

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.	

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