Public Access Scheme has been approved in writing by the Council	Public Access Scheme to allow greater public access to the college and gardens
		<b>Trinity House, John Smith Drive Oxford</b>	22/03067/FUL	06/10/2023	Not to implement the Planning Permission until a Community Employment and Procurement Plan has been approved in writing by the City Council	Community Employment and Procurement Plan

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S106 Obligations						
Requirement	Amount	Comment				
		<b>Plot 23-26 Oxford Science Park Grenoble Rd Oxford</b>	22/02168/FUL	23/10/2023	T submit the Biodiversity Scheme to the City Council for its written approval prior to implementation of the Planning Permission	Biodiversity Scheme
		<b>Land at Blackbird Leys Road and Knights Road Oxford</b>	23/00405/OU TFUL	25/10/2023	Not to implement the Planning permission until the tenures of the flexible Tenure Units as being the Social Rented or Affordable Rented Units has been confirmed in writing to and been approved in writing by the City Council	Affordable Housing
		<b>Land at Blackbird Leys Road and Knights Road Oxford</b>	23/00405/OU TFUL	25/10/2023	To submit the Biodiversity Scheme to the City Council for its written approval prior to the implementation of the Planning Permission	Biodiversity
		<b>Land at Blackbird Leys Road and Knights Road Oxford</b>	23/00405/OU TFUL	25/10/2023	No later than 1 month following implementation of the Planning Permission a Community Employment and Procurement Plan shall be submitted to and	Community Employment and Procurement Plan

## S106 Obligations

Requirement	Amount	Comment				
					be approved in writing by the City Council	
		<b>Land at Blackbird Leys Road and Knights Road Oxford</b>	23/00405/OU TFUL	25/10/2023	To provide and complete the Community Centre to shell and with connections to all mains services in accordance with the Community Centre RMA – see agreement	Community Centre
		<b>Land at Blackbird Leys Road and Knights Road Oxford</b>	23/00405/OU TFUL	25/10/2023	To submit the Open Space Land Scheme to the City Council for its written approval no later than 3 months after implementation of the Planning Permission	Open Space
		<b>Littlemore House, 33 Armstrong Road and Plot 18 Oxford Science Park</b>	22/02969/FUL	14/02/2024	Prior to implementation of the Development to meet with representatives from the City Council's Economic Development Team having consulted with the Local Enterprise Partnership	Community Employment and Procurement Plan

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## S106 Obligations

Requirement		Amount	Comment				
			<b>Littlemore House, 33 Armstrong Road and Plot 18 Oxford Science Park</b>	22/02969/FUL	14/02/2024	To submit a Footpath and Cycleway Maintenance Use and Management Strategy to the City Council and have it approved prior to Commencement	Footpath and Cycleway
			<b>Littlemore House, 33 Armstrong Road and Plot 18 Oxford Science Park</b>	22/02969/FUL	14/02/2024	To submit the Biodiversity Scheme to the City Council for its written approval prior to implementation of the Planning Permission	Biodiversity
i	in relation to affordable housing, the total number of units which will be provided;	384	<b>Site name</b>	<b>Planning reference</b>		<b>Date of agreement</b>	<b>Affordable units</b>
			<b>Dominion Oil Site - Railway Lane, Littlemore</b>	21/01176/FUL		07/08/2023	90
			<b>Land at Blackbird Leys Road and Knights Road Oxford</b>	23/00405/FUL		25/10/2023	294
ii	in relation to educational facilities, the number of school places for pupils which will be provided, and the category of school at which they will be provided;	N/A	Responsibility of Oxfordshire County Council				
e	the total amount of money (received under any planning obligations) which was allocated but not spent during the reported year for funding infrastructure;	£13,548,139.09					

S106 Obligations									
Requirement		Amount	Comment						
f	the total amount of money (received under any planning obligations) which was spent by the authority in the reported year (including transferring it to another person to spend);	£1,829.62	See full breakdown in 3(h)(i)						
g	in relation to money (received under planning obligations) which was allocated by the authority but not spent during the reported year, summary details of the infrastructure on which the money has been allocated, and the amount of money allocated to each item;	£14,137,534.84	<b>S106 Contribution Category</b>			<b>Amount</b>			
			<b>Affordable Housing</b>			£12,294,478.39			
			<b>Open Space and Leisure/ Green Infrastructure</b>			1,295,193.79			
			<b>Community Facilities</b>			£237,000.00			
			<b>Highways/ Transport and Travel</b>			£227,029.75			
			<b>Economic Development</b>			£39,880.00			
			<b>Other (E.g. works of art)</b>			£43,952.91			
h	in relation to money (received under planning obligations) which was spent by the authority during the reported year (including transferring it to another person to spend), summary details of—								
	i	the items of infrastructure on which that money (received under planning obligations) was spent in this year, and the amount spent on each item;	£1,829.62	<b>Site name</b>	<b>Planning Reference</b>	<b>Date Payment Received</b>	<b>Category</b>	<b>Amount</b>	<b>Contribution Use</b>
				<b>Sunnymeade Court Oxford</b>	<b>07/01872/FUL</b>	11/09/2008	<b>Open Space and Leisure/ Green Infrastructure</b>	£1,829.62	For the provision of enhancement of play facilities at Sunnymeade Park the vicinity of the land.
ii	the amount of money (received under planning obligations) spent on repaying money	£0							

S106 Obligations			
Requirement		Amount	Comment
	<p>borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part);</p>		
	<p>iii the amount of money (received under planning obligations) spent in respect of monitoring (including reporting under regulation 121A) in relation to the delivery of planning obligations;</p>	£0	
	<p>i the total amount of money (received under <b>any planning obligations</b>) during any year <b>which was retained at the end of the reported year</b>, and where any of the retained money has been allocated for the purposes of longer-term maintenance (“commuted sums”), also identify separately the total amount of commuted sums held.</p>	£0	
4	<p>The matters which may be included in the section 106 report for each reported year are—</p>		
	<p>a summary details of any funding or provision of infrastructure which is to be provided through a highway agreement under section 278 of the Highways Act 1980 which was entered into during the reported year,</p>	N/A	Responsibility of Oxfordshire County Council

S106 Obligations			
Requirement	Amount	Comment	
b	Summary details of any funding or provision of infrastructure under a highway agreement which was provided during the reported year.	N/A	Responsibility of Oxfordshire County Council
5	For the purposes of paragraph 3—		
a	where the amount of money to be provided under any planning obligations is not known, an authority must provide an estimate;		
b	a non-monetary contribution includes any land or item of infrastructure provided pursuant to a planning obligation;		
c	Where the amount of money spent in respect of monitoring in relation to delivery of planning obligations is not known, an authority must provide an estimate.		

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

The current CIL held has been committed in full to projects/schemes within the Council's Capital Programme as part of the Budget setting process. CIL is used alongside other funding sources to deliver projects and schemes across the city as part of the Capital Programme.

The funding of projects and schemes from CIL is set annually as part of the wider budget setting process for the Capital Programme with minor budget adjustments being made throughout the year, if and when necessary. The programme below sets out how funding from CIL is to be allocated to different infrastructure projects for the reported year and upcoming 5 years - however, this is currently under review. As part of the budget setting process, which at the time of reporting has not yet completed (completion expected Feb/Mar 2025), projects and allocations may change. The following table in this section only shows the funding from CIL and does not show full scheme costs or other funding sources.

Table 3.1 – CIL Capital Programme (December 2023)

Strategic Projects	Links to wider strategies and Infrastructure Delivery Plan (IDP)	Infrastructure Category	2022/23 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £
<b>CIL Balance Brought Forward</b>			<b>(11,571,913)</b>	<b>(11,624,622)</b>	<b>(14,929,102)</b>	<b>(5,939,658)</b>	<b>(1,668,320)</b>
Oxford and Abingdon Flood Alleviation Scheme	IDP; Oxfordshire Infrastructure Strategy (OxIS)	Green/Blue Infrastructure		4,470		250,000	
Bullingdon Community Centre	IDP	Community Facilities	698,496		63,136		
B0086 Extension to Seacourt Park & Ride	IDP	Transport/ Highways	10,386				
Controlled Parking Zones	IDP, Local Plan, Local Transport Plan (LTP), OxIS	Transport/ Highways			443,000		
City-Wide Cycling Improvements, including cycle lanes and parking	IDP, Local Plan, LTP	Transport/ Highways	34,991	38,431	55,353	173,681	
East Oxford Community Centre	IDP	Community Facilities	435,804	536,297	3,500,000	2,124,657	
Blackbird Leys Regeneration	Local Plan	Economic Development	70,958		3,429,042		
Oxford Station Masterplan (Feasibility)	IDP, Local Plan, OxIS	Economic Development, Transport			51,563		
City Centre Restart (capital)	COVID-19 City Restart Measures	Economic Development		100,000			
Infrastructure Feasibility Budget	IDP, Local Plan, OxIS	Economic Development, Transport	6,650		43,350		
CPZ Donnington	IDP, LTP, Local Plan	Transport/ Highways		57,000			
Old Gas Works Bridges	<b>Oxford City Council</b>	Transport/ Highways		908,429.62	700,000		
New Burial Space	IDP, Local Plan	Cemeteries		165,937.13	354,000	1,323,000	420,869
Jericho Community Centre	Local Plan	Community Facilities				200,000	
Leisure Centre Capital Works and Replacement	Local Plan	Leisure			200,000	200,000	200,000
Community Centre Capital Works and Replacement	IDP, Local Plan	Community Facilities			150,000		

<b>Total Projected Funding</b>			<b>1,257,285</b>	<b>1,710,565</b>	<b>8,989,444</b>	<b>4,271,338</b>	<b>620,000</b>
<b>Total Forecast Receipts in year</b>			<b>1,309,993</b>	<b>4,815,341</b>			
<b>Balance Carried Forward</b>			<b>(11,624,622)</b>	<b>(14,929,102)</b>	<b>(5,939,658)</b>	<b>(1,668,320)</b>	<b>(1,047,451)</b>

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### Appendix 3 – Risk Assessment

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Risk ID	Risk						Corporate Objective	Gross Risk		Residual Risk		Current Risk		Owner	Date Risk Reviewed	Proximity of Risk (Projects/ Contracts)
	Category-000-Service Area Code	Risk Title	Opportunity/Threat	Risk Description	Risk Cause	Consequence		Date raised	1 to 5	I	P	I	P			
CEB-001-PS	Reputational risk (Authority Monitoring Report)	T	Failure to achieve planning policy targets	There could be a range of causes, some of which may be external (e.g. the state of the economy) and some internal (failure to properly implement policies)	Reputation of the City Council could be adversely affected in the eyes of the community and stakeholders	1 November 2024	1, 2, 3, 4, 5	2	1	2	1	2	1	Head of Planning and Regulatory Services		
CEB-001-PS	Reputational risk (Infrastructure Funding Statement)	T	Funding of infrastructure via developer contributions could be perceived as inadequate	There could be a range of causes, some of which may be external (e.g. the state of the economy) and some internal (failure to appropriately assign funding)	Reputation of the City Council could be adversely affected in the eyes of the community and stakeholders	1 November 2024	1, 2, 3, 4, 5	2	1	2	1	1	1	Head of Planning and Regulatory Services		

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## Initial Equalities Impact Assessment screening form

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

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

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

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

*The Council also requires officers to specifically consider whether:*

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

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

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

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

The Oxford Local Plan 2036 is a statutory document that sets the policy framework for development across the city. It sets out policies for the economy, housing, social and the environment. Any development proposal needs to be considered within the light of these adopted policies and a careful balance struck to ensure that no groups are disadvantaged by policies and that the environment is safeguarded and opportunities for environmental enhancement are achieved.

The Infrastructure Funding Statement reports on how developer contributions are spent on Infrastructure items, both at a strategic level and for local communities. Any developer contributions allocated have been considered to deliver infrastructure provision for the benefit of the City, to sustainably mitigate the impacts of development, and to ensure that no groups are disadvantaged by the allocation of funds.

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

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

This authority monitoring report provides information as to the effectiveness of the policies in the Plan. It is not within its scope to make any changes to adopted policies however it does provide useful information as to the effectiveness of policies which can be fed into plan-making activities.

The Infrastructure Funding statement, likewise, reports on how funds have been allocated to deliver infrastructure needs of the City (summarised on the Infrastructure Delivery Plan). It is not within the scope of the IFS to determine spending priorities, although it does help identify the current position and review progress in terms of delivering the infrastructure needs of the city.

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

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

N/A

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

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

N/A

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

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

N/A

Lead officer responsible for signing off the EIA: Sarah Harrison

Role: Planning Policy Team Leader  
Report Author

Date: 4 October 2024

Note, please consider & include the following areas:

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