

# Agenda

www.oxford.gov.uk



## Climate and Environment Panel (Panel of the Scrutiny Committee)

This meeting will be held on:

Date: **Tuesday 11 June 2024**

Time: **6.00 pm**

Place: **Zoom - Remote meeting**

**For further information** please contact:

Alice Courtney, Scrutiny Officer

📞 07483 010160

✉️ [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk)

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

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

Information about speaking and recording is set out in the agenda and on the [website](#)

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

*View or subscribe to updates for agendas, reports and minutes at  
[mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk).*

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

## **Committee Membership**

*Membership will be confirmed at the Scrutiny Committee meeting on 05 June 2024.*

Apologies received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting.

# Agenda

|  | <b>Pages</b> |
|--|--------------|
| <b>1 Apologies</b>   |              |
| <b>2 Declarations of Interest</b>  |              |
| <b>3 Chair's Announcements</b>   |              |
| <b>4 Notes of the previous meeting</b>   | 9 - 12       |
| <p>The Panel is asked to <b>agree</b> the notes of the meeting held on 20 March 2024 as a true and accurate record.</p>  |              |
| <b>5 Climate and Environment Panel Work Plan</b>   | 13 - 18      |
| <p>The Panel is asked to consider the provisional Work Plan and agree any amendments, taking into account the list of suggested items for Scrutiny-commissioned reports at Appendix A and ensuring that any additional Scrutiny-commissioned items which are agreed have a clear and specific scope.</p>   |              |
| <b>6 Report back on recommendations</b>  | 19 - 22      |
| <p><i>Cabinet has not considered or made responses to any Climate and Environment Panel recommendations since the previous report back on recommendations on 27 February 2024. All outstanding responses to recommendations will be reported on at a future Panel meeting.</i></p> <p>The Panel is asked to note and comment on the recommendation tracker.</p>  |              |
| <b>7 Tree Management Policy 2024-2032</b>  | 23 - 74      |
| <p>Cabinet, at its meeting on 12 June 2024, will consider a report from the Executive Director (Development) seeking approval for an updated Tree Management Policy. Cllr Nigel Chapman, Cabinet Member for Citizen Focused Services and Council Companies, Tom Bridgman, Executive Director (Development), Richard Jones, Business Analyst, Chris Leyland, Tree Officer and Tina Mould, Environmental Sustainability Lead have been invited to present the report and answer questions. The Panel is asked to consider the report and agree any</p> |              |

recommendations.

## **8 Framework for the Installation of Renewable Technologies in Council Owned Properties**

75 - 80

Cabinet, at its meeting on 12 June 2024, will consider a report from the Executive Director (Communities and People) seeking approval to establish a Framework for the provision and installation of renewable technologies to Council owned properties and delegated authority to the Executive Director (Communities and People) to appoint suppliers to the Framework. Cllr Ed Turner, Deputy Leader (Statutory) and Cabinet Member for Finance and Asset Management, Cllr Linda Smith, Cabinet Member for Housing and Communities, Peter Matthew, Executive Director (Communities and People), Juliet Nicholas, Energy and Sustainability Manager, James Vilijoen, Technical Services Manager and Tina Mould, Environmental Sustainability Lead have been invited to present the report and answer questions. The Panel is asked to consider the report and agree any recommendations.

## **9 HRA Energy Efficiency Projects 2024/25**

81 - 86

Cabinet, at its meeting on 12 June 2024, will consider a report from the Executive Director (Communities and People) seeking approval for HRA Energy Efficiency projects for the financial year 2024/25 and delegated authority to award the necessary contracts. Cllr Anna Railton, Cabinet Member for Zero Carbon Oxford, Cllr Linda Smith, Cabinet Member for Housing and Communities, Peter Matthew, Executive Director (Communities and People), Juliet Nicholas, Energy and Sustainability Manager and Tina Mould, Environmental Sustainability Lead have been invited to present the report and answer questions. The Panel is asked to consider the report and agree any recommendations.

## **10 Dates of future meetings**

The Panel is asked to note the dates and times of future meetings of the Climate and Environment Panel.

- 05 September 2024, 6pm
- 20 November 2024, 6pm
- 26 February 2025, 6pm
- 27 March 2025, 6pm

*Meetings will take place remotely via Zoom.*



## **Information for those attending**

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

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

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

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

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

### **Councillors declaring interests**

#### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

#### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

#### **Declaring an interest**

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

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

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

#### **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.

This page is intentionally left blank



## **Minutes of a meeting of the Climate and Environment Panel (Panel of the Scrutiny Committee) on Wednesday 20 March 2024**



### **Committee members present:**

Councillor Hollingsworth (Chair)

Councillor Aziz

Councillor Fry

Councillor Miles

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

Mish Tullar, Head of Corporate Strategy

Vikki Robins, Carbon Reduction Team Manager

Juliet Nicholas, Energy and Sustainability Manager

Alice Courtney, Scrutiny Officer

### **Also present:**

Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice

### **Apologies:**

Councillor(s) Kerr sent apologies.

## **38. Declarations of Interest**

None.

## **39. Chair's Announcements**

None.

## **40. Notes of the previous meeting**

The Panel agreed the notes of the meeting held on 27 February 2024 as a true and accurate record.

## **41. Climate and Environment Panel Work Plan**

The Panel considered the Work Plan, noting it was the Panel's final meeting of the municipal year and the agreement of future items for consideration would be the responsibility of the 2024/25 Panel.

The Panel agreed the Work Plan as set out in the agenda pack.

*The Panel agreed to take item 7 (Tree Planting) next on the agenda, followed by items 6 (Energy Generation/Solar Potential on Council Buildings), 8 (2023-24 Year in Review) and 9 (Dates of future meetings).*

## **42. Tree Planting [presentation]**

Mish Tullar, Head of Corporate Strategy delivered a presentation which provided an update on tree planting, specifically in relation to the planting of new trees. A copy of the presentation slides is included in the minutes pack.

The Panel was informed that other aspects of tree works were currently under review and overall responsibility for tree works undertaken by the Parks team had recently transferred over to the Head of Corporate Property. The Property Services team would provide the clienting oversight for tree management and maintenance in the City going forward. In addition, the Council's Tree Policy was in the process of being updated. However, these elements were not within scope of the presentation and discussion at this meeting.

In response to questions, the Panel was advised that:

- Any recommendations related to the production of guidance for councillors and/or community groups which set out the process for new street tree planting would be welcomed.
- The Council's Tree Policy, Urban Forest Strategy and Biodiversity Strategy (the latter of which was in development) would be aligned; each document served a slightly different purpose so there would not be any duplication or inconsistencies.
- Good progress had been made with the Council's 'Treemails' campaign; the intention was to continue and amplify the campaign in the coming year.
- The Tree Equity Score UK website mapped urban tree distribution.
- There were no issues in relation to availability of trees, as they were readily available.

In addition, the Panel was pleased to note that a strategic review of services provided by Oxford Direct Services was underway; the Panel had recommended such a review following consideration of the Biodiversity Action Plan for Oxford City Council Parks and Nature Areas – September 2023 Review item at its November meeting, though the recommendation had not been agreed by Cabinet at the time.

The Panel agreed to recommend to Cabinet that:

1. The Council produces a guidance document and accompanying flow chart which clearly sets out the process for the planting of new street trees on public land, including but not limited to the mapping of existing empty tree pits within the City; responsibility for the replacement of dead or damaged trees; and a breakdown of the costs for planting and maintaining new street trees, with information as to how those costs might be met by different organisations, groups and/or individuals.
2. The Council produces a guidance document for the planting of new trees, and associated costs, on private land which is aimed at a diverse audience, including community groups, schools, private landowners and landlords.
3. The Council, when it reviews its policies, explores how it could incentivise, promote and encourage the planting, retention and renewal of trees through those policies – particularly within Planning and Licensing.

4. The Council actively encourages tree planting within and around new community buildings and spaces to ensure alignment of these new projects and developments with the City's wider environmental policies.

### **43. Energy Generation/Solar Potential on Council Buildings [presentation]**

*Cllr Fry joined the meeting.*

Mish Tullar, Head of Corporate Strategy delivered a presentation which provided an overview of energy generation and solar potential on Council buildings. A copy of the presentation slides is included in the minutes pack.

Vikki Robins, Carbon Reduction Team Manager advised that consideration was being given to working strategically with the Council's Housing Revenue Account to explore different options for funding activity. Juliet Nicholas, Energy and Sustainability Manager added that the Council was exploring energy generation and solar potential in tandem with routine improvements to Council-owned buildings (e.g. re-roofing) to maximise opportunities.

In response to questions, the Panel was advised that:

- Ferry and Blackbird Leys Leisure Centres had been fully exploited in terms of solar panel installations.
- The Council could look to implement a similar model to the Low Carbon Hub in relation to solar installations, but in respect of Council housing stock.
- There were operational and commercial challenges related to the practicalities of installing solar canopies on Council Park & Rides, including local grid constraints and return on investment for the Council.
- Oxford Direct Services (ODS) buildings were considered in scope of the definition of 'Council assets' and Cowley Marsh already had solar panels.
- Given other priorities in relation to decarbonisation, there was no spare capacity within the Council to undertake detailed research into other areas' implementation of solar canopies over car parks or innovative solar activity/projects.

The Panel agreed to recommend to Cabinet that:

1. The Council produces a high-level summary of current challenges and constraints impacting on the deliverability of solar opportunities at Council car parks and keeps a watching brief on how similar issues have been overcome in other areas so that any learning could be identified to support delivery in Oxford.
2. The Council prioritises projects on the basis of deliverability and impact when allocating financial and human resources.

*Vikki Robins, Carbon Reduction Team Manager and Juliet Nicholas, Energy and Sustainability Manager left the meeting and did not return.*

### **44. 2023-24 Year in Review**

Alice Courtney, Scrutiny Officer introduced the report, which had been produced following a request made by the Panel at its meeting on 29 November 2023. The report provided an overview of the Panel's work to date and offered an opportunity for the Panel to reflect and consider how it might best add value going forward.

In discussion, the Panel agreed with the suggestion set out in the report that the Panel aligns its approach to Scrutiny of climate and environment issues to the 'Zero Carbon Oxford' priority within the refreshed Corporate Plan 2024-28, once adopted; complementing the Panel's consideration of the Net Zero Masterplan at each meeting. The Panel also requested that the Scrutiny Officer add the following items to the long list of suggestions for Scrutiny-commissioned items for 2024/25, noting that agreement to consider any of these items would be at the discretion of the 2024/25 Panel:

- Oxford Climate Emergency Centre (*progress following motion passed at Full Council on 02 October 2023*).
- 'Loss and Damage' to the Council as a result of climate change (e.g. costs incurred by the Council as a result of recent flooding) and how this could be addressed/funded.
- Innovative longer-term partnership projects and funding initiatives that the Council could get involved in.
- Internal Council governance – including ensuring there is a clear client, clear responsibility and clear documentation setting out policy/process.

The Chair thanked all officers and Cllr Railton, Cabinet Member for Zero Carbon Oxford and Climate Justice for their contributions to Panel meetings during 2023/24. He particularly thanked the Scrutiny Officer for her support, advice and clarity over the past year.

The Panel:

1. **Noted** the report.
2. **Confirmed** its agreement to the Scrutiny Officer's suggestions as to which recommendations should continue to be monitored (set out at Appendix 1).

**45. Dates of future meetings**

The Panel noted the dates and times of future meetings.

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

**Chair .....**

**Date: Tuesday 11 June 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.*

## [Provisional] Climate and Environment Panel Work Plan

NB This work plan is provisional and is subject to change. Changes made outside meetings are agreed between the Scrutiny Officer and the Chair.

Cabinet items beyond two months in advance are not included on the work plan owing to the greater potential they will move or alternative items of higher priority arise in the meantime.

### 11 June 2024 – reports

| Agenda item  | Cabinet item | Description   | Cabinet portfolio   | Lead officer   |
|--|--------------|---|---|--|
| Tree Management Policy 2024-2032   | Yes          | To seek approval for an updated tree management policy.   | Cabinet Member for Citizen Focused Services and Council Companies   | Tom Bridgman, Executive Director (Development)             |
| Framework for the Installation of Renewable Technologies in Council Owned Properties | Yes          | To seek project approval to set up a framework for the installation of renewable technologies in Council owned properties and delegated authority to sign and award Framework agreements.   | Deputy Leader (Statutory) and Cabinet Member for Finance and Asset Management<br>Cabinet Member for Housing and Communities | Peter Matthew, Executive Director (Communities and People) |
| HRA Energy Efficiency Projects 2024/25   | Yes          | To seek Cabinet approval and delegation to authorise, sign and award contracts for HRA Energy Efficiency projects for FY 24/25. The report covers proposed HRA Energy Efficiency projects for 24/25 to spend HRA approved budget. | Cabinet Member for Zero Carbon Oxford<br>Cabinet Member for Housing and Communities   | Peter Matthew, Executive Director (Communities and People) |

## 05 September 2024 – provisional reports

| Agenda item   | Cabinet item | Description   | Cabinet portfolio                     | Lead officer                            |
|---|--------------|---|---------------------------------------|---|
| Net Zero Masterplan   | No           | To consider the report and agree any recommendations. | Cabinet Member for Zero Carbon Oxford | Mish Tullar, Head of Corporate Strategy |
| Annual Air Quality Status Report  | No           | To consider the report and agree any recommendations. | Cabinet Member for Zero Carbon Oxford | Mish Tullar, Head of Corporate Strategy |
| Local Area Energy Planning and Mitigation Measures Regarding Local Grid Constraints | No           | To consider the report and agree any recommendations. | Cabinet Member for Zero Carbon Oxford | Mish Tullar, Head of Corporate Strategy |
| ZCOP Expansion Plans  | No           | To consider the report and agree any recommendations. | Cabinet Member for Zero Carbon Oxford | Mish Tullar, Head of Corporate Strategy |

14

## 20 November 2024 – provisional reports

| Agenda item                                | Cabinet item | Description  | Cabinet portfolio                     | Lead officer                            |
|--|--------------|--|---------------------------------------|---|
| Net Zero Masterplan                        | No           | To consider the report and agree any recommendations.  | Cabinet Member for Zero Carbon Oxford | Mish Tullar, Head of Corporate Strategy |
| Eco-moorings Project Update [presentation] | No           | To receive a presentation followed by an opportunity for discussion; and to agree any recommendations. | Cabinet Member for Zero Carbon Oxford | Mish Tullar, Head of Corporate Strategy |

|   |    |   |                                       |   |
|---|----|---|---------------------------------------|---|
| High-level challenges and constraints impacting on the deliverability of solar opportunities at Council car parks | No | To consider the report and agree any recommendations. | Cabinet Member for Zero Carbon Oxford | Mish Tullar, Head of Corporate Strategy |
|---|----|---|---------------------------------------|---|

## 26 February 2025 – provisional reports

| Agenda item                                   | Cabinet item | Description   | Cabinet portfolio                     | Lead officer                            |
|---|--------------|---|---------------------------------------|---|
| Net Zero Masterplan                           | No           | To consider the report and agree any recommendations. | Cabinet Member for Zero Carbon Oxford | Mish Tullar, Head of Corporate Strategy |
| Update/overview of work on the Waste Review   | No           | To consider the report and agree any recommendations. | Cabinet Member for Zero Carbon Oxford | Mish Tullar, Head of Corporate Strategy |
| Heat Networks & Zoning                        | No           | To consider the report and agree any recommendations. | Cabinet Member for Zero Carbon Oxford | Mish Tullar, Head of Corporate Strategy |
| Development of a Biodiversity Strategy Update | No           | To consider the report and agree any recommendations. | Cabinet Member for Zero Carbon Oxford | Mish Tullar, Head of Corporate Strategy |

**27 March 2025 – provisional reports**

| <b>Agenda item</b>     | <b>Cabinet item</b> | <b>Description</b>  | <b>Cabinet portfolio</b>                                  | <b>Lead officer</b>                     |
|------------------------|---------------------|---|---|---|
| Net Zero Masterplan    | No                  | To consider the report and agree any recommendations.   | Cabinet Member for Zero Carbon Oxford and Climate Justice | Mish Tullar, Head of Corporate Strategy |
| 2024-25 Year in Review | No                  | To consider the report, reflect on the Panel's work and assess impact during 2024/25 and consider where the Panel could add more value going forward. | N/A   | N/A                                     |



**Current Suggestions for Longlist of Scrutiny-Commissioned Reports for Consideration by the Climate and Environment Panel 2024/25**

| <b><u>Suggested Item</u></b>   | <b><u>Pencilled in to Work Plan 2024/25?</u></b>  |
|--|---|
| 1. Waste/Waste Strategy  | Yes – February meeting  |
| 2. Tree Maintenance  | Yes – Panel to consider updated Tree Maintenance Policy at June meeting   |
| 3. Fleet Decarbonisation   | No – update will not be available until 2025 calendar year at the earliest  |
| 4. Local Area Energy Planning and Mitigation Measures Regarding Local Grid Constraints   | Yes – September meeting   |
| 5. Heat Network & Zoning   | Yes – February meeting  |
| 6. Oxford Climate Emergency Centre (progress following motion passed at Full Council 02 October 2023)  | No  |
| 7. Loss and Damage to the Council as a result of climate change (e.g. costs incurred by the Council as a result of recent flooding) and how this could be addressed/funded | No  |
| 8. Innovative longer-term partnership projects and funding initiatives that the Council could get involved in  | No  |
| 9. Internal Council governance – including ensuring there is a clear client, clear responsibility and clear documentation setting out policy/process                       | No – officers advised this would be covered by other meetings (e.g. Audit & Governance Committee), so would not come to Panel as well as this would be duplication. Propose remove from list. |
| 10. Biodiversity Net Gain – Biodiversity Units Feasibility Study (see officer decision <a href="#">here</a> )  | No  |
| 11. Parks and Green Space Management Contracts with ODS (following outcome of Strategic Review of Services Provided by ODS)  | No  |

| <b><u>Regular/Standard Items</u></b>                            | <b><u>Pencilled in to Work Plan 2024/25?</u></b> |
|---|--|
| Net Zero Masterplan   | Yes – standing item at most meetings             |
| Annual Air Quality Status Report                                | Yes – September meeting                          |
| Climate Emergency Review Group Update / Zero Carbon Action Plan | No   |

|   |                        |
|---|------------------------|
| Waterways Update                                  | No                     |
| Biodiversity Strategy / Action Plan               | Yes – February meeting |
| Environment Act (secondary legislation) reporting | No                     |
| Citizens Assembly on Climate Change               | No                     |

| Ref  | Date      | Report  | Recommendation   | Agreed? | Response   | Continue to monitor?   | Update Scheduled |
|------|-----------|---|--|---------|--|--|------------------|
| 0001 | 09-Mar-23 | Development of a Biodiversity Strategy for Oxford   | That the Council seeks to ensure that, amongst others, Oxford University's Biodiversity Network and the HERO project are represented on the steering group.  | In Part | We will take into account these recommendations when setting up the steering group.  | Yes - Panel to request update on the development of the Biodiversity Strategy more generally, including an update in relation to recommendations made on 09 March 2023 and 27 June 2023.                           | 26-Feb-25        |
| 0002 | 09-Mar-23 | Development of a Biodiversity Strategy for Oxford   | That the Council, in conducting the baseline exercise, takes account of shifting baseline syndrome.  | In Part | Historic data for the sites in question may be impossible / impractical to recover, and we may not be able to do so in a consistent way that offers meaningful insights.   | Yes - Panel to request update on the development of the Biodiversity Strategy more generally, including an update in relation to recommendations made on 09 March 2023 and 27 June 2023.                           | 26-Feb-25        |
| 0003 | 09-Mar-23 | Development of a Biodiversity Strategy for Oxford   | That the Council considers how best to move away from the use of chemicals in land maintenance as a matter of urgency.   | In Part | A further review of the use of herbicides and pesticides by ODS on behalf of the Council will be undertaken this year which will explore the costs and efficacy of the Council ending the use of glyphosates including assessing the alternatives used by other Councils in England. It would not be appropriate to pre-determine the outcome of that review.  | No - separate report on use of glyphosate by ODS on behalf of OCC went to Scrutiny and Cabinet in December 2023; further monitoring not required following outcome of that report.                                 |                  |
| 0004 | 09-Mar-23 | Development of a Biodiversity Strategy for Oxford   | That the Council commissions or conducts its own audits of the eight Sites of Special Scientific Interest in the near future in order to understand their current condition.   | In Part | We will evaluate the optimal approach to assessing the SSSIs in conjunction with the Steering Group.   | Yes - Panel to request update on the development of the Biodiversity Strategy more generally, including an update in relation to recommendations made on 09 March 2023 and 27 June 2023.                           | 26-Feb-25        |
| 0005 | 09-Mar-23 | Development of a Biodiversity Strategy for Oxford   | That the Council ensures that the protection of mature trees is prioritised wherever possible.   | Yes     | The Council has a range of policies in place to ensure the protection of mature trees. However, the council also has a liability to ensure dangerous trees are felled promptly. Where this is necessary, they will be offset with new trees in the same location if suitable, or an alternative location with a greater viability to support a healthy trees. Protection of trees is also considered within planning alongside other local planning priorities including housing delivery within the city.   | No - already a Council policy  |                  |
| 0006 | 09-Mar-23 | Development of a Biodiversity Strategy for Oxford   | That the Council commits to ensuring that the Biodiversity Strategy is developed in line with the Kunming-Montreal Global Biodiversity Framework and, also, at least in alignment with Government targets to halt decline of species under the Environment Act 2021.   | Yes     | No commentary provided.  | Yes - Panel to request update on the development of the Biodiversity Strategy more generally, including an update in relation to recommendations made on 09 March 2023 and 27 June 2023.                           | 26-Feb-25        |
| 0007 | 09-Mar-23 | Development of a Biodiversity Strategy for Oxford   | That the Council takes account of the interconnectedness between the policies in the Local Plan and the Biodiversity Strategy when developing both documents and ensures that these links are emphasised and appropriately cross-referenced.   | Yes     | No commentary provided.  | Yes - Panel to request update on the development of the Biodiversity Strategy more generally, including an update in relation to recommendations made on 09 March 2023 and 27 June 2023.                           | 26-Feb-25        |
| 0008 | 09-Mar-23 | Fleet Decarbonisation   | That the Council should commit to working with ODS to explore how ODS could include electric cargo bicycles in its fleet.  | Yes     | These discussions are already taking place.  | Yes - Panel to request update on fleet decarbonisation, including an update in relation to the recommendation made on 09 March 2023. <b>Update will not be available until 2025 calendar year at the earliest.</b> |                  |
| 0009 | 27-Jun-23 | DRAFT Carbon Reduction and Sustainable Retrofit Guidance for Historic Buildings Technical Advice Note | That the Council reviews the language used in the TAN to ensure it is accessible to residents and incorporates a glossary to explain technical terms.  | Yes     | The policy team will review the wording in the TAN and implement a simple glossary in line with the recommendations. The topic of retrofitting heritage assets in itself can be very technical, as is the legislation and guidance within national policy, not only because of the fast evolving nature of retro-fit technologies and practices but also because of the additional sensitivities that come with redevelopment associated with our most special heritage assets. As such, it will invariably require some level of technical expertise to fully address certain elements when it comes to this type of development. Whilst we have made every effort to explain the terminology and concepts in plain English within the text, we would agree that a glossary could be a helpful addition and are happy to add this in. The objective of the guidance in the TAN is to convey simple advice to assist applicants in approaching the design of retrofit projects for historic buildings so that their application has the best chances of success and we want to ensure that this is as effective as possible. | No - glossary implemented in TAN, which has now been published.  |                  |
| 0010 | 27-Jun-23 | DRAFT Carbon Reduction and Sustainable Retrofit Guidance for Historic Buildings Technical Advice Note | That the Council includes more examples of successful domestic scale retrofit projects, including for non-listed buildings in conservation areas, as well as in listed buildings.  | Yes     | The original intention of this updated TAN was to be published as an interim measure that could help address a gap in guidance on our website and to better align this with the city's net zero objectives. The TAN currently references a variety of best practice guidance in the appendix to provide further information and flags that this would then be supported by additional guidance including specific case studies from the city that could help illustrate best practice in an Oxford context. In order to not unnecessarily delay the publishing of the helpful information within the TAN we propose to progress with the examples in the draft and update the document in the future with useful and illustrative case studies, noting that the range of different sensitivities within the city will mean that they will only be able to indicate possible solutions rather than provide a blue print for other applicants.   | Yes - update to be requested in due course.  |                  |
| 0011 | 27-Jun-23 | DRAFT Carbon Reduction and Sustainable Retrofit Guidance for Historic Buildings Technical Advice Note | That the Council challenges its existing assumptions around customer experience in relation to retrofit applications and seeks to engage with organisations and individuals who have gone or are currently going through the retrofit process to understand their experiences and feed those into the TAN and the broader planning process to improve usability and overall customer experience. | Yes     | The policy team and planning services more widely will continue to do its part in critically assessing its own performance and interactions with our broad customer base. Where there is scope to improve our services and the support we can provide, we will endeavour to incorporate this into our work. This may include future updates to the TAN as well as our wider resources and processes where appropriate.   | Yes - update to be requested in due course.  |                  |
| 0012 | 27-Jun-23 | DRAFT Carbon Reduction and Sustainable Retrofit Guidance for Historic Buildings Technical Advice Note | That the Council reviews its existing Article 4 Directions to see whether they create unnecessary obstacles to applicants wanting to install carbon retrofit measures.   | No      | Whilst it is accepted that the Article 4 Directions were set up at a time predating the current net zero objectives in the city, a review of these is an extensive piece of work which will need to be considered in the longer term alongside other commitments, such as the extensive work related to the production of the 2040 Local Plan. Such commitment is beyond the scope of this TAN.  | Yes - although in the long term  |                  |
| 0013 | 27-Jun-23 | DRAFT Carbon Reduction and Sustainable Retrofit Guidance for Historic Buildings Technical Advice Note | That the Council, looking at the approach taken by the Royal Borough of Kensington and Chelsea, considers using Local Development Orders to make clear that certain low carbon approaches will be approved by the Council.   | No      | We are aware of the approach undertaken by the Royal Borough of Kensington and Chelsea and will consider the pros and cons of this and other approaches in liaison with key stakeholders such as heritage colleagues and Historic England in due course. The current priority is the new Local Plan and we have set out our intention to try to go further than current policy as part of our preferred options consultation, though the final approach is still under consideration and will need to align with national policy to be found sound by the inspector and pass examination.  | Yes - although in the long term  |                  |

|      |           |   |  |     |   |  |           |
|------|-----------|---|--|-----|---|--|-----------|
| 0014 | 27-Jun-23 | DRAFT Carbon Reduction and Sustainable Retrofit Guidance for Historic Buildings Technical Advice Note | That the Council makes it clear in the TAN and broader messaging that it supports retrofit applications in heritage and conservation areas and will actively support applicants to go through that process.  | Yes | The genesis of this TAN was to more clearly support applicants in making the right choices when it comes to retrofitting their properties. The review agreed to in Recommendation 1 will help to amplify this. It is important to note that Technical Advice Notes have no statutory powers unlike the Local Plan. The role of these documents is only to provide additional guidance that supports interpretation of existing policies in the Local Plan - they are unable to go as far as establishing new policy for the city which is not in the Local Plan 2036. Ensuring we get the right balance between what can be set out in the TAN at present, what can help us move towards net zero objectives and support applicants, as well as what is required of us more broadly under national policy (including our statutory duty for conserving our important heritage assets as much as securing reductions in carbon dioxide emissions) is a challenging issue we have sought to address. The planning service provides a channel for actively supporting applicants as part of its pre-application service and through this service they are able to benefit from the advice of planning officers but also colleagues in the heritage team – we flag this clearly in the TAN in a couple of places as well as on our website. | No - TAN states in several places the Council's support for retrofit measures (as well as referencing a policy within the Local Plan 2036 which supports this), plus pre-application services helps to support this.   |           |
| 0015 | 27-Jun-23 | DRAFT Carbon Reduction and Sustainable Retrofit Guidance for Historic Buildings Technical Advice Note | That the Council takes a much clearer approach to setting out for householders and applicants what its response will be to proposals for specific retrofit measures, being clear about how that might vary from conservation area to conservation area.  | Yes | The policy team will explore how we can be clearer in the guidance set out in the TAN, however there are limits to how simplified any high-level guidance such as the TAN can provide, especially in a city that has such a rich and varied historical context.   | No - this topic is covered in section 2 of the published TAN   |           |
| 0016 | 27-Jun-23 | Biodiversity Update   | That the Council ensures the inclusion of its function as both a residential and institutional landlord within the biodiversity baseline assessment exercise.  | Yes | It is vital that when considering the Council's duty to conserve and enhance biodiversity that its function as a landowner forms part of that consideration. This must extend to all property owned; while it may be easier to consider in relation to large plots of green space or agricultural land, biodiversity should be considered in all contexts.  | Yes - Panel to request update on the development of the Biodiversity Strategy more generally, including an update in relation to recommendations made on 09 March 2023 and 27 June 2023.   | 26-Feb-25 |
| 0017 | 27-Jun-23 | Biodiversity Update   | That the Council seeks to collaborate and exchange knowledge with other local landowners and institutions in the interests of promoting biodiversity citywide.   | Yes | The Biodiversity Strategy will be a key vehicle for knowledge exchange, both the production of the document - which will require extensive engagement - and also likely its implementation.   | Yes - Panel to request update on the development of the Biodiversity Strategy more generally, including an update in relation to recommendations made on 09 March 2023 and 27 June 2023.   | 26-Feb-25 |
| 0018 | 27-Jun-23 | Biodiversity Update   | That the Council suggests a dedicated biodiversity workstream be added to the Zero Carbon Oxford Partnership's existing workstreams.   | Yes | N/A   | No - Cllr Brown updated at Cabinet in July 2023: The question was asked on 11 July, but ZCOP felt quite strongly that it didn't want to have a biodiversity workstream because it felt that would be duplicating existing work elsewhere, which ZCOP is very keen not to do. However ZCOP has undertaken to go ahead and convene a meeting of biodiversity leads across the main institutions that are part of ZCOP to see if there are ways in which people could work more closely together; so there won't be a workstream as such, but ZCOP will facilitate people getting together to liaise as much as possible around biodiversity. |           |
| 0019 | 27-Jun-23 | Biodiversity Update   | That the Council continues to seek out emerging biodiversity best practice in other local authorities.   | Yes | All councils are experiencing the same shifts in how to consider biodiversity, deriving from new responsibilities relating to biodiversity net gain, an enhanced biodiversity duty, and new reporting requirements. Sharing and understanding best practice will be important to maximising the most of limited ecological resources at all Councils.   | Yes - Panel to request update on the development of the Biodiversity Strategy more generally, including an update in relation to recommendations made on 09 March 2023 and 27 June 2023.   | 26-Feb-25 |
| 0020 | 12-Sep-23 | HRA Energy Efficiency Projects 2023/24  | That the Council explores the full range of procurement options for the delivery of the projects, including alternative suppliers and the possibility of establishing medium-to-long term relationships with suppliers, contractors and sub-contractors.   | Yes | A procurement route has not yet been determined for these works and a full range of procurement options will be explored in line with the constitution.   | No - Scurtiny Officer requested update on process/outcome of the procurement exercise undertaken on behalf of the Panel and the Energy and Sustainability Manager advised that the Council is planning to establish a framework for procuring installation of renewable technologies. It is proposed that works for both 2023/24 and 2024/25 projects will be procured via this framework when it is operational. The Panel is due to consider the report on 'Framework for the installation of renewable technologies in Council owned properties' at its meeting on 11 June 2024 so any additional input can be picked up there.         |           |
| 0021 | 12-Sep-23 | HRA Energy Efficiency Projects 2023/24  | That the Council sets a timetable for achieving a full set of EPCs for its HRA properties.   | Yes | The Council has a modelled EPC for all HRA properties; however, part of the delivery plan development is to quantify these with EPC surveys (where access is possible) and to update lodged EPCs where energy improvement works have been carried out. A timetable for EPC surveys beyond 2023/24 will be developed with a completion date set.   | No - suggest this is picked up by the Housing and Homelessness Panel which has also shown an interest in this area.  |           |
| 0022 | 12-Sep-23 | Citywide Smoke Control Area Declaration   | That the Council ensures clear messaging in its publicity campaign that moored vessels are exempt from the Smoke Control Area, and communicates the rationale for the exemption.   | Yes | Paragraph 33 of the Cabinet report already refers to moored vessels and explains one of the main reasons why they are exempt from this Smoke Control Area expansion. However, we will ensure that if this proposal is approved, our communication strategy to members of the public will include specific elements about moored vessels to make it clear that they are exempt for the time being and why.   | Yes - awaiting implementation of SCA; Head of Corporate Strategy approved the making of the under delegated authority on 13 March 2024 (no call in received), once the order is made it will need to be submitted to the Secretary of State for final approval. SCA due to come into effect on 01 December 2024 (see comms here: <a href="https://www.oxford.gov.uk/news/article/1486/oxford-smoke-control-area-expansion-to-start-on-1-december-2024">https://www.oxford.gov.uk/news/article/1486/oxford-smoke-control-area-expansion-to-start-on-1-december-2024</a> )   |           |
| 0023 | 12-Sep-23 | Citywide Smoke Control Area Declaration   | That the Council commits to working with the various boating communities (e.g. boaters living on permanent moorings and visiting boaters) to identify and address the barriers to these communities adopting cleaner fuel types; and explores grant funding opportunities to support the work to address these issues. | Yes | The Council already expects to be developing work in this area through the Department for Environment, Food & Rural Affairs (DEFRA) Grant funding that has been recently awarded to the City Council, for the installation of eco-moorings at the visitor's moorings in Aristotle Lane. The eco-moorings project will see allocated specific funding for a Community Engagement Officer who will be expected to work together with the various boating communities on education, raising awareness, and on exploring future grant opportunities and/or retrofitting schemes that may become available to boaters to support their transition to cleaner and more sustainable sources of heating.  | Yes - report updating on eco-moorings project and other fuel related issues in relation to boating communities scheduled in for CEP meeting 20 November 2024.  | 20-Nov-24 |
| 0024 | 12-Sep-23 | Air Pollution   | That the Council produces an accessible and easily digestible executive summary to sit alongside the Annual Air Quality Status Report in future years; to include what the Council has done, next steps and any issues which are likely to delay progress on particular actions.                                       | Yes | A simplified one pager capturing actions and progress on tackling air quality will be produced alongside the existing Annual Air Quality Status Report and press release materials. At the point the Council's existing Air Quality Action Plan needs to be updated in 2025, officers will review the format of the report to consider further design changes to improve accessibility.   | Yes - Panel to monitor when report is submitted to Panel from 2023 onwards (annual report).  | 05-Sep-24 |

|      |           |   |  |         |   |   |           |
|------|-----------|---|--|---------|---|---|-----------|
| 0025 | 12-Sep-23 | Air Pollution   | That the Council considers how to identify and promote the broader benefits of action to improve air quality.  | Yes     | There is an extensive ongoing programme of communications around actions to improve air quality, and why this is important. Videos were created and posted featuring a consultant at the John Radcliffe Hospital specifically highlighting the health benefits of cleaner air. Last winter's Do You Fuel Good campaign targeting the use of wood burning stoves will be reprised this heating season. A full public consultation and engagement programme is also planned in support of the Council's proposal to create a citywide smokeless controlled area (SCA), as approved by September Cabinet. While boaters will be exempt under the proposed new SCA, further communications are planned to support the Council's introduction of ecomoorings along the Oxford Canal, which will also highlight the broader benefits of action to improve air quality.  | Yes - update to be requested as part of Annual Air Quality Status Report 2023.  | 05-Sep-24 |
| 0026 | 29-Nov-23 | Biodiversity Action Plan for Oxford City Council Parks and Nature Areas – September 2023 Review | That the Council, in collaboration with partners who hold relevant data, maps data relating to landscape and habitat type onto a centralised system (e.g. GIS) and populates with information about particular sites or projects which require funding; and makes this publicly accessible so that Members, community groups and the general public can find and support local projects near to them.                      | No      | We recognise the benefits of this in line with the Scrutiny recommendation, however it would unfortunately require a significant amount of specialist officer time to coordinate, design, deliver and for ongoing review which is currently not budgeted or has identified officer capacity for. An option might be linked to the recent introduction of Biodiversity Net Gain (BNG) and this might be able to provide funding for much of the habitat enhancement projects required in future years.   | No - broader work around Council-wide data/mapping exercise to be suggested to the Scrutiny Committee for consideration.  |           |
| 0027 | 29-Nov-23 | Biodiversity Action Plan for Oxford City Council Parks and Nature Areas – September 2023 Review | That the Council explores how volunteer coordination could be delivered within existing resource as part of the Council's core 'business as usual'.  | In Part | There will be ongoing work by the ODS Countryside Team to facilitate volunteering opportunities where possible as part of their day-to-day work, and also through the City Council's Green Spaces team with Friends of park groups. It would be challenging to expand this further without additional resource as the majority of people tend to volunteer at the weekends when there isn't dedicated resource. Officers would be able to continue to explore external funding opportunities that may link to this.   | No - response cites resourcing issues to do more than is already being done.  |           |
| 0028 | 29-Nov-23 | Biodiversity Action Plan for Oxford City Council Parks and Nature Areas – September 2023 Review | That the Council reviews the structure of its contracts with Oxford Direct Services in relation to parks and green space management in the longer-term, to ensure that there is clarity within those contracts as to whether the management of parks and green spaces is led by prescriptive inputs (certain amount of work over a defined period of time) or outputs (supporting, protecting and enhancing biodiversity). | No      | There is a high level of commitment and expertise within ODS around the management of the green spaces for biodiversity. The OCC Biodiversity Review for its green spaces provides the Council's agreed approach and highlights the many habitat improvement projects and other conservation work successfully delivered over recent years. Whilst creating or completely renewing detailed specification contracts requires a significant amount of resource which isn't currently in place, the Council does have an OCC/ODS Client officer review meeting which might be appropriate to discuss key strategic areas within this.   | Yes - there is a review of commissioning of services provided by ODS (linked to Budget and MTFS); in light of this the Panel was of the view that this recommendation should have perhaps been accepted by Cabinet. Panel to request update in due course as to the outcome of the review in relation to parks and green space management contracts with ODS (review anticipated to conclude September 2024). |           |
| 0029 | 29-Nov-23 | Biodiversity Action Plan for Oxford City Council Parks and Nature Areas – September 2023 Review | That the Council ensures the most appropriate approach for enhancing biodiversity is taken in its parks and nature areas according to environment on a site-by-site basis – with a focus on the right approach in the right place, rather than a uniform approach across all sites.  | Yes     | This is very much already in place for the many habitats and other non-recreation and sports areas in OCC's parks and nature areas. This is particularly important in a location like Oxford where there is a significant variation in geology, hydrology and soil types. If managed empathetically these different topographies develop their own distinct habitats, flora and fauna, and thereby increase the overall range of biodiversity.  | No - already a Council policy   |           |
| 0030 | 29-Nov-23 | Retrofit  | That the Council, through its current Retrofit campaign and any future initiatives, ensures a focus on simplification and demystification of retrofit so that the options and processes are easily digestible by the public – thus encouraging uptake at scale.  | Yes     | The Council is delivering projects that aim to test retrofit solutions and give the public the opportunity to experience 'living examples' via open house events to see heat pumps and other retrofit solutions in situ. Two particular projects of note are: The Clean Heat Streets project seeks to install up to 90 Air Source Heat Pumps in Rose Hill and Iffley. The project offers residents the opportunity to see heat pump installations and interact with heat pump 'champions' in the local community. The project also works with a 'local convenor' who offers one-on-one support for residents through their retrofit journey, and provides clear, simple advice. The House Like Mine Project focusses on supporting residents, those on low income, and both Council and private tenants. The project also supports private landlords who house 32.2% of those that live in Oxford and therefore are a key stakeholder group to encourage retrofit solutions. The Council has created a webpage specifically to help these groups access advice and support for different types of retrofitting and grant opportunities, short films showcasing work already completed and actionable support to find an installer. The Council joint funds the Better Housing Better Health (BHBH) service with Oxfordshire County Council and the other districts. BHBH is a one-stop shop for energy advice. BHBH help us to administer and promote energy efficiency upgrade grants such as the Energy Company Obligation (ECO) scheme and the Great British Insulation Scheme (GBIS). We work together as a partnership to create useful materials on how to access grant funding and they offer support to residents with the grant application process. The Council is severely constrained in terms of funding and resource to offer deeper engagement in these areas. To combat these limitations, the Council leverages information and advice compiled by others via national entities such as the Energy Saving Trust, and at a local level, groups such as Low Carbon Hub, and other likeminded groups to disseminate information and offer support and advice. | No - as Council already doing what it can with limited resource and leverages other sources of information.   |           |
| 0031 | 29-Nov-23 | Retrofit  | That the Council ensures an emphasis on two-way communication in relation to retrofit and maintains a list of interested community groups and areas of the city where residents are interested in community retrofit schemes, so that relevant information, intelligence and opportunities can be shared.  | Yes     | Community engagement does take place via project work and in our work with several community groups who have an interest in community retrofit schemes. These groups include: Communities for Zero Carbon, Oxford Local Carbon, Low Carbon Oxford North, Local Environmental Action Florence Park, Rose Hill & Iffley Low Carbon, Low Carbon Oxford South, Low Carbon West Oxford, Friends of the Earth Oxfordshire. The Council has engaged with these groups and provided advice and support to community-based retrofit initiatives in the following ways: Helped secure funding for community-based retrofit projects - e.g. Eco Open Doors event, which allows people to find and visit their neighbours to see what retrofit means in a local context; assisted with promotion of community-based events and projects that focus on retrofit; assisted with dissemination of the Housewarming Guides – simplified and easy to use handbooks for retrofitting in Oxford, produced by Low Carbon Oxford North. Clean Heat Streets has worked closely with the Rose Hill and Iffley Low Carbon Group to provide a targeted community-based approach and keep retrofit knowledge at the centre of the community. Engagement work to promote grant funding is ongoing and includes staff presentations at community outreach events such as the 50+ Network event and the Community Links Oxfordshire event. Staff also work in partnership with BBC Radio Oxford on their cost-of-living clinics in-person at Templars Square and attend food larders to talk to residents about grants.  | Yes - update to be requested in due course.   |           |
| 0032 | 29-Nov-23 | Retrofit  | That the Council compiles a list of local retrofit suppliers/installers to share publicly so that residents can see which suppliers are in the retrofit market.  | No      | The Council works with Low Carbon Hub who in turn work with CosyHomes who offer a number of retrofit services in Oxfordshire. More information is available here. Additionally, the Council's website gives signposted service to organisations who assess installers such as TrustMark, and the MCS certified installers list, where one can search via one's region to locate a suitable installer. Oxford City Council works in partnership with Better Housing Better Health to provide energy efficiency advice and access to grant funding for retrofit works. BHBH is run by the National Energy Foundation (NEF). NEF has a supplier network where TrustMark registered installers can be linked up to residents who qualify for funding such as ECO. The Council works with NEF to encourage suppliers to work with NEF and has requested NEF make this list public. A countywide source is the Climate Action Oxfordshire website offering a range of carbon cutting solutions including retrofit – it too signposts visitors to the site to local suppliers/organisations – e.g. this webpage for loft insulation or this webpage for energy assessments. The main energy homepage offers other options too.   | No - as not something the Council will compile.   |           |

This page is intentionally left blank

**To:** Cabinet  
**Date:** 12 June 2024  
**Report of:** Executive Director (Development)  
**Title of Report:** Tree Management Policy 2024-2032

| <b>Summary and recommendations</b> |  |
|------------------------------------|--|
| <b>Purpose of report:</b>          | To seek approval for an updated Tree Management Policy. This sets out the Council's policy regarding management of its tree stock and aligns its approach in this area to current standards and good practice. |
| <b>Key decision:</b>               | Yes  |
| <b>Cabinet Member:</b>             | Cllr Nigel Chapman, Cabinet Member for Citizen Focused Services and Council Companies  |
| <b>Corporate Priority:</b>         | Thriving Communities   |
| <b>Policy Framework:</b>           | Council Strategy 2020-24   |

|  |  |
|--|--|
| <b>Recommendation:</b> That Cabinet resolves to: |  |
| 1.   | <b>Adopt</b> the Tree Management Policy 2024-2032 (at Appendix 1); and   |
| 2.   | <b>Delegate authority</b> to the Executive Director (Development) in consultation with the Cabinet Member for Citizen Focused Services and Council Companies to make any minor, non-substantive changes to the policy. |

| <b>Appendices</b> |  |
|-------------------|--|
| Appendix 1        | Draft Tree Management Policy 2024-2032 |
| Appendix 2        | Risk Register                          |
| Appendix 3        | Equalities Impact Assessment           |

## **Introduction and background**

1. This Tree Management Policy replaces the Council's 2016 Tree Management Policy. The policy focuses on the management of the trees in the ownership or control of the City Council only. It does not cover the management of trees in the control of third parties, for example private ownership, or the control of other public sector bodies, such as Oxfordshire County Council.
2. The new policy sets out to be a robust and fit for purpose tree management policy, focused on those trees in the ownership or control of the City Council.
3. This policy also does not cover, or indeed supersede, the Council's policies relating to the environmental benefits of trees, which is currently set out in the [Oxford Urban Forestry Strategy](#). Nor so the Council's planning policies where they relate to trees, which are set out in the current [Local Plan 2036](#) and associated documents. However, the Tree Management Policy has been drafted to work alongside both these policy areas.

## **Proposals**

4. The review of the Tree Management policy sought to ensure that the Council has policies and processes which align with current standards and good practice. It establishes an updated approach to the survey and inspection regimes of trees in the Council's ownership or control. It will act as the basis for the Council's future commissioning of services to support its day-to-day tree management activity.
5. Key changes from the previous policy include:
  - Updating and providing more detail on approach to surveying & assessment intervals and the associated methodology. This includes increasing the survey period for trees in high-risk from 3 years to 18 months.
  - Setting out the benefits of trees in a much more detailed way.
  - Including a section on the Legal Framework in relation to tree safety.
  - Setting out clear aims & objectives that mesh with those of the Oxford Urban Forestry Strategy.
  - Setting out clear policy statements for the various trees within the city from general/overarching general policies, through street trees (where they are in the control of the City Council), trees in parks & open spaces, trees and social housing, woodland, and trees on private land & trees. Each policy deals with trees in specific situations because there are inherent differences between approaches to management dependent upon where the trees are growing.
  - Providing a Pest & Disease Contingency plan which is very important in respect of biosecurity.
  - Providing more sources of further information and a larger glossary of terms.
6. There are no alternatives to the proposed option of updating the Council's Tree Management Policy. This update is essential to ensure the Council is operating in line with current standards and good practice.

## **Consultation and communications**

7. The policy and is focused on bringing the Council's position in line with current standards and best practice. As such, no additional consultation has been undertaken on the policy document itself.



8. The policy document does set out how consultation will take place in delivering the policy. This is also set out below for ease of reference.
9. The Council will consult Ward Councillors and appropriate 'Friends Groups' / relevant stakeholders of any major tree works such as pollarding or felling before any work is commenced in their Ward. If there is a large number of trees scheduled to be felled in a single location, the Council may erect notices to consult the public of the proposed works as required by the 'Duty of Consult' at Section 115 of The Environment Act 2021.
10. In the event that emergency safety work is required immediately, after storms for example, the Council will notify Ward Councillors retrospectively as to why the work was necessary.
11. Public safety is paramount and for this reason, the Council will inform ward councillors and inform the public by way of public notice, but there will be no consultation for prior approval.
12. When new tree planting schemes are proposed, the Council will consult with Ward Councillors and relevant stakeholders to obtain their opinions and to inform them of the Council's intentions and the reasons for the planting schemes.

### **Health and safety**

13. Trees can and do present a risk to the public, which is why their on-going management is important. As noted above, the Tree Management Policy sets out a new risk-based approach for the management of trees in the City Council's control, which is in line with current guidance and best practice. This is important in ensuring the Council is maintaining a safe environment.

### **Crime and disorder**

14. The Tree Management Policy sets out a framework for the removal of trees or branches to support community safety, for example, where necessary for CCTV coverage.

### **Sustainability and environment**

15. The Tree Management Policy includes a section on the importance of trees and is designed to dovetail, but not supersede, the City Council's broader policy framework in relation to trees and their positive impact on the environment and sustainability, which is set out in both the Oxford Urban Forestry Strategy and the Local Plan.

### **Financial implications**

16. The proposed Tree Management Policy would also commit the Council to an increased level of surveying and improved data management. However, there is no other option if the Council wants to ensure it is operating in line with current standards and good practice, and therefore to carry out its duties. The requirements set out in the policy will inform the current phase of commissioning underway with Oxford Direct Services with a view to making any changes within the existing cost envelope set out for ODS services within the City Council's agreed Medium Term Financial Plan.

17. Any cost implications will need to be worked through via the ongoing review of clienting and commissioning ODS ahead of the next budget, but the expectation is that we stick within the overall cost envelope. An update to this will be provided as part of the budget setting process.

### **Legal issues**

18. There are no direct implications arising from the recommendation of this report though it is best practice to have one and supports the Council in demonstrating compliance with a range of legal obligations upon it.

### **Level of risk**

19. A risk register is included with this report. It highlights to key areas of risk addressed by this policy relate to harm to the public and subsidence claims.

### **Equalities impact**

20. An Equalities Impact Assessment is included with this report.

### **Carbon and Environmental Considerations**

21. In 2023/24 the Climate and Environment Scrutiny Panel recommended that the Council, through its policies, explores how it could incentivise, promote and encourage the planting, retention and renewal of trees through those policies – particularly within Planning and Licensing. Cabinet accepted the recommendation and advised that this would be considered as part of the Council’s review and updating of its existing Tree Management Policy.

22. The Tree Management Policy seeks to provide a framework for the effective management of all trees within the City Council’s ownership and control. As such, it provides a framework to protect and enhance those trees, balanced against the need for effective management and health and safety considerations. The Oxford Urban Forest Strategy and the Local Plan provide the broader and more direct policy direction in relation to the value of trees in relation to Carbon and Environmental considerations.

|                            |  |
|----------------------------|--|
| <b>Report author</b>       | Richard Jones  |
| Job title                  | Business Analyst   |
| Service area or department | Business Improvement   |
| Telephone                  | 01865 252206   |
| e-mail                     | <a href="mailto:rjones3@oxford.gov.uk">rjones3@oxford.gov.uk</a> |

**Background Papers:** None

**TREE MANAGEMENT POLICY FOR  
OXFORD CITY COUNCIL**

**Replacing**

**The Tree Management Policy of October 2016**

**Draft v0.7 – 31 May 2024**

# Contents

|          |  |           |
|----------|--|-----------|
| <b>1</b> | <b>Background &amp; Introduction</b> .....                             | <b>3</b>  |
| <b>2</b> | <b>The Need for a Tree Management Policy</b> .....                     | <b>3</b>  |
| <b>3</b> | <b>The Legal Framework on Trees &amp; Safety</b> .....                 | <b>5</b>  |
| <b>4</b> | <b>Objectives of the Policy</b> .....                                  | <b>6</b>  |
|          | Ambitions.....   | 6         |
|          | Aims and Objectives.....   | 6         |
| <b>5</b> | <b>Tree Management Policy Statements</b> .....                         | <b>8</b>  |
| 5.1      | General Tree Management Policies.....                                  | 8         |
| 5.2      | Street Tree Management Policies.....                                   | 12        |
| 5.3      | Parks & Open Spaces Tree Management Policies.....                      | 14        |
| 5.4      | Social Housing Tree Management Policies.....                           | 15        |
| 5.5      | Woodland Tree Management Policies.....                                 | 16        |
| 5.6      | Trees on Private Land Policies.....                                    | 17        |
| 5.7      | Trees & Development Policies.....                                      | 19        |
| 5.8      | Tree Planting, Design & Establishment.....                             | 19        |
| <b>6</b> | <b>Communication with the Public, Stakeholders &amp; Members</b> ..... | <b>21</b> |
| <b>7</b> | <b>Arboricultural Service Delivery</b> .....                           | <b>22</b> |
| <b>8</b> | <b>Pest &amp; Disease Contingency</b> .....                            | <b>23</b> |
| <b>9</b> | <b>Sources of Further Information</b> .....                            | <b>24</b> |
|          | <b>Appendix 1 (Technical References)</b> .....                         | <b>26</b> |
|          | <b>Appendix 2 (Glossary of Terms)</b> .....                            | <b>27</b> |

# 1 Background & Introduction

This Tree Management Policy (the Policy) is a revision of the previous Tree Management Policy that was adopted in October 2016. The 2016 Policy replaced the original Tree Management Plan adopted in 2008. This policy sets out to be a robust, asset-based tree management policy, fit for purpose and current for the period 2024 to 2032 and beyond. This Policy covers all trees owned, and under the control, of Oxford City Council. This policy follows the principle of ‘*the right tree, in the right place*’ as set out in the ‘*Oxford Urban Forest Strategy: A Master Plan to 2050*’, (OUFS) (<https://www.oxford.gov.uk/trees-hedges/oxfords-urban-forest>).

Good tree cover enhances the quality of life, the image of a locality; and the value and importance of trees is universally accepted. Trees have a major positive influence on the local environment and the quality of life of Oxford’s residents and visitors. They are essential to health and wellbeing, not only in reducing some of the adverse impacts of the urban environment but enhancing enjoyment of the City of Oxford and its environs. However, trees can be a source of conflict because they are dynamic living organisms that continue to grow and change over time. This policy addresses how the Council ensures that trees are maintained and protected but do not adversely affect the quality of life of residents and visitors.

## 2 The Need for a Tree Management Policy – The Benefits of Trees

Trees are integral to our lives; they are keystone organisms that have a fundamental role in the terrestrial ecosystem upon which people depend. In short people could not survive without trees.

Trees are a vital economic, environmental, and social resource and are integral to the character of the City of Oxford; they are part of the city’s ‘Natural Capital’. They form a key element of the city’s infrastructure and are important features in the urban, suburban, and semi-rural landscapes and help to make the City of Oxford a more desirable place to live, work, study and spend leisure time.

Urban trees provide a range of beneficial services that are of particular importance to the urban environment. However, the benefits that trees provide, are often not fully appreciated and are usually undervalued. Some of the benefits, ‘ecosystem services’ that urban trees provide are set out in the OUFS ([oxford.gov.uk/trees-hedges/oxfords-urban-forest](https://www.oxford.gov.uk/trees-hedges/oxfords-urban-forest)), and are listed below, trees:

- ❖ Enhance the landscape by screening sights and sounds, forming pleasant backdrops to built structures, and improving the landscape for the enjoyment by the City of Oxford’s residents.
- ❖ Increase property value and rental value.
- ❖ Reduce stress and provide associated health benefits.
- ❖ Provide cultural links to the past.

- ❖ Mitigate air pollution by absorbing particulate pollutants down to 2.5 microns (PM<sub>2.5</sub>).
- ❖ Absorb carbon dioxide and sequester (lock) carbon thus helping to mitigate the effects of climate change.
- ❖ Improve air quality by absorbing carbon dioxide and producing oxygen.
- ❖ Attenuate storm-water flows helping to reduce flooding.
- ❖ Provide shelter by attenuating local wind speeds.
- ❖ Reduce noise.
- ❖ Reduce urban 'heat island' effects.
- ❖ Provide shade and filter ultraviolet radiation.
- ❖ Stabilise the soil thus reducing the impact of soil erosion.
- ❖ Create wildlife habitats by providing food and shelter for wildlife and creating wildlife micro-climates.
- ❖ Provide habitat linkages.

To ensure that our trees and woodlands continue to provide the wide range of benefits that they do, safely and with minimal inconvenience, the Council has developed this tree management policy, which is administered by professional and trained staff.

Trees are inherently very stable structures, their ability to withstand high winds and storms, and other environmental pressures has evolved over millions of years. However, trees are living organisms that grow old, decline, and eventually die. They are subjected to pests and disease and damage over their lifetimes, which can, depending upon circumstances, be hazardous such that intervention management is required.

This is why the Council undertakes regular and detailed tree surveys, inspections, and tree risk assessments at intervals from 18-months to 5-years depending upon location and occupancy, to identify defects and deal with them appropriately and in a timely manner.

Many residents of the City of Oxford live in proximity to urban trees, and trees the Council manages that can sometimes cause problems or concerns to residents.

There are several common reasons for complaints, for example:

- ❖ Overhanging branches.
- ❖ Excessive shade blocking sunlight.
- ❖ Blocking views.
- ❖ Leaf and fruit drop in autumn.
- ❖ Sticky honeydew fouling footpaths, driveways, patios, and parked vehicles.
- ❖ Interference with overhead and underground utilities.
- ❖ Adverse effects on television and satellite signal reception.
- ❖ Physical damage to structures.
- ❖ Concern about the safety of trees causing injury to people or damage to property.
- ❖ Highway safety concerns such as blocking signage, streetlights, and CCTV security cameras.
- ❖ Root encroachment causing structural damage.

Sometimes pruning may alleviate the situation. However, in some instances it may not be possible to resolve a resident's concerns satisfactorily.

A concern of residents is that of '*direct*' structural damage, i.e., damage to boundary walls, gate posts, or paving on driveways etc. Another cause is concern about '*indirect*' damage, i.e., roots extracting moisture from the clay soil which can cause subsidence damage to low rise buildings especially residential dwellings.

Incidents of tree caused subsidence damage occur from time to time and the Council will respond to claims appropriately once the required engineering and arboricultural evidence is submitted to support subsidence claims.

### 3 The Legal Framework on Trees & Safety

The legal framework surrounding trees, is a large and complex area of law and this is comprehensively addressed in the book '*The Law of Trees, Forests and Hedges*' by Mynors *et al.*<sup>1</sup>. To summarise the role of the law in respect of managing the balance between tree risks and benefits, it is instructive to note what is set out in Mynors *et al.*

*"It will be obvious, given their (trees) advantages and disadvantages, both of which can be substantial, that trees will inevitably give rise to conflict in certain circumstances. And where there is potential or actual conflict, the law is not far behind-negatively, to enable the parties to resolve a dispute that has arisen; but, more positively, to provide a framework of duties and rights to regulate the conduct of all concerned so as to minimise the possibility of a dispute arising in the first place."*

In circumstances where the Council owns and/or has control over trees, this Policy addresses the 'duties' and 'rights' issues because Oxford City Council owes a '*duty of care*' to all people who might be impacted by trees failing or shedding branches. The duty of care means that the landowner/duty holder (in this instance Oxford City Council) must take reasonable care to avoid acts or omissions that would cause a reasonably foreseeable risk of injury to people or damage to property. Oxford City Council's approach to discharging its duty of care is based on industry best practice and the guidelines set out in the National Tree Safety Group (NTSG) publication on trees and public safety<sup>2</sup>.

This Policy acknowledges the re-emphasises of the duty of care set out in two Regulation 28 Prevention of Future Deaths (PFD) Notices, one issued by the Berkshire County Coroner in 2014<sup>3</sup>; and the second by the Senior Coroner for Liverpool and Wirral in 2019<sup>4</sup>. The Notices relate to inadequate tree inspections that resulted in fatalities, because of tree failures.

---

1 Mynors, C, S Hall & E Nicholls (2023) '*The Law of Trees Forests & Hedges*' 3rd Edition, Sweet & Maxwell, ISBN: 978-041410-300-9

2 NTSG (2011) '*Common sense risk management of trees: Guidance of trees & public safety for owners, managers & advisers*. December 2011, HMSO publications, ISBN: 978-0-85538-840-9

3 Regulation 28 PFD 2014, Peter J Bedford Senior Coroner for Berkshire (M A Warren 17 July 2014)

4 Regulation 28 PFD 2019, Andre Rebello, Senior Coroner for Liverpool & Wirral (L Steer 13 September 2019)

## 4 The Objectives of the Policy

This policy aims to standardise and guide Oxford City Council's approach to the management of trees throughout the city which are under its direct control; to provide clarity to actions and decisions; and encourage the balanced consideration of the City Council's duty of care, expectations in amenity, conservation, sustainability, resilience, and best practice.

The policy is designed to guide the management of the City Council's existing and future tree resource through the most up to date best tree management practices for the multiple objectives of safeguarding, amenity, sustainability, resilience, biodiversity, conservation, and environmental benefits. This Tree Management Policy supports the aims, ambitions, and priorities of the Oxford Urban Forestry Strategy (OUFS) as follows:

### Ambitions

- To create a cleaner, safer, greener, and healthier city.
- To maintain a healthy and resilient urban tree population.
- To always plant the right tree in the right place.
- To ensure proximity and easy access to high-quality green space for everyone.

### Aims and Objectives

This tree management policy has four overall aims, each with a series of objectives. Specific actions and timescales will be developed on a cyclical basis so that progress can be measured. The Policy follows the principles set out in the OUFS, i.e.,

- Safety (Managed Risk)
- Protect, Improve and Manage
- Expand, Enhance and Develop
- Engage, Promote and Employ



## 1 Safety (Managed Risk)

- Ensure that the Council's trees and those under its direct control are maintained in a healthy and safe state.
- Undertake safety and risk assessment surveys/inspections at regular prescribed intervals.
- Implement recommended works to mitigate the risks posed by tree hazards.

## 2 Protect, Improve and Manage the City Council's Trees.

- Maintain, and keep updated the information on the city's trees.
- Improve the efficiency and sustainability of tree management.
- Manage trees with a pro-active, clear, and consistent approach.
- Reduce the city's long-term costs arising from trees.
- Provide clarity on why decisions and actions are taken.
- Encourage balanced consideration of individual expectations, public amenity, and best practice.
- Ensure a long-term, safe, healthy, diverse, and resilient tree population.
- Take steps to reduce threats to trees and the effects of climate change.

## 2 Expand, Enhance & Develop - Plant more trees in the right places.

- Plant a wide variety of tree species, native, naturalised, non-native and climate resilient, to ensure population resilience.
- Plant the appropriate size tree for the planting location.
- Encourage residents to plant trees on their own land.
- Develop policies to inform tree planting programmes and strategies.
- Always plant the right tree in the right place.
- Ensure a balanced tree age profile throughout the city.

## 3 Engage, Promote and Employ - Promote education and awareness of trees.

- Promote awareness of the importance of trees.
- Promote tree conservation and planting.
- Provide training to Council staff responsible for tree management.
- Facilitate tree related events.

## 5 Tree Management Policy Statements

The aims and objectives have been developed into policy statements that cover all the City Council's trees, as follows:

|           |  |
|-----------|--|
| <b>GP</b> | <u>General Tree Management Policies for Oxford's Trees.</u>                            |
| <b>ST</b> | <u>Street Tree Management Policies</u>   |
| <b>PO</b> | <u>Parks, Cemeteries and Open Spaces Tree Management Policies</u>                      |
| <b>HO</b> | <u>Social Housing, institutional grounds &amp; landscapes Tree Management Policies</u> |
| <b>WM</b> | <u>Woodland Tree Management Policies</u>   |
| <b>PL</b> | <u>Trees on Private Land, (residential gardens) Policies</u>                           |
| <b>TD</b> | <u>Trees and Development</u>   |
| <b>TP</b> | <u>Tree Planting, Design &amp; Establishment</u>                                       |

### 5.1 General Tree Management Policies (GP)

**GP1** The Council will take all reasonable steps to fulfil its duties and obligations to ensure the safety of those trees within its ownership and under its control, for the public and property and to prevent its trees causing fatalities, injury, and/or property damage.

Tree inspections will be on a locality risk-based approach where the locations of the trees are zoned with respect to the potential risk the trees pose. The zoning is based on the occupancy rate of the locality as follows:

**Zone 1** - High Risk where there is frequent public access close to trees e.g., parks, schools, children's playgrounds, popular foot paths, car parks, and busy 'A' roads. (frequently visited zones).

**Zone 2** – Medium Risk where trees are not subject to frequent public access e.g., 'B' roads, informal open spaces etc.

**Zone 3** - Low Risk where there is no or minimal public exposure to trees.

Trees in **Zone 1** will be inspected on an 18-month cycle of inspection.

Trees in **Zone 2** will be inspected on a 3-year cycle of inspection.

Trees in **Zone 3** will be inspected as and when time and resources allow but the aim is every 5-years.

The tree inspection reporting will be undertaken on a "negative reporting basis", which means that only those trees with identifiable faults or those considered to pose an unacceptable level of risk will be recorded in detail and remedial work specified and scheduled as appropriate.

However, it will be recorded that all trees at a specific location, i.e., a street or park, will be inspected on a specific date.

**GP2** With respect to all trees owned or under the control of Oxford City Council, the Council will not normally undertake any tree pruning works or remove trees in direct response to any natural or seasonal phenomena, such as:

- Falling leaves.
- Sap exudation (Honeydew).
- Falling blossom, fruits, nuts, or seeds.
- Bird droppings.
- Sucker growth.
- Seeds germinating from the City Council's trees.
- Blocked or obstructed drains, gutters, flat roofs resulting from tree deposits and leaves.
- Build-up of algae and/or moss.

The Council will not normally undertake pruning works to trees that have been implicated in:

- Interference with television or satellite reception signals.
- Blocking sunlight or man-made lighting during any part of the day.
- Blocking or obstructing a view from a residence.

The Council will undertake tree pruning to trees identified as obscuring the function of essential CCTV security cameras. Decisions on these factors by the Council will be on a case-by-case basis.

Furthermore, the City Council may, at its discretion, make an exception to a request(s) for the cutting back or removal of a tree(s) which is/are not dead, dying, diseased or dangerous, but where it/they is/are having a disproportionate impact. Any requests to remove or cut back a tree(s) having a disproportionate impact will be assessed on a case-by-case basis.

**GP3** The Council will gather information on all trees under its direct control including, rare trees, veteran/ancient trees, hedgerows and woodlands that are integral to local amenity, culture, and heritage; and update the tree management database to include a tree risk rating using a recognised tree risk assessment methodology such as the ISA's TRAQ system or QTRA (Quantified Tree Risk Assessment).

**GP4** The city will update the database to facilitate the calculation of the monetary value of its trees, when necessary, using a recognised tree valuation system such as 'The Arboricultural Association / Helliwell System' or 'CAVAT' (Capital Asset Valuation for Amenity Trees), for potential use in any compensation claims, e.g., claims for direct damage or subsidence recovery claims.

**GP5** In delivering the arboricultural service, the Council will provide the highest standards of tree care by adherence to the guidance within British standard **BS3998:2010** '*Tree work – Recommendations*' and to any future iterations of that standard; as well as adopting relevant arboricultural research and development findings as they become available, and any present and future arboricultural legislation and legal precedents that arise from case law.

The Council will not normally undertake the lopping and/or topping of trees to reduce the height or undertake any tree works deemed not to be in accordance with best arboricultural practice, as set out in BS3998:2010 and any future iterations of that standard.

**GP6** The Council will identify the geographical distribution by postcode area of historical subsidence claims to identify those areas where subsidence claims are most frequent, in order to allocate appropriate resources and tailor tree management to address the issue.

When subsidence claims for damage to properties caused by roots of a tree(s) in the Council's ownership or under its direct control, the Council will require supporting evidence, in line with that set out in the Joint Mitigation Protocol (JMP)<sup>5</sup>, which, in the first instance is a report from a Structural Engineer which describes the area and extent and mechanism of the damage. In addition, the Council requires the following evidence:

- 1) A Preliminary Engineering Report from a competent and qualified Structural Engineer that describes the location and extent of the damage and the mechanism.
- 2) A Preliminary Report on Arboriculture describing the tree(s) and its proximity to the area of damage from a qualified and competent Consulting Arboriculturist.
- 3) A Factual Report of Site Investigation.
- 4) The depth of the foundations of the property and those of any extension(s) to the property.
- 5) Soil analysis describing the nature of the soil, i.e., shrinkable clay; the plasticity index and other soil parameters; and evidence of desiccation.
- 6) A certificate of root identification.
- 7) Crack and/or precise level monitoring of the movement of the building.

---

<sup>5</sup> Institution of Structural Engineers (ISA), Joint Mitigation Protocol, 2nd Edition 2010

If this evidence is not presented in support of a claim in subsidence, the City Council will challenge and not accept the claim as a valid one until such time as the required evidence becomes available.

- GP7** The city will resist the removal of healthy trees in its ownership or under its control unless there are reasonable arboricultural grounds and/or following legal precedents from the Courts.
- GP8** All requests for arboricultural works to trees growing on the City Council's land must first be assessed and authorised by the city's nominated management company, and/or the City Council Tree Manager, or such other person as the Council may reasonably appoint from time to time, to undertake the assessment.
- GP9** Where a request for tree works is refused to resident's dissatisfaction, there is a right of appeal against the Council's decision using the City Council's complaints procedure, (<https://www.oxford.gov.uk/comments-compliments-complaints/make-comment-compliment-complaint>).
- GP10** Where birds are confirmed to be nesting in trees, tree works will be deferred until the end of the bird nesting season unless there is an overriding safety reason(s) that requires work to be undertaken immediately. In these circumstances, the guidance and supervision of an appropriately licensed ecologist will be obtained.
- GP11** Where trees are confirmed to be supporting roosting bats, no work will be undertaken until advice is received from a licensed bat handler and/or Natural England, unless there is an overriding safety reason(s) that requires work to be undertaken immediately. In these circumstances, the guidance and supervision of an appropriately licensed ecologist will be obtained.
- GP12** The Council will explore and develop opportunities to recycle the arisings (woodchips, logs, and timber) generated by arboricultural operations towards greater environmental sustainability.

## 5.2 Street Tree Management Policies

Street trees are defined as trees planted and growing in pavements and road verges along the street and highway network.

Street trees are beneficial to the city, they contribute aesthetic beauty and enhance the character and appearance of streets and make neighbourhoods more desirable places to live. A tree-lined street improves its appearance and in many instances property/rental values are increased by the presence of street trees. Street trees help to filter pollution from vehicular traffic, and they provide shade to car parking and pedestrian areas.

Most of the street trees within the City Council's boundaries are under the control of Oxfordshire County Council, and management of those trees is regulated by 'The Tree Policy for Oxfordshire',

<https://www.oxfordshire.gov.uk/residents/environment-and-planning/energy-and-climate-change/tree-policy-oxfordshire>

Where street trees are in the ownership and under the control of Oxford City Council the policies listed below apply to those trees.

The City Council will adopt a pro-active and systematic best practice approach to street tree management and inspection of trees in its ownership or under its control with the aim of promoting, safety, good tree health, condition, diversity, public amenity, resilience, and a balanced age profile. This approach will highlight necessary works at an early stage and enable hazards to be identified and made safe in a cost-effective way.

- ST1** The Council will resist removing its own street trees which are healthy purely on the grounds of a complaint(s). Complaints are likely to be upheld if there are arboriculturally justifiable or highway safety reasons.
- ST2** The city will resist removing any of the trees in its ownership or under its control, for the purpose of vehicle crossovers if the tree is deemed arboriculturally sound. If a tree is removed for this reason, the cost of a replacement tree will be borne by the party requesting the crossover, at an appropriate rate set by the Council.
- ST3** The Council will normally prune the street trees within its ownership by raising the crowns to ensure unobstructed passage for pedestrians and traffic, (typically 3 m over footpaths/pavements and a maximum of 5.5 m above carriageways).

- ST4** The Council will inspect street trees within its ownership on an established and agreed cycle in accordance with published guidelines, (1) DoE Circular 52/75 Roads; (2) the HSE Sector Information Minute '*Management of the risk from falling trees*' SIM 01/07/2005 revised 2013; and (3) the UKRLG<sup>6</sup> '*Well Maintained Highway Infrastructure: A Code of Practice*' (2017); for highway maintenance to ensure safety to the public and traffic.
- ST5** Inspections of trees within the Council's ownership will be on a locality risk-based approach and undertaken as set out in **GP1** above.
- ST6** The Council will undertake the removal of basal epicormic/sucker growth on trees within its ownership for highway safety reasons.
- ST7** The Council will prune branches of trees within its ownership that obstruct streetlights, street signs, and CCTV security cameras where there are no other options. CCTV camera operators are encouraged liaise with the Council to optimise the locations of their cameras away from trees.
- ST8** Where the Council removes a tree within its ownership from the street/highway, the Council will endeavour, subject to budget, to plant a replacement tree in a suitable location, either in the street or in a park or suitable green space.
- ST9** The Council will not plant fruit trees as street trees but will encourage their planting in parks and open spaces, or other suitable areas.
- ST10** The Council will comply with the Highways Act 1980 – 'Code of Practice' and the 'Disability Discrimination Act' regarding any replacement highway trees.

---

<sup>6</sup> The UK Roads Liaison Group

### 5.3 Parks and Open Spaces Tree Management Policies

Trees growing in parks, open spaces, and cemeteries, in the ownership of the city, are among the most significant spaces where people interact with the urban forest. These trees are important in terms of visual amenity, biodiversity, and provision of leisure extensions.

The City Council will adopt a pro-active and systematic best practice approach to tree management to ensure their health and vitality; safety, the public amenity they provide and will strive to achieve a balanced age-profile. The City Council will aim to create a varied, sustainable, and resilient tree population in parks, open spaces, and cemeteries, through planting a diverse range of species.

- PO1** The Council aims to develop long term management plans for trees in parks, cemeteries, and open spaces within its ownership to ensure the perpetuity of tree cover, that is safe, sustainable, and resilient.
- PO2** Subject to budgetary constraints, the Council will plant trees in its parks and open spaces when opportunities arise such as replacing trees that are necessarily removed for sound arboricultural, or health and safety reasons, including replacements for street trees, and trees removed for development reasons.
- PO3** When trees in the Council's parks and open spaces must be removed, in some situations, the Council will leave standing deadwood in the form of monoliths where it is safe to do so as this provides habitat for fungi, invertebrates, birds, and small mammals such as bats and field mice etc. Such standing deadwood will not be close to areas of high public use such as playing fields, footpaths, bridle/cycle ways etc. The monoliths will be no more than a maximum of 5 m in height and will be assessed for safety on the normally applicable survey cycle. Similarly, where it is safe to do so, the Council will leave fallen/felled trees in place to benefit habitat creation and biodiversity.
- PO4** The Council will continue to explore and where possible, use arboricultural best practices to develop environmental sustainability within parks and open spaces, including recycling of arisings (wood chips, logs, and timber) generated by arboricultural operations within the parks, streets, and open spaces within its ownership.



## 5.4 Social Housing and Commercial Tree Management Policies

The Council has social housing estates which have tree populations, where tenants and housing communities come into close contact with trees. The Council will only inspect, recommend, and undertake work on trees within its own social housing estates, and on institutional grounds that are owned by the Council, or managed under contract or service level agreements.

The City Council will undertake pro-active systematic best practice approach to tree management to ensure their health, vitality, and to assess any risks they pose to tenants. The City Council will also undertake tree inspections in response to requests from tenants where appropriate.

- HO1** The Council will inspect trees within its ownership for risk within, and on the basis of the defined zones, on a specified cycle of inspection, as set out in **GP1**, and identify appropriate remedial work to mitigate any risks that the trees may pose.
- HO2** In accordance with tenancy agreements, the Council will not permit tenants to undertake arboricultural works and will not allow the planting of fast-growing trees and conifers such as Leyland cypress, or invasive species such as bamboo, on its housing and commercial land.
- HO3** The Council will actively encourage new tree planting of suitable trees, in appropriate locations in housing areas and in commercial land under its control, i.e., *'the right trees in the right places'*.
- HO4** The Council will encourage new tree planting to create a balance between native, non-native, naturalised, and climate resilient tree species to produce a 'resilient' tree population because a diverse range of species provides resistance to tree pests and diseases and disasters like Dutch elm disease (DED), ash decline, and acute oak decline, (AOD). New tree planting also supports climate change adaptation and mitigation.

## 5.5 Woodland Tree Management Policies

The City Council will preserve and enhance woodland areas within the city, encourage natural regeneration where possible, and manage woodlands for biodiversity, ecology, sustainability, and public access as a long-term sustainable resource.

- WM1** Where it is safe to do so, i.e., away from areas of high public use, the Council will retain standing dead trees, prune them for safety reasons and leave them as monoliths, to a maximum height of 5 m, to decay naturally. Similarly, where it is safe to do so, the Council will leave fallen/felled trees in place to benefit habitat creation and biodiversity.
- WM2** Where appropriate, the Council will offset the cost of woodland management by marketing saleable timber and other woodland products such as wood chip mulch.
- WM3** The City Council will liaise with Oxfordshire County Council, the Berks, Bucks and Oxon Wildlife Trust, Oxfordshire Biodiversity Action Group, and the Forestry Commission with respect to woodland management to ensure that all the City Council's woodlands are managed and maintained in accordance with the accepted forestry and arboricultural traditional methods of woodland management. Management of the Council's woodlands will consider safety, landscape features, wildlife habitat, conservation, biodiversity, resilience, and amenity value.
- WM4** The Council will actively support and encourage community involvement in the planning and operation of woodland management and actively encourage access to woodlands and, subject to budget, develop public pathways within the city's managed woodlands.
- WM5** The City will, where appropriate and financially feasible and in liaison with the relevant stake holders set out at **WM3** above, look for opportunities to create new woodlands, as advocated in the OUFS. Areas for consideration for new woodland could include, but are not limited to, Nature Reserves, former Landfill Sites, Waterways, and disused Railway Lines.

## 5.6 Trees on Private Land Policies

Private residential gardens are a significant component of the city's green infrastructure in urban and suburban areas. Trees in residential gardens can provide important habitat links; reduce surface water run-off and reduce energy consumption of buildings. A significant number of residential gardens are located within Conservation Areas and/or have trees that are protected by Tree Preservation Orders (TPOs).

The City Council will encourage the proper management of privately owned trees, which are the responsibility of private landowners. Where appropriate the City Council will seek to protect trees on private land by the creation of tree preservation orders, (TPOs). Where necessary, the City Council will consider exercising its statutory and discretionary powers to address over-riding issues of public safety.

- PL1** The city will normally provide information to private tree owners with respect to the appointment of suitably competent, qualified, and insured arboricultural contractors/tree surgeons. Such information should not be taken as a recommendation. The Arboricultural Association provides directory of approved contractors, <https://www.trees.org.uk/ARB-Approved-Contractor-Directory>
- PL2** In cases of outbreaks of tree pests and diseases, such as ash decline, horse chestnut bleeding canker, Dutch elm disease, sweet chestnut blight, oak processionary moth, horse chestnut leaf miner etc, the city has regard for the advice of the Forestry Commission and detailed information of all tree pests and diseases is available from the Forestry Commission at: <https://www.gov.uk/guidance/find-a-specific-tree-pest-or-disease>
- PL3** Trees growing on private land may cause a nuisance to or obstruct the highway. In dealing with such issues the City Council can exercise its statutory powers under Section 154(2) of the 1980 Highways Act requiring private landowners to undertake remedial work to any trees that threaten the highway. In the event of non-compliance with a reasonable request, the Council will undertake the necessary work and recharge the cost to the landowner(s).
- PL4** The Council will not normally undertake tree works for private tree owners. Advice and guidance about suitable arboricultural contractors/tree surgeons are set out in **PL1**.
- PL5** The City Council is unable, and is not in a position, to arbitrate in private tree owner disputes unless the trees at issue would affect City Council owned land and/or buildings.

**PL6** The City Council may negotiate with private tree owners in respect of trees growing on private land that affect the function of essential CCTV security cameras.

**PL7** If the Council is called out to attend an emergency involving a tree growing on private land, the Council may carry out the emergency works to clear affected council land and/or the highway as a chargeable service to the landowner, using its discretionary powers under Section 23 of the Local Government (Miscellaneous Provisions) Act 1976.

**PL8** Some trees in private ownership have the benefit of statutory protection in the form of tree preservation orders (TPOs) or conservation area (CA) protection. Work on such trees requires the written consent of Oxford City Council and this falls under the jurisdiction of the Planning and Building Control Department. Details can be found at:

<https://www.oxford.gov.uk/trees-hedges>

Government advice can be found at

<https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas>

**PL9** Where disputes between private landowners involve high hedges, the City Council has powers under Part 8 of the 2003 Anti-Social Behaviour Act to determine complaints from private landowners who are adversely affected by hedges over 2 m in height. If the circumstances justify, the City Council has the power to issue a Remedial Notice, (RN) requiring the owner of the hedge to reduce it to a calculated Action Hedge Height (AHH). However, the owner of the hedge has the right of appeal against the RN.

As permitted by law, the Council charges for this service, but the Council will only accept cases where it can be demonstrated that the claimant has first exhausted all other reasonable steps to remedy the dispute with the owner of the hedge. Guidance is available at:

<https://www.oxford.gov.uk/trees-hedges/high-hedge-disputes>

## 5.7 Trees and Development Policies

The 1990 Town and Country Planning Act (the 1990 Act) at Section 197 places a statutory duty upon the City Council's Planning Service to "*ensure, whenever it is appropriate, that in granting planning permission for any development, adequate provision is made, by the imposition of conditions, for the preservation or planting of trees*".

The City Council recognises the importance of existing trees and requires that they be given adequate consideration at all stages of the development process, from the application stage to post completion management. Where it is consistent with planning objectives, as set out in policies DH1, G7 & G8 of the adopted Oxford Local Plan 2036, the City Council will use its powers to ensure maximum retention, preservation and management of important trees, groups of trees, woodlands, and hedgerows.

**TD1** All issues involving trees including city owned trees, and development fall within the jurisdiction of the Planning & Building Control Department at:

<https://www.oxford.gov.uk/planning-building-control>

## 5.8 Tree Planting, Design and Establishment

The City Council considers that tree planting is an integral part of urban design and requires that the provision of sustainable tree planting pits be given equal consideration to other infrastructure. The City Council recognises that trees are an organic living component of the streetscape and contribute in many ways to softening the space, enhancing the environment, and minimising the impacts of climate change.

**TP1** The City Council will promote urban tree planting in the planning and development of urban spaces under its control, streets, roads, and infrastructure projects.

**TP2** The City Council will promote the replacement of trees necessarily removed to facilitate the planning and development of urban spaces, streets, roads, and infrastructure projects at a rate of two new trees for each tree removed as set out in Policy 3 of the Oxfordshire Tree Strategy.

- TP3** The City Council promotes the selection of tree species appropriate to the location in which new trees are to be planted, i.e., *'The Right Tree in the Right Place'* and places reliance on published guidelines such as the Trees & Design Action Group's (TDAG) publications *'Tree Species Selection for Green Infrastructure: A Guide for Specifiers'*; and *'Trees in the Townscape: A Guide for Decision Makers'*.
- TP4** In the administration of its contracts with third party contractors, the City Council requires that all tree planting is undertaken in accordance with the guidance contained in British Standard **BS8545: 2014** *'Trees from the nursery to independence in the landscape – Recommendations'*, and any future iterations of that standard.
- TP5** The City Council recognises that new tree planting in hard landscapes requires a degree of root management to minimise conflicts with hard surfaces such as paving, and underground utilities. In such instances the City Council will rely on the published TDAG guidance *'Trees in Hard Landscapes: A Guide for Delivery'*.
- TP6** Where opportunities arise the City Council will plant new street trees in linear planting pits incorporating root management, such that the rooting space for each tree is enhanced and the linear pit can function as a sustainable urban drainage system (SUDS).
- TP7** Dependent upon the planting location the City Council will plant trees varying in sizes.
- TP9** All new tree planting will be a balanced mix of native, non-native, and naturalized species to ensure a resilient tree population because a diverse range of species provides resistance to tree pests and diseases and disasters like Dutch elm disease and ash decline.
- TP10** All new trees will be sourced from reputable tree nurseries that have a nationally recognised, implemented, and auditable *bio-security policy* to ensure that the trees are free of potentially damaging pests and diseases.
- TP11** The City Council requires that trees be given adequate consideration throughout the development process, from the design and application stages to post completion management; planning conditions and Tree Preservation Orders will be imposed as necessary to secure appropriate protection measures. Policy G7 of the adopted Oxford Local Plan sets out the expectations for protecting existing green infrastructure features; these include hedgerows, trees, and woodland. The objective of the policy is to safeguard such features, particularly where there is ecological interest or public amenity. On major schemes, where any trees cannot be retained, tree canopy cover must be measured and any loss mitigated through replacement tree planting to generate equivalent tree canopy cover within

25 years.

## **6 Communication with the Public, Stakeholders and Members**

- 6.1 The Council will consult Ward Councillors and appropriate 'Friends Groups' / relevant stakeholders of any major tree works such as pollarding or felling before any work is commenced in their Ward. If there is a large number of trees scheduled to be felled in a single location, the Council may erect notices to inform the public of the proposed works as required by the 'Duty of Consult' at Section 115 of The Environment Act 2021.
- 6.2 In the event that emergency safety work is required immediately, after storms for example, the Council will notify Ward Councillors retrospectively as to why the work was necessary.
- 6.3 When undertaking maintenance felling is a last resort and will only be undertaken when deemed necessary by the Council and its appointed contractor. Public safety is paramount and for this reason the Council will inform Ward Councillors and inform the public tree works by way of public notices but there will be no consultation for prior approval.
- 6.4 When new tree planting schemes are proposed, the Council will consult with Ward Councillors and relevant stakeholders to obtain their opinions and to inform them of the Council's intentions and the reasons for the planting schemes.

## 7 Arboricultural Service Delivery

7.1 The City Council makes every effort to deliver a high-quality tree management service for its own trees through its nominated partners and/or external contractors.

7.2 All of the City Council's external contractor's operational staff must hold the relevant National Proficiency Test Council (NPTC) competencies for the tasks they are required to undertake.

7.3 To enable efficient use of resources the City Council prioritises, and programmes tree work based on the following 'traffic light' system:

**Red – Urgent.** Action required immediately or within 3-months.

**Amber – Essential.** Action required within 12-months.

**Green – Desirable.** Action when resources allow.

**None required – Unnecessary works.** No Action.

7.4 The 'external' arboricultural contractor(s) will undertake works to Council owned trees:

- In streets and highways, (where not adopted)
- On social housing land
- In parks, open spaces, and cemeteries
- In woodlands
- On institutional land under service level agreements (SLAs)
- Around public car parks
- In closed churchyards
- On privately owned land (occasionally and as a charged service), and
- On land managed commercially under private contract (usually on an annually negotiated basis)

7.5 The City Council's will ensure that its contractor's arboricultural staff are trained and qualified to undertake the following:

- Surveying, inspecting, and assessing trees.
- Undertaking tree risk assessments.
- Advising and representing the City Council on arboricultural legal issues, including insurance issues.
- Advising Ward Councillors, other Council services and the public.
- Investigating and dealing with complaints and enquiries about the City Council's trees.
- Producing programmes of tree work.



- Preparing arboricultural tenders and evaluations
- Supervising tree works.
- Selecting and purchasing new trees.
- Producing informational leaflets and engaging in community events

## 8 Pest and Disease Contingency

8.1 The City Council will actively monitor the tree stock for observable infections and the spread of tree pests and diseases. Recent examples of tree pests and diseases that have affected/threaten the city's tree stock are:

- Horse Chestnut Bleeding Canker (*Phytophthora syringae* pv *aesculi*)
- Horse Chestnut Leaf Miner (*Cameraria orchidella*)
- Ash Decline/Dieback (*Hymenoscyphus fraxineus*)
- Fireblight (*Erwinia amylovera*)
- Anthracnose of Plane (*Apiognomonium veneta*)
- Dutch Elm Disease (*Ophiostoma novo-ulmi*)

Possible future pests and diseases that would impact upon Oxford City Council's trees include but are not limited to:

- Sweet Chestnut Blight (*Cryphonectria parasitica*)
- Plane Wilt Disease (*Ceratocystis platani*)
- Massaria disease of plane (*Splanchnonema platani*)
- Oak Processionary Moth (*Thaumetopoea processionea*)
- Pine processionary moth (*Thaumetopoea pityocampa*)
- *Phytophthora ramorum* & associated species
- Acute Oak Decline (AOD)
- The eight toothed spruce bark beetle (*Ips typographus*)
- The great spruce bark beetle (*Dendroctonus micans*)

8.2 Ash dieback (*Hymenoscyphus fraxineus*) also known as 'Chalara' ash dieback was introduced to Britain in 2009/2010. The tree works contractors/tree surgeons are helping prevent further spread of the disease by disinfecting all tools and cutting equipment after carrying out work to ash trees. Oxford City Council no longer buys or plants ash trees on Council-owned land, e.g., parks and open spaces, cemeteries, on streets and highways, social housing estates, schools, and social service establishments. For more information about ash die back and other tree pests and diseases, go to the Forestry Commission website <https://www.gov.uk/guidance/find-a-specific-tree-pest-or-disease>

**8.3** In order to monitor and identify programmes of preventative and remedial works, and provide advice and notification, the City Council has formed links with:

1. The Forestry Commission
2. The Arboricultural Association
3. The Institute of Chartered Foresters
4. All relevant stakeholders
5. Oxfordshire County Council
6. Berks, Bucks and Oxon Wildlife Trust
7. Oxfordshire Biodiversity Action Group

## **9 Sources of further information**

### **The Forestry Commission England (FC)**

620 Bristol Business Park, Coldharbour Lane, Bristol BS16 1EJ  
T: 0300 067 4000

<https://www.gov.uk/government/organisations/forestry-commission>

### **The Arboricultural Association (AA)**

The Malthouse, Stroud Green, Standish, Gloucestershire GL10 3DL  
T: 01242 522152

[www.trees.org.uk](http://www.trees.org.uk)

### **The Institute of Chartered Foresters (ICF)**

59 George Street, Edinburgh EH2 2JG  
T: 0131 240 1425

[www.charteredforesters.org](http://www.charteredforesters.org)

### **Trees & Design Action Group (TDAG)**

[www.tdag.org.uk](http://www.tdag.org.uk)

### **The Tree Council**

4 Dock Offices, Surrey Quay Road, London SE16 2XU

<https://treecouncil.org.uk>

### **The Royal Forestry Society (RFS)**

The Hay Barns, Home Farm Drive, Upton Estate, Banbury OX15 6HU

<https://rfs.org.uk/contact/>

### **The Consulting Arborist Society (CAS)**

[www.consultingarboristsociety.com](http://www.consultingarboristsociety.com)

**The International Society of Arboriculture (ISA)**

Atlanta, Georgia, USA

<https://www.isa-arbor.com/>

**Treeco<sub>2</sub>nomics (I-Tree Eco Study)**

<https://www.treconomics.co.uk>

## APPENDIX 1

### Technical References

1. Barcham Trees '*Specification Manual: A guide to specifying young trees from the nursery*'. [www.barchampro.co.uk](http://www.barchampro.co.uk)
2. Barcham Trees '*Species Selection: A guide to informed decision – making*'. [www.barchampro.co.uk](http://www.barchampro.co.uk)
3. British Standard BS3998: 2010 '*Tree work – Recommendations*'. [www.bsigroup.com/standards](http://www.bsigroup.com/standards)
4. British Standard BS5837: 2012 '*Trees in relation to design, demolition & construction – Recommendations*'. BSI Publications. [www.bsigroup.com/standards](http://www.bsigroup.com/standards)
5. British Standard BS8545: 2014 '*Trees from the nursery to independence in the landscape – Recommendations*'. [www.bsigroup.com/standards](http://www.bsigroup.com/standards)
6. Green Blue Urban '*Urban Tree Planting Design*' 9<sup>th</sup> Edition' [www.greenblueurban.com](http://www.greenblueurban.com)
7. TDAG '*Trees in the Townscape: A Guide for Decision Makers*' [www.tdag.org.uk](http://www.tdag.org.uk)
8. TDAG '*Trees in Hard Landscapes: a guide for Delivery*' [www.tdag.org.uk](http://www.tdag.org.uk)
9. TDAG '*Trees, Planning and Development: A Guide for Delivery*' [www.tdag.org.uk](http://www.tdag.org.uk)

## APPENDIX 2

### Glossary of Terms

**Age Profile** Also 'age class structure' – The proportion of different age categories within a tree population, i.e., **Y** = Young; **EM** = Early Mature; **SM** = Semi-mature; **M** = Mature; **S** = Senescent; **VT** = Veteran; **AN** = Ancient.

**Amenity** The attractiveness, pleasantness or value of a location, or something that contributes to physical or material comfort.

**Arboriculture** The science/discipline of production, planting, care, and management of amenity trees.

**Arboricultural Association** The nationally recognised trade body for the care and management of amenity trees in the United Kingdom and Ireland.

**Arboriculturalist** A professional who cares for, manages, inspects, plants, and maintains amenity trees.

**Basal Growth** New shoots emanating from the base of trees typically at the root collar, see also Epicormic growth.

**Biodiversity** The variability among living organisms and the ecosystem of which they are part.

**Branch Union** The joint between a branch and the trunk or scaffold of a tree – a poor branch union suggests that the joint may be weak and at risk of failure.

**Canopy** The upper crown of a tree, or the combined upper crowns of groups of trees.

**Coppicing** A traditional method of woodland management where trees are cut at, or just above ground level to encourage the growth of new stems from one root system. The subsequent new stems are cut on a cyclical basis over periods of several years.

**Crown** A collective term for the leaf/needle-bearing portion of a tree, i.e., scaffolds, and branches.

|                          |  |
|--------------------------|--|
| <b>Crown Clean</b>       | A form of pruning that involves the removal of hazardous material such as dead, diseased, weak, or broken branches and smaller crowded, crossing branches rubbing against better formed branches.  |
| <b>Crown Lifting</b>     | Also 'crown raising' – raising the canopy of a tree by removing or reducing the lower branches. This is often required for pedestrian and/or traffic clearance. This should be avoided where possible on mature specimens.                               |
| <b>Crown Reduction</b>   | A form of pruning involving the shortening of branches to suitable lateral branches to reduce the overall size of a tree whilst retaining the form of the tree. This is not suitable for all species of tree.  |
| <b>Crown Thinning</b>    | A form of pruning involving the selective removal of smaller lateral branches throughout the main crown, to thin the canopy, without reducing the extent of the crown; usually expressed as a percentage ranging from 5 – 10% but should not exceed 15%. |
| <b>Deadwood</b>          | Dead or diseased woody material, i.e., twigs and/or branches, in the crown of a tree.  |
| <b>Epicormic Growth</b>  | New shoots sprouting from mature branches and pruning wounds arising from latent buds which are seldom firmly attached to the stem/wound from which they arise.  |
| <b>Fastigate</b>         | An upright tree with a tight, narrow, columnar growth habit.   |
| <b>Formative Pruning</b> | The pruning of a young tree to establish good branch structure by removing problematic, or potentially problematic branches to ensure good the development of a good form for the tree.  |
| <b>Girth</b>             | The circumference of the stems of nursery trees, usually measured at 1 m above ground level.   |
| <b>Hazardous Tree</b>    | A tree identified as having an obvious defect(s) or growth characteristics that have the potential to fail and could cause injury to people or damage to property if not removed.  |
| <b>Honeydew</b>          | A sugar rich sticky substance secreted by aphids (green fly) and some scale insects as they feed on plant sap.   |

**Institute of Chartered Foresters**

The nationally recognised Chartered Institute for Arboriculture, Forestry and Urban Forestry.

**Monolith (Trees)**

Creating a monolith can be defined as a method of retaining large, declining trees for the benefit of habitat and biodiversity, that might otherwise be removed. Essentially, the height of the tree is reduced to what is considered a safe height, typically no more than 5 m, and branch stubs cut, using coronet cuts to create open wounds that allow the ingress of invertebrates and decay fungi which continue the decline process naturally. The process is analogous to but not the same as with veteranization.

**Native Trees**

Trees that have made their way to Britain naturally since the end of the last Ice Age, without the aid of people.

**Naturalised Trees**

Trees that have been introduced to Britain by people and have adapted to local conditions and reproduce without the help of people.

**Pollarding**

A pruning regime in which new branch growth is cut back to an established framework of shortened lateral branches or main stem, (pollard heads), on a regular basis of one to three years, in order to maintain a small crown. Correct pollarding starts with a young tree but is not suitable for all tree species.

**Provenance**

A place or source of origin, e.g., a tree of local provenance is one grown from local seed.

**Resilience**

In urban tree populations resilience is the capacity to respond to disturbances by resisting damage and recovering quickly. The main disturbances that affect trees are pests and diseases, windstorms and occasionally drought and flooding.

**Roots**

The underground structure of the tree that absorbs water and nutrients from the soil, stores carbohydrates and anchors the tree in the ground.

**Rootstock**

The root system of a tree onto which a different stem has been grafted. Many ornamental cherry trees are grafted onto the native wild cherry rootstock.

|                               |  |
|-------------------------------|--|
| <b>Root Plate</b>             | The area around the trunk where there is a high concentration of thicker structural (woody) roots that secure the tree in an upright position.   |
| <b>Stake</b>                  | A strong wooden post driven into the ground to support a recently planted tree until its roots become sufficiently developed to support the tree without aid.  |
| <b>Spread</b>                 | The extent of the crown measured horizontally from the trunk of the tree.  |
| <b>Subsidence (Tree Root)</b> | The process by which damage occurs to a property built on shrinkable clay soil where roots from trees encroach under foundations, remove moisture, cause the soil volume to shrink, resulting in crack damage to the property. |
| <b>Subsidence Damage</b>      | The crack damage to a property which the insurer of the property alleges to have been caused by tree root subsidence.  |
| <b>Sustainability</b>         | The capacity to sustain something for an indefinite period without damaging the environment or depleting resources.  |
| <b>Tree</b>                   | There is no legal definition of a tree. However, it is generally accepted that a tree is a tall woody perennial plant that has a self-supporting main trunk and branches and grows to form a distinct elevated crown.          |
| <b>Tree Risk</b>              | The probability of a tree, or parts of a tree failing by the consequences of the failure.  |
| <b>Trunk</b>                  | Also termed a 'bole' or 'stem' – it is the main upright part of the tree that supports the crown and connects the crown to the roots.  |



Risk Register  
 Tree management policy  
 As at: (10/05/2024)

## Appendix 2

| Ref | Title           | Risk Description   | Opp / Threat | Cause   | Consequence      | Risk Treatment | Date Raised | Owner        | Gross |   | Current |   |       | Target |   | Comments | Control / Mitigation Description  | Date Due | Action Status | % Progress | Action Owner |
|-----|-----------------|--|--------------|---|------------------|----------------|-------------|--------------|-------|---|---------|---|-------|--------|---|----------|---|----------|---------------|------------|--------------|
|     |                 |  |              |   |                  |                |             |              | P     | I | P       | I | Score | P      | I |          |   |          |               |            |              |
|     | Health & safety | Risk of harm to public   | Threat       | Tree or part of tree falling  | injury or death  | Reduce         |             | Tree Officer | 4     | 5 | 3       | 5 | 15    | 2      | 5 |          | Tree policy proposes new risk based approach to assessment of trees and increase in survey cycle for high risk trees. This will need to inform future commissioning and SLA with ODS as the Council's contractor. |          |               |            |              |
|     | Financial       | Risk of increased claims, and lengthy claim periods, for subsidence claims relating to trees in ownership of Council | Threat       | Lack of clarity in relation to what is and is not Council's liability | financial impact | Reduce         |             | Tree Officer | 4     | 3 | 4       | 2 | 8     | 4      | 1 |          | Tree policy sets out a clear framework for assessmet of claims  |          |               |            |              |

This page is intentionally left blank

**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 attach 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

|  |  |   |                    |
|--|--|---|--------------------|
| <b>1. Name of activity being assessed.</b><br><br><b>For example:</b><br>-New policy,<br>-Review of existing policy,<br>-Changes in service(s),<br>-New project(s), etc. | Review of Tree Management Policy   | <b>2. The implementation date of the activity under consideration:</b>  | Immediate          |
| <b>3. Directorate/Department(s):</b>   | Development  | <b>4. Service Area(s):</b>  | Corporate Property |
| <b>5. Who is (are) the assessment lead(s):</b><br><b>Please provide:</b><br>-Name<br>-Email address  | Richard Jones -<br>rjones3@oxford.gov.uk   | <b>6. Contact details, in case there are queries:</b><br><b>Please provide:</b><br>-Name<br>-Email address                                    |                    |
| <b>7. Is this a new or ongoing EqlA?</b>   | New <input checked="" type="checkbox"/><br><br>Extension to existing EqlA <input type="checkbox"/> | <b>8.</b> 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. |                    |
| <b>9. Date this EqlA started:</b>  | 05/08/2024   |   |                    |
| <b>10. Will this EqlA be attached to <a href="#">Corporate Management Team (CMT)</a> reports/updates, which will be published online?</b>                                | Yes  | <b>11. Give a date (tentative or otherwise) when this assessment will be taken to the CMT.</b>  | TBC                |

**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. Policy Review            |   |  |
| <p><b>13.</b></p> | <p><b>Which priority area(s) <u>within Oxford City Council's Corporate strategy (2020-2024)</u> does this activity fulfil?</b></p> <p>Please check as needed.</p>                      | <input type="checkbox"/> Enable an inclusive economy.           | <input type="checkbox"/> Deliver more affordable housing. | <input checked="" type="checkbox"/> Support thriving communities.           | <input checked="" type="checkbox"/> Pursue a zero carbon Oxford.   |
| <p><b>14.</b></p> | <p><b>Which priority area(s) within <u>Oxford City Council's Equality, Diversity &amp; Inclusion Strategy (2022)</u> does this activity fulfil?</b></p> <p>Please check as needed.</p> | <input type="checkbox"/> Responsive services and customer care. | <input type="checkbox"/> Diverse and engaged workforce.   | <input checked="" 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><b>Aims:</b><br/>Review the policy and update as needed</p>  |   | <p><b>Objectives:</b><br/>Renew and review wording and relevance</p>        | <p><b>Priorities:</b><br/>To approve an updated Tree Management Policy, which aligns the City Council's approach in this area to current standards and good practice. This new policy sets out to be a robust, asset-based tree management policy, fit for</p> |

|            |   |   |   |
|------------|---|---|---|
|            |   |   | purpose and current for the period 2024 to 2032 and beyond. |
| <b>16.</b> | <p><b>Please outline the consequences of not implementing this activity.</b></p> <p><b>For example,</b></p> <ul style="list-style-type: none"> <li>-Existing activity does not fulfill Corporate Objectives,</li> <li>-existing activity is discriminatory and not fulfilling Council's PSED, ... to name a few.</li> </ul> | <ol style="list-style-type: none"> <li>1. Ensure that previous and current version of the policy considers equalities as this is the Councils key objective.</li> <li>2. Trees can and do present a risk to the public, which is why their on-going management is important. The Tree Management Policy sets out a revised approach to surveying and assessment intervals for trees in the City Council's control, which is in line with current good practice. This is important in ensuring the Council is maintaining a safe environment.</li> </ol> |   |

**Section 3: Understanding service users, residents, staff and any other impacted parties.**

|            |  |   |  |
|------------|--|---|--|
| <b>17.</b> | <p><b>Have you undertaken any consultations in the form of surveys, interviews, and/or focus groups?</b></p> <p><b>Please provide details—</b></p> <ul style="list-style-type: none"> <li>-when,</li> <li>-how many, and</li> <li>-the approach taken.</li> </ul>                                  | <p>No consultation was undertaken for the purpose of this review. The Census Data 2021 are being used to identify groups that might need consideration.</p> |  |
| <b>18.</b> | <p><b>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></p> <ul style="list-style-type: none"> <li>-third-party research,</li> <li>-census data,</li> <li>-legislation,</li> <li>-articles,</li> </ul> | <p>Census 2021</p> <p>Updated Policy and embedded legislation as proposed</p>   |  |

|            |   |  |
|------------|---|--|
|            | -reports,<br>-briefs.   |  |
| <b>19.</b> | <p><b>If you have not done any consultations or collected data &amp; information, are you planning to do so in the future?</b></p> <p><b>Please list the details –</b><br/>-when,<br/>-with whom, and<br/>-how long will you collect the relevant data.</p> | <p>Not for the review as it does not make any clear or obvious decisions on assets or services that are being added or removed, hence the impact on protected characteristics is minimal. However, it is advised that in the future and on a case-by- case basis equalities might need to be considered.</p> <p>In the spirit of due diligence, we are using the Census data for Oxford City to do a preliminary assessment and to identify any impacts.</p> |

## Section 4: Impact analysis.

|            |   |  |   |  |  |
|------------|---|--|---|--|--|
| <b>20.</b> | <b>Who does the activity impact?</b>                    | <b>Service Users</b>                     | Yes <input type="checkbox"/>            | No <input type="checkbox"/>            | Don't Know <input checked="" 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"/>            |
|            | <b>The impact may be positive, negative or unknown.</b> | <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 type="checkbox"/>            | No <input checked="" type="checkbox"/> | Don't Know <input type="checkbox"/>            |
|            |   | <b>City Councillors</b>                  | Yes <input type="checkbox"/>            | No <input checked="" 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"/>            |

21.

Does the activity impact positively or negatively on any protected characteristics as stated within Equality (Act 2010)?

Check as needed and provide evidence-driven conclusions.

**Good Practice** is to keep it simple and list your, evidence, insights, and mitigations.

| Protected Characteristic | Positive                            | Negative                 | Neutral                  | Don't know               | Data/information/evidence supporting your assessment  | Analysis & insight<br>Mitigations  |
|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|---|--|
| Age<br>64                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Census 2021, Oxford</b></p> <ul style="list-style-type: none"> <li>• 17.8% are aged 0-15; (England Average 19.2%) Lower than national average.</li> <li>• 67.5% are aged 16-64, (England average of 62.4%). Higher than the national average.</li> <li>• 12% of the population in the city are aged 65+ years. This is lower than county (18%), regional (19%), and national (18%) averages.</li> </ul> | <p>The effective implementation of the policy will enable proper management or current and future tree assets which will ensure that young and elderly residents are not hindered or harmed by overgrown or dangerous tree structures.</p> |



|   |   |   |   |   |  |   |
|---|---|---|---|---|--|---|
| <p style="text-align: center;"><b>Disability</b><br/><b>(Visible and invisible)</b></p> | ☒ | ☐ | ☐ | ☐ | <p><b>Census 2021, Oxford</b></p> <ul style="list-style-type: none"> <li>Households with 1 person living with disability = 23% - Higher than Oxfordshire average (Oxfordshire - 22.5%; England - 25.4%).</li> <li>2 or more people disabled in a household = 5.9% Higher than Oxfordshire average. (Oxfordshire- 5.3% and England 6.6%).</li> </ul> <p>When we look at data on <b>disability from the perspective of gender identity</b>, it becomes clearer that the majority of the respondents do not declare a disability (84%).</p> <ul style="list-style-type: none"> <li>11% of 136,717 individuals report that their disability limits their day-to-day activities in a little way.</li> <li>5.4% of 136,717 individuals report that their disability limits their day-to-day activities in significant ways.</li> </ul> | <p>The effective implementation of the policy will enable proper management or current and future tree assets which will ensure that residents with certain types of disability such as mobility are not hindered in their day-to-day activities or harmed by overgrown or dangerous tree structures.</p> <p>It must be noted that 84% of residents in Oxford do not declare a disability, however, it cannot be assumed that they do not have a disability or will acquire one in the future. It is estimated that 1 in 5 people in the UK have some form of disability, thus it is likely that rates of disability reported may change in the future.</p> |
|---|---|---|---|---|--|---|



|  |                          |                          |                                     |                          |   |            |
|--|--------------------------|--------------------------|-------------------------------------|--------------------------|---|------------|
| <p><b>Gender re-assignment</b></p>             | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>Census 2021, Oxford</b></p> <p>Data is available for Oxford for residents who are 16 years and over. A total of 136,717 individuals responded to this question.</p> <ul style="list-style-type: none"> <li>• 88.8% Gender identity the same as sex registered at birth (Lower than Oxfordshire and England)</li> <li>• 0.6% Gender identity different from sex registered at birth but no specific identity given.</li> <li>• 0.4% All other gender identities</li> <li>• 0.2 % Trans man</li> <li>• 0.15% Trans woman (255 individuals)</li> <li>• 10% - Not answered (212 individuals)</li> </ul> | <p>N/A</p> |
| <p><b>Marriage &amp; Civil Partnership</b></p> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>Census 2021, Oxford:</b></p> <ul style="list-style-type: none"> <li>• 55% of single residents 16 and over.</li> <li>• 33% married residents.</li> <li>• 0.3% in a same-sex civil partnership.</li> <li>• 6% Divorced.</li> <li>• 13% of couples cohabiting.</li> </ul>  | <p>N/A</p> |

|  |                          |                          |                                     |                          |   |            |
|--|--------------------------|--------------------------|-------------------------------------|--------------------------|---|------------|
| <p style="text-align: center;">67</p> <p><b>Race, Ethnicity and/or Citizenship</b></p> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>Census 2021, Oxford</b></p> <ul style="list-style-type: none"> <li>• White British: 63.3%, (England 79.8%).</li> <li>• Non-White: 19% (England- 14.6%). Higher than national average.</li> <li>• White non-British: 17.7% (England: 5.7%) - Higher than national average</li> <li>• Mixed: 3.8%, (England: 2.3%) Higher than national average</li> <li>• Asian: 11.1%, (England: 7.8%) Higher than national average</li> <li>• Black: 2.9%, (England: 3.5%)</li> <li>• Other ethnic Group: 1.2%, (England: 1%) Higher than national average.</li> </ul> <p><b>Other indicators</b></p> <ul style="list-style-type: none"> <li>• Households with multiple ethnicities: 22.3%, (England 8.9%). Higher than national average</li> <li>• Born in England: 65.6%, (England Av. 83.5%).</li> <li>• Born outside the UK: 30.3%, (England Av: 13.8%) Higher than national average.</li> </ul> | <p>N/A</p> |
|--|--------------------------|--------------------------|-------------------------------------|--------------------------|---|------------|

|   |                          |                          |                                     |                          |  |            |
|---|--------------------------|--------------------------|-------------------------------------|--------------------------|--|------------|
| <p><b>Pregnancy &amp; Maternity</b></p> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>There were 7,287 live births in Oxfordshire in 2019 – JSNA 2023</p> <p>Oxfordshire had an above-average proportion of births to older mothers.</p> <p>Fertility in Oxfordshire follows the national trend of an increase between 2000 and 2011, followed by a decrease from 2011 to 2019.</p> <p>Oxfordshire’s general fertility rate in 2019 was 56.6 and in Oxford City was 40.9.</p> <p>This low rate in Oxford means that the county average was below the England average of 57.7.</p> | <p>N/A</p> |
| <p>88<br/><b>Religion or Belief</b></p> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>Census 2021, Oxford</b></p> <ul style="list-style-type: none"> <li>• Christian: 43.3%, (England 59.4%.</li> <li>• Buddhist: 1.2% (England 0.5%). Higher than national average.</li> <li>• Hindu: 1.1%, (England 1.5%).</li> <li>• Jewish: 0.8% (England 0.5%). Higher than national average.</li> <li>• Muslim: 5.2%, (England 5%). Higher than national average.</li> <li>• Sikh: 0.4%, (England 0.8%).</li> </ul>  | <p>N/A</p> |

|                           |                          |                          |                                     |                          |  |     |
|---------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--|-----|
|                           |                          |                          |                                     |                          | <ul style="list-style-type: none"> <li>• Other- 0.6%, (England 0.4%). Higher than national average.</li> <li>• No religion: 38.4% (England average 24.7%) Higher than national average.</li> </ul>   |     |
| <b>Sex</b>                | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Census 2021, Oxford <ul style="list-style-type: none"> <li>• 50.9% Female (England -51%).</li> <li>• 49.1% Male (England-49 %)</li> </ul>  | N/A |
| <b>Sexual Orientation</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 136,719 people in Oxford responded to this Census question.<br><br>Sexual Orientation was a new census category and provides a better idea of how people self-identify.<br><br>Census 2021, Oxford <ul style="list-style-type: none"> <li>• 80.4% of residents 16 years and over self-identified as straight or heterosexual (Oxfordshire = 88.4%; England= 89.4%).</li> <li>• 3.6 % self-identified as bisexual (higher than Oxfordshire-1.7% and England-1.3%).</li> </ul> | N/A |

www.oxford.gov.uk

|  |                          |                          |                                     |                          |   |  |
|--|--------------------------|--------------------------|-------------------------------------|--------------------------|---|--|
|  |                          |                          |                                     |                          | <ul style="list-style-type: none"> <li>• 2.4% self-identified as Gay or Lesbian.</li> <li>• 13% chose to not answer this question.</li> </ul> |  |
| <b>Other (voluntary consideration)</b><br><br><b>For example:</b><br><br>Migrant, refugee, or asylum seekers   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | N/A   | What is the data telling us about impact on this group?<br><br>How will you mitigate disproportionate impact (positive or negative)? |
| <b>Other (voluntary consideration)</b><br><br><b>For example:</b><br><br>Socio-economic status (income, wealth, etc.)  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | N/A   | What is the data telling us about impact on this group?<br><br>How will you mitigate disproportionate impact (positive or negative)? |
| <b>Other</b><br><b>For example:</b><br>- Unpaid carers<br>- Prison population<br>- Homeless population<br>-Council suppliers & contractors<br>-Cabinet Members | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | N/A<br><br>Evidence   | What is the data telling us about impact on this group?<br><br>How will you mitigate disproportionate impact (positive or negative)? |

www.oxford.gov.uk




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

|     |   |                          |   |  |   |
|-----|---|--------------------------|---|--|---|
| 22. | <b>Conclusions. Check as needed.</b>  |                          |   |  |   |
|     | <input type="checkbox"/> Stop and reconsider the activity.  | <input type="checkbox"/> | <input type="checkbox"/> Adjust activity before beginning the activity and continue to monitor. | <input type="checkbox"/> No major change(s) or adjustments and continue with activity but continue to monitor. | <input checked="" type="checkbox"/> No major change(s) or adjustments and continue with the activity. No need to monitor in the future. |
| 23. | <p><b>Please explain how you have reached your conclusions above.</b></p> <p>a. The policy considers Public Sector Duty in how we consult and engage our diverse communities and residents (see Aims and Objectives), ensuring that diverse perspectives and experiences are being addressed and considered in a transparent and balanced way.</p> <p>b. The policy takes an informed and balanced approach to fulfilling its 'duty of care' (See, Legal Framework). The duty of care ensures that "the landowner/duty holder (in this instance Oxford City Council) must take reasonable care to avoid acts or omissions that would cause a reasonably foreseeable risk of injury to people or damage to property." This is particularly important when considering safety of certain groups in the Protected Characteristics within the Equality Act 2010- young and elderly people and people with disability (identified in the assessment). However, this is not a blanket consideration, and it will need to be reviewed on a case-by-case basis, meaning protection within the Equality Act 2010 for these groups may not hold if there are other wider or conflicting considerations which needs to be addressed alongside the Equality Act in different programs/projects where decision will be considered in particular context.</p> |                          |   |  |   |

- c. In the future, a decision on trees might need an equalities consideration for individual projects and programs at such a point consultation may be needed. With respect to this high-level policy the Census data was deemed appropriate to highlight any equalities considerations.

## Section 6: Monitoring and review plan.

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

|     |  |   |  |
|-----|--|---|--|
| 24. | <p>Who or which team or service area will be responsible for monitoring equalities impact?</p> <p><b>For example-</b><br/>         - team,<br/>         -directorate,<br/>         -service area,<br/>         -Equalities Steering Group,etc.</p> | <p>James Viljoen - Technical Engineering Manager - <a href="mailto:jviljoen@oxford.gov.uk">jviljoen@oxford.gov.uk</a><br/>         Property Services<br/>         Development</p> |       |
| 25. | <p>Who (individual, team, or service area) will be responsible for carrying out the EqIA review?</p>   | <p>James Viljoen - Technical Engineering Manager - <a href="mailto:jviljoen@oxford.gov.uk">jviljoen@oxford.gov.uk</a><br/>         Property Services<br/>         Development</p> |  |
| 26. | <p>How often will the equality impact be reviewed for this activity?</p> <p><b>For example-</b><br/>         -quarterly,<br/>         -yearly, etc.</p>  | <p>When the policy is up for review in the future</p>   | <p><b>27.</b> Date when the EqIA will be reviewed again. TBC- at the point of review</p> |



## Section 7: Sign-off

73

Name: Richard Jones

Job Title: Business Analyst

Signature:  
Richard Jones

-----

Name: Full Name

Job Title: Type here

Signature:

-----

Name: Full Name

Job Title: Type here

Signature:

-----

Name: Mili Kalia

Job Title: EDI Lead

Signature:  
Mili Kalia

-----

Name: Full Name

Job Title: Type here

Signature:

-----

Name: Full Name

Job Title: Type here

Signature:

-----

Name: Full Name

Job Title: Type here

Signature:

-----

Name: Full Name

Job Title: Type here

Signature:

-----

Name: Full Name

Job Title: Type here

Signature:

-----



### 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 appended this to any reports and project files for reference.**

This page is intentionally left blank

**To:** Cabinet  
**Date:** 12 June 2024  
**Report of:** Executive Director (Communities and People)  
**Title of Report:** Framework for installation of renewable technologies for Council owned properties

| <b>Summary and recommendations</b> |   |
|------------------------------------|---|
| <b>Purpose of report:</b>          | To seek (i) Cabinet approval to establish a Framework for the provision and installation of renewable technologies to Council owned properties; and (ii) delegated authority for the Executive Director (Communities and People) to appoint suppliers to the Framework. |
| <b>Key decision:</b>               | Yes   |
| <b>Cabinet Member:</b>             | Councillor Linda Smith, Cabinet Member for Housing and Communities<br><br>Councillor Ed Turner, Deputy Leader (Statutory) - Finance and Asset Management  |
| <b>Corporate Priority:</b>         | Meeting housing needs; Pursue a zero carbon Oxford; Support thriving communities  |
| <b>Policy Framework:</b>           | Housing Strategy, Council Strategy 2020-24; Zero Carbon Council by 2030 Zero Carbon Oxford Action Plan; Housing, Homelessness and Rough Sleeping Strategy 2023-2028   |

| <b>Recommendations:</b> That Cabinet resolves to: |  |
|---|--|
| 1.  | <b>Grant approval</b> for Oxford City Council to establish a Renewable Technologies Framework under the Public Contracts Regulations 2015 (or successor legislation) for the installation of renewable technologies to Council owned properties; |
| 2.  | <b>Delegate authority</b> to the Executive Director (Communities and People) to agree the final structure of the Renewable Technologies Framework and appoint successful suppliers to all lots on the Framework; and                             |
| 3.  | <b>Delegate authority</b> to the Executive Director (Communities and People) to procure and award contracts over £1 million procured through the Renewable Technologies Framework.   |

| <b>Appendices</b> |               |
|-------------------|---------------|
| Appendix 1        | Risk Register |

### **Introduction and background**

1. Oxford City Council (OCC) has set a target of getting 95% of its housing stock to an Energy Performance Certificate (EPC) C or above by 2030. There is also a commitment to reach net zero carbon emissions as a city by 2040 which goes beyond EPC C.
2. The Heat and Buildings Strategy (October 2021), sets out the Government’s intention to phase out the installation of natural gas boilers beyond 2035 with alternative low-carbon technologies used for heating.
3. The Council commissioned consultants Baily Garner to undertake an assessment of specific measures that would be required to achieve an Energy Performance Certificate (EPC) C rating and Net Zero across its housing stock. The Bailey Garner Report recommends following the fabric first approach but once the properties are well insulated, the next step is to install low carbon heating (such as heat pumps) in order to reach net zero carbon.
4. To support Oxford City Council’s policy of Net zero by 2040, part of the solution will be to install renewable energy technologies including heat pumps. In order to meet this target along with the Council’s EPC C target and prepare for the gas phase out. A route to market for these specialist services is needed to enable works to be completed quickly given the timeframe to 2030.
5. The Framework will be set up to enable growth and adapt to needs as required and will include other technologies that are not a Council priority to allow flexibility and ensure it is fit for purpose.
6. Detailed assessments and feasibility studies will be carried out to ensure only suitable properties are chosen for installation. Several of the proposed lots on the Framework include for detailed feasibility and design to ensure that installations are high quality and work as they should.
7. The Framework will allow the Council to procure works using pre-approved suppliers with a detailed specification for the works, to enable the installation of renewable technologies over a 4-year period.
8. There will be 7 lots on the framework to cover General Fund and HRA properties:
  - Lot 1 - Design/Supply and Installation of Domestic Air Source Heat Pumps
  - Lot 2- Design/Supply and Installation of Commercial Air Source Heat Pumps
  - Lot 3 – Design/Supply and Installation of Ground Source Heat Pump Powered Systems – Domestic

- Lot 4 – Design/Supply and Installation of Ground Source Heat Pump Powered Systems – Commercial
- Lot 5 – Photovoltaic /Solar Thermal /Battery - Design, Supply, and Installation
- Lot 6 – Installation only of Air Source Heat Pumps
- Lot 7 – Installation only of Ground Source Heat Pumps

## **Tender Process**

9. Procurement has been involved in identifying the correct tender process for the Framework. The Framework will be procured in compliance with Part 19 of the constitution and relevant procurement legislation.
10. An open tender process is proposed to select the suppliers to be appointed to the framework. The specification requires suppliers to be accredited and trained to ensure industry standards are met. A pre-qualification stage will be used to ensure that suppliers meet the requirements, and all necessary qualifications are met.
11. Following submission of tenders the successful suppliers will be appointed to the Framework on the relevant lot(s). Once this is done the Framework can be used to award call-off contracts for identified works programmes. The proposed method for call off awards is by mini competition between the Framework suppliers on the relevant lot. However other options are also being explored.
12. The form of contract that will be used for contracts awarded through the Framework is being developed with legal advisors but is likely to take the form of a JCT Works Contract.
13. Oxford living wage and social value will be considered as part of the development of the framework and scoring criteria.
14. Under Section 20 of the Landlord and Tenant Act 1985 (amended by section 151 of the Commonhold and Leasehold Reform Act 2002) the Council has an obligation in certain circumstances to consult with leaseholders who pay a service charge. Where Leaseholder consultation is required it will be carried out for the Framework and for relevant projects procured through the framework.

## **Financial Implications**

15. The Framework agreement will have a value of £0 however to allow the framework to be fit for purpose it will be set up to allow up to £30m spend.
16. As the Framework will go out to the open market and all tenders will be assessed against cost and quality criteria this will ensure that value for money is achieved for any works delivered under the Framework.

17. Approval for future projects will be sought in line with Council processes. Each programme will seek approval using the required authorisations prior to award through the Framework.
18. The Framework will lead to efficiencies in both staff time and the time taken to procure generally and will enable the Council to procure works at short notice when required.

**Legal Issues**

19. Under Parts 4.5(10) 4.5 (11) and 19 (22) of the Constitution Cabinet is responsible for the decisions set out in the recommendation. Under section 9E (3) (c) of the Local Government Act 2000 Cabinet is empowered to delegate its functions to officers.
20. The establishment of the proposed framework is permitted under the Public Contract Regulations 2015. The Framework’s procurement and award of contracts under it once established will need to comply with the Council’s Constitution and the Public Contract Regulations 2015. Any decision to award a contract of £1 million or greater will be a Key Decision and will need to comply with the procedure for taking Key Decision set out in the Council’s Constitution.

**Level of Risk**

21. Please refer to the risk register at Appendix 1.

**Carbon and Environmental Considerations**

22. The installation of renewable energy technologies will reduce the Council’s building emissions and pave the way to net zero.

**Equalities impact**

23. A full Equality Impact Assessment has not yet been completed however one will be conducted as soon as possible to ensure that any decisions that are made consider their impact on people with protected characteristics.
24. Social value will be included as part of the quality scoring criteria on the framework.

|                            |  |
|----------------------------|--|
| <b>Report author</b>       | Juliet Nicholas  |
| Job title                  | Energy & Sustainability Manager                                      |
| Service area or department | Property Services  |
| Telephone                  | 01865 529284   |
| e-mail                     | <a href="mailto:jnicholas@oxford.gov.uk">jnicholas@oxford.gov.uk</a> |

**Background Papers:** None

Risk Register

# Appendix 1

Renewable Energy Technologies framework

As at: 23/04/24

| Ref | Title                        | Risk Description  | Opp / Threat | Cause   | Consequence   | Risk Treatment    | Date Raised | Owner                             | Gross |   | Current |   | Score | Target |   | Comments | Control / Mitigation Description  | Date Due | Action Status | % Progress | Action Owner |
|-----|------------------------------|---|--------------|---|---|-------------------|-------------|-----------------------------------|-------|---|---------|---|-------|--------|---|----------|---|----------|---------------|------------|--------------|
|     |                              |   |              |   |   |                   |             |                                   | P     | I | P       | I |       | P      | I |          |   |          |               |            |              |
| 1   | No Framework                 | No framework in place   | Threat       | Currently there is no renewable energy framework for works in place   | Procurement route will be long and cumbersome without a framework | Accept            | 17/04/24    | Energy and Sustainability Manager | 4     | 3 | 4       | 3 | 12    | 1      | 2 |          | Put framework in place  |          |               |            |              |
| 2   | Limited responses            | Not enough service suppliers  | Threat       | There could be limited responses with the limited number of suppliers in the market                                       | Limited suppliers could lead to reduced competition               | Contingency Plans | 17/04/24    | Energy and Sustainability Manager | 2     | 3 | 2       | 3 | 6     | 1      | 2 |          | Go out to full market to ensure a number of suppliers are reached   |          |               |            |              |
| 3   | Delivery timescales          | Urgency to turn around projects due to target deadlines                           | Opportunity  | Urgency to start projects, if Framework was in place would make for easier procurement route with suppliers on framework. | Projects being delayed due to procurement                         | Avoid             | 17/04/24    | Energy and Sustainability Manager | 4     | 4 | 4       | 4 | 16    | 2      | 2 |          | put framework in place  |          |               |            |              |
| 4   | Unqualified contractors used | Contractors that don't hold the correct qualifications are used for installations | Opportunity  | Currently there is no renewable energy framework for works in place which has pre-qualified contractors appointed.        | Potential for poor installations                                  | Avoid             | 18/04/24    | Energy and Sustainability Manager | 2     | 3 | 2       | 3 | 6     | 2      | 2 |          | The framework will ensure that all suppliers are checked at pre-qualification stage and that all qualifications are met |          |               |            |              |

This page is intentionally left blank



**To:** Cabinet  
**Date:** 12 June 2024  
**Report of:** Executive Director (Communities and People)  
**Title of Report:** HRA Energy Efficiency Projects 2024/25

| <b>Summary and recommendations</b> |   |
|------------------------------------|---|
| <b>Purpose of report:</b>          | To seek Cabinet approval for HRA Energy Efficiency projects for the financial year 2024/25 and delegated authority to award the necessary contracts.  |
| <b>Key decision:</b>               | Yes   |
| <b>Cabinet Member:</b>             | Councillor Linda Smith, Cabinet Member for Housing and Communities<br><br>Councillor Anna Railton, Cabinet Member for Zero Carbon Oxford  |
| <b>Corporate Priority:</b>         | Pursue a zero carbon Oxford; Support thriving communities   |
| <b>Policy Framework:</b>           | Council Strategy 2020-24; Zero Carbon Council by 2030: 4 <sup>th</sup> Carbon Management Plan 2021/22 to 2029/30; Zero Carbon Oxford Action Plan; Housing, Homelessness and Rough Sleeping Strategy 2023-2028 |

| <b>Recommendations:</b> That Cabinet resolves to: |   |
|---|---|
| 1.  | <b>Grant project approval</b> for Oxford City Council to proceed with energy efficiency projects on HRA properties using the 2024/25 approved budget; and   |
| 2.  | <b>Delegate authority</b> to the Executive Director (Communities and People), in consultation with the Head of Financial Services/Section 151 Officer and the Head of Law and Governance, to spend the previously approved remaining HRA 2024 /25 budget, as agreed by full Council in 2023/24, for the purposes of HRA energy efficiency projects including awarding contracts to contractors and consultants to manage and deliver the projects following procurement processes outlined in the constitution. |

| <b>Appendices</b> |  |
|-------------------|--|
| None.             |  |

## **Introduction and background**

1. Oxford City Council (OCC) has set a target of getting 95% of its housing stock to an Energy Performance Certificate (EPC) C or above by 2030. There is also a commitment to reach net zero carbon emissions as a city by 2040 which goes beyond EPC C.
2. The Heat and Buildings Strategy (October 2021), sets out the Government's ambition to phase out the installation of natural gas boilers beyond 2035 with alternative low-carbon technologies used for heating.
3. The Council commissioned consultants Baily Garner to undertake an assessment of specific measures that would be required to achieve an Energy Performance Certificate (EPC) C rating and Net Zero across its housing stock. The Bailey Garner Report recommends following the fabric first approach. Once properties are well insulated, the next step towards net zero carbon is to install low carbon heating (such as heat pumps) working towards the Council's 2040 aspiration.
4. Following on from the Social Housing Decarbonisation Fund (SHDF) wave 2.1 cabinet report of 18th November 2022, the remaining 24/25 HRA Energy Efficiency Budget, not used for SHDF, is required for other HRA Energy Efficiency programmes. Whilst the budget was approved and allocated by full Council in 23/24, this report seeks approval to spend the remaining allocated 24/25 budget.
5. As well as fabric first measures (e.g. insulation) to reach EPC C, we need to develop an approach for decarbonisation of heating systems and net zero alongside this. The development of this strategy is underway and previous trials, and 23/24 projects (upon completion) will feed into this.
6. The Council has conducted an additional 610 EPCs on its HRA properties in 23/24.
7. It is proposed that the Council releases the remaining budget to deliver Energy Efficiency projects (as detailed below), including: Ground Source and Air Source Heat Pump installations; projects on Non-traditional properties; voids and improving housing stock energy data. It may also involve installation of other technologies, where appropriate in order to meet EPC C.

## **Proposed Projects**

8. As it is not a requirement to have a lodged EPC until a social housing property is marketed/ re-let and EPCs are valid for 10 years this data needs to be improved by conducting EPCs on stock that does not currently have an EPC. Improved EPC data will help the Council establish a better picture of the Council's current EPC position. Therefore, one of the projects will be to continue to improve EPC coverage in 24/25.
9. EPCs will also be carried out following any works that impact the energy rating to ensure that stock data is kept up to date going forward. The below projects will be monitored in this way and reported via the EPC C target reporting.

10. As Voids allow for unrestricted access and often need major works it is proposed that Energy Efficiency improvements continue to be carried out in Void properties (where appropriate). This will be aimed at properties below EPC C to bring them up to a C before re-letting. Measures that form this project are difficult to define as we do not know which properties will become void in the year. Last year heat pump and insulation works were carried out, however it is dependent on the measures required to reach EPC C.
11. Air Source Heat Pump (ASHP) installations need to continue in 24/25 in order to ramp up to net zero and prepare for the phase out of gas boilers. Delivery of circa 20 installations in 24/25 is proposed however this is dependent on the works required in each property. Installations will include monitoring so the performance of the systems can be analysed, and any issues identified quickly.
12. The Council also needs a solution for flats where the installation of Air Source Heat Pumps has many technical difficulties. In 23/24 work started on a trial of a Shared Array Ground Source Heat pump (GSHP). Design is currently underway for two blocks – one block with a communal heating system and one block with individual gas boilers. In addition to the previously agreed 23/24 budget for one block, further budget is required in 24/25 to deliver to an additional block. This will enable us to test the solution on both types of existing heating system. Monitoring will be installed on these systems to determine performance.
13. After SHDF is complete, the majority of properties below an EPC C, are of Non-traditional archetypes. These are complex to retrofit and need a specialist solution to ensure that energy efficiency measures are correct for the building type. It is proposed that a detailed approach is developed for these properties in 24/25 and a trial is then carried out to enable a roll out in future years.
14. Other technologies may also be implemented in 24/25, as required to meet targets.
15. Full projects will be developed in consultation with relevant cabinet members.
16. It is anticipated that packages of work will be awarded to either ODS or specialist contractors, using a Council framework that is being set up.
17. These works will bring benefits to residents in the form of warmer homes and reduced consumption as well as reducing the Council's housing carbon emissions working towards meeting the Council's carbon targets.

## **Recommendations**

18. To:
  - A. Grant approval for Oxford City Council to proceed with energy efficiency projects on HRA properties using 24/25 approved budget; and
  - B. Delegate authority to the Executive Director (Communities and People), in consultation with the Head of Financial Services/Section 151 Officer and the Head of Law and Governance, to spend the previously approved remaining HRA 2024 /25 budget, as agreed by full Council in 2023/24, for the purposes of HRA energy efficiency projects, including awarding contracts to contractors and

consultants to manage and deliver the projects following procurement processes outlined in the constitution.

### Financial implications

19. A capital budget of £7.45M has been allocated to HRA Energy Efficiency projects for 24/25. The £3.112M alongside the already allocated funds for SHDF remain within this agreed budget.

| <b>2024/25</b>                     |                   |
|------------------------------------|-------------------|
| Council spend on SHDF 2.1 for Year | £ 4,038,063       |
| Resources                          | £250,000          |
| 24/25 Energy Efficiency Projects   | £3,111,937        |
| <b>Total</b>                       | <b>£7,450,000</b> |
| <b>Approved Budget</b>             | <b>£7,450,000</b> |

### Carbon & Environmental Considerations

20. The installation of low carbon heating will reduce the Council's Housing Stock carbon emissions and pave the way to net zero by 2040. As Heat pumps typically produce 3-4 units of heat for every unit of electricity this will lead to carbon savings as well as improved air quality, as gas will no longer be burned to heat these properties. As grid electricity is decarbonised this will provide further carbon savings.

### Communications considerations

21. Communication with residents will be key to successful delivery. As part of the project residents will be engaged with via workshops, home visits (to provide a detailed overview) and a visit to a demonstration home (if feasible). Residents will also be given full training on how to use the new heating system, where installed, to ensure they get the best from it and understand the impact on running costs that changing settings can result in.

### Equalities considerations

22. There will be no impact on equalities.

### Legal issues

23. There are no legal implications arising from this report. Legal input will be sought regarding the procurement of suppliers and development of contracts to deliver the projects. A legal procurement route will be used to procure any contracts.

### Levels of risk

24. Full surveys have already been carried out on properties during 23/24 reducing the risk of installing heat pumps and resident consultation will be carried out at an early stage before any installations start. However, there is a risk that tenants will not be receptive of the installation of heat pumps and so tenant engagement and education will be a large part of this project linking into the work done in Rose Hill.

|                            |  |
|----------------------------|--|
| <b>Report author</b>       | Juliet Nicholas  |
| Job title                  | Energy & Sustainability Manager                                      |
| Service area or department | Property Services  |
| Telephone                  | 01865 529284   |
| e-mail                     | <a href="mailto:jnicholas@oxford.gov.uk">jnicholas@oxford.gov.uk</a> |

**Background Papers:**

[Minutes of Cabinet, 16 November 2022](#)

This page is intentionally left blank