

Date: 27 March 2008

TO: All Members of the Executive  
FOR ATTENDANCE

TO: All Other Members of the Council  
FOR INFORMATION

Dear Sir/Madam

Your attendance is requested at a meeting of the **EXECUTIVE** to be held in the **GUILDHALL, ABINGDON** on **FRIDAY, 4TH APRIL, 2008** at **2.30 PM**.

Yours faithfully

Terry Stock  
Chief Executive

Members are reminded of the provisions contained in the Code of Conduct adopted on 30 September 2007 and Standing Order 34 regarding the declaration of Personal and Prejudicial Interests.

## **A G E N D A**

A large print version of this agenda is available. Any background papers referred to may be inspected by prior arrangement. Contact Steve Culliford, Democratic Services Officer on telephone number (01235) 540307; e-mail: [steve.culliford@whitehorsedc.gov.uk](mailto:steve.culliford@whitehorsedc.gov.uk).

Please note that this meeting will be held in a wheelchair accessible venue. If you would like to attend and have any special access requirements, please let the Democratic Officer know beforehand and he will do his very best to meet your requirements.

### **Open to the Public including the Press**

#### **Map and Vision**

(Page 11)

A map showing the location of the venue for this meeting, together with a copy the Council Vision is attached.

**STANDING ITEMS**

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To adopt and sign as a correct record the minutes of the Executive meeting held on 1 February 2008, (previously circulated).

3. **Declarations of Interest**

To receive any declarations of Personal or Personal and Prejudicial Interests in respect of items on the agenda for this meeting.

Any Member with a personal interest or a personal and prejudicial interest in accordance with the provisions of the Code of Conduct, in any matter to be considered at a meeting, must declare the existence and nature of that interest as soon as the interest becomes apparent in accordance with the provisions of the Code.

When a Member declares a personal and prejudicial interest he shall also state if he has a dispensation from the Standards Committee entitling him/her to speak, or speak and vote on the matter concerned.

Where any Member has declared a personal and prejudicial interest he shall withdraw from the room while the matter is under consideration unless

- (a) his/her disability to speak, or speak and vote on the matter has been removed by a dispensation granted by the Standards Committee, or
- (b) members of the public are allowed to make representations, give evidence or answer questions about the matter by statutory right or otherwise. If that is the case, the Member can also attend the meeting for that purpose. However, the Member must immediately leave the room once he/she has finished; or when the meeting decides he/she has finished whichever is the earlier and in any event the Member must leave the room for the duration of the debate on the item in which he/she has a personal and prejudicial interest.

4. **Urgent Business and Chair's Announcements**

To receive notification of any matters which the Chair determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the Chair.

5. **Statements and Petitions from the Public Under Standing Order 32**

Any statements and/or petitions from the public under Standing Order 32 will be made or presented at the meeting.

6. **Questions from the Public Under Standing Order 32**

Any questions from members of the public under Standing Order 32 will be asked at the meeting.

7. **Referral under the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules**

None

8. **Referrals from the Overview and Scrutiny Committees and Other Committees**

(Pages 12 - 14)

(1) Scrutiny Committee – 14 February 2008

Implementation of Agresso 5.5 Financial Management System – Report of the Informal Agresso Working Group

The Scrutiny Committee requested that the informal Agresso Working Group's report (141/07) on the implementation of the Agresso 5.5 Financial Management System be forwarded to the Executive. The report is attached.

(2) West Area Committee - 20 March 2008

Eastern Expansion of Swindon

The West Area Committee discussed the possible eastern expansion of Swindon and has made the following recommendation to the Executive:

Recommendation

*That this Chief Executive be instructed to establish urgent co-operation (in view of the 12<sup>th</sup> May 2008 deadline to the draft core strategy proposals) between Planning Officers and Communications Officers and the Western Vale Villages Consortium of Parish Councils, with regards to their opposition to the expansion to the east side of Swindon.*

9. **Financial Monitoring: Virements and Permanent Budget Adjustments**

(Page 15)

Members are requested to consider any significant budget variances and any requests for virement or permanent budget adjustment.

**KEY DECISIONS**

**10. Forward Plan**

(Pages 16 - 20)

To receive the Forward Plan containing Executive decisions to be taken from April to July 2008.

Recommendation

*that the Forward Plan be received.*

**11. Community Grants**

(Pages 21 - 46)

To receive and consider report 180/07 of the Strategic Director and Monitoring Officer.

Introduction and Report Summary

The purpose of this report is to set out the budget position for the Executive Committee in respect of Community Grants and to invite Members to consider and determine the grant applications received. The Executive currently considers grant applications bi-annually. Executive considered applications in October 2007 and the next meeting, at which the consideration of grants is planned, will be in October 2008.

The contact officer for this report is Lorna Edwards, Community Strategy Officer (Tel: 01235 547626).

Recommendations

- (a) *Members are asked to note that the Executive's budget for 2008/09 for Vale-wide grants is £21,714*
- .
- (b) *Members are asked to consider and determine the following grant applications and agree the Council agenda and priority:*
  - (i) *Ryder-Cheshire Volunteers, £2,000, towards running costs of supporting disabled people to pursue activities, Social Agenda, Access priority*
  - (ii) *Oxfordshire Visual Arts Festival, £1,000, towards printing and distribution of the brochure, Social Agenda, Town & Village Vitality priority*
  - (iii) *Oxfordshire Children's Information Service, £4,758, towards the cost of providing information and advice to parents, Social Agenda, Access priority*
  - (iv) *Age Concern Oxfordshire, £2,330, towards singing taster sessions, Social Agenda, Town & Village Vitality priority*
  - (v) *Oxfordshire Chinese Community & Advice Centre, £4,000, towards the Chinese New Year celebration and increased running costs*
  - (vi) *Oxfordshire Association for the Blind, £5,000, towards the introduction of a mobile resource centre and training courses, Social Agenda, Access priority*

- (vii) *My Life My Choice, £1,342.18, towards running self-advocacy groups, Social Agenda, Access priority*
  - (viii) *Oxfordshire Community & Voluntary Action, £5,000, towards a volunteer brokerage service, Social Agenda, Town & Village Vitality priority*
  - (ix) *Root and Branch, £1,000, towards the purchase of a kitchen range, Social Agenda, Access priority*
  - (x) *Oxford Film & Video Makers, £3,650, towards events in the Summerscreen 2008 festival, Social Agenda, Town & Village Vitality priority*
  - (xi) *Oxfordshire Rural Education Initiative, £2,000, towards educational work, Social Agenda, Town & Village Vitality priority*
  - (xii) *Vitalise, £1,741.75, towards the provision of holiday breaks for disabled people and volunteering opportunities, Social Agenda, Access priority*
- (c) *Members are asked to consider an application from Abingdon Citizens Advice Bureau for a one-off grant of £6,000, towards roof repairs and;*
- (d) *to make an award, in exceptional circumstances,, from savings made in the Community Strategy service budget; and*
- (e) *Members are asked to agree to the request from Area Committees to carry forward unspent grant budget from 2007/08.*

## **OTHER MATTERS**

### **12. Annual Audit and Inspection Letter**

To receive and consider the Audit Commission's Annual Audit and Inspection Letter. This will be circulated to all Members of the Council after the publication of this agenda.

### **13. Corporate Governance - Third Quarter 2007/08**

**(Pages 47 - 61)**

To receive and consider report 181/07 of the Senior Management Team.

#### **Introduction and Report Summary**

The Corporate Governance Report looks at the key areas of:

- Corporate Priorities
- Best Value Performance Indicators
- Progress against Service Prioritisation Plans
- Key staffing data (sickness levels and turnover)
- Progress with Business Process Improvement Reviews
- Financial commentary

At its meeting on 18<sup>th</sup> February the Senior Management Team (SMT) considered the third quarter 2007/08 Business Performance Report. This is an exception report which covers all of the aspects of corporate governance contained within this report. SMT agreed the exceptions (where performance / actions are not on target) to be reported to

the Executive and agreed the comments / actions which have been included in this report. The full versions of the individual reports are available on the Council's website. They can be accessed through the 'about your Council - performance' area of the website.

The contact officer for this report is Robert Woodside, Principal Performance Management Officer, telephone (01235 520202 ext 499). Email address: [robert.woodside@whitehorsedc.gov.uk](mailto:robert.woodside@whitehorsedc.gov.uk)

Recommendation

*That the Senior Management Team's Corporate Governance exception report and proposals be noted.*

**14. Best Value Performance Indicator Report**

**(Pages 62 - 70)**

To receive and consider report 182/07 of the Strategic Director.

Introduction and Report Summary

This report compares the Council's performance for 2006/07 against that of the national top and bottom quartile data for 2006/07 which have been published by the Audit Commission.

The Contact Officer for this report is Robert Woodside, Principal Performance Management Officer (01235 520202 ext 499).

Recommendations

That Members note the Council's performance against the national top and bottom quartile results for 2006/07.

**15. Local Area Agreement 2**

**(Pages 71 - 96)**

To receive and consider report 183/07 of the Deputy Director (Housing and Community Safety).

Introduction and Report Summary

This report provides information about Oxfordshire's next local area agreement (LAA2).

The contact officers for this report are Toby Warren, Head of Community Strategy, tel. 01235 547695; and Paul Staines, Deputy Director, Housing and Community Safety, tel. 01235 547621.

Recommendations

*That the Executive:*

*Endorse the priorities within Oxfordshire's next local area agreement.*

*Give delegated authority for the Leader of the Council, in consultation with the Chief Executive, to agree targets for the priorities.*

16. **Draft South West Spatial Strategy – Panel Report December 2007**

**(Pages 97 - 103)**

(Wards Affected: Faringdon and The Coxwells; Shrivenham;)

To receive and consider report 184/07 of the Deputy Director (Planning and Community Strategy).

Introduction and Report Summary

The draft Regional Spatial Strategy for the South West (or South West Plan) covers the area which abuts the Vale's western boundary. This area includes Swindon. The report of the panel, which carried out an examination in public of the draft South West Plan, was published in December 2007. This report to the Executive is a summary of the main points arising out of the Panel's Report.

In the draft South West Plan, Swindon is identified as a Strategically Significant City or Town (SSCT) and the location for a strategic urban extension of about 12,000 dwellings on the eastern side of the town (policy SR8). The Council commented on this and other matters in the draft South West Plan (see report 30/06 to SLAG dated 26 June 2006). In particular, the Council objected to policy SR8 principally on the basis that the figure of 12000 dwellings (representing an ambitious annual build rate of 600 dwellings) was unlikely to be achieved and objected to the reference to a new upper Thames reservoir on the basis that Thames Water has yet to formally bring forward a fully justified reservoir proposal and that the reference to a reservoir was therefore premature. Other comments related to the absence of strategic gaps to safeguard the character, identity and setting of the rural villages and communities surrounding the development and the number of vehicle movements onto the A420 likely to be generated as a result of the eastern development.

The Panel Report, among other things, endorses the provision of 12,000 dwellings east of Swindon and identifies a new upper Thames reservoir as part of the key infrastructure. The Panel also accepted that highway improvements to cope with the vehicle movements should be part of the key infrastructure. The Panel includes no recommendation for strategic gaps.

The issue of how an ambitious annual build rate of 600 dwellings will be achieved has not been addressed in any detail by the Panel and the Panel's endorsement of a new reservoir in advance of its formal justification are therefore matters which remain of major concern to this Council.

The Panel Report is submitted to the Secretary of State for Communities and Local Government and is published for information purposes only. The publication of the Panel Report is not, therefore, a further stage of consultation with the public. However, in order that the Secretary of State should be properly briefed it is considered that she should be made aware of the Council's concerns.

The contact officer for this report is Nick Burroughs, Principal Planning Officer

(Planning and Community), telephone (01235 520202 extn. 496). Email address [nick.burroughs@whitehorsedc.gov.uk](mailto:nick.burroughs@whitehorsedc.gov.uk).

**Recommendations**

*that the Executive notes this report on the Panel Report into the draft Regional Spatial Strategy for the South West,*

*that the Executive remains concerned that the rates of development proposed for the Swindon East expansion are ambitious and unlikely to be achieved, at the absence of appropriate strategic gaps and that because the 'needs case' for the new reservoir has yet to be made, the reference to the new reservoir is premature.*

*that an appropriate summary of the Council's concerns is sent to the Secretary of State for Communities and Local Government and the Member of Parliament for the Wantage Constituency.*

**17. Planning Code of Conduct**

**(Pages 104 - 122)**

To receive and consider report 185/07 of the Deputy Director (Planning and Community Strategy).

**Introduction and Report Summary**

At full Council on 4<sup>th</sup> December 2007 Members considered a revised draft of the Planning Code of Conduct. Concerns were expressed about a new provision in the draft code which would establish the principle that local Members would be invited to observe and take part in pre-application discussions, in cases where a formal officers' Development Team has been set up to take forward discussions in response to large, proposed developments in the Vale. (The decision to set up a Development Team is taken by the Deputy Director in consultation with the Planning Service's Management Team where it is considered that this will promote and assist the efficient handling of applications for major development proposals prior to their submission).

Council resolved that the draft Code be referred back to the Strategic and Local Planning Advisory Group for the new provision to be given further consideration and, following its reconsideration by the Group, for the Code to be recommended back to the Council via the Development Control Committee, Executive and Standards Committee. This report sets out the background to the proposed new provision and suggests an alternative wording for the relevant section of the draft code, to clarify the arrangements governing Member involvement. A copy of the relevant paragraph of the original draft Code (4.6) is appended to the report. The recommendations below have been considered and endorsed by the Strategic and Local Planning Advisory Group.

The Contact Officer for this report is Rodger Hood (Deputy Director – Planning & Community Strategy), telephone (01235) 540340.

Email address: [rodger.hood@whitehorsedc.gov.uk](mailto:rodger.hood@whitehorsedc.gov.uk)

**Recommendations**

*that the wording of paragraph 4.6 of the draft Planning Code of Conduct dealing with*



*Member involvement in pre-application discussions be amended to read as follows:*

*“4.6 In response to large proposed developments, where a formal officers Development Team has been set up, local ward members may be invited to attend, observe and take part in pre-application discussions at meetings of the Team. A request to be involved in such discussions should be made by the ward member to the Deputy Director (Planning and Community Strategy) who will consider the request in consultation with the Chair and/or Vice Chair of the Development Control Committee and the Opposition Planning Spokesman. The views of the applicant on ward member involvement in a development team will be sought to help inform the consultation. In the event that a ward member is invited to become involved in pre-application discussions it is important that they restrict their involvement to receiving and gathering information about the proposals and providing views on the issues likely to be of concern in the locality. It is also important that matters of a commercially confidential nature to the potential applicant are respected and that any commercial confidentiality is maintained. Members should not engage in negotiations and should avoid giving any firm commitment or impression of a firm commitment that they hold any particular view about the merits of the proposal. If it is known that a Ward Member has publicly expressed a particular view about a major development proposal prior to requesting involvement in Development Team pre-application discussions, this will be taken into account in the decision whether to grant their request to attend and participate”.*

*that the draft Planning Code of Conduct with the proposed re-wording of paragraph 4.6, be recommended to the Development Control Committee, Executive and Standards Committee and subsequently to Council.*

**18. Decriminalised Parking Enforcement**

**(Pages 123 - 129)**

To receive and consider report 186/07 of the Strategic Director.

**Introduction and Report Summary**

Oxfordshire County Council (OCC) in 2005, resolved to introduce Decriminalised Parking Enforcement (DPE) throughout Oxfordshire and accordingly, in early 2006 started negotiations with the four rural District Councils with a view to establishing a single enforcement authority in each district area, with District Council's undertaking enforcement under an agency agreement with OCC.

The Executive received a report no 246/05 in March 2006 setting out the principles of DPE and authorised officers to commence negotiations with OCC. The purpose of this report is to update Members on the progress of the project.

The Contact Officer for this report is Gordon Willcox, Section Head (Transportation) telephone 01235 540390.

**Recommendations**

*That the Executive:*

*note the progress of this project;*

*reaffirm its commitment to the principle of Civil Parking Enforcement and its willingness to undertake on-street enforcement in the Vale on behalf of OCC together with off-street enforcement subject to reaching agreement with OCC on all operational, administrative and financial matters, given that any financial arrangements must accord with the Council's medium term financial plan.*

**19. Exclusion of the Public, including the Press**

The Chair to move that in accordance with Section 100A(4) of the Local Government Act 1972, the public, including the press, be excluded from the remainder of the meeting to prevent the disclosure to them of exempt information, as defined in Section 100(I) and Part 1 of Schedule 12A, as amended, to the Act when the following items are considered:

Item 20 Property Matters

*(Category 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information.)*

**Exempt Information under Section 100A(4) of the Local Government Act 1972**

**20. Property Matters**

To consider any property matters.



**OUR VISION AND AIMS**

Our Vision is to build and safeguard a fair, open and compassionate community

The Vale of White Horse District Council aims to:

Strengthen local democracy and public involvement through access to information, consultation, and devolution of power so that everyone can take part in our community and contribute to the decisions which affect our lives

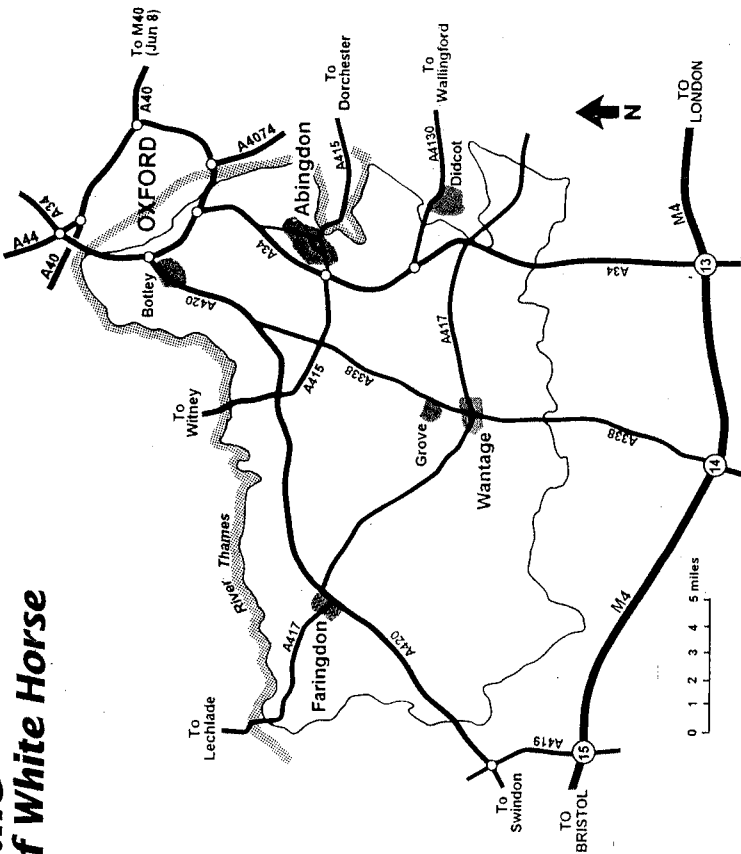
Create a safer community and improve the quality of life among Vale residents

Encourage a strong and sustainable economy which benefits all who live in, work in or visit the Vale

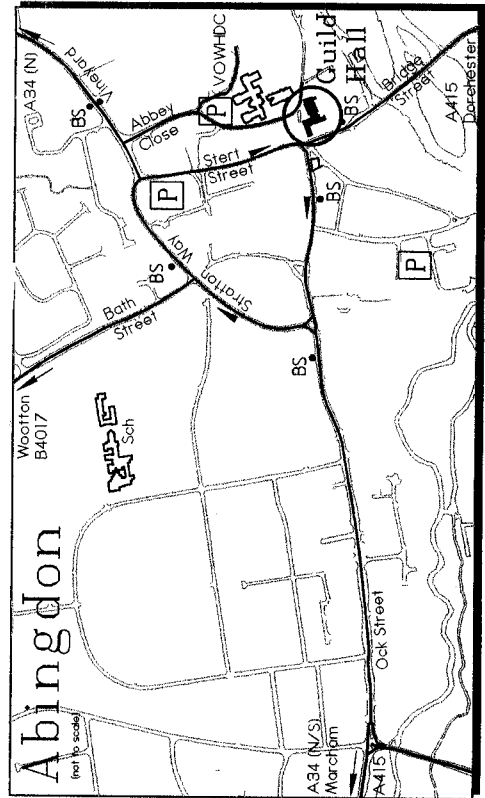
Help disadvantaged groups and individuals within the Vale to realise their full potential

Provide and support high quality public services which are effective, efficient and responsive to the needs of people within the Vale

Protect and improve our built and natural environment



Abingdon, Guildhall



KEY : BS = Bus Stop

# LOCATION MAP



**REPORT OF THE AGRESSO WORKING GROUP**  
**TO THE SCRUTINY COMMITTEE**  
**14 FEBRUARY 2008**

**Review of the Agresso 5.5 Financial Management System implementation**

1.0 Introduction

- 1.1 The Agresso Working Group was set up by the Scrutiny Committee on 14 June 2007 “to review the problems encountered during the Agresso 5.5 computer system implementation, in particular the following:
- a. The quality of the project management;
  - b. The impact of the backlogs in terms of cost, inconvenience to Council tax payers, and suppliers of goods and services;
  - c. The Council’s policy on Information Technology implementation”.
- 1.2 The Working Group has met on three occasions since July 2007, has read a considerable amount of documentation and held discussions with key Vale of White Horse District Council (VWHDC), South Oxfordshire District Council (SODC) and Capita personnel.
- 1.3 This short report lists the main findings of the Working Group. It should be noted that the Working Group decided at an early stage that it would be more productive to learn from the Agresso experience, rather than try to assign “blame” onto any particular individual or organisation.

2.0 Background

- 2.1 Implementation of a new accounting system is a challenging task for any organisation. In this instance the challenge was made much greater by the following factors:
- (1) The introduction of the Agresso system was part of a much larger change being implemented at the same time;
  - (2) A common system was being introduced for two clients (SODC and VWHDC) who had historically two radically different accounting systems and working practices which meant considerable compromise was required to introduce a common system;
  - (3) The implementation of the system was carried out by an external contractor (Capita) with the associated challenges of client/contractor interaction;
  - (4) After the contract had been signed with Capita, Agresso released a new version (5.5) which it was decided to implement but without a full appreciation by the contractor or the clients of the scale of differences between v5.4 and v5.5;

- (5) The implementation timetable was driven by external factors (the expiry of existing software licenses at SODC) which meant the scope for delay was limited (unless SODC and VWHDC had chosen to have different “go-live” dates – a point discussed further below).

### 3.0 Lessons

- (1) Prior to signing a software contract of this magnitude, in future a formal (joint) client review meeting should be held involving all interested parties (in this case: contracts, legal, IT, accountancy) which should review the scope of the contract against the initial specification (in this instance it appeared that the “Best and Final Offer” which as contracted was different in crucial aspects from the initial specification).
- (2) Furthermore, in the case of a multi-client contract it is important that an internal VWHDC meeting is held to ensure all important VWHDC concerns have been addressed.
- (3) In multi client projects, the VWHDC should always appoint a senior officer to the project oversight team.
- (4) When software projects are being carried out by external contractors, the contract and/or Project Implementation Document (PID) should ensure that the VWHDC’s well established IT implementation procedures are followed.
- (5) The agreement of, and signing of, a PID is a crucial part of a project – in future no work should commence until this document (which defines tasks and responsibilities) has been signed off.
- (6) In particular, there should be a well documented system for distributing specified progress reports and charts to named officers and Councillors. In this instance it was clear that although the Contractor regularly produced an updated Gantt chart it was not distributed widely, which made it difficult to measure progress against the plan.
- (7) In the event that the Contractor wishes to use a different version (or type) of software from that specified in the contract, the VWHDC should ensure that it:-
  - (a) is aware of the extent of the changes involved;
  - (b) seeks confirmation that the contractor has the appropriate experience and expertise to implement this new version, and if necessary require the Contractor to place appropriate sub-contracts onto specialist companies.
- (8) Training of staff is a vital part of any software project and should be carefully planned, trialled and timetabled. Should for any reason the training schedule slip, then serious consideration should be given to delaying the “Go Live” date (if appropriate contingency plans should exist in multi-client projects to allow for different “Go Live” dates at different clients).
- (9) In complex software projects the VWHDC should appoint either a senior (non-involved but suitably qualified) officer or an expert consultant to act as a “critical

friend” and produce regular reports for Councillors (in this instance it was apparent that the Contractor convinced members and officers that the system was ready to go live when in reality a delay to improve staff training and understanding would have been worthwhile). Such reports should confirm compliance with the VWHDC’s own IT implementation procedures.

- (10) In the event of problems arising post-implementation, a senior VWHDC officer overview team should be convened at the earliest opportunity, and include the Communications Team.

#### 4.0 Impact of the Agresso Conversion

- 4.1 There is no doubt that the conversion problems have had a significant impact on staff morale in the VWHDC, has had an impact on some suppliers, and also incurred extra VWHDC officer resources to be devoted to devising and implemented a remedial programme. However, there does not appear to have been a widespread impact on Council Tax payers.
- 4.2 Whilst the Working Group is satisfied that the project will produce significant increases in productivity and consequent cost savings, it is concerned that the implementation problems have created short-term costs for the Council. It urges the officers to ensure as far as the contract permits, the contractor reimburses both extra direct expenditure (for example, un-refunded double payments) and indirect costs incurred (ie staff costs of the additional effort deployed to resolve the problems).

COUNCILLORS MATTHEW BARBER  
ANDREW CRAWFORD  
JIM HALLIDAY  
MELINDA TILLEY

AGRESSO WORKING GROUP

January 2008

**Note for Executive**

**Virements received at 17 March 2008**

**Key to Type**

- 1 Within a subjective within a cost centre
- 2 Within a Cost Centre but across subjective headings
- 3 Within the cost centres of a service area
- 4 Across service areas
- 5 Over £10,000

No.	Date	Account From	Cost Centre Code	Cost Centre Name	Account To	Cost Centre Code	Cost Centre Name	Virement Total £	Virement Percentage	Reason	Type	Authorised by Director/Deputy Director	Requires Executive Approval	
1	01/02/2008	1001/1003/ 1005/3008	CE01	Civic	1001/1003/ 1005/3008	CN11	Corporate Admin	30,420	100.0%	Transfer budget for post 110005 from Civic cost centre to Corporate Administration	5	Y	Y	
2	04/02/2008	9102	HM21	Homelessness	1001/1003/ 1005	HM21	Homelessness	20,500	n/a	Use of Homeless Initiative Grant to fund Homelessness Prevention Officer in current year (growth bid for 2008/09)	5	Y	Y	
3	12/02/2008	9027	RS61	Assisted Transport	4308	RS61	Assisted Transport	51,200	n/a	Additional grant from Dept. for Transport for new bus pass scheme. Virement to create matching income and expenditure budgets	5	Y	Y	
4	15/02/2008	4000	CP21	Car Parks Admin	2000	CP21	Car Parks Admin	5,000	15.7%	Additional budget needed for repairs and maintenance, to be met by reduced expenditure on tools & equipment	2	Y	N	
5	15/02/2008	4307	CP21	Car Parks Admin	2002	CP21	Car Parks Admin	6,800	21.3%	Additional budget needed for repairs and maintenance, to be met by reduced expenditure on tickets and stationery	2	Y	N	
6	15/02/2008	5006	CP31	Excess Charges Admin	5006	CP21	Car Parks Admin	24,000	100.0%	Consolidate budgets for cash collection and other security costs into one cost centre	5	Y	Y	
7	15/02/2008	5000	RS71	Accountancy SSP	1100	RS11	Accountancy	4,900	1.5%	To provide budget for temporary accountancy staff	3	Y	N	
8	26/02/2008	5006	CP21	Car Parks Admin	2601	CP21	Car Parks Admin	2,400	3.3%	Additional budget needed for contract cleaning, to be met by reduced expenditure on security	2	Y	N	
<b>Total Virements</b>								<b>145,220</b>						
<b>Summary</b>														
Total Type 1								-						
Total Type 2								14,200						
Total Type 3								4,900						
Total Type 4								-						
Total Type 5								126,120						
<b>Total</b>								<b>145,220</b>						

**VALE OF WHITE HORSE DISTRICT COUNCIL**

**FORWARD PLAN**

**CONTAINING EXECUTIVE KEY DECISIONS TO BE TAKEN FROM 1 APRIL 2008 - 31 JULY 2008**

This Forward Plan sets out a schedule of Key Decisions likely to be taken over the four-month period shown above. It is a rolling plan, subject to change monthly. A Key Decision is a decision of the Executive which is likely to result in: the Council incurring significant expenditure or making significant savings; a high proportion of the community being affected; or an impact on two or more agendas or services. Executive decisions can be taken by the Executive as a whole, a committee of the Executive, an individual Member of the Executive, an Officer of the Council, an Area Committee, or through joint arrangements with other bodies or another Council.

Where the decision is to be taken by the Executive, this comprises the Leader of the Council, Councillor Jerry Patterson, and the following elected Members: Councillors Mary de Vere, Tony de Vere, Richard Farrell, Jenny Hannaby, Bob Johnston and Angela Lawrence.

Representations can be made on any of the following issues before a decision is taken. Representations must be made to the relevant contact officer shown below by 5pm on the working day preceding the date of the decision. This Forward Plan may be inspected at the Council's offices at The Abbey House, Abingdon, OX14 3JE and on the Council's website: [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk).

Decision	Key decision?	Decision maker	Date first published on Forward Plan	Consultees	Consultation method	Contact Officer	Documents used
Community Grants	Yes	Executive 4 Apr 2008	April 2008	Councillor Richard Farrell	Consult Executive Portfolio Holder	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorstedc.gov.uk">toby.warren@whitehorstedc.gov.uk</a>	Grant applications
Review of Flooding in the Vale July 2007 - following publication of Environment Agency report	Yes	Executive 4 Apr 2008	October 2007	Flood Recovery Grant Advisory Group Councillor Jerry Patterson	Review to be undertaken following publication of the Environment Agency's forthcoming report.	Tim Sadler, Strategic Director Tel. 01235 540360 E-mail: <a href="mailto:tim.sadler@whitehorse.dc.gov.uk">tim.sadler@whitehorse.dc.gov.uk</a>	Environment Agency's report



Decision	Key decision?	Decision maker	Date first published	Consultees	Consultation method	Contact	Documents used
Financial Monitoring: Virements and Permanent Budget Adjustments	No	Executive 4 Apr 2008	This item appears on every Executive agenda	Executive Portfolio Holders	Consultation with budget holders	William Jacobs Tel. 01235 540455 E-mail: <a href="mailto:william.jacobs@ridgeway.ssp.gov.uk">william.jacobs@ridgeway.ssp.gov.uk</a>	2006/07 Budget
Corporate Governance - Third Quarter 2007/08	No	Executive 4 Apr 2008	April 2008	Councillor Jerry Patterson	Collation of monitoring data considered by Senior Management Team for exception reporting	Robert Woodside Tel. 01235 520202 ext.499 E-mail: <a href="mailto:robert.woodside@whitehorsedc.gov.uk">robert.woodside@whitehorsedc.gov.uk</a>	Corporate governance data
Best Value Performance Indicator Monitoring	No	Executive 4 Apr 2008	April 2008	Councillor Jerry Patterson	Consult Deputy Directors for data	Robert Woodside Tel. 01235 520202 ext.499 E-mail: <a href="mailto:robert.woodside@whitehorsedc.gov.uk">robert.woodside@whitehorsedc.gov.uk</a>	Best Value Performance Indicator data
Update on Commitment to Decriminalise Parking Enforcement	No	Executive 4 Apr 2008	February 2008	Councillor Richard Farrell	Consult Executive Members	Rodger Hood Tel. 01235 540340 E-mail: <a href="mailto:rodger.hood@whitehorsedc.gov.uk">rodger.hood@whitehorsedc.gov.uk</a>	None.
Local Area Agreement 2	No	Executive 4 Apr 2008	April 2008	Councillors Richard Farrell and Jerry Patterson	Consult with other Councils	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	None.

Decision	Key decision?	Decision maker	Date first published	Consultees	Consultation method	Contact	Documents used
Review of Public Conveniences	No	Executive 4 Apr 2008	February 2008	Councillor Bob Johnston	Consult Budget Holders	Bill Farrar Tel. 01235 540356 E-mail: <a href="mailto:bill.farrar@whitehorsedc.gov.uk">bill.farrar@whitehorsedc.gov.uk</a>	None.
Draft South West Spatial Strategy – Panel Report December 2007	No	Executive 4 Apr 2008	April 2008	Councillor Richard Farrell	Consulted as part of South West Plan consultation	Nick Burroughs Tel. 01235 520202 ext. 496 E-mail: <a href="mailto:nick.burroughs@whitehorsedc.gov.uk">nick.burroughs@whitehorsedc.gov.uk</a>	None.
Property Matters	No	Executive 4 Apr 2008	April 2008	Councillor Bob Johnston	Consult Executive Portfolio Holder	Andrew Morgan Tel. 01235 520202, ext. 542 E-mail: <a href="mailto:andrew.morgan@whitehorsedc.gov.uk">andrew.morgan@whitehorsedc.gov.uk</a>	None.
Local Development Framework: Options	Yes	Executive 14 May 2008	February 2008	Statutory Consultees Strategic and Local Planning Advisory Group	Consultation through the Local Development Framework process	Rodger Hood Tel. 01235 540340 E-mail: <a href="mailto:rodger.hood@whitehorsedc.gov.uk">rodger.hood@whitehorsedc.gov.uk</a>	Existing Local Development Scheme
Appointments to Advisory Groups and Joint Bodies	No	Executive 21 May 2008	May 2008	Councillor Jerry Patterson	Consult Leader of the Council	Carole Nicholl tel. 01235 540305 E-mail: <a href="mailto:carole.nicholl@whitehorsedc.gov.uk">carole.nicholl@whitehorsedc.gov.uk</a>	Existing appointments list
Appointments to Executive Outside Bodies	No	Executive 21 May 2008	May 2008	Councillor Jerry Patterson	Consult Leader of the Council	Carole Nicholl Tel. 01235 540305 E-mail: <a href="mailto:carole.nicholl@whitehorsedc.gov.uk">carole.nicholl@whitehorsedc.gov.uk</a>	Existing appointments list

Decision	Key decision?	Decision maker	Date first published	Consultees	Consultation method	Contact	Documents used
Corporate Governance - Fourth Quarter 2007/08	No	Executive 6 Jun 2008	June 2006	Councillor Jerry Patterson	Consult Senior Management Team	Robert Woodside Tel. 01235 520202 ext.499 E-mail: <a href="mailto:robert.woodside@whitehorsedc.gov.uk">robert.woodside@whitehorsedc.gov.uk</a>	Corporate governance data
Commercial Services Fees	No	Executive 6 Jun 2008	June 2008	Councillor Bob Johnston	Consult the Executive Portfolio Holder	Bill Farrar Tel. 01235 540356 E-mail: <a href="mailto:bill.farrar@whitehorsedc.gov.uk">bill.farrar@whitehorsedc.gov.uk</a>	Existing schedule of fees
Homeless Strategy 2008-2013	No	Executive 6 Jun 2008	June 2008	Councillor Mary de Vere	Consult the Executive Portfolio Holder	Paul Staines Tel. 01235 547621 E-mail: <a href="mailto:paul.staines@whitehorsedc.gov.uk">paul.staines@whitehorsedc.gov.uk</a>	None.
North East Area Committee Community Grants	No	North East Area Committee 9 Jun 2008	June 2008	Councillor Richard Farrell	Consult Area Committee Chair	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	Grant applications
South East Area Committee Community Grants	No	South East Area Committee 10 Jun 2008	June 2008	Councillor Richard Farrell	Consult Area Committee Chair	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	Grant applications
West Area Committee Community Grants	No	West Area Committee 24 Jun 2008	June 2008	Councillor Richard Farrell	Consult Area Committee Chairman	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>	Grant applications

Decision	Key decision?	Decision maker	Date first published	Consultees	Consultation method	Contact	Documents used
Abingdon Area Committee Community Grants	No	Abingdon Area Committee 26 Jun 2008	June 2008	Councillor Richard Farrell	Consult Area Committee Chair	Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehor.sedc.gov.uk">toby.warren@whitehor.sedc.gov.uk</a>	Grant applications

*[Handwritten signature]*  
11 March 2008

REPORT OF THE STRATEGIC DIRECTOR & MONITORING OFFICER  
TO EXECUTIVE  
4 APRIL 2008

Community Grants

**1.0 Introduction and Report Summary**

- 1.1 The purpose of this report is to set out the budget position for the Executive Committee in respect of Community Grants and to invite Members to consider and determine the grant applications received. The Executive currently considers grant applications bi-annually. Executive considered applications in October 2007 and the next meeting, at which the consideration of grants is planned, will be in October 2008.
- 1.2 The contact officer for this report is Lorna Edwards, Community Strategy Officer (Tel: 01235 547626).

**2.0 Relationship with the Council's Vision, Strategies and Policies**

- 2.1 This report supports the Council's Vision and Priorities. It also supports the Vale Community Strategy. It does not conflict with any Council strategy or any Council policy.

**3.0 Recommendations**

- (a) *Members are asked to note that the Executive's budget for 2008/09 for Vale-wide grants is £21,714*
- (b) *Members are asked to consider and determine the following grant applications and agree the Council agenda and priority:*
- (i) **Ryder-Cheshire Volunteers, £2,000**, towards running costs of supporting disabled people to pursue activities, Social Agenda, Access priority*
  - (ii) **Oxfordshire Visual Arts Festival, £1,000**, towards printing and distribution of the brochure, Social Agenda, Town & Village Vitality priority*
  - (iii) **Oxfordshire Children's Information Service, £4,758**, towards the cost of providing information and advice to parents, Social Agenda, Access priority*
  - (iv) **Age Concern Oxfordshire, £2,330**, towards singing taster sessions, Social Agenda, Town & Village Vitality priority*
  - (v) **Oxfordshire Chinese Community & Advice Centre, £4,000**, towards the Chinese New Year celebration and increased running costs*
  - (vi) **Oxfordshire Association for the Blind, £5,000**, towards the introduction of a mobile resource centre and training courses, Social Agenda, Access priority*
  - (vii) **My Life My Choice, £1,342.18**, towards running self-advocacy groups, Social Agenda, Access priority*
  - (viii) **Oxfordshire Community & Voluntary Action, £5,000**, towards a volunteer brokerage service, Social Agenda, Town & Village Vitality priority*
  - (ix) **Root and Branch, £1,000**, towards the purchase of a kitchen range, Social Agenda, Access priority*

*(x) Oxford Film & Video Makers, £3,650, towards events in the Summerscreen 2008 festival, Social Agenda, Town & Village Vitality priority*

*(xi) Oxfordshire Rural Education Initiative, £2,000, towards educational work, Social Agenda, Town & Village Vitality priority*

*(xii) Vitalise, £1,741.75, towards the provision of holiday breaks for disabled people and volunteering opportunities, Social Agenda, Access priority*

*(c) Members are asked to consider an application from Abingdon Citizens Advice Bureau for a one-off grant of £6,000, towards roof repairs and;*

*(d) to make an award, in exceptional circumstances,, from savings made i the Community Strategy service budget*

*(e) Members are asked to agree to the request from Area Committees to carry forward unspent grant budget from 2007/08*

#### **4.0 Community Grants**

4.1 The budget position of the Executive for Vale-wide community grants in 2008/2009 is shown below

<b>Budget b/f 2007/08</b>	<b>Budget 2008/09</b>	<b>Total Budget 2008/09</b>	<b>Environmental Agenda Proportion</b>	<b>Social Agenda Proportion</b>	<b>Economic Agenda Proportion</b>	<b>Discretionary Proportion</b>
<b>£0</b>	<b>£21,714</b>	<b>£21,714</b>	<b>£7,599.90</b>	<b>£7,599.90</b>	<b>£4,342.80</b>	<b>£2,171.40</b>

#### **5.0 Applications**

5.1 Applications for consideration under the Council's Community Grants Scheme have been received from the organisations listed below and there is a narrative providing additional details at Appendix A to the report. The total amount of grants requested is £33,821.93.

**(i) Ryder-Cheshire Volunteers, £2,000,** towards running costs of supporting disabled people to pursue activities, Social Agenda, Access priority

**(ii) Oxfordshire Visual Arts Festival, £1,000,** towards printing and distribution of the brochure, Social Agenda, Town & Village Vitality priority

**(iii) Oxfordshire Children's Information Service, £4,758,** towards the cost of providing information and advice to parents, Social Agenda, Access priority

**(iv) Age Concern Oxfordshire, £2,330,** towards singing taster sessions, Social Agenda, Town & Village Vitality priority

**(v) Oxfordshire Chinese Community & Advice Centre, £4,000,** towards the Chinese New Year celebration and increased running costs

**(vi) Oxfordshire Association for the Blind, £5,000,** towards the introduction of a mobile resource centre and training courses, Social Agenda, Access priority

**(vii) My Life My Choice, £1,342.18,** towards running self-advocacy groups, Social Agenda, Access priority

**(viii) Oxfordshire Community & Voluntary Action, £5,000,** towards a volunteer brokerage service, Social Agenda, Town & Village Vitality priority

**(ix) Root and Branch, £1,000,** towards the purchase of a kitchen range, Social Agenda, Access priority

- (x) **Oxford Film & Video Makers, £3,650**, towards events in the Summerscreen 2008 festival, Social Agenda, Town & Village Vitality priority
- (xi) **Oxfordshire Rural Education Initiative, £2,000**, towards educational work, Social Agenda, Town & Village Vitality priority
- (xii) **Vitalise, £1,741.75**, towards the provision of holiday breaks for disabled people and volunteering opportunities, Social Agenda, Access priority

5.2 Members are asked to consider and determine the grant applications and to agree the Council Agenda and priority.

**6.0 Application from Abingdon Citizens Advice Bureau**

6.1 The Bureau occupies part of Old Abbey House and under the terms of its lease with the District Council it has to make a contribution of 30% of the cost of building repairs. The Trustee Board is seeking an exceptional grant towards the cost of roof repairs. The Bureau is required to contribute £12,750.

6.2 The Bureau has received a grant of £ 3,000 from St Michael & All Saints Churches Fund for towards the cost of the roof repairs. It has also made a proposal that £ 3,750 should be paid by instalments over three years. The Trustee Board is therefore seeking an exceptional grant of £ 6,000.

6.3 Officers are mindful that an award of £ 6,000 from the Executive’s Community Grants budget of £ 21,714 would restrict the ability of the Executive to support other community project and services. Officers have therefore looked at the allocations in other budgets, related to community strategy and development, to identify other sources of funding. An amount of £ 6,000 is available if expenditure is re-allocated and the balances from a number of budgets are transferred.

6.4 Members are asked to agree to this reallocation of budget from Community Strategy to assist with the roof repairs.

**7.0 Unspent grant budget**

7.1 At the end of 2007/08 three Area Committees have unspent grant budget as indicated below:

North East Area Committee	£2,313.65
South East Area Committee	£635.88
Abingdon Area Committee	£12,271.63 (last Committee meeting on 25 March – final figure to be reported verbally)
West Area Committee	£0

7.2 Those area committees with unspent grants budget have resolved to request that these amounts be carried forward into 2008/09. The Executive is asked to agree their request.

TOBY WARREN  
HEAD OF COMMUNITY STRATEGY

TIM SADLER  
STRATEGIC DIRECTOR & MONITORING OFFICER

Background Papers: Applications and supporting documents



**(i) Applicant: Ryder-Cheshire Volunteers (RCV), based in Kenilworth, Warwickshire**

**Years in existence:** RCV as an organisation – 22 years. RCV in the Vale of White Horse – 18 years

**Type of organisation:** Registered charity. Company limited by guarantee.

**Project, service or event details:** A grant is requested towards the 2008/09 costs of RCV's service which provides opportunities for disabled Vale residents to take up leisure and learning interests of their own choice and which they would otherwise be unable to pursue. The aims are to improve quality of life, to reduce social isolation and to encourage integration into mainstream society. Local volunteers are recruited to help users on a one to one basis either at home or by taking them out. A number of users are helped to independently access existing facilities/clubs should they not wish for volunteer help.

**Supports following Vale Community Strategy strands:**

Access to Services; Recreation, Culture & Leisure; Education & Lifelong Learning; Health & Wellbeing

**Area of the Vale covered:** Vale-wide

**Estimate of number of people the project/service/event will benefit:** 58

**Charge to public for using the project/service/event?:** Users are not charged for RCV's service but pay for the costs/fee of their individual activity.

**Total estimated project cost:** £ 21,963

**Registered for VAT?:** No

**Balances:** £ 20, 633 (31.03.07)

**Own Contribution:** RCV will stage local fundraising initiatives with the aim of raising funds totalling £500 approx.

**Grant Sought:** £2,000

**Previous Awards (Vale):** None

**Parish Council Support:** Appeals have been sent to the all Parish Councils in the Vale. Applications will be submitted to Abingdon, Faringdon & Wantage Town Councils.

**Other Support:** Although it is not a statutory requirement, Oxfordshire Social Services make an annual contribution to RCV's work in the county via a service contract. The proportion for the Vale will be £8,395 in 2008/09.

£ 1,000      The Hon. Kathleen Laurence Charitable Trust  
 £ 500        The Alchemy Foundation

A funding request has been made to Zurich Cares in Swindon and the outcome is awaited. Zurich awarded a grant of £2,500 in 2006.

**Officer recommendation (Toby Warren, Head of Community Strategy):**

Recommend support	Yes
Amount recommended	
Reasons:	
Meets CG Scheme criteria	Yes
Supports Council priority(ies)	Cleaner, greener, safer & healthier community and environment
Supports Vale Community Strategy strand(s)	Access to Services; Recreation, Culture & Leisure; Education & Lifelong Learning; Health & Wellbeing
Remaining budget	£21,714
Remaining Committee meetings	1
Total amount recommended for other applications being considered	
Recommended conditions to grant award	
Other comments	

**(ii) Applicant: Oxfordshire Visual Arts Festival Ltd (“Artweeks”)****Years in existence:** 16 years**Type of organisation:** Community arts organisation; company limited by guarantee**Project, service or event details:** Oxfordshire Visual Arts Festival is seeking a grant towards the cost of printing and distributing the Artweeks brochure which informs a large number of people about the exhibits and allows them to participate by visiting the sites.

Oxfordshire Artweeks is a festival of “open studios” for artists and crafts people throughout the county. The aim is to establish a forum whereby the public could be invited to enjoy visual art away from the formality of a gallery setting, in a relaxed environment and with direct access to the artists.

This formula has proved to be so successful that it has been replicated throughout the UK. In Oxfordshire there are now about 400 sites each year as well as special exhibitions and events, tours, talks, workshops and demonstrations to appeal to all ages. Artweeks is the largest visual arts festival in the county. Everyone is welcome to join in; entry for participants is non-selective and entry for visitors is free.

**Supports following Vale Community Strategy strands:** Recreation, Culture & Leisure; Access to Services; Town & Village Vitality; Education & Lifelong Learning; Health & Wellbeing**Area of the Vale covered:** Vale-wide**Estimate of number of people the project/service/event will benefit:** On average over 73 local artists and groups participate/exhibit; 12,000 visitors are estimated.**Charge to public for using the project/service/event?:** None. Fees for artists exhibiting range from £25 (artist with non-selling work) to £300 (business/gallery)

**Total estimated project cost:** £81,500 (VAT not applicable)

**Balances:** £8,696 at 31/07/07

**Running costs:** £77,893 year ending 31/07/07

**Own Contribution:** Members subscriptions £50,000

**Grant Sought:** £1,000

**Previous Awards (Vale):** £2,500 in 2004/05; £1,000 in 2005/06, 2006/07 and 2007/08

**Parish Council Support:** With over 200 parish councils in the county the organisation feels it would be too onerous to administer in the context of their work, however, they do have a funding strategy to assist with funding from alternative sources.

**Other Support:** The four other district councils and Oxfordshire County Council: £1,000 each; business sponsorship £6,000; Advertising £17,500.

**Officer recommendation (Toby Warren, Head of Community Strategy):**

Recommend support	Yes
Amount recommended	
Reasons:	
Meets CG Scheme criteria	Yes
Supports Council priority(ies)	Cleaner, greener, safer & healthier community and environment
Supports Vale Community Strategy strand(s)	Recreation, Culture & Leisure; Access to Services; Town & Village Vitality; Education & Lifelong Learning; Health & Wellbeing
Remaining budget	£21,714
Remaining Committee meetings	1
Total amount recommended for other applications being considered	
Recommended conditions to grant award	
Other comments	

**(iii) Applicant: Oxfordshire Children's Information Service (OCIS), based in Witney**

**Years in existence:** 2001

**Type of organisation:** Registered charity.

**Project, service or event details:** Oxfordshire Children's Information Service is an independent charity providing free advice and information services to parents and practitioners working with families on finding, using and paying for childcare. It also offers

information about activities and a whole range of family support and health services available to children, young people and families.

This grant application is for funding to support the work of Oxfordshire Children's Information Service whilst allowing for more targeted work in the Vale.

It will offer this service through:

Enquiries to the helpline	Target 2,000
Dissemination of printed materials	Target 1,500
Outreach services with parents in the district	Target 15 events
OCIS website & the Oxfordshire Services Directory.	Target 200 OSD records

**Supports following Vale Community Strategy strands:**

Access to Services; Recreation, Culture & Leisure; Safe & Supportive Communities; Education & Lifelong Learning; Health & Wellbeing

**Area of the Vale covered:** Vale-wide

**Estimate of number of people the project/service/event will benefit:** 2,000

**Charge to public for using the project/service/event?:** None

**Total estimated project cost:** approximately £478,000 to provide the service for the whole of Oxfordshire; £4,758 towards core costs and to support targeted work in the Vale (VAT not applicable)

**Registered for VAT?:** No

**Balances:** £118,402 at 31/03/07

**Running costs:** £478,317 year ending 31/03/07

**Own Contribution:** OCIS core work is funded through Oxfordshire County Council, contract with Oxfordshire NHS Trusts and grants/Service Level Agreements with other district councils.

**Grant Sought:** £4,758

**Previous Awards (Vale):** £1,000 in 2007/08, £1,000 in 2006/07

**Parish Council Support:** OCIS has been advised to apply to all parish councils in the Vale

**Other Support:**

Oxfordshire County Council	£302,703 (31.03.07)
Oxfordshire NHS Trusts	£83,604 (31.03.07)
Oxfordshire Primary Care Trust	£ 5,807 (31.03.07)
Oxford City Council, West & South Oxon	
District Councils, Cherwell District Council	£12,250 in total (31.03.07)

**Officer recommendation (Toby Warren, Head of Community Strategy):**

Recommend support	Yes
Amount recommended	

Reasons:	
Meets CG Scheme criteria	Yes
Supports Council priority(ies)	Cleaner, greener, safer & healthier community and environment
Supports Vale Community Strategy strand(s)	Access to Services; Recreation, Culture & Leisure; Safe & Supportive Communities; Education & Lifelong Learning; Health & Wellbeing
Remaining budget	£21,714
Remaining Committee meetings	1
Total amount recommended for other applications being considered	
Recommended conditions to grant award	
Other comments	

**(iv) Applicant: Age Concern Oxfordshire, based in Abingdon**

**Years in existence:** Over 20 years

**Type of organisation:** Registered charity and company limited by guarantee

**Project, service or event details:** *ActiveAge Singing* is a pilot scheme for older people, intended to encourage the positive aspects of singing as part of a group, and to be a stepping-stone to new opportunities for community based social interaction. This project incorporates a series of taster sessions and 2 ongoing weekly classes.

- 10 taster sessions Vale-wide using a community development approach to reach older people isolated either socially or rurally.
- These will identify key locations where we will establish the ongoing sessions.

The format will combine elements of vocal exercise and reminiscence, using music spanning the years and genres in a fun, safe environment.

The act of participatory singing has been shown to provide benefits including physical, emotional, social and cultural enhancement. A demand for singing opportunities less formal than established clubs and societies has been identified in the consultation carried out by Age Concern in the Vale.

The pilot project and taster programme will feed into self-sustaining static groups which will be firmly embedded within their community, encouraging volunteering, participation and ownership at a local level.

**Supports following Vale Community Strategy strands:**

Access to Services; Recreation, Culture & Leisure; Health & Wellbeing; Town & Village Vitality

**Area of the Vale covered:** Vale-wide

**Estimate of number of people the project/service/event will benefit:** 210

**Charge to public for using the project/service/event?:** There will be no charge for the taster sessions to encourage participation and uptake. There will be a small charge of

£2.50 per session for the 10 week course to make it accessible and inclusive to older people on all levels of income.

**Total estimated project cost:** £4,684 (VAT not applicable)

**Balances:** £661,498 at 31/03/07 (for the whole of Age Concern Oxfordshire, City & County)

**Running costs:** £1,741,820 year ending 31/03/07 (for the whole of Age Concern Oxfordshire, City & County)

**Own Contribution:** Age Concern Oxfordshire will contribute £2,354 which is approximately 50% of the project cost.

**Grant Sought: £2,330**

**Previous Awards (Vale):** £5,000 in 2004/05; £4,500 in 2005/06; £2,000 in 2006/07 all towards the Sole Mates footcare project. No application made in 2007/08.

**Parish Council Support:** Age Concern anticipates that funding from the District Council for this pilot project will enable them to draw in money from other sources to roll out the programme to greater numbers of older people across the Vale.

**Other Support:** When the Vale-wide pilot sessions have been run and locations for ongoing sessions confirmed Age Concern will apply to relevant town or parish councils and other appropriate funding sources. They intend to best serve the older people of the Vale by using this pilot to ascertain the most beneficial locations.

**Officer recommendation (Toby Warren, Head of Community Strategy):**

Recommend support	Yes
Amount recommended	
Reasons:	
Meets CG Scheme criteria	Yes
Supports Council priority(ies)	Cleaner, greener, safer & healthier community and environment
Supports Vale Community Strategy strand(s)	Access to Services; Recreation, Culture & Leisure; Health & Wellbeing; Town & Village Vitality
Remaining budget	£21,714
Remaining Committee meetings	1
Total amount recommended for other applications being considered	
Recommended conditions to grant award	
Other comments	

**(v) Applicant: Oxfordshire Chinese Community & Advice Centre (OCCAC), based in Princes Street, Oxford**

**Years in existence:** 17 years

**Type of organisation:** Registered charity; the bilingual advice service carries the “Quality Mark” awarded by the Legal Services Commission and holds a certificate from the Office of the Immigration Services Commissioner to assist clients with immigration advice.

**Project, service or event details:** OCCAC has a Service Level Agreement grant of £4,675 towards running costs which runs from 2007-2010.

This will provide stability of funding, which will in turn assist OCCAC to explore new funding opportunities and attract grants for additional services of benefit to residents throughout the Vale.

This application is for an additional grant towards:

(a) running the Chinese New Year celebration in 2008/09 (£2,000)

The annual celebration is the most important celebration in the Chinese calendar and is attended by over 1,100 people. It promotes a multicultural flavour and cross cultural harmony. It is important that the celebration caters for the whole community and remains affordable for all, especially families from low income or vulnerable backgrounds. At the Chinese New Year celebration in 2007/08 over 100 volunteers assisted on the day and 70 Chinese restaurants and takeaways sponsored the event.

The total subsidy required for the event is £5,500.

(b) the running costs of the advice centre (£2,000)

13% of OCCAC’s clients are from the Vale district; with running costs of £128,000, 13% = £16,640. The current SLA grant of £4,675 represents 3.7% of running costs.

Support for OCCAC’s bilingual advice service will benefit non-English speaking Chinese residents Vale-wide, helping them to gain equal access to services. As added value, Chinese residents in the Vale will also benefit from other services provided by OCCAC, such as adult computing and English language training; vocational training (basic hygiene, first aid, health & safety etc); weekly day care and luncheon services for elderly Chinese; as well as cultural and community activities (e.g. Chinese New Year celebration). These too support various strands of the Vale Community Strategy.

**Supports following Vale Community Strategy strands:**

Access to Services; Health & Wellbeing; Recreation, Culture & Leisure;  
Education & Lifelong Learning

**Area of the Vale covered:** Vale-wide

**Estimate of number of people the project/service/event will benefit:** 950

The Office for National Statistics estimated the Chinese resident population in mid-2005 as follows:

Oxfordshire: 6,600: Cherwell: 600, Oxford: 4,200, South Oxfordshire: 600, **Vale of White Horse: 900**, West Oxfordshire: 300

**Charge to public for using the project/service/event?:** The bilingual advice service is provided free of charge to clients. A small charge is applied in our luncheon scheme (range from £2 - £3.50 for elderly) and community activities, such as the Chinese New Year festival celebration (£6 adults; £3 children and elderly). However, charges are kept at a minimum, and concessions apply, in order to promote affordable community activities, and to encourage participation from low-income families.

**Total estimated project cost:** £128,000 (VAT not applicable)

**Balances:** £19,071.63 at 31/03/07 unrestricted funds

**Running costs:** £101,810.35 unrestricted funds year ending 31/03/07 plus  
£153,201.14 restricted funds

**Own Contribution:** With the increase in premises and related expenses, OCCAC has committed itself to raising £28,000 a year from the community. This is the absolute limit of their fundraising capability; without additional financial support from local authorities, increased overhead costs will have to be met from efficiency savings in staffing costs and community services, which will lead to service reduction.

**Grant Sought: £4,000**

**Previous Awards (Vale):**

£4,675 in 2007/08 (SLA) plus £1,000 one-off  
£4,675 in 2006/07 (SLA) plus £1,000 one-off  
£5,500 in 2005/06 (SLA) plus £1,500 one-off  
£5,500 in 2004/05 (SLA) plus £4,500 one-off  
£5,500 in 2003/04

**Parish Council Support:** OCCAC applied to all town or parish councils in the Vale district for support in 2007-8 and did not receive any positive responses so they have not pursued this avenue for 08/09.

**Other Support:** Oxford City Council may provide a grant of just over £44,500 p.a. for a 3-year partnership agreement (2008-2011). Oxfordshire County Council has agreed a grant of £23,952 for advice work services throughout the county.

OCCAC has applied to various district councils, charitable trusts and commercial organisations each year, and experienced great difficulties in obtaining support as an ethnic minority group.

**Officer recommendation (Toby Warren, Head of Community Strategy):**

Recommend support	Yes
Amount recommended	
Reasons:	
Meets CG Scheme criteria	Yes
Supports Council priority(ies)	Cleaner, greener, safer & healthier community and environment
Supports Vale Community Strategy strand(s)	Access to Services; Recreation, Culture & Leisure; Education & Lifelong Learning Health & Wellbeing
Remaining budget	£21,714
Remaining Committee meetings	1
Total amount recommended for other applications being considered	
Recommended conditions to grant award	
Other comments	



**(vi) Applicant: Oxfordshire Association for the Blind (OAB)**

**Years in existence:** Since 1877

**Type of organisation:** Registered charity. OAB is an entirely independent local (county) organisation – not affiliated to a larger organisation such as RNIB.

**Project, service or event details:** OAB wishes to expand its service to blind and partially sighted residents (including information, advice, and equipment to enable residents to retain their independence and reduce isolation) with the introduction of a mobile resource centre and training courses. OAB will continue to work with the statutory agencies to provide:

- A welfare officer and volunteers supporting 3 self-help groups.
- A resource centre providing telephone advice, information leaflets, an award winning quarterly newsletter, specialist equipment, often including free loan of expensive items, and counselling.
- An advice service based at the John Radcliffe Hospital to support patients immediately following a consultation.
- A supply of free radio/cassette/CD's.

**Supports following Vale Community Strategy strands:**

Access to Services; Recreation, Culture & Leisure; Health & Wellbeing

**Area of the Vale covered:** Vale-wide

**Estimate of number of people the project/service/event will benefit:** 990

**Charge to public for using the project/service/event?:** All OAB services are free, with the exception of items of specialist equipment which are for sale. When a person is in financial hardship, OAB can often make an item available on loan.

**Total estimated project cost:** £ 21,333

**Registered for VAT?:** No

**Balances:** Information not available

**Own Contribution:** OAB are able to contribute £3,299 from its fundraising activities.

**Grant Sought:** £5,000

**Previous Awards (Vale):** £2,957 in 2007/08, £2,000 in 2006/07

**Parish Council Support:** OAB applied to all of the parish councils in the Vale area and to date have received £1,190.

**Other Support:** OAB has applied to the following Trusts for its work in the whole of Oxfordshire in 2008-09, with the following outcomes:

Lennox Whyfold (pending), British Wireless for the Blind Fund (£3,300), Royal National Institute for the Blind (£30,000), Ulverscroft (unsuccessful), Marshall Grant (£2,000), St. Michael's Charities (£2,800), Kathleen Hannay Trust (unsuccessful), CHK Trust (£5,000),

BT Connections (unsuccessful), National Lottery (Reaching Communities) (pending). This totals £42,300.

The proportion of OAB service users in the Vale area is 28% (994 people in the Vale, out of 3,470 in Oxfordshire). Therefore, approximately £11,800 of this amount is allocated to work in the Vale area.

OAB has received £4,999 for 2008-09 from South Oxfordshire District Council, and £5,510 from Oxford City Council; it has applied to Cherwell District Council and is awaiting the outcome.

**Officer recommendation (Toby Warren, Head of Community Strategy):**

Recommend support	Yes
Amount recommended	
Reasons:	
Meets CG Scheme criteria	Yes
Supports Council priority(ies)	Cleaner, greener, safer & healthier community and environment
Supports Vale Community Strategy strand(s)	Access to Services; Recreation, Culture & Leisure; Health & Wellbeing
Remaining budget	£21,714
Remaining Committee meetings	1
Total amount recommended for other applications being considered	
Recommended conditions to grant award	
Other comments	

**(vii) Applicant: My Life My Choice, based in Oxford**

**Years in existence:** 11 years

**Type of organisation:** Registered charity

**Project, service or event details:** My Life My Choice will run local self-advocacy groups in Abingdon and Wantage, as well as the Women’s Group and Men’s Group that are also based in Abingdon. These groups help support the social inclusion of people with learning difficulties into the community, and to be involved in how decisions are made. The groups are fully accessible and people gain in confidence and self-esteem.

The groups discuss the rights of individuals, including access to services, health, housing, leisure, transport, learning and social care. The groups also give individuals the means to support each other in making decisions, and empowers individuals to make their decisions.

This year My Life My Choice will be working with Oxfordshire PCT to take their Active Lifestyles project into the local groups. This has resulted from their successful work with the Health Roadshows in 2007/08.

**Supports following Vale Community Strategy strands:**

Access to Services; Town & Village Vitality (including fostering a spirit of community); Health & Wellbeing

**Area of the Vale covered:** The groups are based in Abingdon and Wantage but My Life My Choice provides the cost of transport to help everyone in the Vale to access meetings and events.

**Estimate of number of people the project/service/event will benefit:** 65

**Charge to public for using the project/service/event?:** None

**Total estimated project cost:** £ 53,727.32 to run the 4 groups in the Vale

**Registered for VAT?:** No

**Balances:** £ 51,829 (31.03.07)

**Own Contribution:** My Life My Choice will raise funds to cover the remaining balance of £ 8,828.14

**Grant Sought:** £ 1,343.18 (this represents 2.5% of the total)

<b>Previous Awards (Vale):</b>	2007/08	£ 1,000
	2006/07	£ 1,000
	2005/06	£ 1,000

**Parish Council Support:** Has applied to both Wantage and Abingdon Town Councils for £300 each.

**Other Support:** My Life My Choice works in all Oxfordshire local authority districts. My Life My Choice receives funding from Oxfordshire County Council, Oxfordshire PCT, charitable funds, and the Learning Disabilities Development Fund. My Life My Choice also has in kind support for meetings from the Said Business School.

**Officer recommendation (Toby Warren, Head of Community Strategy):**

Recommend support	Yes
Amount recommended	
Reasons:	
Meets CG Scheme criteria	Yes
Supports Council priority(ies)	Cleaner, greener, safer & healthier community and environment
Supports Vale Community Strategy strand(s)	Access to Services; Health & Wellbeing; Town & Village Vitality
Remaining budget	£21,714
Remaining Committee meetings	1
Total amount recommended for other applications being considered	
Recommended conditions to grant award	
Other comments	

**(viii) Applicant: Oxfordshire Community and Voluntary Action (OCVA)/Volunteer Centre Oxfordshire, based in Floyds Row, Oxford**

**Years in existence:** 75 years

**Type of organisation:** Registered charity. Company limited by guarantee.

**Project, service or event details:** Volunteer Centre Oxfordshire, a service of OCVA, is seeking a grant towards the continuation of its volunteer brokerage service to organisations in the Vale. At present the Centre displays 86 volunteering opportunities for the Vale on the Do-it website, which need to be updated regularly. The Centre will continue to support and develop the work that it does with groups, which includes outreach appointments.

The Centre will continue to support and increase the number of individuals enquiring about volunteering in the Vale. It will also do more in depth work with agencies that refer vulnerable individuals to educate them on supporting people into volunteering.

The Centre is part of a Local Consortium led by Oxfordshire Children's and Voluntary Youth Service (OCVYS) to develop youth volunteering. It is proposing to employ one person to develop local volunteering opportunities for young people, using funding from the V national charity.

OCVA is expecting participation in volunteering to be one of the chosen indicators in the Oxfordshire Local Area Agreement for 2008-2011. Oxfordshire County Council has advised that 3-year funding will be made available to support the volunteer centre, assuming that some match funding is provided by the district councils and the PCT.

**Supports following Vale Community Strategy strands:** Town & Village Vitality

**Area of the Vale covered:** Vale-wide

**Estimate of number of people the project/service/event will benefit:** In the Vale in 2007/8 the Centre had contact with 68 individuals enquiring about volunteering positions and it is now advertising 86 volunteering opportunities on the Do-it website. In the coming year, the Centre expects to advertise 10 additional opportunities making a total of 96, and to have contact with an additional 50 potential volunteers, making a total of 118.

**Charge to public for using the project/service/event?:** Volunteer-involving organisations wishing to advertise opportunities will be expected to be members of OCVA. This currently costs £25 a year but is free for groups with an annual income of less than £5,000. The membership fee entitles them to the full range of OCVA services so is not included in the specific budget for this project. OCVA does not charge the volunteers themselves, in the interests of equal opportunities and social inclusion.

**Total estimated project cost:** £ 58,639 for the countywide service

**Registered for VAT?:** No

**Balances:** £ 381,238 (OCVA 31.03.07)

**Own Contribution:** Share of general OCVA funding

**Grant Sought:** £ 5,000

<b>Previous Awards (Vale):</b>	2007/08	£ 2,500
	2006/07	£ 2,500
	2005/06	£ 2,500

**Parish Council Support:** The Centre has been recommended to apply to all parish councils in the Vale

**Other Support:** OCVA operates county-wide. It receives funding from Oxford City Council, Oxfordshire County Council, Oxfordshire PCT and South Oxfordshire District Council. Additionally, it has obtained a grant from the 'Wantage Fund' administered through The Oxfordshire Community Foundation to support our Information Points Project.

**Officer recommendation (Toby Warren, Head of Community Strategy):**

Recommend support	Yes
Amount recommended	
Reasons:	
Meets CG Scheme criteria	Yes
Supports Council priority(ies)	Cleaner, greener, safer & healthier community and environment
Supports Vale Community Strategy strand(s)	Town & Village Vitality
Remaining budget	£21,714
Remaining Committee meetings	1
Total amount recommended for other applications being considered	
Recommended conditions to grant award	
Other comments	

**(ix) Applicant: Root & Branch, based in Watchfield**

**Years in existence:** 5 years

**Type of organisation:** Registered charity .

**Project, service or event details:** Root and Branch is seeking a grant towards the cost of buying a kitchen range with six hobs.

Every day clients have the opportunity to cook and share a healthy lunch. This is a popular activity as many clients participate in cooking and everyone shares the communal lunch. It is a hugely beneficial activity as it encourages people to eat a healthy lunch and helps clients to develop cookery skills; clients are also able to benefit from the sociable aspect of a communal lunch which is very important as many clients live at home by themselves and regularly eat by themselves.

Root & Branch was recently awarded a three year National Lottery grant to employ a part-time Healthy Eating Co-ordinator to teach clients how to cook nutritional meals. This post is due to start in Spring 2008. However, the kitchen is very dilapidated and the donated domestic cooker is not really up to the job of cooking for between 15 and 20 people per

day. This means that they have had to limit the range of cooking they can do and regularly have to repair the shelves and cupboard doors.

Root & Branch is in the process of applying to a number of trusts for funding to buy wood so that they can build the kitchen in their woodworking workshop.

**Supports following Vale Community Strategy strands:** Education & Lifelong Learning; Health & Wellbeing

**Area of the Vale covered:** Vale-wide

**Estimate of number of people the project/service/event will benefit:** 50

**Charge to public for using the project/service/event?:** None

**Total estimated project cost:** £5,750 (£1,500 for the cooker) VAT not applicable

**Balances:** £22,834 of which £7,107 was unrestricted, at 30/09/07

**Running costs:** £83,634 of which £74,468 was unrestricted, year ending 30/09/07

**Own Contribution:** Volunteers and staff will teach clients how to make and fit the kitchen units. These will be made in the new woodworking workshops, using tools recently purchased from funding raised from numerous charitable trusts.

**Grant Sought:** £1,000

**Previous Awards (Vale):** 2007/08 – £400 (lathe), 2005/06 – £350 (forge), 2004/05 – £500 (garden)

**Parish Council Support:** Has applied to each parish council for a donation towards the cooker. No responses received to date.

**Other Support:** Has recently applied to Oxfordshire Primary Care Trust for funding for wood to make the kitchen units, plumbing (sinks, taps etc.), a fridge and a freezer. No response received to date. Will also apply to Oxfordshire Community Foundation.

**Officer recommendation (Toby Warren, Head of Community Strategy):**

Recommend support	Yes
Amount recommended	
Reasons:	
Meets CG Scheme criteria	Yes
Supports Council priority(ies)	Cleaner, greener, safer & healthier community and environment
Supports Vale Community Strategy strand(s)	Education & Lifelong Learning (including promoting the benefits of learning) Health & Wellbeing (including health awareness education)
Remaining budget	£21,714

Remaining Committee meetings	1
Total amount recommended for other applications being considered	
Recommended conditions to grant award	
Other comments	

**(x) Applicant: Oxford Film and Video Makers (OFVM), based in Catherine Street, Oxford**

**Years in existence:**

**Type of organisation:** A company limited by guarantee & not having a share capital; a registered charity

**Project, service or event details:** OFVM is seeking a grant towards Summerscreen 2008, a film and digital media festival which will be held between 26<sup>th</sup> July – 3<sup>rd</sup> August 2008 in venues across the district. The festival comprises workshops and open-air film screenings.

Following on from the last few years' successes, the programme for the Vale will be as follows;

- Mini Movies - 3 days at Wantage Vale and Downland Museum (8 young people. 14 – 17 year old). Cost £1,500
- Mini Movies - 3 days at Sutton Courtenay youth club. (8 young people 14 – 17 year old). Cost £1,500
- Memorial Park, Wantage, open air screening – Film Under the Stars (Sat Aug 2<sup>nd</sup> 2008). Cost £650
- Festival news - 5 days of news gathering workshops for students at Abingdon and Witney College. (£2,500 to be secured through other funding)

The BBC will provide support and guidance of professional film makers for the Mini (minute) Movie workshops to help 8 young people to develop and produce films of one minute in length. All films produced will be placed on the BBC website and screened at the 'Best of the Fest' screening at the Phoenix Cinema on 3<sup>rd</sup> August. The organisers will work with the Vale's Arts Development Manager to identify and recruit young people who do not normally have these sorts of opportunities. There is no charge for participation in the workshop.

Over the last two years the Minute Movies workshops have been funded by the Community Foundation but their policy prevents them from providing support for a fourth year. The workshops have always been oversubscribed.

The Summerscreen 2008 festival also includes a free film screening in Memorial Park, Wantage. This event proved very popular last year with 600 people turning up to view the film.

Oxford Film and Video Makers (OFVM) acts as an information centre for film, video and digital media in Oxfordshire as well as the key centre for independent film makers to train, gain access to production support, gain screening opportunities and meet up with others with similar interests.

There is strategic importance in funding this organisation and this particular specialism in working with young people and fitting into a larger county wide picture.

**Supports following Vale Community Strategy strands:** Recreation, Leisure & Culture; Town & Village Vitality; Education & Lifelong Learning

**Area of the Vale covered:** Vale wide

**Estimate of number of people the project/service/event will benefit:** 400

**Charge to public for using the project/service/event?:** None

**Total estimated project cost:** £12,950 (no VAT applicable) for Summerscreen 2008 in the Vale, West Oxfordshire and Cherwell Districts; the costs in the Vale are £3,650.

**Balances:** £59,199 at 31/03/07 of which £3,000 is restricted

**Running costs:** £145,990 at 31/03/07

**Own Contribution:** £1,000 (venue and staff costs)

**Grant Sought:** £3,650

**Previous Awards (Vale):** £500 in 2006/07; £1,500 in 2007/08

**Parish Council Support:** None sought

**Other Support:** Youth Media Fund £1,45; Media box £2,500

Applying to other district councils for activities in their area (£2,150 each from West and Cherwell); City Council Core funds organisation

In kind support: £1,500 (BBC – running workshops free of charge);  
(venue hosting the workshops provided free of charge)

£1,000

**Officer recommendation (Toby Warren, Head of Community Strategy):**

Recommend support	Yes
Amount recommended	
Reasons:	
Meets CG Scheme criteria	Yes
Supports Council priority(ies)	Cleaner, greener, safer and healthier community and environment
Supports Vale Community Strategy strand(s)	Recreation Leisure & Culture; Town & Village Vitality; Education & Lifelong Learning
Remaining budget	£21,714
Remaining Committee meetings	1
Total amount recommended for other applications being considered	
Recommended conditions to grant award	
Other comments	



**(xi) Applicant: Oxfordshire Rural Education Initiative (OREI), Millets Farm, Garford**

**Years in existence:** 8 years

**Type of organisation:** Association, funds currently held by Northmoor Trust.

**Project, service or event details:** Grant funding is being sought for the ongoing work of the OREI which employs an education link officer to assist in delivering a wide range of educational needs for school children covering such issues as food production, countryside management and the environment, together with other skills set out in the national curriculum.

The project is managed by a voluntary steering group and it aims to ensure at least 2000 children have the opportunity to visit farms in the county during 2008.

Funds received will be used towards the cost of employment of the education link officer and the provision of support material.

**Supports following Vale Community Strategy strands:** Education & Lifelong Learning; Environment; Town & Village Vitality

**Area of the Vale covered:** Vale-wide

**Estimate of number of people the project/service/event will benefit:** 500

**Charge to public for using the project/service/event?:** For the first time this year OREI are charging £2.75 per child for a half day visit to defray some of its overhead costs.

**Total estimated project cost:** £ 9,500 per annum

**Registered for VAT?:** No

**Balances:** Information not available

**Own Contribution:** Fees and charges £ 3,000

**Grant Sought:** £ 2,000

**Previous Awards (Vale):**

2006/07	£1,000
2004/05	£2,000

**Parish Council Support:** OREI has been advised to apply to all parish councils in the Vale

**Other Support:** OREI successfully applied last year to Central Region Farmers Trust and OAST.

**Officer recommendation (Toby Warren, Head of Community Strategy):**

Recommend support	Yes
Amount recommended	
Reasons:	
Meets CG Scheme criteria	Yes

Supports Council priority(ies)	Cleaner, greener, safer & healthier community and environment
Supports Vale Community Strategy strand(s)	Education & Lifelong Learning; Environment; Town & Village Vitality
Remaining budget	£21,714
Remaining Committee meetings	1
Total amount recommended for other applications being considered	
Recommended conditions to grant award	
Other comments	

**(xii) Applicant: Vitalise, registered office in Kendal, Cumbria**

**Years in existence:** 45 years

**Type of organisation:** Registered charity and company limited by guarantee

**Project, service or event details:** Vitalise is seeking a grant towards the cost of subsidising care breaks for disabled residents from the Vale and the weeks given by volunteers. The breaks are subsidised to ensure that they are accessible to those who really need them.

Vitalise provides high quality breaks for disabled people in five fully accessible centres throughout the country supported by fully-trained nursing and core staff. The breaks are based on individual need and ensure that carers have a rest from their vital care role. Disabled people benefit from the stimulation of increased access to the arts, sport and outdoor activities and social interaction. In addition, Vitalise recruits volunteers to help guests and make their holiday experience more enjoyable. At the same time, this experience gives volunteers the opportunity to enhance their future employment prospects by developing new skills or exploring career options.

The work of Vitalise is widely recognised by health professionals and local authorities as being vital to the success of care in the community, yet they receive no funding from central government.

**Supports following Vale Community Strategy strands:** Health & Wellbeing; Recreation, Culture & Leisure

**Area of the Vale covered:** Vale-wide

**Estimate of number of people the project/service/event will benefit:** 16 (last year 5 disabled people enjoyed 9 weeks of planned breaks and 13 other residents provided 17 weeks of volunteering)

**Charge to public for using the project/service/event?:** Each guest pays a fee but Vitalise subsidises this with an average of £368 per guest per week; volunteers expenses cost £215 per week)

**Total estimated project cost:** £6,967 (based on demand last year)

**Balances:** £9,956,000 at 31/01/07 (unrestricted funds)

**Running costs:** £9,174,000 year ending 31/01/07

**Own Contribution:** Balance of the subsidy to cover any fundraising shortfall

**Grant Sought: £1,741.75** (25% of the cost of the subsidies)

**Previous Awards (Vale):** £400 in 2006/07; £460 in 2005/06

**Parish Council Support:** None – see below.

**Other Support:** Vitalise operates an ongoing fundraising programme approaching individual trusts, local authorities, companies and individuals; they also operate a local and national events programme; occasionally they benefit from legacies.

**Officer recommendation (Toby Warren, Head of Community Strategy):**

Recommend support	Yes
Amount recommended	
Reasons:	
Meets CG Scheme criteria	Yes
Supports Council priority(ies)	Cleaner, greener, safer & healthier community and environment
Supports Vale Community Strategy strand(s)	Health & Wellbeing; Recreation, Culture & Leisure
Remaining budget	£21,714
Remaining Committee meetings	1
Total amount recommended for other applications being considered	
Recommended conditions to grant award	
Other comments	

## Appendix B

### **Applicant: Abingdon and District Citizens Advice Bureau**

#### **Brief Outline of Project**

The Bureau occupies part of Old Abbey House and under the terms of its lease with the District Council it has to make a contribution of 30% of the cost of building repairs. The Trustee Board is seeking an exceptional grant towards the cost of roof repairs. The Bureau is required to contribute £ 12,750.

It is not possible for the Bureau to pay an amount of £ 12,750 from its income or reserves. In 2008/09 the Bureau has budgeted for an income of £ 102,869 and expenses of £ 103,832 resulting in a small deficit of £ 963. Its reserves as of 31<sup>st</sup> March 2007 were £ 20,296 (Citizens Advice Bureau membership standards require that reserves cover at least three months running costs).

The Bureau has received a grant of £ 3,000 from St Michael & All Saints Churches Fund for towards the cost of the roof repairs. It has also made a proposal that £ 3,750 should be paid by instalments over three years. The Trustee Board is therefore seeking an exceptional grant of £ 6,000.

Officers are mindful that an award of £ 6,000 from the Executive's Community Grants budget of £ 21,714 would restrict the ability of the Executive to support other community project and services. Officers have therefore looked at the allocations in other budgets, related to community strategy and development, to identify other sources of funding. An amount of £ 6,000 is available if expenditure is re-allocated and the balances from a number of budgets are transferred.

The Bureau receives a base grant of £80,535 p.a. towards core funding under a Service Level Agreement (SLA) with the Council. The Bureau's SLA grant will be increased in 2008/09 by an estimated 3.3% as a result of contract inflation which increases the grant to an estimated £85,938. .

The Council is Bureau's main funder because national funding bodies will not normally provide grants for running costs. The Bureau also receives funding from town and parish councils and local trusts and charities and is constantly seeking other sources of funding.

The Bureau aims to ensure that individuals do not suffer due to lack of knowledge of their rights and responsibilities or of the services available to them or through an inability to express their needs effectively. Main enquiry and casework areas are money, debt, employment, welfare benefits, housing, relationship breakdown, tax and consumer issues.

The bureau works closely with the Wantage Independent Advice Centre and provides a service to all residents of the Vale of White Horse.

In 2006/2007 the Bureau helped nearly 5,000 Vale residents.

#### **Financial Information**

Total Project Costs	£ 12,750
Balances	£ 20,296 at 31/03/07

Running costs Budgeted at £ 103,832 year ending 31/03/09

Own Contribution 1,016 voluntary hours per month

**Grant Sought £ 6,000**

Previous Awards (Vale)	2007/08	£ 80,535
	2006/07	£ 80,535
	2005/06	£ 80,535
	2004/05	£ 80,535
	2003/04	£ 76,700
	2002/03	£ 74,825

Town & Parish Council Support (08/09) Has applied to all the parish councils in the district; responses so far are shown below.

Abingdon Town Council	£ 10,000
Appleton with Eaton	£ 40
Charney Bassett	£ 30
Childrey	£ 50
Chilton	£ 40
Cumnor	£ 200
Drayton	£ 400
Kennington	£ 375
Kingston Bagpuize with Southmoor	£ 100
Marcham	£ 300
North Hinksey	£ 200
St Helen Without	£ 100
Sutton Courtenay	£ 600
Wootton	£ 500

Other Support received in 2007/08, but for specific projects not core funding:

Friends of Abingdon CAB	£ 3,700
Christ's Hospital	£ 45
Inner Wheel Club	£ 100

**Officer recommendation (Toby Warren, Head of Community Strategy):**

Recommend support	Yes
Amount recommended	£ 6,000
Reasons:	This is an exceptional rather than recurring grant for a cost which is difficult for an organisation of this size to budget for
Meets CG Scheme criteria	Yes
Supports Council priority(ies)	Cleaner, greener, safer & healthier community and environment
Supports Vale Community Strategy strand(s)	Access to Services; Health & Wellbeing; Town & Village Vitality
Remaining budget	£ n/a

Remaining Committee meetings	1
Total amount recommended for other applications being considered	n/a
Recommended conditions to grant award	None
Other comments	This exceptional grant will not be funded from the Executive's community grants budget

REPORT OF THE SENIOR MANAGEMENT TEAM  
TO THE EXECUTIVE  
4 APRIL 2008

**Corporate Governance Report: Third Quarter 2007/08 (to 31 December 2007)**

**1.0 Introduction and Report Summary**

1.1 The Corporate Governance Report looks at the key areas of:

- Corporate Priorities
- Best Value Performance Indicators
- Progress against Service Prioritisation Plans
- Key staffing data (sickness levels and turnover)
- Progress with Business Process Improvement Reviews
- Financial commentary

At its meeting on 18<sup>th</sup> February the Senior Management Team (SMT) considered the third quarter 2007/08 Business Performance Report. This is an exception report which covers all of the aspects of corporate governance contained within this report. SMT agreed the exceptions (where performance / actions are not on target) to be reported to the Executive and agreed the comments / actions which have been included in this report. The full versions of the individual reports are available on the Council's website. They can be accessed through the 'about your Council - performance' area of the website.

1.2 The contact officer for this report is Robert Woodside, Principal Performance Management Officer, telephone (01235 520202 ext 499). **Email address: robert.woodside@whitehorsedc.gov.uk**

**2.0 Recommendation**

*That the Senior Management Team's Corporate Governance exception report and proposals be noted.*

**3.0 Relationship with the Council's Vision, Strategies and Policies**

This report relates to the Council's Vision in that it supports all of its objectives and does not conflict with any Council Strategies. It supports all of the strands of the Vale Community Strategy.

**4.0 Exception Reports**

**4.1 Corporate Priorities Report.**

SMT decided that 1 action and 4 local performance indicators needed to be highlighted from this report. Full details are included in Appendix A.

**4.2 Best Value Performance Indicator (BVPI) Report.**

SMT agreed that there are 8 BVPIs where progress should be reported to the Executive as exceptions. These are:

- Benefits: BVPIs 78a, 78b, 79a, 79bi & bii

- Community Safety: BVPIs 127a, 127b
- % invoices paid on time: BVPI 8

Full details of the performance of these indicators during the third quarter and the appropriate comments are included in Appendix B.

#### 4.3 **Service Prioritisation Plan (SPP) Progress Report**

SMT tracks progress against all of the 24 SPPs included in the 2007/8 budget. Work on all of the SPPs was either ontrack or complete. There are no specific issues which need to be considered by the Executive. Worked up saving targets for the longer term SPPs included in the 2007/8 Budget were included in the 2008/9 Budget agreed in February 2008.

#### 4.4 **Summary of Sickness and Turnover Report**

**Sickness:** Sickness is down slightly this quarter compared to the same quarter last year. However sickness this quarter is higher than in quarter 2 but this is normal bearing in mind the months covered in quarter 3 (October to December)

**Turnover:** Turnover is significantly lower this quarter compared to the same quarter last year and also slightly lower than quarter 2 this year

#### 4.5 **Progress with Business Process Improvement Reviews**

At its meeting on 7<sup>th</sup> December 2007, the Executive agreed a continuing programme of service reviews under the over-arching Organisational Development Framework. It was also agreed that progress would be reported through the Quarterly Corporate Governance Report. This is the first time that this section has been included in this report and a summary of progress is included as Appendix C. The summary identifies internal and external costs and the service improvements that have been identified and/or achieved. Business Process Improvement (BPI) typically involves a review of a whole service area or set of specific processes, with the aim of identifying areas of 'waste' that can be driven out by improving processes and technology and developing people. This should deliver improved services using fewer resources.

At its meeting on 17<sup>th</sup> March 2008 the Senior Management Team (SMT) considered progress with the review programme and the fact that efficiency savings identified through the current Business Process Improvement programme have yet to be delivered. Following a presentation by the Head of Organisational Change, SMT decided that prior to the next meeting of SMT on 21<sup>st</sup> April 2008, Deputy Directors would identify which sections of their respective service areas have the potential to offer up savings through Business Process Improvement or other cost efficiency options. Organisational change will facilitate and assist Deputy Directors with this work and implement the Business Process Improvements. The overall efficiency savings required by the Vale are currently being negotiated as part of the new Oxfordshire Local Area Agreement. One of the 35 new National Indicators (NI) short listed to be included in the agreement is NI 179 Value for Money – total net value of on-going cash releasing value for money gains that have impacted since the start of the 2008-9 financial year. A three year 'stretch' target of 10% is currently being considered. A report identifying the Value for Money savings that will need to be delivered and the Council's updated BPI programme will be presented to the next meeting of the Executive.

#### 4.6 **Financial Commentary to the end of December 2007**

##### **Third Quarter 2007/08 (to 31 December 2007) – projected net over spend £59,129**

The budget monitoring table attached (Appendix D) indicates a favourable movement since the second quarter budget monitoring report. The report to the Executive on 7<sup>th</sup>



December identified budget pressures within service budgets of £74,000. The predicted outturn at the end of the third quarter was initially an increased overspend particularly as a consequence of identifying budget pressures through the process of setting budgets for the new financial year. On 18<sup>th</sup> February the Senior Management Team introduced 'special measures', instructing all budget holders to review their projected outturn expenditure to the third quarter and to hold off non-essential expenditure for the remaining weeks of the financial year in order to bring the predicted over spend down. The result of this has been a significant reduction in the projected over spend and the Council's chief finance officer will continue to monitor all spend in the closing weeks. He is confident this will significantly improve the predicted overspend, hopefully to break-even point.

### **Commercial Services – projected net under spend (£34,330)**

The DSO is continuing to report increased income from increased activity particularly as a consequence of the flooding. This has helped to offset the budget pressures resulting from the need to transfer the Building Regulations Trading Account surplus to the balance sheet at year end and a reduced turnover of mobile homes sales causing the reduction in commission income.

### **Contracts and Procurement - projected net under spend (£9,000)**

Under spends on the recycling, refuse collection and street cleansing services have helped to offset budget pressures elsewhere within Contracts and Procurement. In recycling, the 'Bring' and 'Mini' recycling sites have not expanded as planned resulting in lower costs and recycling tonnages have exceeded the estimate with a consequent total favourable variance of (£43,000). In refuse collection there has been a net saving from a lower number of abandoned vehicles to recover and from the reduced take-up of bulky waste collections (£28,000) which has offset the loss of income resulting from the withdrawal of the green sack scheme £10,000. In street cleansing there have been savings from the vacant Principal Waste Officer post and a small saving on the contract payment is expected (£9,000).

The Halls services are reporting a reduction of income of £25,000 for the year. Landscape, Horticulture, Parks and Open spaces are reporting budget pressures totalling £21,000 as a consequence of unbudgeted redundancy costs in the Horticultural service and an overspend due to maternity cover in Landscape services which have been offset by under spends on seasonal attendants in Parks and Open Spaces and the delay of a capital project resulting in lower revenue needs.

Reprographics are reporting a budget pressure of £43,000 as a consequence of under recovery of costs.

Sports Development and Recreation have an under spend (£18k) as a consequence of a vacant Community Sports Coach post and an under spend against a repairs and maintenance budget for the leisure centres.

### **Democratic Services - projected net (under) spend (£11,100)**

This service was previously reporting an (under) spend of (£24,500). An additional election was required to be held in March for which funding was available from within budget. Any surplus on the elections budget will be returned to the balance sheet Election Equalisation Fund to fund future elections. Budget pressures from the increased use of room rents and meeting expenses have been offset by holding a Members' Support administration post vacant and staff shortages in the electoral registration service (£11,000).

### **Environmental Health - projected net (under) spend (£48,800)**

A higher than anticipated demand for school transport licensing has generated additional income of (£30,000). A further saving has resulted as a consequence of delays in the air quality programme (£18,800)

### **Housing and Community Safety - projected net over spend £45,600**

During the process of budget setting it was identified that ring fenced grant income for the Homeless Prevention team had been posted to the account without a corresponding expenditure budget which had resulted in a budget pressure for that team £40,000. Additionally, an accrual was made for rent income in March 2007 when the rent income was posted into 2006/07. This resulted in an unachievable rent income target in 2007/08 by £20,000. Another budget pressure of £17,600 has arisen in the temporary housing repairs budget as a consequence of essential repairs required to ensure that the accommodation is habitable. The income for CCTV has also under achieved £17,800 as a consequence of a return of income to SODC for the costs in 2006/07 (approximately £10,000) and under achievement of the Service Prioritisation Plan to make savings by de-commissioning CCTV cameras (approximately £8,000) which resulted in the saving not being achieved.

Under spends of (£36,800) on salaries and (£4,000) on general budgets are being held to offset these budget pressures. Partnership grants are under spending by (£5,000) and net temporary accommodation costs are under spending by (£4,000).

### **Legal Services: £132,000**

#### **(Land Charges (LG11): £116,000, Legal Services (LG21): £16,000)**

#### **Land Charges**

The majority of this overspend (£116,000) is represented by a fall in income received by Local Land Charges. The service responds to requests for information from prospective purchasers of property about charges and restrictions affecting property.

A search includes details about planning, building regulations, roads, traffic schemes and environmental matters. The basic form of search (a 'personal' search) costs only £11 and this is fixed by law. Local searches provide a more comprehensive range of information and cost over £115.00. The level of fee for a local search is set locally and increased annually. Other Oxfordshire Districts have gone through the exercise of completely re evaluating how their fees but have all had to cut them. No further changes to fees are planned at this stage as the government is consulting on the fees that can be charged.

The drop in income reflects a move away from the more expensive kind of search, partly as a result of the introduction of Home Information Packs (HIPs) for which a personal search is required. However, the turnaround time for personal searches is shorter and the loss in income may also reflect a desire for a faster service, in line with target times set out in government guidance. The Council is not currently able to provide such a fast service and waiting times for all kinds of search are currently much higher than they should be, following the retirement of a member of staff in December. This is being addressed by additional temporary cover.

The requirement for HIPs will be extended later this year and so the demand for the less expensive personal search will rise. At the same time, there are various other national changes afoot and so the nature of the service will change over the next year or so. Good practice now is that searchers should be given access to unrefined data

held by the Council, as well as simply having questions answered, as at present. This and other changes represent unknowns and make financial planning challenging. The target income for Land Charges has been reduced by £50,000 gross for 2008-2009 and the actual income will be closely monitored. Following a successful bid for increased resources, a new manager is being appointed. It is hoped that the quality and speed of service will improve as a result.

#### Legal Services

Legal Services showed an overspend of £16,000 partly as a result of the use of agency staff and also an overspend on legal information resources. The actual amount was kept low because fees income was over target. All of these issues will be addressed in the coming year and it is hoped that better financial management in Legal Services will improve the recovery of fees income.

#### **Organisational Development and Support - projected net (under) spend (£87,920)**

Failure to fill a temporary 2 year Project Manager post in the first 6 months of the year has resulted in an under spend of £20,000 in the current year. A bid has been approved by Council and included in the Medium Term Financial Plan to move the funding for the lost half year into 2009/10.

Other savings have been achieved through a cancelled contract with Redstone and the reduced use of Oxfordshire partnership. A saving of £30,000 was transferred to this budget by the virement of the administration post in the Chief Executive's Strategy budget which has been vacant all year.

#### **Planning and Community Strategy - projected net (under) spend (£32,400)**

Expectations of additional planning fee income have been revised downwards slightly in light of reducing demand (£110,000). Car park income continued to fall during the winter months to £120,000 below budget.

#### **Ridgeway Financial Services - projected net over spend £120,600**

There has been a substantial adverse movement of £94,000 as a consequence of concessionary fares bills being received in January for the months September to December 2007 from one major provider. A budget pressure of £40,000 has been identified as a consequence of an agreed payment to Capita for maintaining a specific level of Council Tax collection which has been achieved.

#### **Strategy (SB) - projected net under spend (£17,000)**

There is remaining unallocated contingency budget of (£25,600) and budget pressure due to full establishment employee costs for the whole year £9,000.

SENIOR MANAGEMENT TEAM

STEVE BISHOP  
STRATEGIC DIRECTOR

#### Background Papers:

All of the background reports detailed in section 1.1 of the report can be viewed on the Council's website.

**Appendix A - Corporate Priorities Report – Third Quarter to end of December 2007**

**1. Facilitating the provision of affordable housing**

**Local Performance Indicators**

Indicator	Target 2007/08	Q1	Q2	Q3	Q4	Comments / Progress
LPI H4 Number of vulnerable households homes made decent	75	N/A	32	46		Slightly below target due to the project experiencing longer lead in times to deliver. Officers anticipate target will be achieved by year end

***2. Creating a cleaner, greener, safer and healthier community and environment***

	Action for Improvement	Milestones	Timescale	Comments / Progress	Officer
T2.15	HEALTHIER Implement an Air Quality Action plan for central Abingdon and any other parts of the Vale needing special measures to secure good air quality	Detailed assessment for Botley confirmed by DEFRA  Further Assessment Report (incl. source apportionment) for Abingdon	Summer 2007  Summer 2007	Achieved. Report showed an Air Quality Management Area (AQMA) is needed. Consultation has been carried out and a report recommending declaration of the area will be submitted to PRAC on 27 March 2008.  Report required to review extent of AQMA already declared for central Abingdon, and to provide information on which to base Action Planning. Originally delayed until December 2007 due to the need to take account of the significant changes to County traffic data and Vale air monitoring data after the AbITS traffic management scheme was implemented. Further delayed because of concerns over County traffic data, which meant further traffic counts were necessary. These were dependent on the installation of additional road sensors during highways works. Revised traffic counts finally received in February 2008 and the Further Assessment is now due end of March 2008.  Knock-on delays from Further Assessment Report as above. Local Authority officer consultation on Action Planning now expected to start April 2008, with roll-out to	David Stevens

	draft Air Quality Action plan (AQAP) for Abingdon	2007	full public consultation during the Summer/ Autumn.
	Finalise AQAP for Abingdon	March 2008	Finalisation of Action Planning expected February/March 2009. Note this timetable may be affected if outcome of County's current review of impact of AbITS recommends changes. It may also be affected if potential options for action require significant modelling and consultancy work.

### Local Performance Indicators relevant to these priority areas

Indicator	Target 2007/08	Q1	Q2	Q3	Q4	Comments / Progress
CLEANER						
LPI EH6 Number of Grot Spots cleaned up	10	0	0	3		"Grotspots" are highly visible sites persistently suffering from environmental problems such as litter, fly-tipping and graffiti – generally eyesores. The term has been used by the IDeA Reputations Programme, to which the Vale has signed up. The programme commenced October 2007 with identification of various sites and action to improve them, which usually requires a multidisciplinary approach facilitated by the Environment Wardens. 15 sites have been identified, with 12 expected to be cleaned up/actioned by the end of March 2008.

### 3. Improving and modernising access to our services

#### Local Performance Indicators

Indicator	Target 2007/8	Q1	Q2	Q3	Q4	Comments / Progress
CS2						
Number of enquiries at the Local Services Point Abingdon:	63,300	14462	32022	45059		When setting this years target for face to face enquiries a lower figure that last year was set. Looking at the current figures they are slightly down, indicating
Face to Face 35,000		8255	17812	25326		

<p>Contact centre 17,000 Visitors 4,600</p> <p>Web / self serve 2,200 payments made on the web</p> <p>Electronic Payments 4,500 taken by Contact Centre</p>	<p>3527 1450</p> <p>268</p> <p>952</p>	<p>8814 2500</p> <p>490</p> <p>2406</p>	<p>12363 3750</p> <p>676</p> <p>2944</p>	<p>that we are successfully migrating customers to other channels as per the customer contact strategy.</p> <p>Web and self serve figures look to be considerably less than anticipated, these statistics will be improved once the new cash receiving system is in place</p>
<p>CS11</p> <p>% of calls to be answered within 20 seconds</p>	<p>90%</p>	<p>82%</p>	<p>81%</p>	<p>84%</p> <p>This statistic is showing improvement each month as staffing problems due to sickness have improved. But still remain under target - last month we achieved 87%.</p>

**Appendix B – Best Value Performance Indicators**

**Key:** N/a = Not Applicable

Top and Bottom quartile data is against all England Authorities

Trend arrows: compares second quarter performance 2007-8 with the third quarter (not possible for all BVPIs)

Quartile 06/07 column: actual 06/07 against 06/07 quartile performance data

T = top; B = bottom; M = middle quartile



**Red - worse than target**

Performance Trend

Better ↑

Worse ↓

Stable →

BVPI	Indicator Description	Tgt/ Ind	TQ 06/07	BQ 06/07	Actual 06/07	Quar tile 06/07	Target 07/08	Q1	Q2	Q3	Q 4	on/ off Tgt	Comments	Performance Trend
Affordable Housing Priority														.
78a	Average time for processing new claims	T	24.5	33.8	29.77	M	28	43.26	38.74	32.91			The "annual" cumulative target will not be achieved. Capita has issued a plan showing expected rate of improvement and "in month" performance for December was at top quartile and should now continue to improve.	↑
General - Non Priority														.
8	% Invoices paid on time	T	97	91	94.76	M	95.94	84.08	68.08	73			Poor performance is linked to the Agresso implementation. The Council and Capita are working to resolve the problems but the annual target will not be achieved. Current outturn prediction is 75%.	↑
BVPI	Indicator Description	Tgt/ Ind	TQ 06/07	BQ 06/07	Actual 06/07	Quar tile 06/07	Target 07/08	Q1	Q2	Q3	Q 4	on/ off Tgt	Comments	Performance Trend
78b	Average time for processing changes of circumstances	T	7.8	15.6	6.45	T	6.8	21.32	18.23	15.47			The "annual" target will not be achieved. Capita has issued a plan showing expected rate of improvement and "in month" performance should be hitting top quartile during February 2008.	↑

79a	% of cases where calculation was correct	T	99.2	97	88	B	99	91	91.1	91.7	Whilst accuracy remains a key focus and, Capita has appointed a performance and quality supervisor to identify key trends for improvement, the annual target will not be achieved. Current outturn prediction is 92%.	↑
79b(i)	% of overpayments as a % of Housing Benefit deemed recoverable	T	80.61	63.01	81.2	T	87	94.92	56.03	61.21	Capita has not performed well and will not achieve the target. Overpayment processes have now been moved to its dedicated overpayments team in Mendip and performance should improve. Current outturn prediction is 62%.	↑
79b(ii)	% overpayments during the period including overpayments identified during the period	I	38.38	26.8	37.63	M	42	9.75	18.25	24.11	Capita has not performed well and will not achieve the target. Overpayment processes have now been moved to its dedicated overpayments team in Mendip and performance should improve. Current outturn prediction is 29%.	↑



127a	Violent crimes per 1000 population	I	13.1	22.9	15.56	M	12.02	4.4	3.6	3.06	<p>The cumulative total is 0.20. Offending is evident across the Vale but spikes around weekends in towns and built-up areas commensurate with increased alcohol consumption. To counter this the consolidation of Nightsafe in Abingdon, Wantage and Faringdon is beginning to show a positive effect as is specific high visibility policing between Thursday and Saturday night. However the figures are distorted firstly by the new definition of common assault which has led to more crimes being reported and secondly the doubling of reported Domestic Violence offences in the year to date (against the 03/4 baseline). This increased reporting is a target for the CDRP and is viewed positively as an attempt to encourage victims to come forward.</p>	↑
127b	Robberies per 1000 population	I	0.3	1.3	0.27	T	0.15	0.05	0.08	0.07	<p>The actual number of offences in the Vale is very low; 18 up to the third quarter of 2007/8. Offences are very rare and a number of offences involve school children in the form of aggressive bullying.</p>	↑

**Appendix C - Progress with Business Process Improvement Reviews**

Service	Progress	External cost of Review (consultancy costs)	Estimated Internal Cost (officer time)	Total Cost of Review	Opportunities for Improvement	Actual Improvements Delivered	Lead Officers
<b>Housing Services: Choice Based Letting (CBL)</b>	Mapping exercise carried out by NCC consultants April / June 2007. Final version of Value for Money Report issued (20.6.07).	£2382	£1641	£4023	<ul style="list-style-type: none"> <li>•Cashable savings</li> <li>•Non-cashable savings</li> <li>•Customer Satisfaction</li> </ul> <b>Cashable: £0 K</b> <b>Non-cashable: £12.2 K</b> * (A proportion have the potential to be converted to cashable) <b>Customer Satisfaction:</b> Not yet identified	Not yet achieved	Paul Staines/ Robert Wood-side

**Comment:** Action plan not yet completed. Housing propose to include the implementation of the action plan as a service development objective in the 2008/9 service plan. The final report identifies a number of efficiency savings (which have the potential to be cashable). The report identified the need to improve the relationship between the housing service and the Abingdon Local Service Point but did not specifically propose that any CBL processes be migrated into the Contact Centre.

<b>Building Control</b>	Report issued by ValueAdding. Jeremy Beach and Richard Beel reviewed proposed actions for improvement on 14 Nov 07.	£0	£313	£313	<b>Organisational Development strands:</b> Keeping up to date with regulation; Recruitment and Retention; Competition from private sector; Customer Service. <b>Non cashable:</b> Incremental system & process improvement (no targets identified)	Improved Uniform reports; Draft online fee calculator; Improved website info; Team updates on regulations; Customer surveys to key groups and on all completions.	Richard Beel
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<b>Land Charges</b>	Review undertaken by NCC. 'Provision of fees information'	£3500	£205	£3705	<b>Cashable:</b> No target identified.		Tim Treuherz
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	CRM process in place. Planning History: Data entry & cleansing admin clerk resource being used, but time-span to completion currently 4 years (!)						<b>Non cashable:</b> Small amount of work transferred to CRM process at LSP.	
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<b>Planning (OneApp)</b>	Scope agreed. NCC. Workshop held, OneApp website risk analysis / BPI report issued by NCC on 21 December 2007.	<b>£3650</b>	<b>£206</b>	<b>£3856</b>	<b>Customer satisfaction:</b> This work concentrated on the successful delivery of the OneApp process.	OneApp in place as per project plan.	Mike Gilbert, Rita Alexander
<b>Planning (All application processes)</b>	Scope yet to be agreed.				Opportunities and targets yet to be identified.		

**Comment:** A key recommendation from the OneApp review is to implement an Electronic Document Recording Management (EDRM) system into Planning. Project Management assistance was offered to ensure the timely delivery of the OneApp website but this was not required by the Planning Department. The EDRM system is awaiting a decision from Cllr Farrell.

<b>Abingdon Local Service Point</b>	Scope agreed and Review undertaken by NCC with the report issued on 21 <sup>st</sup> November 2007. Workshops run with OC and LSP to implement activity plan. Final statistics are being worked on to outline the intended efficiency savings.	<b>£3650</b>	<b>£933</b>	<b>£4583</b>	<b>Capacity:</b> c. 1.2 FTE (equiv to c £33,500 p.a.) <b>Customer satisfaction:</b> Process developments will ensure service improvement	Some minor quick wins in place. Any major advance depends on new CRM system.	Susan Ellis
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**Comment:** Work ongoing with the LSP to establish system and process improvement ahead of implementing the new CRM system. Significant improvements and savings are expected via the new CRM during 2008.

<b>Human Resources</b>	Scope agreed. Review undertaken by NCC and report issued on 21 <sup>st</sup> December 2007.	<b>£3650</b>	<b>£271</b>	<b>£3921</b>	<b>Cashable: £tba</b> <b>Non-cashable: tba</b> <b>Customer satisfaction: tba</b>		Tim Barnett
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**Comment:** Work ongoing. The key issue at present is in respect of the internal payroll system which consists of several separate systems and it is intended to make the system more streamlined and efficient (tba – to be advised)



<b>COM</b>	Commercial Services	1,044,520	1,128,210	732,373	536,230	71,076	(125,067)	1,093,880	(34,330)
<b>CPM</b>	Contracts & Procurement	6,631,070	6,310,970	3,508,940	2,722,362	55,078	(731,500)	6,301,970	(9,000)
<b>DEM</b>	Democratic Services	0	1,245,880	669,848	682,654	215	13,021	1,234,780	(11,100)
<b>ENV</b>	Environmental Health	1,155,670	1,153,040	615,758	514,725	1,116	(99,917)	1,104,240	(48,800)
<b>HCS</b>	Housing & Community Safety	1,556,720	1,709,590	281,170	389,084	9,585	117,499	1,755,190	45,600
<b>LGS</b>	Legal Services	964,780	(208,260)	9,667	58,260	738	49,331	(76,260)	132,000
<b>ODS</b>	Organisational Development & Support	116,330	529,210	2,153,208	1,859,793	45,431	(247,984)	441,290	(87,920)
<b>PCS</b>	Planning & Community Strategy	2,285,430	2,051,210	769,774	631,260	23,031	(115,483)	2,018,810	(32,400)
<b>FIN</b>	Ridgeway - financial services	2,092,630	2,366,300	750,080	116,971	1	(633,108)	2,541,300	175,000
<b>SCE</b>	Strategy (Chief Executive)	55,970	55,670	32,795	2,147	108	(30,540)	55,670	0
<b>SSB</b>	Strategy (SB)	1,155,100	994,010	531,613	571,658	243	40,288	1,003,010	9,000
<b>STS</b>	Strategy (TS)	8,230	7,250	9,368	9,536	0	168	7,918	668
<b>SB31</b>	Contingency	274,300	142,850	0	0	0	0	151,711	(25,589)
	Service investment & other budget changes	511,980	0	0	0	0	0	0	0
	2007 Service Prioritisation Plans	(366,800)	0	0	0	0	0	0	0
	<b>Total service costs</b>	<b>17,485,930</b>	<b>17,485,930</b>	<b>10,064,594</b>	<b>8,094,680</b>	<b>206,622</b>	<b>(1,763,292)</b>	<b>17,633,509</b>	<b>113,129</b>
<b>VA03</b>	Investment Income	(1,482,300)	(1,482,300)	(1,111,725)	(359,060)	0	752,665	(1,536,700)	(54,400)
<b>VA01/0</b>	Property Income	(1,990,700)	(1,990,700)	(1,478,266)	(1,405,032)	10,535	83,769	(1,990,300)	400
<b>2</b>	<b>Total service costs and funding income</b>	<b>14,012,930</b>	<b>14,012,930</b>	<b>7,474,603</b>	<b>6,330,588</b>	<b>217,157</b>	<b>(926,858)</b>	<b>14,106,509</b>	<b>59,129</b>

Notes 1. Original Budget as approved by Council 22 February 2007 2. Budget showing effects of Virements

3. Working Budget profiled to reflect expected pattern of expenditure

REPORT OF THE PRINCIPAL PERFORMANCE MANAGEMENT OFFICER  
TO THE EXECUTIVE 4 APRIL 2008  
AND TO SCRUTINY COMMITTEE 17 APRIL 2008

**Best Value Performance Indicators – Performance against Top and Bottom Quartile  
2006/07**

**1.0 Introduction and Report Summary**

- 1.1 This report compares the Council's performance for 2006/07 against that of the national top and bottom quartile data for 2006/07 which have been published by the Audit Commission.
- 1.2 The Contact Officer for this report is Robert Woodside, Principal Performance Management Officer (01235 520202 ext 499).

**2.0 Recommendations**

**Executive**

- (a) *That Members note the Council's performance against the national top and bottom quartile results for 2006/07*

**Scrutiny Committee**

- (a) *That Members note the Council's performance against the national top and bottom quartile results for 2006/07*

**3.0 Relationship with the Council's Vision, Strategies and Policies**

- (a) Vision Statement aims A and E.
- (b) The report does not conflict with any Council Strategies.

**4.0 Background**

- 4.1 The Audit Commission has published top and bottom quartile data for Best Value Performance Indicators (BVPIs) for 2006/07. This allows a comparison to be made between the Vale's audited actual performance for 2006/07 with that of all other Councils in England.
- 4.2 The table attached to this report (Appendix A) contains all 2006/07 BVPIs where the Audit Commission has supplied top and bottom quartile data. The headline totals for 2006/07 from Appendix A are:

Top Quartile	<b>18</b>	<b>35%</b>
Middle Quartiles	<b>24</b>	<b>47%</b>
Bottom Quartile	<b>9</b>	<b>18%</b>
<b>Total</b>	<b>51</b>	

The third quarter Quarterly Corporate Governance Report includes the latest quartiles (2006/07) which will enable a comparison to be made with the current year's performance.

- 4.3 The following table shows the relative numbers of BVPIs in the top and bottom quartiles between 2001/02 – 2006/07. Members should note that it is not possible to do a direct comparison between the years because there are changes each year to BVPIs; new ones are added and others deleted

**Comparison of numbers of BVPIs in top, middle and bottom quartile: 2001/02 – 2006/07**

Quartile	2001/02		2002/03		2003/04		2004/05		2005/06		2006/07	
<b>Top</b>	<b>13</b>	31%	<b>18</b>	38%	<b>14</b>	34%	<b>20</b>	43%	<b>21</b>	38%	<b>18</b>	35%
<b>Middle</b>	<b>20</b>	48%	<b>21</b>	45%	<b>17</b>	42%	<b>16</b>	35%	<b>23</b>	42%	<b>24</b>	47%
<b>Bottom</b>	<b>9</b>	21%	<b>8</b>	17%	<b>10</b>	24%	<b>10</b>	22%	<b>11</b>	20%	<b>9</b>	18%
<b>Total</b>												
	42		47		41		46		55		51	

The table in Appendix A includes a column of the quartiles for 2005/06 (where available) which enables any change in the quartiles between the two years to be seen. There are 9 indicators where performance has moved to a better quartile, 11 indicators where performance has moved to a worse quartile, and 26 indicators where performance has stayed in the same quartile.

- 4.4 Appendix B is a table which lists the 9 BVPIs which were in the bottom quartile in 2006/7. The table includes the third quarter 2007/8 results and includes the current quartile position where this can be calculated (for some indicators this is not possible because progress is reported annually).
- 4.5 A detailed commentary on the third quarter performance for all BVPIs for 2007/8 is included in the third quarter Corporate Governance Report which is also on this agenda.
- 4.6 The Department for Communities and Local Government (CLG) have developed a new set of National Indicators which will replace Best Value Performance indicators from 2008/9. The new set comprises 198 indicators only some of which will be collected and reported on by this Council. The relevant new indicators will be included in the appropriate service plan 2008/9 and progress will be reported quarterly as part of the Corporate Governance Report during 2008/9. Some key issues have not yet been decided on by the DCLG, for example, on target setting and reporting annual results. Members will be advised on this when they become known.

ROBERT WOODSIDE  
PRINCIPAL PERFORMANCE MANAGEMENT OFFICER

**Background Papers:** None

**Appendix A Best Value Performance Indicators – Top, Middle and Bottom Quartile Report 2006/07**

18	Top Quartile (T)
24	Middle Quartiles (M)
9	Bottom Quartile (B)
51	Total

Top and Bottom quartile data is against all England Authorities									
Quartile 06/07 column: actual 06/07 against 06/07 quartile performance data									
T = top; B = bottom; M = middle quartile									
Target / Indicator column - Target (T) / Indicator (I)									
BVPI	Indicator Description	Tgt/ Ind	TQ 06/07	BQ 06/07	Actual 2006/07	Quartile 2006/07	Quartile 2005/06	Trend	
<b>Affordable Housing Priority</b>									
64	No of vacant private sector dwellings returned into occupation	T	95	8	67	M	B	↑	
183b	Average length of stay in Hostel (weeks)	T	0	14.11	11.21	M	M	→	
202	No of people sleeping rough on a single night	T	0	4	0	T	T	→	
213	Number of households considered homeless for whom housing advice casework intervention resolved their situation (per 1,000 households)	I	5	2	5.49	T	M	↑	
78a	Average time for processing new claims	T	24.5	33.8	29.77	M	T	↓	
<b>Cleaner, Greener , Healthier and Safer Priority</b>									
82ai	% of household waste recycled	T	22.88	15.79	22.81	M	T	↓	



BVPI	Indicator Description	Tgt/ Ind	TQ 06/07	BQ 06/07	Actual 2006/07	Quartile 2006/07	Quartile 2005/06	Trend
82a	Total tonnage of waste recycled	T	16862	6951	9689	M	M	→
82b	% of household waste composted	T	15.53	5.49	6.3	M	B	↑
82bii	Total tonnage of waste composted	T	10795	2616	2665	M	B	↑
84a	Household waste collected (Kg per head of population)	I	395	480	366	T	T	→
84b	% change (from previous year) in the waste collected (KG per head per annum)	T	-1.78	2.51	4.2	B	M	↓
86	Cost of waste collection (£)	T	42.04	55.81	45.97	M	M	→
91a	The % of households served by a kerbside collection of recyclables	T	100	95.4	99.2	M	M	→
91b	The % of households served by a kerbside collection of at least 2 recyclables	T	100	93.5	99.2	M	M	→
166a	Environmental health checklist (%)	T	100	90	93.33	M	B	↑
199a	Cleanliness of relevant land and highways (%)	T	7	17	16	M	M	→
199b	Proportion relevant land and highways with unacceptable levels of graffiti visible %	T	1	5	1	T	T	→
199c	Proportion of relevant land and highways with unacceptable levels of fly postings visible %	T	0	1	0	T	T	→

BVPI	Indicator Description	Tgt/ Ind	TQ 06/07	BQ 06/07	Actual 2006/07	Quartile 2006/07	Quartile 2005/06	Trend
199d	Year on year reduction of incidents / increase in enforcement actions to deal with fly tipping (graded 1 very effective - 4 poor)	T	1	3	3	B	-	-
216b	Number sites where remediation of land necessary as % of 'sites of potential concern'	I	10	2	1.71	B	M	↓
217	% pollution control improvements to existing installations completed on time	T	100	93	100	T	M	↑
218a	% of reports of abandoned vehicles investigated within 24 hours of notification	T	98.55	82	92	M	M	→
218b	% of abandoned vehicles removed within 24 hours (of legally being able to)	T	97.87	75.5	57	B	B	→
106	% new homes on brown field sites	T	96.92	65.93	88	M	M	→
109a	% of major planning applications in 13 weeks	T	80.65	65.22	80	M	B	↑
109b	% of minor planning applications in 8 weeks	T	83.38	71.4	75.06	M	M	→
109c	% of other planning applications in 8 weeks	T	92.46	84.81	84.12	B	M	↓
204	% appeals allowed against authorities' decisions to refuse planning permission	T	25.6	37.9	25	T	-	-

BVPI	Indicator Description	Tgt/ Ind	TQ 06/07	BQ 06/07	Actual 2006/07	Quartile 2006/07	Quartile 2005/06	Trend
<b>Access to Services Priority</b>								
2b	The duty to promote race equality checklist score	T	84	58	68.4	M	B	↑
<b>General - Non Priority</b>								
8	% Invoices paid on time	T	97	91	94.76	M	M	→
9	Council tax collected (%)	T	98.48	96.49	98	M	T	↓
10	NNDR collected (%)	T	99.3	98.43	98.8	M	T	↓
11a	% of top 5% of earners that are women	I	43.56	24.11	21.43	B	B	→
11b	% of top 5% of earners that are from ethnic minorities	I	4.53	0	0	B	T	↓
11c	% of top 5% earners with a disability	I	5.49	0	16.67	T	-	-
12	Days sick per member of staff	T	8.09	10.73	8.06	T	M	↑
14	Early retirements / staff	I	0.18	0.97	0	T	T	→
15	Ill health retirements / staff	I	0	0.32	0	T	T	→
16a	% staff with disabilities	I	4.43	1.9	5.78	T	T	→
17a	% staff from ethnic minorities	I	5.2	1	2.36	M	M	→
78b	Average time for processing changes of circumstances	T	7.8	15.6	6.45	T	T	→

BVPI	Indicator Description	Tgt/ Ind	TQ 06/07	BQ 06/07	Actual 2006/07	Quartile 2006/07	Quartile 2005/06	Trend
79a	% of cases where calculation was correct	T	99.2	97	88	B	T	↓
79b(i)	% of overpayments recovered as a % of Housing Benefit deemed recoverable	T	80.61	63.01	81.2	T	T	→
79b(ii)	% overpayments recovered during the period including overpayments identified during the period	I	38.38	26.8	37.63	M	T	↓
205	Quality of service checklist (%)	T	100	88.9	94.44	M	-	-
219b	% of conservation areas with an up to date character appraisal	I	43.63	5	5	B	B	→
126	Domestic burglaries per 1000 households	I	5.8	13.2	4.63	T	T	→
127a	Violent crimes per 1000 population	I	13.1	22.9	15.56	M	T	↓
127b	Robberies per 1000 population	I	0.3	1.3	0.27	T	T	→
128	Vehicle crimes per 1000 population	I	7	13.9	4.24	T	T	→
175	% of racial incidents that resulted in further action	T	100	100	100	T	T	→

**Appendix B - Best Value Performance Indicators in Bottom Quartile 2006/07 (position at end of third quarter 2007/8)**

Quartile 06/07 column: actual 2006/07 against 2006/07 quartile performance data

BVPI	Indicator Description	Tgt/ Ind	TQ 06/07	BQ 06/07	Actual 06/07	Quartile 06/07	Third Quarter 2007/8	Quartile as at third quarter	Comments
	<b>Cleaner, Greener , Healthier and Safer Priority</b>								
84b	% change (from previous year) in the waste collected (KG per head per annum)	T	-1.78	2.51	4.2	B	0.22	M	Performance has improved significantly during the current year
199d	Year on year reduction of incidents / increase in enforcement actions to deal with fly tipping (graded 1 very effective - 4 poor)	T	1	3	3	B	N/a	-	Annual reporting
216b	Number sites where remediation of land necessary as % of 'sites of potential concern'	I	10	2	1.71	B	N/a	-	Annual reporting
218b	% of abandoned vehicles removed within 24 hours (of legally being able to)	T	97.87	75.5	57	B	87	M	Performance has improved significantly and overall numbers of abandoned vehicles remain low (15 reported by the end of the 3 <sup>rd</sup> quarter)
109c	% of other planning applications in 8 weeks	T	92.46	84.81	84.12	B	88.52	M	Performance has improved and is now in the middle quartiles
BVPI	Indicator Description	Tgt/ Ind	TQ 06/07	BQ 06/07	Actual 06/07	Quartile 06/07	Third Quarter	Quartile as at	Comments



REPORT OF THE DEPUTY DIRECTOR – HOUSING AND COMMUNITY SAFETY  
TO THE EXECUTIVE  
4 APRIL 2008

**Oxfordshire Local Area Agreement 2**

**1.0 Introduction and Report Summary**

- 1.1 This report provides information about Oxfordshire's next local area agreement (LAA2).
- 1.2 The contact officers for this report are Toby Warren, Head of Community Strategy, tel. 01235 547695; and Paul Staines, Deputy Director, Housing and Community Safety, tel. 01235 547621.

**2.0 Recommendations**

*That the Executive:*

- (a) *Endorse the priorities within Oxfordshire's next local area agreement.*
- (b) *Give delegated authority for the Leader of the Council, in consultation with the Chief Executive, to agree targets for the priorities.*

**3.0 Relationship with the Council's Vision, Strategies and Policies**

- 3.1 This report supports the Council's Vision and Priorities. It also supports the Vale Community Strategy. It does not conflict with any Council strategy or policy.

**4.0 Background**

- 4.1 Local Area Agreements (LAAs) are three-year agreements between the Government and key partners which set out the priorities for improvement in a local area. They should help to join up public services and improve service delivery. LAAs are set at a county or unitary level and should reflect the views of all partners, including district councils.
- 4.2 The Local Government and Public Involvement in Health Act 2007 places a statutory requirement on local authorities to co-operate in negotiating and delivering an LAA.
- 4.3 In Oxfordshire the negotiations with Government are being led by the Public Services Board (PSB) on behalf of the Oxfordshire Partnership.
- 4.4 The Oxfordshire Partnership is the county local strategic partnership and brings together the public, private and voluntary sectors in order to improve the social economic and environmental well-being of Oxfordshire.

- 4.5 The Public Service Board is made up of representatives of the Oxfordshire Partnership including the District Council. The Leader of the Council sits as the Council's representative on the Public Service Board and Oxfordshire Partnership.
- 4.6 From 1<sup>st</sup> April 2008 the Government will measure local area performance using 198 national indicators (which replace all other Government indicators e.g. best value performance indicators); up to 35 indicators (plus 16 statutory education and early years indicators) must be selected as local priorities for performance improvement. The 35 indicators should be the most important indicators for Oxfordshire (so reflect the type of area and the particular issues the county faces e.g. lack of affordable housing).
- 4.7 In return for an agreement to improve performance the Government is allowing local areas more freedom in spending decisions. The Government has reduced the number of specific ring-fenced grants and has amalgamated them into the 'area based grant' (which includes previously ring-fenced grants e.g. the safer and stronger communities fund) so that partners can decide how to spend this money locally. The priorities that make up LAA2 will inform how area based grant is spent. The County Council is the accountable body for area based grant.

## **5.0 LAA2 Priorities**

- 5.1 The appendix to this report contains the shortlist of LAA2 priorities agreed by the Oxfordshire Partnership on 7<sup>th</sup> March. District Councils in Oxfordshire have worked together to ensure that LAA2 contains priorities that are important for the districts as well as the County. This bid will be finalised at the PSB meeting in April.
- 5.2 The PSB now needs to agree targets for each priority. The PSB will reserve the right to withdraw a priority from the shortlist if it is not possible to agree achievable targets with the Government Office for the South East (acting on behalf of central government).
- 5.3 LAA2 negotiations should be completed by June 2008.

## **6.0 Financial implications**

- 6.1 Agreeing LAA2 has no immediate financial implications for the Council. If in the future the Council decides to commit funding to LAA2 priorities any decisions should be made through the normal budget setting process.

## **7.0 Conclusion**

- 7.1 LAA2 identifies the key priorities for Oxfordshire and will provide a framework to work in partnership to improve local services. Oxfordshire County Council is the lead organisation for LAA2 and has worked closely with other statutory organisations and the voluntary sector to develop a set of priorities which reflect the areas for improvement in the county over the next three years.
- 7.2 From April 2009, Comprehensive Area Assessment (CAA) will replace Comprehensive Performance Assessment (CPA). CAA will look at the public services in an area delivered by councils and their partners including the private and voluntary sectors. It will recognise the importance of effective local partnership working and the enhanced role of the Community Strategies and the importance of



councils in leading and shaping the communities they serve. Performance against the agreed LAA targets will be a key factor in this assessment.

- 7.3 Officers envisage that a further report on the LAA will be tabled later in the year once the priorities and associated targets are finalised that will set out the commitments the Council has made to the targets within the LAA

## **8.0 Notification of Briefing on LAA**

- 8.1 Members might like to be made aware of a seminar being run by the County Council on the development of both the Sustainable Communities Strategy and the Local Area Agreement.. The purpose of these briefings is to provide information on how the County Sustainable Communities Strategy is being developed and will be delivered through partnership working using the Local Area Agreement and the Sustainable Community Strategy Delivery Plan.
- 8.2 The seminar is being held at the Abingdon Four Pillars Hotel on Thursday 10 April. 3pm-5pm. Members can book a place by e-mailing [oxfordshirepartnership@oxfordshire.gov.uk](mailto:oxfordshirepartnership@oxfordshire.gov.uk) with your name, organisation, contact details and any particular access or dietary requirements.

PAUL STAINES  
DEPUTY DIRECTOR (HOUSING AND COMMUNITY SAFETY)

**Appendix:** Indicator List agreed by Oxfordshire Partnership on 7 March 2008

Oxfordshire Local Area Agreement 2008-2011 – Indicator List agreed by Oxfordshire Partnership on 7 March 2008

Focus & Lead Officer	Indicator	Summary of planned work	Baseline information available:	Recent Trend	Benchmark info eg. top quartile	Suggested Target	Any locality / group focus?	Resource Plans
PCT - Jackie Wilderspin	NI 56 Obesity among primary school age children in Year 6 DCSF DSO	<ul style="list-style-type: none"> <li>Weight Watchers Family Project starting in Chipping Norton Area – <b>April 2008</b></li> <li>School height and Weight Programme being delivered between February – <b>July 2008</b></li> <li>Review of Children Services input into childhood obesity programmes (<b>Year 1</b>)</li> <li>Breast Feeding Strategy Initiatives – new workers to be employed in areas of high need to provide skills based support (<b>to be recruited during 08/09</b>)</li> </ul>	Awaiting 2007 results (Feb 2008)	N/A	Not available until Mar 2008 but then will be detailed.	Halt the year on year rise by 2010, details of final target due in April. Aiming to reduce the levels of childhood obesity to 2000 levels by the year 2020.	County-wide	Fully funded by PCT.
CSYP - Mike Simm	NI 62 Stability of placements of children looked after number of moves DCSF DSO	<p>New work includes:</p> <ul style="list-style-type: none"> <li>Development of placement stability prediction tool with Oxford University.</li> <li>Further integration of placement duty &amp; support services; pre &amp; post care.</li> <li>Implementation of Family Group Conference service</li> <li>Full development of locality services</li> <li>Intensive community based assessment for parents of children at risk</li> <li>Specialist interventions for parents and carers, e.g. Oxfordshire Parenting Infant Programme (OXPIP)</li> <li>Multi-agency assessments at point of entry to care to include emotional health</li> <li>Counselling and support to carers and young people</li> <li>Improved recruitment strategy</li> <li>Implementation of specialist treatment foster care schemes</li> <li>Implement findings and recommendations of educational review on vulnerable children</li> </ul>	Annual back to 2004/5	<p>Performance has become worse since 2004/5, but in 07 was performance still 2% better than Statistical Neighbours.</p> <p>2006/7 - 15% 2005/6 - 12% 2004/5 - 11% <b>(Lower % = better performance)</b></p>	Oxon remains within the top performing bands	Aim to maintain low numbers of looked after children whilst improving placement stability to 11%	Could be broken down into areas or localities.	Plans include several new areas of work. Additional SW time to provide intensive community support programmes and to recruit new carers

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Focus & Lead Officer	Indicator	Summary of planned work	Baseline information available:	Recent Trend	Benchmark info eg. top quartile	Suggested Target	Any locality / group focus?	Resource Plans
C&YP - Mike Simm	NI 70 Hospital admissions caused by unintentional and deliberate injuries to children and young people DCSF DSO  NEW INDICATOR	<p>The PCT strategy supports this indicator with the following work streams</p> <p><b>2008-09</b></p> <ul style="list-style-type: none"> <li>* Retrospective analysis of dataset to identify current trends &amp; set baseline</li> <li>* Establish systems and process for performance monitoring.</li> </ul> <p><b>2008 to 2010</b></p> <ul style="list-style-type: none"> <li>* Increase targeted support &amp; education through children's centres and with high risk groups including teenage parents, children looked after, care leavers, young offenders.</li> <li>* Commission evidence based injury minimisation programmes in schools and children's centres ensuring delivery to schools in areas of deprivation</li> </ul> <p><b>Over three years (2008 to 2011)</b></p> <p>Re-design and re-commission universal services for children &amp; families and target resources in areas of highest need including:</p> <ul style="list-style-type: none"> <li>* Increased support for families in need and early identification and intervention for children at risk of abuse and neglect</li> <li>* New investment to support joint working across a range of agencies; in particular the lead professional role for Team Around the Child, Common Assessment Form.</li> <li>* Commission services to support integrated multi agency teams working.</li> </ul>	Will be established in 2008/9	TBC	Above national average but bottom quartile for similar Local Authorities	An overall decrease in hospital admissions caused by unintentional and deliberate injuries	Data will be linked to postcode and analysed by SOA and IMD on an annual basis	£715K of PCT funding contributing to deliver on this agenda.

# Oxfordshire Local Area Agreement 2008-2011 – Indicator List agreed by Oxfordshire Partnership on 7 March 2008

Focus & Lead Officer	Indicator	Summary of planned work	Baseline information available:	Recent Trend	Benchmark info eg. top quartile	Suggested Target	Any locality / group focus?	Resource Plans
C&YP - Mike Simm	NI 81 Inequality gap in the achievement of a Level 3 qualification by the age of 19 DCSF DSO  NEW INDICATOR	<ol style="list-style-type: none"> <li>14-19 Strategy Team add focussed actions to their Project management plan, allocating times for completion and identifying responsibilities to a member of the team.</li> <li>Data requested and generated from Data Strategy Group</li> <li>Issues surrounding Information Advice &amp; Guidance and the Sept Guarantee would be actioned via collaborative partnership with Youth Support Services at the 14-19 Project group.</li> <li>Issues surrounding Diploma offer actioned via collaborative partnership with Consortia at the 14-19 Project group and the Oxfordshire Secondary School Headteachers' Association (OSSHTA).</li> <li>Actions monitored by 14-19 Strategy Service Manager via the 14-19 Project Management Plan.</li> <li>Outcomes monitored by the Data Strategy team and reported to 14-19 Service Manager</li> <li>Stakeholder commitment secured, planned and promoted by 14-19 team with the support of OFSG and OSSHTA</li> <li>JAR action plan priorities to be effectively linked with actions for this target by Senior Adviser Secondary</li> <li>Monitored via the OFSG</li> </ol>	<p>2006/7: Due Feb 08</p> <p>2005/6: 34% gap between not-FSM* 51% and FSM 17% in Oxon.</p>	<p>Average attainment of L3 by 19 years-old: 2004/05 51.3% 2005/06 52.2% (Cambridgeshire 50.5%)</p> <p>NB This is not the same as the measure for the new indicator.</p>	<p>Average attainment of L3 by 19 years-old: 2005/06 52.2% (Cambridgeshire 50.5%)</p>	<ol style="list-style-type: none"> <li>1. Reduce the gap to national levels: L3 is achieved by 22% of 19 year-olds eligible for FSM at 15 (Up from 17%)</li> <li>Increase to 26% (rarely achieved so far outside the London Boroughs), bringing Oxon into top FSM % L3 achievement rates of Buckinghamshire, Birmingham, Leicester City and Bath &amp; NE Somerset.</li> </ol>	<p>FSM-eligibility is an indicator of deprivation so we will need to use whatever geographical focus is already used for IDACI reporting. We expect to focus our work at the Ward level.</p>	<p>Requires maintenance of a range of existing funding streams in 14-19 arena. Need to bid for additional ESF funding to reduce NEET through Engagement projects in identified wards</p>
C&YP - Mike Simm	NI 110 Young people's participation in positive activities PSA 14  NEW INDICATOR	<p><b>Actively Involve Young People in:</b> Consultations events; Website &amp; innovative techniques to engage marginalized groups (from March 08); design &amp; production of publicity materials (from Apr08)</p> <p><b>Provide Personal Support to Vulnerable Young People:</b> Assess needs of those at greatest risk of negative outcomes &amp; whose engagement in positive activities is often limited; Actively support young people to take up positive activities both targeted and universal (from April 08); Ongoing personal support to young people at risk of negative outcomes to access positive activities (from April 08)</p> <p><b>Identify and address barriers and gaps in provision:</b> Ensure the positive activities agenda is linked with broader integrated transport initiatives (May 08); Facilitate discussion regarding single strategy for young people's transport including all elements of CYP, Extended Services, Safer Routes to Schools, Local transport plans, Aiming High (Positive Activities) and Best Value (May/June 08);</p> <p><b>Publicise Positive Activities:</b> Map all local activities; includes activities offered by DCs (Oct 08); Set-up web-directory of activities (May 08) with links to volunteering site and area prospectus (Dec 08)</p> <p><b>Revise and refine Local Offer:</b> Ensure provision of positive activities is integrated with other support functions e.g. info and guidance (Oct 08); Include</p>	<p>Will be collected in 08/09 - data from a range of sources has been collected previously but this will be the first time that it has been collated for young people 13 - 19.</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>All aspects of the plans actively seeking to include the most vulnerable and/or isolated</p>	<p>To secure for young people 13 - 19 (and up to 24 young people learning difficulties/diabilities) sufficient educational and recreational positive activities in young people's leisure-time requires shifting resources but not new resources.</p>

Oxfordshire Local Area Agreement 2008-2011 – Indicator List agreed by Oxfordshire Partnership on 7 March 2008

Focus & Lead Officer	Indicator	Summary of planned work	Baseline information available:	Recent Trend	Benchmark info eg. top quartile	Suggested Target	Any locality / group focus?	Resource Plans
		<p>volunteering opportunities in local offer(Oct 08);</p> <p><b>Measure Performance:</b> Put in place tools to measure take-up following Government guidance;</p> <p>Establish baseline &amp; set improvement target in 08 – 09;</p> <p>Monitor take-up (on-going)</p>						
C&YP - Nigel Strick	NI 111 First time entrants to the Youth Justice System aged 10 – 17 PSA 14	<ul style="list-style-type: none"> <li>Continue to extend preventative work through Identification and Support Scheme on countywide basis both by geography and age group (i.e. 7 – 15 years);</li> <li>Target new proposals for delivery of Positive Activities for Young People at risk of offending;</li> <li>Identify funds to continue extended Diversion Scheme beyond March 2009;</li> <li>Implementation of current plans to ensure seamless joint interventions with Anti-Social Behaviour Co-ordinators in the city and district councils, working to prevent the escalation of anti-social and criminal behaviours by children and young people.</li> </ul>	<p>Jul - Sep 07: 245</p> <p>2006/7: 1037</p> <p>2005/6: 1229</p>	Continuing improvement since 2005/6	In best 25% performance nationally.	From a baseline in 06/07 of 1,037 to achieve 937 by March 2011	Could be focussed by age, gender, ethnicity & postcode.	The resources required to deliver this target are available.

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Focus & Lead Officer	Indicator	Summary of planned work	Baseline information available:	Recent Trend	Benchmark info eg. top quartile	Suggested Target	Any locality / group focus?	Resource Plans
C&YP - Mike Stimm	NI 112 Under 18 conception rate PSA 14	<p>§ The future commissioning of termination services should include provision of contraceptive advice.</p> <p>§ A more proactive approach to the delivery of SRE/PSHE (including drugs and alcohol) in secondary and primary schools, with clear targets for schools in hotspot areas. Prioritise provision of funding for key roles to support schools</p> <p>§ Link to the Extended Schools agenda in order to increase outreach &amp; sexual health services. The option to establish Bodyzones as part of extended services to be explored.</p> <p>§ Ensure workforce has requisite skills and knowledge needs to be embedded in the joint workforce development strategy</p> <p>§ Sexual health and teenage pregnancy will be substantially represented in Integrated Youth Support Service review and planned developments</p> <p>§ Improve targeted health promotion and support for young parents by universal services including sexual health advice and support in non health settings such as children centres</p> <p>§ Develop targeted programmes of work with high risk groups</p> <p>§ Ensure mainstream funding for successful pilots</p> <p>§ Investment is needed to provide direct communication to children and young people, particularly the hard to reach groups. A joint integrated communication strategy needs to be developed and implemented</p>	06/07: Not available yet 05/06: 34.1% 04/05: 34.3%	Currently the data for the first half of 2006 is down on the first half of 2005.	Below national average (41.5%) in 2005 at 34.1%.	Aim to reduce teenage conceptions to under eighteens by 45% by 2010 in Oxon. This target is interdependent with the national government target to reduce conceptions nationally by 50% by 2010	Evidence suggests teenage conceptions linked with areas of deprivation. Focus would be 19 hotspot areas across the county that are amongst the highest 20% of high conception wards in England. Data can be down to District level.	Teenage Pregnancy grant is £160,000 per annum, PCT contribute £30,000 per annum. Money is held within the ABG

Oxfordshire Local Area Agreement 2008-2011 – Indicator List agreed by Oxfordshire Partnership on 7 March 2008

Focus & Lead Officer	Indicator	Summary of planned work	Baseline information available:	Recent Trend	Benchmark info eg. top quartile	Suggested Target	Any locality / group focus?	Resource Plans
C&YP - Mike Simm	NI 117 16 to 18 year olds who are not in education, training or employment (NEET) PSA 14  NEW INDICATOR	To be confirmed by partners depending on the focus chosen. IF vulnerable groups – Activities would be a collection of such projects some already running, some through refocusing existing work, some through external bids and funding – an LAA target would give better focus to the work and potentially support more bidding activity. IF poorer performing areas of NEET – largely the urban areas (especially Oxford), LAA activity would be described from current project work, revised approaches and prioritising the areas when bidding for external funding. IF poorer performing areas of In learning – largely the suburban and rural areas. Same as the poor performing NEET areas. For any option specific measures and reporting would be established and include the item in 14-19/Area programme & Youth Support/Access to Education department strategies/structures.	31/12/07 4.1% 4.89% (31 Mar 07) 5.9% (31Mar 06) 5.3% (31 Mar 05)	Oxon's figures have been continually better than the National, regional and statistical neighbourhoods.	Oxon: 4.1% of 16-18 year olds in NEET. Nationally: 6.6%. SE: 5.2%. Oxon statistical neighbourhoods: 4.6%  City has NEET at 9%, placing it as a NEET hotspot – one of eight such hotspots in the South East region.	Decrease in 16-18 NEET to 3.0% (Current target is 3.7% by March 2010)  Increase in those in Learning 16-18 to 80% (Awaiting confirmation from 14-19 team as they will have a specific target against this figure).	Can be grouped by postcode, age, ethnicity, youth offending, learning difficulties & disabilities, substance mis-users.	Additional funding ~£1.3K per young person (total £200-260K over 3 years) to be covered by ESF bid currently being assessed. If unsuccessful with ESF bid, deploying existing resource would slow pace of change to anticipated 3.7% by March 2011.

Oxfordshire Local Area Agreement 2008-2011 – Indicator List agreed by Oxfordshire Partnership on 7 March 2008

Focus & Lead Officer	Indicator	Summary of planned work	Baseline information available:	Recent Trend	Benchmark info eg. top quartile	Suggested Target	Any locality / group focus?	Resource Plans
Skills & Work - Dave Waller	NI 152 Working age people on out of work benefits PSA 8  NEW INDICATOR	<p><b>2008-09:</b> Develop County wide Economic Inclusion and Skills Programme that builds on existing Area Programme, includes rural districts and links to department of Work and pensions plans / targets for the county.</p> <ul style="list-style-type: none"> <li>• Focus on areas which are in worst 20% nationally for Education, Skills and Training and on target groups including mental health service users and prolific offenders.</li> <li>• Develop network of organisations delivering community learning and health initiatives</li> <li>• Agree programme of interventions for each community and consolidate into county wide programme</li> </ul> <p><b>2009/10:</b> Learning projects established in 4 additional communities – one in each rural district</p> <p><b>2010/11:</b> County wide Learning Champions programme established to drive best practice.</p> <p>Oxfordshire Learning Network actions / outputs - produce / deliver Learning Passport / guide for learners; mapping provisions and gaps, design learning pathways that involve all partners. Ensure VCS learning providers are part of a coherent county wide learning programme/strategy.</p>	<p>2006/7 0.9% (December 2007)</p> <p>2005/6 1.0% (December 2006)</p> <p>2004/5 0.9% (December 2005)</p>	<p>Between 0.9% and 1% each year from 2004/5</p>	<p>Oxon Dec 07 0.9% of Oxfordshire population claimed JSA benefits. Nationally: 2.8% SE: 1.5% Since 2001 Oxon Job Seekers Allowance (JSA) claims lower than the National and Regional averages</p>	<p>Due to expected economic downturn and changes in rules governing JSA, Incapacity Benefit and Income Support, target should relate to Oxon's performance relative to the South East average rather than in absolute terms.</p>	<p>Figures available at SOA level and by age, ethnicity &amp; gender. Cherwell is worse than no or low qualification averages and so are older people. Would aim to reduce this disparity.</p>	<p>Delivered through improved / continued management of existing resources. Some SEEDA funding in 1st year and LAA1 reward in 2010/11. Some minor one-off resources required for collating/map ping information about course provision, learning &amp; skills partnership development and the production / dissemination of information to learners.</p>



Oxfordshire Local Area Agreement 2008-2011 – Indicator List agreed by Oxfordshire Partnership on 7 March 2008

Focus & Lead Officer	Indicator	Summary of planned work	Baseline information available:	Recent Trend	Benchmark info eg. top quartile	Suggested Target	Any locality / group focus?	Resource Plans
Skills & Work - Dave Waller	NI 163 Working age population qualified to at least Level 2 or higher PSA 2 SURVEY BASED NEW INDICATOR	<p><b>2008/09</b></p> <ul style="list-style-type: none"> <li>• Employment and Skills Board established</li> <li>• Research into staffing of new retail centres completed</li> <li>• Strengthened liaison with Train to Gain skills brokers on proactive targeting and uptake by employers with focus on L2</li> <li>• Oxfordshire based providers to enhance the number of individuals starting courses and their achievements</li> </ul> <p><b>2009/10</b></p> <ul style="list-style-type: none"> <li>• Retail academy launched</li> <li>• Construction skills research conducted</li> <li>• Train to Gain working group established</li> <li>• Number of employers engaged with Train to Gain in Oxfordshire increased</li> </ul> <p><b>2010/11</b></p> <ul style="list-style-type: none"> <li>• Construction skills centre set up</li> </ul>	Jan - Dec 06 69.0% Jan – Dec 05 69.4%	2006 69.0% 2005 69.4%	Oxon ranks 9th in SE local authorities.	3% point improvement on current levels.	Can only be supplied at county level, but other related data from L&SC could enable some geographical focus.	Plans funded from existing resources of partners.
Skills & Work - Dave Waller	NI 164 Working age population qualified to at least Level 3 or higher PSA 2 SURVEY BASED NEW INDICATOR	<p><b>2008/09</b></p> <ul style="list-style-type: none"> <li>• Employment and Skills Board established</li> <li>• Research into staffing of new retail centres completed</li> <li>• Strengthened liaison with Train to Gain skills brokers on proactive targeting and uptake by employers with focus on L3+. The L3+ activity within the Train to Gain programme is a pilot and thus offers employers significant opportunity to influence its delivery</li> <li>• Oxfordshire based providers to enhance the number of individuals starting courses and their achievements</li> </ul> <p><b>2009/10</b></p> <ul style="list-style-type: none"> <li>• Train to Gain working group established</li> <li>• Number of employers engaged with Train to Gain in Oxfordshire increased</li> </ul> <p>2010/11</p> <p>Other areas of activity would include those focussed on particular geographies or sectors for example the skills requirements identified from the consultants report into the Quadrant associated with the research establishments and high tech companies around the Harwell Science and Innovation Campus.</p>	Jan - Dec 06 69.0% Jan – Dec 05 69.4%	2006 69.0% 2005 69.4%	Oxon ranks in top 20% performers in SE local authorities.	3% point improvement on current levels.	Can only be supplied at county level, but other related data from L&SC could enable some geographical focus.	Plans funded from existing resources of partners.

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Safer - Shaun Morley	NI 20 Assault with injury crime rate PSA 25  NEW INDICATOR	<ul style="list-style-type: none"> <li>Town centre patrol plans for each town in Oxfordshire</li> <li>Violent Crime action plans for each LPA</li> <li>Review and evaluation of Nightsafe by Alcohol Tactical Business Group</li> <li>Focussed alcohol abuse enforcement activity e.g. half-term street drinking initiative, TUSAC campaigns</li> <li>Targeted media and communication strategy</li> <li>Improved detection of offences and prosecution of offenders by maximising the opportunities of Simple Speedy Summary Justice</li> <li>Targeted deployment of high visibility police and partner resources</li> <li>Focussed NIM activity and review</li> <li>Focussed performance review</li> </ul>	2006/7: 3553 2005/6: 3750 2004/5: 3914	Reduction in numbers of assault for last 3 years for figures provided.	None at this time.	Estimating 5% per year over course of LAA2. (Depending on the final definition of this indicator)	Location of the offences, overall performance by Local Policing Area and by age range, ethnicity, gender.	Existing resources of Thames Valley Police and other CDRP partner organisations.
Safer - Nigel Strick	NI 21 Dealing with local concerns about anti-social behaviour and crime by the local council and police PSA 23  SURVEY BASED	<ul style="list-style-type: none"> <li>Formal baselines need to be established. Discussions with DCLG confirm County Council's Citizens Panel survey (March 2008) will satisfy this need. (by June 2008).</li> <li>National guidance on the indicator stipulates that the indicator will be measured using the new "Place Survey", a biennial survey. Although the frequency of these Place Surveys rules them out in terms of measuring performance, comparisons will be conducted with other survey results and reported formally.</li> <li>Actions to deliver an improvement in public opinion:</li> <li>Via Neighbourhood Policing/Management. (From 1st April 2008)</li> <li>Ensure that Neighbourhood Action Groups are fully embedded within communities.</li> <li>Commit, resourced targeting of Police Community Support Officer patrol routes/contacts.</li> <li>Coordination of press &amp; media approaches by all 'safer communities' agencies. (From July 2008 – 3 year programme/plan to follow).</li> <li>3 year programme of locally based activities delivered via CDRP annual plans and informed by district council surveys of local concerns.</li> </ul>	33% agree that councils and police respond to local concerns. 26% do not.	Related indicators show a worsening situation.	Results are very similar across the Thames Valley Police area.	The level of improvement/change would need to be small due to the fact that the indicator is based around public perception and collected using a random sampled survey	Results can be broken down by LPA/CDRP (District Council) and by age, gender, income level etc.	No additional resources required to deliver target.

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Safer - Romy Briant	NI 32 Repeat incidents of domestic violence PSA 23 NEW INDICATOR	Clarify MARAC protocols in line with CAADA recommendations & ensure multi agency understanding by April 08 Implement protocols across all three MARACs. Introduce multi agency case management software if possible by April 08. Ensure ongoing qtrly monitoring (in place) Ensure regular reviews of MARAC process, protocols and effectiveness over the period of the LAA. Lead agencies = police and IDVA service in liaison with other participating services. Police and IDVA service to report to ODVSG. Police in liaison with IDVA service to revise practice/protocols as necessary and ensure ongoing liaison with CAADA Contribute to and draw from MARAC development and practice across the UK The IDVA service will work with Oxford city MARAC and court for first year of the target and to expand across the county, at the latest by the start of the second year of the target (April 2009) to work with Abingdon and Banbury MARAC and Banbury Court	Propose adopting the Banbury figures as baseline for the county because the Banbury MARAC was visited by CAADA and its data examined in November 2006 and therefore confident of its rigor = <b>28.2%</b>	Banbury base rate is lower than the national average repeat rate in relation to MARAC cases	Banbury base rate is lower than the national average repeat rate in relation to MARAC cases	15% decrease in percentage repeats to the MARAC by the end of the LAA ie a reduction to 24%.		The necessary resources to deliver this LAA2 target are available or are planned to be available at the point they are needed.

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Patricia Melling	NI 40 Drug users in effective treatment PSA 25  NEW INDICATOR	<ul style="list-style-type: none"> <li>Continue open access services: 08/09 • Sustain current investment in DIP and DIP treatment. Time Frame: 08/09 • Commission review of the effectiveness of DIP: 08/09 Qtr1 • Implement new flexible community group work programme: 08/09 Qtr1 • Improve distribution of all harm reduction information: 08/09 Qtr1 • Permanent premises for Cranstoun Cherwell: 08/09 Qtr 2</li> <li>Develop women's and family services: 08/09 Qtr2 • Ensure a more co-ordinated approach to family services; 1-year post to conduct a scoping exercise and make recommendations for the future coordination of provision: 08/09 Qtr1 • Ensure Women's service develops work to improve awareness of substance misuse issues related to maternity &amp; child healthcare services: 08/09 Qtr3 • Alcohol services - Continue to identify recurring funding for alcohol initiatives and increase capacity in the alcohol community treatment service: Bid to PSB by Oct 2008 • Counselling expansion: 08/09 Qtr 2</li> <li>Care plan/care pathway review – to look at movement through the system, case review: 08/09 • Run clinical audit on an annual basis with all partners in Shared Care • Continuity of care pilot clinic for unplanned discharge for prisoners: 08/09 Qtr2</li> <li>Sustain geographical spread of the share care scheme including both GP practices and Pharmacies: 08/09</li> <li>Sustain open access and structured peripatetic services across the county to include the rural communities: 08/09</li> <li>Explore with PCT &amp; Radcliffe Hospitals NHS Trust development of a community based BBV clinic incl. Hepatitis C treatment options: 08/09 Qtr2 • Develop community reduction/detoxification options: 08/09 Qtr2</li> <li>Sustain levels of structured treatment places available to new clients entering drug treatment. Time Frame: 08/09</li> <li>Ensure more accessibility to BME &amp; Migrant Workers : 08/09</li> <li>Continue commissioning young people's specialist substance treatment service across the whole county: 08/09</li> <li>Lobby to increase investment in Young People's Substance Misuse Education and Early Intervention Services: 08/09</li> </ul>	Forecast for 2007/08 is approx 1700 users in treatment.	Improving since 2005	TBC	The national target is 1% increase year on year but a stretch target for Oxfordshire will be negotiated between the DAAT and NTA (DoH), aligned with Vital Signs and confirmed by 31st May 2008.	TBC	Resources to deliver the target are available although funding is drawn from a number of sources. Targets to be aligned with DIP budget & Pooled Treatment Budgets and the Probation SMT and Police PPO budgets.

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Tackling exclusion and promoting equality - Paul James	NI 140 Fair Treatment by local Services SURVEY BASED NEW INDICATOR	The decision to include this indicator was made at the PSB meeting on 4 Mar 2008. The LAA2 Steering Group has commissioned Paul James, (Oxon CC) Jackie Wilderspin (PCT) and Val Johnson (Oxford City) to develop a proposal.						
Tackling exclusion and promoting equality - Nick Welch	NI 141 Number of vulnerable people achieving independent living CLG DSO	<p><b>2008-09:</b></p> <ul style="list-style-type: none"> <li>Implement new monitoring &amp; targets for services contained in the new strategy</li> <li>Complete re-commissioning of services for women at risk of domestic violence &amp; single homeless in Oxford</li> <li>Start tenders of services for people with drug problems &amp; ex-offenders</li> </ul> <p><b>2009-10:</b></p> <ul style="list-style-type: none"> <li>Begin process of re-commissioning services for teenage parents &amp; young people</li> <li>Visit best performers, then disseminate good practice</li> </ul> <p><b>2010-11:</b></p> <ul style="list-style-type: none"> <li>maintain the new regime of monitoring and performance targets</li> <li>complete the re-commissioning of services for people with drug problems and ex-offenders</li> <li>start tenders of services for teenage parents &amp; young people</li> </ul> <p><b>2010-11:</b></p> <ul style="list-style-type: none"> <li>complete delivery of 2008-11 strategy</li> <li>complete re-commissioning of teenage parents &amp; young people services</li> </ul>	Qtrly from 2005/6	Increased from 39% to 54% in last 6 months. A move from bottom decile to 9th decile.	Oxon remains firmly in bottom quartile.	<ul style="list-style-type: none"> <li>57% by Q4 of 2008-09</li> <li>60% by Q4 of 2009-10</li> <li>63% by Q4 of 2010-11</li> </ul>	Nos.of single homeless in measure require performance raised for this client group to achieve improved average: increased nos. taking on and maintaining tenancies, taking up training and paid work, maintaining their mental and physical health, and avoiding substance misuse, offending and anti-social behaviour.	Will require full amounts identified as Supporting People Admin portion of Area Based Grant to deliver improvement s. (08/09-£406K, 09/10-£374K & 10/11-£320K)

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Housing - Anna Robinson	NI 154 Net additional homes provided PSA 20	<p>1. Participate in CIH research within 6 sub-regions across the county to review common obstacles that work against housing starts and completions.</p> <p>2. Undertake a land audit of sites in public ownership and produce plans for optimising the number brought forward for housing.</p> <p>3. Standardised monitoring arrangements in place to enable cross-County review of sites with planning consent and to produce action plan to expedite development of such sites</p> <p>4. Investigate and review current practice for joint working between housing and planning services, including: From this work, to develop a good practice guide for use across the county.</p> <p>5. Oversee joint housing and planning project, in consultation with housebuilders, to put a framework in place for planning agreements and to produce best practice guidance for LA's and all parties involved in the development process</p> <p>6. Establish house builders forum to share information, develop more effective working relations &amp; agree protocols to expedite delivery of sites for housing.</p> <p>7. Achieve a greater supply of new housing in Oxfordshire, review the scope for allocating more land for housing within LDFs</p> <p>8. Review impact of Government's sustainability criteria on housing delivery in rural districts and develop Oxfordshire criteria and guidance that does not unreasonably fetter housing development.</p>	<p>2006/7: 3,402</p> <p>2005/6: 3,569</p> <p>2004/5: 2,881</p>	<p>2006/07 delivery was down 3% on 2005/06</p>	<p>We know the cumulative completions in the county for last 3 years</p>	<p>To accelerate housing delivery across Oxfordshire. South East Plan housing targets are urgently required in order that housing trajectories can be revised and the OHP can determine the extent by which delivery can be brought forward</p>	<p>districts</p>	<p>£30K LAA1 pump-priming grant will enable the key activities to take place as this is an extension of LAA1 activities.</p> <p>Further actions will be undertaken on a discretionary basis, with contributions sought for key events from a range of partner organisations</p>

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Housing - Anna Robinson	NI 155 Number of affordable homes delivered (gross) PSA 20	<ol style="list-style-type: none"> <li>1. Review the scope for harmonising and streamlining affordable housing policy and relevant planning policy across the county by:</li> <li>2. Develop a consistent approach across the county to evidencing housing need, within the framework of an up-to-date housing market assessment.</li> <li>3. Set targets &amp; monitor outcomes for LAA2 whereby Oxfordshire housing authorities enable affordable housing delivery through contribution of land, funding or equivalent.</li> <li>4. Investigate and review opportunities for developing alternative affordable housing solutions to best meet the range of housing needs in Oxfordshire (for instance an Open Market Homebuy product for Oxfordshire).</li> <li>5. Oxfordshire Rural Housing Partnership to fund and participate in a Rural Housing Review to optimise rural housing delivery.</li> <li>6. Rework ORHP's 5 year performance targets to establish rural affordable housing delivery targets for the next 3 years, to dovetail in with LAA2.</li> <li>7. ORHP to develop a marketing plan to dovetail with work of ORCC &amp; community-led planning, to educate local communities about the scope for and benefits of rural affordable housing.</li> <li>8. OHP to lead development of initiatives optimising funding from new national housing agency to increase number of affordable homes delivered</li> <li>9. OHP to establish mechanisms for Oxfordshire-wide quarterly monitoring of this target.</li> </ol>	<p>2006/7: 674 2005/6: 703 2004/5: 391 (Ave of 589)</p>	2006/07 delivery was down 5% on 2005/06	Performance measured against specific targets for Districts & SE Plan so benchmarking against other counties is not relevant.	2008/11, average target of 646 per year and an overall target of 1,938 for Oxfordshire as a whole. May be variances for individual Districts, Central Oxfordshire and for a specific year within this period, due to external factors outside the control of individual Districts on the progress of individual large housing schemes.	District and countywide possible. Aiming to also monitor at sub-county areas linked to SE Plan targets.	Additional resource to focus on enhanced rural housing delivery, research and development of costed solutions to county-wide protocols will use LAA1 pump priming grant to fund 50% of £40Krequire d for these activities. The partners will resource the balance jointly and will seek contributions from RSL partners and others with an interest in improved affordable housing outcomes.
Housing - Anna Robinson	NI 156 Number of households living in Temporary Accommodation PSA 20	At time of publication, a continuing debate is being held among District Councils on the plans relating to this indicator and it is NOT included in the total of 34. <b>An update will be tabled at the Public Service Board.</b>	YES. But recent figures not yet provided	TBC	TBC	Reduce homelessness	Focus on City	Fully funded.

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Paul Hilditch Adult HWB - Widerspina	NI 8 Adult participation in sport DCMS DSO  SURVEY BASED	<p>An annual business plan will be created by the Oxfordshire Sports Partnership, which will be collated from the various sub group plans of the Partnership, GO ACTIVE project plans, Community Sport Network plans.</p> <p>With Go Active Funding actions to include: Employing 5 Co-coordinators, one in each District, Informal referrals from GP surgeries to physical activity in the community Employing 8 activators to organise adult based activities in the community; development of Return to Sport Scheme (funded separately), project aimed at young women, family centre based activities, disability multi-sport clubs, Fit at work sessions, young at heart activities for those over 60 years of age.</p> <p>Without Go Active funding there would be the employment of 2 co-coordinators to provide informal referrals from GP surgeries and possibly 3 Activators (as Sport England funding is 50:50 but some can be in kind contribution). Activities would be based on the Community Sport Network action plans and include continuation of existing programmes such as the Community Coach scheme. Return to Sport, Fit at Work, Disability sports clubs (Funded separately) but utilising partner development budgets and bids for other funding. Activity would therefore still take place irrespective of successful Go Active funding.</p>	2005/6 23.2%	N/A	<p>5 Local Authorities areas 3 in the top quartile, 1 is 2nd quartile, 1 in bottom quartile based on the Active People survey.</p> <p>South Oxfordshire and Oxford are below the expected participation based on the demographically adjusted participation rates provided via the Active People survey.</p>	<p>Aiming for a 1% increase but additional resources would enable further stretch.</p>	<p>The annual measure can be broken down to District level and can be used for Middle Super Output Area estimates. It can also be broken down by age, gender, disability etc.</p>	<p>Partnership has various funders: Sport England, Local Authorities, National Governing Bodies of Sport and the Youth Sport Trust. - Bid in for funding GO Active project with Regional Sports Board (12 Mar 2008). If not successful, the Partnership will seek to build on its present funding base to provide more resources. (Activity budget proposed to be @ £30K per year, which is not significant and would need to be supplemented anyway with partner budgets.) - All Districts have existing sports development revenue funding streams.</p>



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Adult HWB - Jackie Wilderspin	NI 120 All-age all cause mortality rate PSA 18	<ul style="list-style-type: none"> <li>Target localities in Oxford and Banbury have been identified due to high deprivation levels and communities at risk of premature death.</li> <li>Clients offered health checks in pharmacies and referred to health trainers for one-to-one support.</li> <li>Health trainers work with client to agree a personal health plan which may include smoking cessation, increasing physical activity, weight management, alcohol advice. Support is offered for 3 months.</li> <li>The GP will conduct a cardio-vascular risk assessment and prescribe appropriate medicines.</li> <li>Clients will be followed up with regular checks.</li> </ul>	<p><b>03-05</b> 1st Quintile: 659.40 5th Quintile: 1207.37 Difference: 547.97</p>	Differences have been reducing since 2001-03 and in last measured period (2004-2006) have exceeded the target set.	No national or regional comparator.	Reduce the gap in inequalities by 10% by narrowing the gap in all-age, all-cause mortality. The baseline from 2003-05 is being used, with an end point of 2009-2011 and a reduction of 10%.	District level data is subject to greater variation. Banbury & Oxford should be target for activity.	Target included in PCT 5 year commissioning strategy. First year investment is secured in PCT Operational Plan and agreement with District Councils on Exercise Referral schemes. Funding for future years to be secured through PCT baselines.
Adult HWB - Jackie Wilderspin	NI 131 Delayed transfers of care (DTOC) from hospitals DH DSO NEW INDICATOR	<ul style="list-style-type: none"> <li><b>Jan – April 08:</b> DTOC Taskforce implements action plan addressing immediate challenges &amp; create 'quick wins'.</li> <li><b>Spring 08:</b> anticipated approval for Patient/Client Discharge Pathway Improvement Programme action plan. Sponsors are: Moira Logie, Director of Operations, ORH; Penny Astrop, Director of Community Health Services, Oxfordshire PCT; Paul Purnell, Head of Social Care for Adults, Oxon CC. Programme Board is chaired by John Jackson, Director for S&amp;CS, Oxon CC</li> <li>Older People's Health and Social Care Service Model with supporting business case to be presented to PCT Board in <b>Autumn 2008</b></li> </ul>	<p>Yes since 2004/5</p>	Comparative data only for acute beds. 2006/7 5th worst performance (out of 150). IPF comparison – 2nd from bottom. Shire counties – 2nd from bottom. Geographically – lowest in SE.	Consistently below Heat Care Commission KPI standards.	DTOC rate reduced to within HCC KPI standards. Assume targeted improvement in performance for the acute sector is transferred to all beds covered in the new indicator, would expect an overall decrease in the number of people delayed by 36% over 3 years (18% in 08/09, 27% in 09/10 & 36% in 10/11).	Could be broken down to hospitals and 5 year age bands	<b>Fully funded.</b> Project Manager - £30K (PCT & Oxon CC) New Home Support First Response - £630K to increase home support and speed up discharge

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Adult HWB - Jackie Wilderspin	NI 135 Carers receiving needs assessment or review and a specific carer's service, or advice and information DH  NEW INDICATOR	Carers Improvement project covering 2008-11 to be agreed by Oxon CC Change Management board by March 2008 includes the following projects to be set up over the first quarter 08 to deliver increase returns to meet the target over the coming 11 quarters: 1) Carer Awareness Project £50K 2) Expert Carers Programme £50K 3) Carers Employment Project £30K 4) Carers' referral and self-assessment project £50K 5) Direct Payments and extended outcome measures to deliver direct replacement care £220K 6) Increase flexible Respite care schemes £453  There is also a range of planned and funded supporting work to deliver the improvements.	New indicator replaces existing measure with data provided back to 2004. Indicator is based on new measure including people receiving information & advice only; an additional 577. No comparative data on this for other authorities yet.	Percentage on current measure in provide from 4.9% to 13.1% in period from 2004/5 to 2006/7	With current measures Oxon 13.1% (2018 carers receiving services and 15,425 community based service recipients) = in 24 percentile for local authorities; 12th highest of 35 (34 percentile for shire authorities); 4th highest of the IPF Comparators (25%).	Key issue to be addressed is – number of carers receiving services. We would aim to increase this by 100 per year ie 2006/7 = 2595 2008/9 = 2695 (3.8% increase) 2009/10 = 2795 (3.7% increase) 2010/11 = 2895 (3.6% increase) PENDING final definition of indicator	Broken down to SOA could cause issues of confidentiality. DC reports may make more sense and information is required to be broken down to age or carer and client group of the person being cared for.	Resources committed to this improvement are detailed in "Summary of Plans column"
Transport - Steve Howell	NI 175 Access to services and facilities by public transport, walking and cycling DfT DSO  SURVEY BASED	<b>By March 2009:</b> <ul style="list-style-type: none"> <li>Reduce congestion and delay for buses and improve passenger facilities by investing £370K capital and £300K revenue in the Oxfordshire Premium Bus Route Network including Real Time information for passengers</li> <li>Minimise delays to buses through Network Management Plan</li> <li>Encouraging public transport / Park &amp; Ride use by having a Traffic Management &amp; Control (TMC) Strategy in place, including Variable Message Signs appearing on approaches to Oxford to help reduce traffic congestion and provide information on alternatives</li> <li>Increase public transport use via £3.5m+ of public transport subsidy to support bus services across the County, largely to connect rural areas with their nearest towns</li> </ul> <b>By March 2010</b> <ul style="list-style-type: none"> <li>A further £750K invested in Premium Bus Route Network</li> <li>TMC roll out commenced</li> <li>Further bus subsidy (£3.5m+)</li> </ul> <b>By March 2011</b> <ul style="list-style-type: none"> <li>£800K more for Premium Bus Routes</li> <li>Further bus subsidy (£3.5m)</li> </ul>	2006/7: 87.0% 2005/6: 87.1%	Same % in both periods.	Comparison across authorities not possible for this LTP objective due to local discretion in choice of destination type.  Treatment of accessibility assessed as good within the overall assessment of the 2nd Local Transport Plan for 2006-11.	Raise proportion to 87.6%	Data cannot be sensibly presented at SOA. Accumulations such as district/town/city could be produced.	The target is based on the full implementation of the county bus strategy and maintaining capital and staff funding levels.

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Transport - Steve Howell	NI 198 Children travelling to school – mode of travel usually used.  SURVEY BASED  NEW INDICATOR	<p><b>By March 2009:</b></p> <ul style="list-style-type: none"> <li>Increased awareness and ownership of school travel problems and opportunities across Oxon, and actions to respond to these identified, with all Oxon Schools to have an approved Travel Plan, with a further 54 new plans and 59 updated plans to be produced during the year</li> <li>Increased levels of walking &amp; cycling to school - £600K in on-site cycle parking in schools; £200K in off-site highway measures (e.g. new road crossings) to support walking &amp; cycling to school; cycle training available to an additional primary school 600 pupils (70% of the total).</li> <li>Enabling more bus travel to school where cycling &amp; walking are not achievable, eg £50K in a pilot for school-based minibuses that would be used for journeys to/from school (and by the school/community during the day).</li> </ul> <p><b>By March 2010:</b></p> <ul style="list-style-type: none"> <li>A further 134 School Travel Plans to be updated</li> <li>Increased levels of walking and cycling to school - £550K (on-site cycle parking in schools); £200K off-site highway measures supporting walking and cycling to school; cycle training available to additional 300 primary school pupils (75% of the total).</li> <li>Subject to pilot evaluation, £100K to be invested in school minibus projects</li> </ul> <p><b>By March 2011:</b></p> <ul style="list-style-type: none"> <li>A further 134 School Travel Plans to be updated</li> <li>Increased levels of walking and cycling to school - £400K in on-site cycle parking in schools; £350K in off-site highway measures supporting walking &amp; cycling to school; cycle training available an additional 300 primary school pupils (80% of the total).</li> <li>Subject to pilot evaluation, £50K in school minibus projects</li> </ul>	<p>23.9% Jan 2008</p> <p>Oxon ahead of the national milestone for School Travel Plan production. All schools will be completed by March 2009, one year ahead of the national target.</p>	<p>National measurement NI 198 introduced in 2007 &amp; not compatible with previous surveys. Previous surveys: - Oxfordshire v neighbouring counties, solo car use is the 5th lowest out of 6, and combined solo/shared use is 6th. - Oxon pupils cycling, at 8%, is 4 times the accepted national average of 2%.</p>	<p>Reduction in single (pupil) occupancy car use from 23.9% to 21% (equivalent to a reduction of 2500 daily journeys).</p>	<p>No focus planned but data can be analysed to SOA, to individual level and grouped by District, Division/Ward, type of school, school partnership, or individual school</p>	<p>No additional resources – work is already programmed and resourced, partially funded by the School Travel Action Plan Grant which runs until March 2010.</p>	

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Climate Change - Chris Cousins	NI 185 CO2 reduction from Local Authority operations PSA 27  NEW INDICATOR	2009 Achieve level 3 of Office Government Commerce Sustainability Best Practice Guide 70% of schools registered as Eco Schools with 50% working on an award ( to gain an award schools must complete work in 3 of nine areas – litter, waste, energy, water, transport, school grounds, healthy living, biodiversity, global perspectives)  2010 85% registered as Eco Schools and 60% of schools working on an award  2011 Achieve level 5 of Office Government Commerce Sustainability Best Practice Guide 100% of schools registered as Eco Schools and 70% have an award Report on CO2 reductions	Baseline data provided that relates to some of the supply chain CO2 that will be measured in the new indicator.	4.2% Reduction on previous year for oxon CC on subset of data that relates to this indicator.	<b>60% LEA schools registered Eco Schools</b> , cf national average of 30% in an LEA area. <b>Oxon, City &amp; West Oxon Councils the top quartile authorities</b> through participation in Carbon Trust's Local Authorities Carbon Management programme and therefore considered in.	80% of schools working on an Eco Schools award.  Reduce carbon emissions from local authorities in Oxfordshire by 15% from 2008/09 baseline  100% of suppliers for new contracts comply with level 5 of best practice recommended by Office of Government Commerce's Sustainable Procurement Task Force's framework	Data relates to overall performance of Oxon councils and Unis. Could also be broken into DC, school and unit.	Target can be delivered with existing staff except in case of eco-schools where an additional half-time eco-schools officer needed to achieve stretch.

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Focus & Lead Officer	Indicator	Summary of planned work	Baseline information available:	Recent Trend	Benchmark info eg. top quartile	Suggested Target	Any locality / group focus?	Resource Plans
Climate Change - Chris Cousins	NI 188 Adapting to climate change PSA 27  NEW INDICATOR	<p>This indicator is process based with four levels.</p> <p>Level 1: Public commitment and prioritised risk-based assessment</p> <p>Level 2: Comprehensive risk-based assessment and prioritised action in some areas</p> <p>Level 3: Comprehensive action plan and prioritised action in all priority areas:</p> <p>Level 4: Implementation, monitoring and continuous review.</p> <p>relating to: Planning, Emergency Planning, Housing, Public buildings, Transport &amp; Highways, Education &amp; Social Services, Economy &amp; Environmental Services, Countryside services.</p>	<p>Local Climate Impacts Profile 2006: data collected for the Oxon Local Climate Impacts profile in 2006 and relates to performance in previous years. 260 weather related incidents recorded between 1996-2006. Cumulative costs of recovery of over £16.4 million</p>	n/a	<p>Local Climate Impacts Profile undertaken in conjunction with the UK Climate Programme a national organisation based in Oxfordshire which is leading the UK's understanding of the future effects of climate change</p>	<p><b>Year 1</b> Each local authority to have completed a local climate impacts profile (Level 1)</p> <p><b>Year 2</b> Each organisation to have carried out a service – specific review and developed a list of priority actions at least one action per service area. (Level 2)</p> <p><b>Year 3</b> At least one project implemented in each service area. (Levels 3 &amp;4)</p>	One specific infrastructure improvement project per district.	Integration of recommended process into the core strategies & activities of local authorities & partners can be done by existing staff. May be auditing costs in the future. One FT post needed (funds agreed by Oxon CC). Some input from each organisation's performance mgt function.
Waste - Ian Davies	NI 191 Residual household waste per head Defra DSO	<p>Recruit Environment Quality Officer by <b>April 2008</b> to integrate the following actions into the OWP strategy and annual action plans:</p> <ul style="list-style-type: none"> <li>Undertake a targeted campaign on Smart Shopping, including reducing food waste, reducing packaging and the use of carrier bags</li> <li>Re-vamp the Real Nappies Scheme, to provide parents with incentives to choose reusable nappies</li> <li>Promote Home Composting and subsidise the purchase of home composting bins by residents</li> <li>Promoting the re-use and recycling of furniture and electrical items.</li> </ul>	<p>From 2004/05, on current measure. A new definition of household waste is included in this indicator, and if adopted will take at least 6 months to confirm a baseline.</p>	Waste per head is increasing	<p>Top quartile nationally &amp; 2nd lowest waste per head for English shire counties</p>	<p>changing terminology so proposal that under 550kg per head per year up to 2010/11</p>	Can be broken down to district level	OWP committed £80K from its core budget to cover the proposed activities & any further expenditure from the OWPS's New Initiatives Fund. Two new posts funded including a Communications Officer post to spend 30% of time on this work.

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Focus & Lead Officer	Indicator	Summary of planned work	Baseline information available:	Recent Trend	Benchmark info eg. top quartile	Suggested Target	Any locality / group focus?	Resource Plans
Waste - Ian Davies	NI 192 Household waste recycled and composted Defra DSO	<ul style="list-style-type: none"> <li>Food waste collection schemes from April 2008;</li> <li>Procure food waste treatment facilities by April 2009;</li> <li>Food waste collection schemes across Oxon from April 2009;</li> <li>Recruit of an officer to deliver the above communications campaign by April 2008</li> <li>Communications campaign from April 08 to March 11 to boost participation and materials capture in recycling &amp; composting collection schemes;</li> </ul>	From 2004/05	Improving performance	Countywide top quartile but variation between districts	45% of household waste recycled and composted by 2011.	countywide average	Fully funded through core authority budgets (collection and disposal)
Clean & Green - Ian Davies	NI 195 Improved street and environmental cleanliness (levels of graffiti, litter, detritus and fly posting) Defra DSO	<p>New Communications Plan with additional promotional &amp; education activities, including:</p> <ul style="list-style-type: none"> <li>schools education activities</li> <li>distribution of litter reduction packs to schools and households</li> <li>marketing campaign targeted at fast food outlets to reduce litter outfall from their premises</li> <li>litter blitzes in towns and villages</li> <li>increased working with the Community Groups</li> <li>cigarette butt bin trials and campaign to reduce cigarette related litter</li> <li>expansion and enhanced promotion of on-street recycling facilities to support the national Recycle on the Go initiative</li> <li>partnership working with the Highways Agency for clearance and enforcement policies on main routes</li> </ul> <p>New and improved methods of data collection and recording.</p> <p>Train staff on measuring against the performance indicator, data management and enforcement measures.</p>	Countywide figures since 2005/6. Previously counted as three BVPIs.	Improving performance: <b>05/06:</b> 16.1%, 2.6%, 2.2% <b>06/07:</b> 12.2%, 1.35%, 1.48%	<p><b>Litter &amp; detritus:</b> South, Vale &amp; West - 2nd quartile, Cherwell in 3rd quartile, City 4th quartile.</p> <p><b>Graffiti:</b> Cherwell, South, Vale &amp; West - top quartile, City in 4th quartile.</p> <p><b>Fly-posting:</b> Cherwell, South &amp; Vale - top quartile, City - 4th quartile. Compared to similar authorities, City performed</p>	<p>Achieve acceptable standard (below grade B) by 2011 levels need to be:</p> <p>9% - litter + detritus,                  2% - graffiti,                  2% - fly-posting</p>	Raising countywide average	OWP & all waste authorities already committed some resources to enforcement work. Target requires the commitment of additional resources (£76K) from remaining LAA1 pump-priming funding and the partnership's "new Initiatives fund" and at individual partner level, to include staff to deliver improvement . Expected to be agreed at OWP meeting on 29 Feb 2008.

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Focus & Lead Officer	Indicator	Summary of planned work	Baseline information available:	Recent Trend	Benchmark info eg. top quartile	Suggested Target	Any locality / group focus?	Resource Plans
Clean & Green - Ian Davies	NI 196 Improved street and environmental cleanliness – fly tipping Defra DSO  NEW INDICATOR	Agreed for short list	Apr-Nov '07 4,400 incidents, 2,324 enforcements	increasing incidents	Lower quartile	10% reduction in incidents and 10% improvement in enforcement by 2011	countywide average	Existing staff resources £35,000 for promotional campaigns
Stronger Communities - Sally Truman	NI 5 Overall/general satisfaction with local area CLG DSO  SURVEY BASED  NEW INDICATOR	<p>Performance for NI5 is dependent on improving performance on a no. of LAA measures; particularly NI20, 21, 110, 155, 177, 195 &amp; 196 (identified as most in need of improving countywide in the last BVPI survey.)</p> <p><b>Actions required to promote improvement against NI5:</b></p> <p>Analysis of existing data to identify key population segments for actions coupled with qualitative research to identify residents' priorities for improvement.</p> <p>Research could be managed by the Oxfordshire Consultation Officers Group on behalf of the partners (NB some of this information may already have been gathered e.g. in developing community safety strategies research) – this would be identified in detailed planning of the</p> <p><b>Action planning:</b></p> <p>Focus action plans across all relevant targets/services with reference to feedback from qualitative work – requires flexibility in early work-planning around these themes</p> <p>Develop/review individual partners engagement strategies, including proposals to engage with specific groups who experience lower levels of satisfaction with their area</p> <p>Develop a joint communications plan around the LAA, with specific elements which communicate success and market the place as a good place to live.</p>	OCC 2006/07 performance 82% (net satisfaction 76%)	Not measured before 06/07	OCC score for NI5 was 82% (Upper quartile).  National average: 75%.  County councils: 78%  DCs within the county varied between 78% and 85%	Attitudes take a long time to change and perception indicators are highly volatile. In addition Oxfordshire is already a high performer. Would therefore suggest a maintenance target.	Breakdown by district & demographics gives robust results.  Breakdown by Ward is not possible if we are to rely on the Place Survey data	Qualitative work: £40K + staff time <b>Annual survey:</b> £50K <b>Place survey (a requirement):</b> £50K. OCC & at least 2 districts currently do an annual survey – these resources could be diverted to do annual survey <b>Community engagement /communications plan – would mean re-directing some existing staff time in these disciplines.</b>

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Focus & Lead Officer	Indicator	Summary of planned work	Baseline information available:	Recent Trend	Benchmark info eg. top quartile	Suggested Target	Any locality / group focus?	Resource Plans
Stronger Communities - Alison Baxter	NI 6 Participation in regular volunteering CO DSO SURVEY BASED NEW INDICATOR	Employee volunteering programmes in partnership with local employers, inc. Oxon CC. New team to encourage Young People into positive volunteering activities. Older people to be encouraged to volunteer through outreach work in day centres & organisations supporting older people. Increasing formal volunteering by BME communities; especially in Oxford and Banbury.	YES - similar information already collected.	Volunteering decreasing	Volunteering below national average	Increase volunteering	County-wide	OCVA volunteer centre fully funded (Oxon CC). Cherwell - subject to budget decision (various local funders) Witney - subject to budget decision (various local funders)
Local Economy - Frank Wilson	NI 179 Value for money – total net value of on-going cash-releasing value for money gains that have impacted since the start of the 2008-9 financial year CLG DSO NEW INDICATOR	Each local authority has its own value for money plans. Consideration to be given to joint initiatives / developments in future years to deliver the greater efficiencies	No data collection starts Apr 08	New indicator	New indicator	9.3% efficiency savings over 3 years	At district and county level	Ability to tap into County wide business improvement teams. Development of Shared Service opportunities county wide or smaller groupings

**ABBREVIATIONS**

ABG	Area Based Grant	OHP	Oxfordshire Housing Partnership
CIH	Chartered Institute of Housing	ORH	Oxford Radcliffe Hospitals
ESF	European Social Fund	ORHP	Oxfordshire Rural Housing Partnership
FSM	Free school meals	OWP	Oxfordshire Waste Partnership
IDACI	Income Deprivation Affecting Children Index	PCT	Primary Care Trust
IMD	Indices of multiple deprivation	PSB	Public Service Board
JSA	Job Seekers Allowance	SEEDA	South East Economic Development Agency
LSC / L&SC	Learning & Skills Council	SOA	Super Output Area
NEET	Not in Education, Employment or Training	SRE/PSHE	Sex & Relationship Education / Personal, Social & Health Education
OCVA	Oxfordshire Community & Voluntary Action		



REPORT OF THE STRATEGIC DIRECTOR  
TO THE EXECUTIVE COMMITTEE  
4 APRIL 2008

**Draft South West Spatial Strategy – Panel Report December 2007**

**1.0 Introduction and Report Summary**

- 1.1 The draft Regional Spatial Strategy for the South West (or South West Plan) covers the area which abuts the Vale's western boundary. This area includes Swindon. The report of the panel, which carried out an examination in public of the draft South West Plan, was published in December 2007. This report to the Executive is a summary of the main points arising out of the Panel's Report.
- 1.2 In the draft South West Plan, Swindon is identified as a Strategically Significant City or Town (SSCT) and the location for a strategic urban extension of about 12,000 dwellings on the eastern side of the town (policy SR8). The Council commented on this and other matters in the draft South West Plan (see report 30/06 to SLAG dated 26 June 2006). In particular, the Council objected to policy SR8 principally on the basis that the figure of 12000 dwellings (representing an ambitious annual build rate of 600 dwellings) was unlikely to be achieved and objected to the reference to a new upper Thames reservoir on the basis that Thames Water has yet to formally bring forward a fully justified reservoir proposal and that the reference to a reservoir was therefore premature. Other comments related to the absence of strategic gaps to safeguard the character, identity and setting of the rural villages and communities surrounding the development and the number of vehicle movements onto the A420 likely to be generated as a result of the eastern development.
- 1.3 The Panel Report, among other things, endorses the provision of 12,000 dwellings east of Swindon and identifies a new upper Thames reservoir as part of the key infrastructure. The Panel also accepted that highway improvements to cope with the vehicle movements should be part of the key infrastructure. The Panel includes no recommendation for strategic gaps.
- 1.4 The issue of how an ambitious annual build rate of 600 dwellings will be achieved has not been addressed in any detail by the Panel and the Panel's endorsement of a new reservoir in advance of its formal justification are therefore matters which remain of major concern to this Council.
- 1.5 The Panel Report is submitted to the Secretary of State for Communities and Local Government and is published for information purposes only. The publication of the Panel Report is not, therefore, a further stage of consultation with the public. However, in order that the Secretary of State should be properly briefed it is considered that she should be made aware of the Council's concerns.
- 1.6 The contact officer for this report is Nick Burroughs, Principal Planning Officer (Planning and Community), telephone (01235 520202 extn. 496). **Email address**  
**nick.burroughs@whitehorsedc.gov.uk.**

## 2.0 **Recommendations**

- (a) *that the Executive notes this report on the Panel Report into the draft Regional Spatial Strategy for the South West,*
- (b) *that the Executive remains concerned that the rates of development proposed for the Swindon East expansion are ambitious and unlikely to be achieved, at the absence of appropriate strategic gaps and that because the 'needs case' for the new reservoir has yet to be made, the reference to the new reservoir is premature.*
- (c) *that an appropriate summary of the Council's concerns is sent to the Secretary of State for Communities and Local Government and the Member of Parliament for the Wantage Constituency.*

## 3.0 **Relationship with the Council's Vision, Strategies and Policies**

- 3.1 This report relates to the Council's Vision in that it supports objectives A and F. The report does not conflict with any Council Strategies.
- 3.2 While the draft South West Plan's growth proposals for eastern Swindon lie outside the Vale area, it is important to closely monitor where and how this growth is proposed to take place.

## 4.0 **Background**

- 4.1 The draft Regional Spatial Strategy for the South West (South West Plan), published June 2006, covers the area immediately to the west of the Vale. A number of the draft South West Plan's proposals affect the Vale and the Council formally submitted its comments (see report 30/06 to SLAG dated 26 June 2006). The comments made are summarised below;
  - a) The scale of development proposed at Swindon (policy SR8); 35,000 dwellings in total at annual build rate of 1750 dwellings (to 2026), was excessive,
  - b) The eastern strategic urban extension to Swindon (policy SR8), 12,000 dwellings in total at annual ambitious build rate of 600 dwellings (to 2026), was unrealistic and unachievable,
  - c) Swindon Borough Council is required to work with neighbouring local authorities to ensure that settlements surrounding the town do not coalesce with Swindon but objection was made to the omission of a policy context which addresses the identification of strategic gaps, particularly with regard to the eastern development area.
  - d) Objection was made to a new reservoir on the basis that Thames Water has yet to formally bring forward a fully justified reservoir proposal and that the reference to a reservoir was therefore premature.
  - e) The eastern development area will significantly increase the number of vehicles using the A420 and improvements to access and serve the eastern development area should be listed as an issue of key infrastructure.
- 4.2 An examination into issues raised by the draft South West Plan was carried out by an independent Panel. The Panel's Report (December 2007) makes a number of comments. Those which apply to the matters stated in paragraph 4.1 above are examined in more detail in the next section.

## 5.0 **Panel Report**

### **Swindon East**

- 5.1 The Panel Report (PR) notes that there were concerns (PR 4.2.28) about the growth figure for Swindon East on the grounds of “experience in masterminding substantial urban extensions and reservations about infrastructure delivery” (note that in this context the terms ‘strategic urban extension to Swindon’, ‘Swindon East’ and ‘Eastern Development Area’ are interchangeable). The Panel notes that developers do not share these reservations and argue for greater provision. Counterbalancing that are the objections from neighbouring Councils that development would spoil the landscape and affect views from the AONB. In summary the Panel considered, provided development is carefully planned and “includes necessary infrastructure”, this (Swindon East) to be a suitably sustainable development location (PR 4.2.29).
- 5.2 The Panel Report paragraphs referred to above do not address the issues of the deliverability of the Eastern Development Area within the proposed timetable or the proposed build rates. The Report gives some consideration to rates of development. It acknowledges that the rates of development implied by the Panel’s proposals are higher than average rates of development in the past but notes that higher levels have been achieved over short periods. The Report states “we assume that these higher rates may have been linked to surges in land availability in the past” and that increased land release in the South West Plan will similarly enable higher levels of development (PR 4.0.38).
- 5.3 The Panel comments that they were assured by the house-building industry that the industry “could respond (to higher rates of development) if the planning system provided the confidence that the land supply would be made available timeously (sic)” (PR 4.0.39).
- 5.4 The proposed average annual build rate for Swindon East is 600 dwellings (see para 4.1 b) above). In its comments on the draft South West Plan the Council observed that the Panel Report (October 2004) into the Wiltshire and Swindon Structure Plan 2016 had concluded (paragraph 3.29) that it “would be reasonable to assume an output from a new major source of development of about 400 dwellings per annum.” Paragraph 3.29 referred to tables in Appendix D. This table is included in Appendix 1.
- 5.5 The South West Plan Panel Report now seems to be able to support a different view, it would seem, because higher than average levels of development have been achieved over short periods in the past (see para. 5.2 above). Reference to the table in Appendix 2 shows that the higher than average levels of development which occurred in the past were, for example, in 2004/05 (919 dws), in 2005/06 (949 dws) and in 2006/07 (1301dws). This gives an average annual build rate for 1996 – 2007 of 653 dwellings. Reference to the table shows that of the eleven years for which dwellings totals are given, just over half (six) show annual build rates below the 600 dwelling average. While the build rates of the most recent years do show higher levels of development, the fluctuations over time that have occurred and may occur in the future, and the Structure Plan Panel Report’s own conclusions on build rates from a major source of development, indicate that a reliance on these higher levels of development may be misplaced.

- 5.6 The South West Plan Panel Report also assumes “that these higher rates may have been linked to surges in land availability in the past”. This may well be true although the textual use of the word ‘may’ suggests that there is no evidence to support this view. Moreover, as the rates show, these build rates are subject to wide fluctuations. An assumption that does not appear to be supported by evidence is unsatisfactory as the justification on which to base a required and sustained increased rate.
- 5.7 The Panel Report in question also noted that the house-building industry could respond to higher rates of development) if the planning system ensured that the land would be made available (see para. 5.3 above). The Panel Report seems to have taken the assurances of the house-building industry at face value. Given that the Panel Report is proposing rates of development significantly higher than was considered acceptable in 2004, more evidence might have been expected on how these assurances had been tested and could be concluded to be robust.

### **Strategic Gaps**

- 5.8 The Council had objected because there was no policy context for strategic gaps to prevent Swindon coalescing with the surrounding settlements. The Panel Report seems to make no specific response to this matter although it may address it in para 4.2.29 by referring to careful planning to include necessary infrastructure provision and suitable Master Planning. Given the proximity of the settlements in the Vale, it is disappointing that this is not explicitly considered.

### **New Reservoir**

- 5.9 The Council objected to the reference to a new upper Thames reservoir on the basis that Thames Water has yet to formally bring forward a fully justified reservoir proposal and that the reference was therefore premature.
- 5.10 The Panel Report notes in para 4.2.39 that there have been issues regarding water supply, ie “a possible new reservoir in the south east region” and that information given to the Panel by the Environment Agency “should not preclude development provided that adjustments to supply... can be undertaken in advance of appropriate stages in the expansion of Swindon.” The Panel Report lists as ‘other key infrastructure’ (PR, Appendix C. recommendation 4.2.5) “provision of strategic water resources to match the demand of houses and jobs generated by the projected growth levels, including a new reservoir (Upper Thames reservoir)”.
- 5.11 With regard to its ‘Water Resources Management Plan’ Thames Water comments that since it undertook stage 1 of its consultation on how to meet the need for more water, the Environment Agency has published its ‘Water Resources Planning Guideline’ (April 2007) and in the light of these guidelines Thames Water is revising its approach to the provision of a new reservoir. Thames Water comments that this means that the needs case for the new reservoir will be addressed in the new Water Resources Management Plan. The draft Management Plan is due to be published in March 2008, followed by a public hearing (if required) in late 2008 with final publication in July 2009.
- 5.12 The new reservoir would be located within the *south east* region to which the draft South East Plan applies. Draft Policy NRM2 states that “strategic new water resources that may be required include: i. Upper Thames Reservoir by 2019/20.....” The South East Plan has been subject to examination and the Panel Report was published in August 2007. The SEP Panel Report notes the views of this Council that it would be

premature “to give policy backing to a project when regulatory and funding investigations ... are still ongoing..... and when the proposal has not been fully tested ...”. However, the SEP Panel Report observes that “if RSS is to provide a forewarning of the long term infrastructure needs.... it seems ... that the policy should be as clear as possible.” (SEP PR 10.16). Interestingly, it also stresses that policy NRM2 only says that the reservoir schemes ‘may’ be required (SEP PR 10.17). The SEP Panel Report’s recommendation is to amend Policy NRM2 “by adding a geographic reference after ... the listed reservoir schemes.” (SEP PR Recommendation 10.3).

- 5.13 However, since Thames Water has still to address the needs case for a new reservoir, the Council would seem still to be right in commenting that a reservoir proposal in a location within the Vale has yet to be shown to be justified.
- 5.14 The Panel Report notes the adjustments to supply that can be undertaken in advance of appropriate stages in the expansion of Swindon, see para 5.10 above, and ‘information’ which a footnote explains relates to an Environment Agency published report by Halcrow on the Swindon Water Cycle. The Environment Agency/Halcrow report summarises that “development in Swindon up to 2025/26 need not be constrained by the uncertainties over the Upper Thames Reservoir, although the timely delivery of the reservoir will alleviate some water supply constraints.” While this information is not disputed, it is disappointing that such a fundamental aspect to the development was not addressed more fully in the body of the Panel Report rather than being alluded to in a footnote.
- 5.15 It seems inappropriate that such a fundamental public utility as water supply is reliant on this ‘minimalist’ sort of approach without a fuller explanation of the evidence base which supports it. It would also seem that an unqualified reference to the new reservoir remains premature and possibly misleading.

### **Vehicle Movements**

- 5.16 The Council commented that the eastern development area will significantly increase the number of vehicles using the A420 and improvements to access and serve the eastern development area should be listed as an issue of key infrastructure.
- 5.17 The Panel Report notes that there is a need for improvements to public transport, demand management and road improvements. Indeed, the Report states that the eastern extension cannot be delivered without improvements to the transport infrastructure (PR 4.2.41). Consequently, the Panel Report recommends that the key infrastructure list should be modified to include a transport package (PR, Appendix C, recommendation 4.2.5).

RODGER HOOD  
DEPUTY DIRECTOR (PLANNING AND COMMUNITY)

Background Papers:  
Report 30/06 to SLAG dated 26 June 2006

Strategic Development Areas Annual House Completions 1975-2004

Year (April-April)	WDA	NDA	Total	
1975-1976	36		36	36
1976-1977	351		351	387
1977-1978	296		296	683
1978-1979	539		539	1222
1979-1980	952		952	2174
1980-1981	1036		1036	3210
1981-1982	806		806	4016
1982-1983	923		923	4939
1983-1984	782		782	5710
1984-1985	811		811	6532
1985-1986	774		774	7306
1986-1987	955		955	8261
1987-1988	854		854	9115
1988-1989	538		538	9653
1989-1990	269		269	9922
1990-1991	182		182	10104
1991-1992	124		124	10228
1992-1993	70		70	10298
1993-1994	238		238	10536
1994-1995	221	81	302	10838
1995-1996	210	300	510	11348
1996-1997	118	447	565	11913
1997-1998	82	800	882	12795
1998-1999	45	626	671	13466
1999-2000	1	369	370	13836
2000-2001		424	424	14260
2001-2002		411	411	14671
2002-2003		418	418	15089
2003-2004		511	511	15600

Average Annual Rates :

1975-2004	538 p.a. Overall average from start to finish
1976-1999	466 p.a. Excluding first and last years
1979-1988	877 p.a. Peak construction period, 7893 dwellings in 9 years
1994-2004	506 p.a. Last 10 years (5064 dwellings)

KEY

WDA = Western Development Area  
NDA = Northern Development Area

TABLE 1. DWELLING COMPLETIONS, 1996-2007, AND STRUCTURE PLAN REVIEW REQUIREMENT, 2007-2016

Area	1996/	1997/	1997/	1998/	1998/	1999/	1999/	2000/	2000/	2001/	2001/	2002/	2002/	2003/	2003/	2004/	2004/	2005/	2005/	2006/	2006/	1996-2007	2007-2016	
	1997	1998	1998	1999	1999	2000	2000	2001	2001	2002	2002	2003	2003	2004	2004	2005	2005	2006	2006	2007	Ave.	Total	Ave.	Total
Northern Development Area	447	800	82	626	45	369	1	424	0	411	0	418	0	511	0	919	0	949	0	1301	0	7175	652	
Western Expansion Area	118	82	82	45	45	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	246	22	
Swindon Urban Remainder	311	245	245	95	95	104	104	165	364	364	364	406	406	679	679	725	462	462	767	767	4323	393		
<b>SWINDON URBAN TOTAL</b>	<b>876</b>	<b>1127</b>	<b>1127</b>	<b>766</b>	<b>766</b>	<b>474</b>	<b>474</b>	<b>589</b>	<b>775</b>	<b>775</b>	<b>824</b>	<b>824</b>	<b>1190</b>	<b>1644</b>	<b>1644</b>	<b>1411</b>	<b>1556</b>	<b>1556</b>	<b>2068</b>	<b>2068</b>	<b>11744</b>	<b>1068</b>		
SWINDON BOROUGH RURAL	130	23	23	15	15	65	65	44	41	41	33	33	65	64	64	155	76	198	198	833	76			
<b>SWINDON BOROUGH TOTAL</b>	<b>1006</b>	<b>1150</b>	<b>1150</b>	<b>781</b>	<b>781</b>	<b>539</b>	<b>539</b>	<b>633</b>	<b>816</b>	<b>816</b>	<b>857</b>	<b>857</b>	<b>1255</b>	<b>1708</b>	<b>1708</b>	<b>1566</b>	<b>1566</b>	<b>2266</b>	<b>2266</b>	<b>12577</b>	<b>1143</b>			
Note: Structure Plan requirement derives from the Structure Plan 2016 proposal for 26,000 dwellings between 1996 and 2016																								
																			Structure Plan Requirement*		14300		1300	
																			% of Requiring Structure Built		88%			
																			Remaining Structure Plan Requirement		13423		1491	

Table 1 shows annual completions (April to April) from 1996 to 2007, sub-divided into the major development areas and the urban and rural remainder. It also shows the number of dwellings which would have been built if the assumed Structure Plan rate of 1,300 dwellings p.a. had been achieved (14,300), the residual remaining (13,423) to be built up to 2016, and the residual average annual rate required up to 2016 (1,491).

In line with Regional Planning Guidance for the South West (RPG10), the figures in the table above are net of losses occurring as a result of the redevelopment of sites for residential use.

**REPORT OF THE DEPUTY DIRECTOR (PLANNING & COMMUNITY STRATEGY)**  
**TO THE DEVELOPMENT CONTROL COMMITTEE 31 MARCH 2008**  
**AND TO THE EXECUTIVE 4 APRIL 2008**

**Draft Planning Code of Conduct: Member Involvement in Pre-Application Discussions**

**1.0 Introduction and Report Summary**

- 1.1 At full Council on 4<sup>th</sup> December 2007 Members considered a revised draft of the Planning Code of Conduct. Concerns were expressed about a new provision in the draft code which would establish the principle that local Members would be invited to observe and take part in pre-application discussions, in cases where a formal officers' Development Team has been set up to take forward discussions in response to large, proposed developments in the Vale. (The decision to set up a Development Team is taken by the Deputy Director in consultation with the Planning Service's Management Team where it is considered that this will promote and assist the efficient handling of applications for major development proposals prior to their submission).
- 1.2 Council resolved that the draft Code be referred back to the Strategic and Local Planning Advisory Group for the new provision to be given further consideration and, following its reconsideration by the Group, for the Code to be recommended back to the Council via the Development Control Committee, Executive and Standards Committee. This report sets out the background to the proposed new provision and suggests an alternative wording for the relevant section of the draft code, to clarify the arrangements governing Member involvement. A copy of the relevant paragraph of the original draft Code (4.6) is appended to the report. The recommendations below have been considered and endorsed by the Strategic and Local Planning Advisory Group.
- 1.3 The Contact Officer for this report is Rodger Hood (Deputy Director – Planning & Community Strategy), telephone (01235) 540340.  
Email address: [rodger.hood@whitehorsedc.gov.uk](mailto:rodger.hood@whitehorsedc.gov.uk)

**2.0 Recommendations**

- (a) *that the wording of paragraph 4.6 of the draft Planning Code of Conduct dealing with Member involvement in pre-application discussions be amended to read as follows:*

*"4.6 In response to large proposed developments, where a formal officers Development Team has been set up, local ward members may be invited to attend, observe and take part in pre-application discussions at meetings of the Team. A request to be involved in such discussions should be made by the ward member to the Deputy Director (Planning and Community Strategy) who will consider the request in consultation with the Chair and/or Vice Chair of the Development Control Committee and the Opposition Planning Spokesman. The views of the applicant on ward member involvement in a development team will be sought to help inform the consultation. In the event that a ward member is invited to become involved in pre-application discussions it is important that they restrict their involvement to receiving and gathering information about the*



*proposals and providing views on the issues likely to be of concern in the locality. It is also important that matters of a commercially confidential nature to the potential applicant are respected and that any commercial confidentiality is maintained. Members should not engage in negotiations and should avoid giving any firm commitment or impression of a firm commitment that they hold any particular view about the merits of the proposal. If it is known that a Ward Member has publicly expressed a particular view about a major development proposal prior to requesting involvement in Development Team pre-application discussions, this will be taken into account in the decision whether to grant their request to attend and participate”.*

- (b) *that the draft Planning Code of Conduct with the proposed re-wording of paragraph 4.6, be recommended to the Development Control Committee, Executive and Standards Committee and subsequently to Council.*

### **3.0 Relationship with the Council’s Vision, Strategies and Policies**

- 3.1 This report relates to the Council’s Vision in that it supports the objectives of “strengthening local democracy and public involvement through access to information, consultation, and devolution of power so that everyone can take part in our community and contribute to the decisions which affect our lives” and “Providing and supporting high quality public services which are effective, efficient, and responsive to the needs of people within the Vale”.
- 3.2 The main risks arising from the recommendation in the report are that applicants may be deterred from engaging fully and openly in pre-application discussions on major development sites, and Members may find it difficult to draw the distinction between the role of gathering information and providing views on issues likely to be of local concern, and entering into application negotiations, which could give rise to questions of probity in the eventual decision making process.

### **4.0 Background to the Issue of Member Involvement in Pre-Application Discussions**

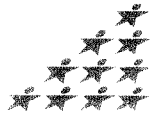
- 4.1 For some time now Officers have been aware of the views expressed by some local ward members that they would like to be better informed of the progress being made and issues being discussed at pre-application stage , particularly in relation to major development proposals in their ward. At the same time there has been growing support within a number of well respected, national organisations for the idea of promoting greater Member involvement in pre-application discussions, and a number of Councils are known to have responded by setting up special arrangements to facilitate this. Officers were asked to explore the possibility of greater Vale member involvement at pre-application stage and undertook to research the matter and identify potential problems and opportunities. To provide an informal Member view, discussions were held with the Executive Member for Planning, the Chair and Vice Chair of the Development Control Committee and the Opposition Planning Spokesperson in late Summer 2007. A briefing note was prepared highlighting key issues to inform the discussions. (A copy of the briefing note is appended to this report, together with copies of a guide “Positive engagement” published by a range of national bodies involved with planning, and the Local Government Association’s publication “Member engagement in planning matters”, both of which provide useful background information).
- 4.2 The outcome of the informal discussion with key Members was the proposed insertion into the draft Planning Code of Conduct of a paragraph seeking to formalise

arrangements for Member involvement in pre-application discussions, specifically where large developments are proposed and formal officer “Development Teams” are set up to progress those discussions (Paragraph 4.6. See Appendix One).

- 4.3 The Standards Committee considered the draft Code at its meeting on 6<sup>th</sup> September 2007 and recommended Council to adopt the Code. However, at the Council meeting on 4<sup>th</sup> December it was reported that correspondence from a major developer had been received, expressing concerns about the proposal to allow local members to observe and take part in pre-application discussions in respect of a particular development they were seeking to progress. In the event, Council decided not to adopt the Code. Instead, it was agreed that the matter should be referred back to the Strategic and Local Planning Advisory Group to enable further consideration to be given to the issue of and arrangements for, Local Member involvement in pre-application discussions. The Advisory Group has met and supports the recommendations contained in this report. The draft Code will now be considered by the Development Control Committee, Executive, and Standards Committee before being referred back to full Council.
- 4.4 Officers have given further consideration to the wording of the relevant paragraph in the draft code and acknowledge that it can be improved to give greater clarity and guidance to ward members on the process for engaging in pre-application Development Team meetings. A revised wording of the relevant paragraph is set out in the recommendation at 2.0(a) above.

RODGER HOOD  
DEPUTY DIRECTOR (PLANNING & COMMUNITY STRATEGY)

- Officers should give impartial, consistent comments 4.3 Planning officers will ensure that any advice they give is impartial and seen to be so. This is because a subsequent report could be seen as advocacy for a particular point of view. Officers' advice should be consistent and based upon the latest adopted planning policies and Government Planning Policy Statements and other material planning considerations. Every effort will be made to ensure that there are no significant differences of interpretation of planning policies between Planning Officers.
- Written note of pre-application discussions to be made 4.4 Planning Officers should record any pre-application discussion and keep their own notes of such meeting in their own notebooks. Such notes are to act as an aide memoir to the officer concerned and are not deemed to be information held by the Council. A file note may be necessary to record significant pre-application and pre-decision discussions and telephone conversations. A follow-up letter may be appropriate after a meeting, particularly when documentary material has been left with the Council. Pre-application discussions will generally be held to be confidential.
- Members speaking to applicants/agents 4.5 When speaking to applicants or their agents, Members should not give the impression that they are speaking on behalf of the Council. If, after considering a submitted proposal and, perhaps, discussing it with the applicant or his/her agent, a Member believes that the proposal could or should be improved or amended in some respect, s/he should communicate this view to the Planning Officer dealing with the application and not to the applicant or his/her agent. By channelling views of this kind through the Planning Officer, it is possible to check whether there are any technical or other difficulties with what the Member is suggesting.
- Channel views to the Planning Officers
- Member involvement in pre-application discussions 4.6 In response to large proposed development, where a formal officers' Development Team has been formed, local members will be invited to observe and take part in pre-application discussions. It is important that members restrict their involvement to receiving and gathering information on the proposals and providing views on the issues likely to be of concern in the locality. Members will not engage in negotiations and should avoid giving any firm commitment or impression of a firm commitment that they hold any particular view about the merits of the proposal.



*Local Government Association*



## Member engagement in planning matters

"There is a new emphasis on the development of effective partnerships, a better and more creative engagement with stakeholders and the expressions of a strategic vision for the future of their communities."

**David Sparks - chair of LGA environment board and councillor, Dudley Metropolitan Borough Council**

"Much can be done to refine initial draft proposals by way of pre-application discussions. The aim is to ensure both that the submitted proposals are likely to be acceptable and that the final determination period is not extended unnecessarily. Pre-application discussions are to be encouraged."

**Quarry Products Association**

"ACSeS welcomes this essential guide which will assist decision-makers to avoid the pitfalls associated with determining planning applications. Pre-planning application discussions involving applicants for planning permission and councillors, although sensitive, can be useful and successful if managed within a robust and structured framework with due regard to issues of probity".

**ACSeS - The Association of Council Secretaries and Solicitors**

*The LGA's guide 'Probity in planning' has topped the association's best seller list for the last two years since its revision in 2002. Not surprisingly, in an area that is frequently contentious and the subject of competing interest, members are keen to understand and act in accordance with good practice. Member structures and the planning system itself have been the subject of major overhaul with the provisions of the 2000 local government legislation and the 2004 planning Act. In a climate of culture change in planning, the expectations of members' involvement and engagement in the process are being redefined. There is a new emphasis on the development of effective partnerships, a better and more creative engagement with stakeholders and the expressions of a strategic vision for the future of their communities. These aspects are particularly relevant to the planning process where members have to balance the needs for encouraging sustainable development with their role in representing the best interests of their communities and being seen to operate properly and impartially. These notes (which have been prepared with the endorsement of ACSeS, the Association of Council Secretaries and Solicitors) are intended to encourage and confirm the role and value of pre application discussions when carried out within a clearly constructed and well communicated format.*

David Sparks - chair of LGA environment board and councillor, Dudley Metropolitan Borough Council

## Levels of engagement

Members' involvement with the planning process can take place at many different levels - from being asked by a local resident for guidance on how to make a planning application, to a request from a major developer for an expression of the council's policies and the 'fit' of an application with local needs and preferences. Members need to be aware of their obligation to an impartial approach. An objective consideration of material facts at the planning committee is the correct place for members to make their views, based on an impartial consideration of the evidence presented at the time. Expressing a view outside this arena comprises a prejudicial interest and debars a member from involvement in the determination

process. However, this does not rule out a range of opportunities for members to follow the progress of applications - particularly where contentious or substantial.

## Egan review

The Egan review 'Skills for Sustainable Communities'(ODPM 2004) stressed specifically the need for the government and local government associations to work together to address issues of propriety surrounding members' involvement in pre-planning and planning brief discussions. Opportunities for developing creative relationships, outlining local concerns and identifying areas for negotiation on substantial applications are areas where members have an important role to play. This process needs to take place however within a legitimate and robust framework, with a cautious awareness of the fine line between an objective interest and a prejudicial one.

The Egan findings highlighted the importance of members' involvement at this stage if they are to understand the way in which proposals have been shaped to meet the needs of the community

The determination of planning application is a quasi judicial process and when the boundaries between discussions and negotiations become blurred, members lay themselves open to criticisms of 'fettered discretion' and partiality.

*"We believe that the government and the Local Government Association should work together to address issues of propriety surrounding members' involvement in pre-planning and planning brief discussions."*

The Egan Review of Skills - p 13

## Benefits of pre application discussions

The LGA's 2002 revised guide (probity in planning update) stressed the benefit of both parties engaging in pre application discussions. Developers and applicants are generally keen to ensure that their applications work their way through the system with the minimum need for additional information to be supplied.

Planning authorities will benefit from 'decision-ready' applications where time consuming delays caused by the need for clarification by either side can slow down the process. The Planning Inspectorate has noted that many applications that end in time consuming appeals could have been avoided by better policy communication at an early stage of the process.

Paragraph 56 in the Audit Commission's 'Building on quality' states:

*"pre application work is discretionary, but if undertaken successfully will contribute to the quality of the process and shorten the time needed for formal consideration. It should be encouraged"*.

While much of the available guidance refers to the role of officers, members have a crucial role to play at this stage in offering vision and leadership and in setting out the vision and policy context for development

## Members' concerns

While discussions with officers at an early stage can iron out many of these problems, members however may feel constrained in meeting with applicants. There is a wariness that discussions may become, or be seen by objectors to become, a part of the lobbying process on the part of the applicant.

There are a wide range of approaches to pre-application and pre-decision discussions ranging from the attitude that 'any involvement of members in planning applications should only take place within committee' to the opportunity offered by some councils for pre application meetings where contentious or larger proposals may be explored and questioned in a presentation to senior members.

While many councils' codes of conduct specifically advise against pre application discussions between members and applicants, the LGA feels that, if conducted according to clearly communicated and well structured format, the discussions can be useful and effective ways to support the decision making process.

## Guidance notes

The Human Rights Act requires a fair and impartial tribunal to determine the rights of

individuals. This applies to the work of councils' planning committees. If a balance is to be struck between impartiality and the wish to be seen as engaged, positive, open and transparent members need to exercise caution in engaging with applicants.

Any discussions with developers or applicants **should be part of structured arrangements agreed with officers**. Members should be aware of the distinction between giving and receiving information and engaging in negotiations in their discussions with applicants or their agents regarding planning applications, agreements or any other planning matters. As background to our guidance, we would urge councils to make, clarify and communicate the role of the members and the limits of engagement with applicants, to educate members in the protocols and to address these issues in a positive way in framing their local member codes of conduct. One mechanism for this might be in the form of a simple guide to applicants outlining the scope of pre application meetings and the remit of the members. In doing this, members may find it helpful to refer to the model code of conduct issued by the Office of the Prime Minister in November 2001.

We offer the following points to be noted in the development of local codes. Members should be aware of and be encouraged to observe them.

- Presentations by applicants should be limited to the development proposal and a question and answer session on factual matters. The understanding must be that the discussions are being held in order to improve understanding. Where appropriate such meetings may take place on site and incorporate a site visit.
- Members must maintain an impartial listening role and avoid expressing an opinion or giving advice beyond outlining the adopted local policies. Questions to clarify aspects of a proposal, or the expressions of policy concerns are legitimate as long as they do not develop into negotiations. It should be made clear at the outset of the meeting that discussions are not binding, and that views expressed are not part of the determination process. It should be made clear in prefatory remarks that any statements should be categorised as 'without prejudice'
- To reinforce the above, at the start of the meeting officers will explain that it is taking

place at the request of the applicant and that he merits of the case will not be discussed. Members and officers will, of course, be free to ask questions about the proposal at of the presentation. If the applicant requests the views of the authority, these will be communicated subsequently and in writing. In such communication, officers will make it clear that any views expressed prior to formal determination of an application are preliminary.

- Advice and observations should be based on the adopted plan and material considerations.
- A written note of the proceedings should be kept- to include a record of officer attendance and follow up.
- Officers of appropriate seniority should attend and for major or contentious applications members' involvement should be authorised by the main committee. Their involvement should be recorded in any subsequent committee report.
- Follow up the meeting with a letter emphasising the informative nature of the meeting.
- In discussions touching on issues of a commercially sensitive or confidential nature, councils will need to set out in advance how they intend to deal with these cases and how they sit with the drive for increased openness and transparency and the provisions of the Freedom of Information Act.
- Members should not seek to influence officers or pressure their officers to support a particular course of action.

As a footnote, there is nothing to stop an applicant from arranging any form of consultation independently of the council's own processes. In fact, this is to be encouraged - consultation could be anything from mail shots through to organising public meetings - and the council might appreciate this course of action where it has an interest in the land so that it can be clearly seen that there is a distinction between the interests of the landowner and planning authority and that these are demonstrably separate.

## Lobbying

Pre application and pre decision discussions and discussions with lobbyists are not the same.

Probity issues do not mean that members cannot take a view on applications and lobby on behalf of the best interest of their community. This is perfectly proper and a legitimate role for local democratic representatives and it is quite common for applicants to wish to discuss and seek the support from their councillor - for or against a proposed development - before a planning matter is decided. Lobbying is an integral part of the planning process and should not be denied to members. Both applicants and objectors should have access to their representatives

However, such lobbying can, unless all parties exercise care and common sense, lead to the impartiality and integrity of a member being called into question. The credible determination of applications requires that members' approach should be objective after consideration of the facts provided and discussed during the committee meeting. A prejudicial interest rules a member out of the decision making process

The earlier LGA guidance (*Probity on planning update 2000*) discussed at length the appropriate response to lobbying. It is worth reiterating the key points and emphasising a point repeated below - namely that members on the planning committee who have been lobbied and have agreed to openly advocate a particular course of action should not take part in any further consideration of the application.

When being lobbied, members - particularly members of the relevant planning committee - should:

- Take care about expressing an opinion which may be taken as indicating that they have already made up their mind on a decision before they have had the opportunity to consider all the relevant information, evidence arguments and views.
- Adopt a listening role and restrict themselves to giving procedural advice, including suggesting to those lobbying that they should speak or write to the relevant officer in order that their opinions can be included in the officer's report
- Make it clear that they will only be in a position to make a final decision after having received the officer's report and heard all the relevant evidence, arguments and views at committee.
- Members who do take an active stand in support or assistance to an application should not take part in, and should withdraw from the

planning committee deliberations. Responding to lobbying is fully legitimate where a councillor openly admits an interest in the outcome of deliberations and withdraws from the discussions on which they have a particularly strong view and stands down for the period while the item is under discussion.

Where members are not being lobbied directly, but are attending separate public meetings where applications are being commented upon, eg a community group reviewing a proposal for development in their area, then they should follow this guidance as if they were being lobbied.

## Further considerations

With the emphasis on culture change arising from the Planning Act, members also need to review their approach to their engagement with the planning process. This will involve education and review of existing systems. Training for members, especially newly elected ones, should specifically address the value of and the caution that needs to be exercised to respect probity.

As part of the pre application process, members should be briefed on significant applications well ahead of their determination. Officers should inform members of significant applications when they are registered. Many authorities already follow this model - picking up on applications that fall outside the delegation process and setting up steering groups on large applications to steer officers or smaller groups drawn from executive and planning committee. This gives officers an opportunity to highlight pivotal issues and areas for negotiation at a later stage. It is an opportunity for local concerns to be flagged up.

Members may also want to be aware that the Standards Board for England is expected to review the model code of conduct shortly. This review will provide an opportunity for the LGA and planning authorities to make an input to the statutory rules relating to the conduct of members, including those where members are involved in pre-application procedures.

## Best practice

Several councils have established mechanisms to promote 'front-loading' of applications - either at the stage of pre application or at the more sensitive stage of pre-decision.

At **Cambridge City Council** 'development control forums' are held. These are held in public - to satisfy probity concerns - at the 'pre- decision' rather than the pre application stage of the development control process but are intended to influence any negotiations between officers and the applicant. The applicant, ward members, members of the planning committee and members of the public are all involved in the forum to allow early discussion of the planning issues raised and to explore the scope for building consensus and resolving concerns. A leaflet is available detailing the procedures for early discussion of planning issues prior to the officers report to the planning committee. The leaflet covers the scope of the work of the Forum, who can attend and on what basis, together with contact details.

At **Harrow** a detailed protocol has been produced for members dealing with planning applications and lobbying. The protocol includes a requirement that councillors undergo compulsory training before sitting on the planning committee. Discussions with potential applicants are encouraged - but within the context of a forum prescribed for the purpose.

A practical example from **Bolton** illustrates how applications by developers on major/complex applications may be presented before they go to committee. Their code of practice says:  
"In certain circumstances the decision-making function may be aided by the planning and highways committee receiving a presentation from applicants or potential applicants. To ensure that such presentations are seen in a positive way:  
i) planning and highways committee will decide whether a presentation should be received, and the chair of the committee on the day shall chair the presentation;  
ii) should significant and potentially contentious matters be involved, the presentation should normally be open to the public and consideration given to publicity arrangements and whether third parties should be invited and given the right to address and right of reply. In exceptional circumstances the presentation may be made in private, and a written summary placed on the case file;  
iii) council officers will start every presentation by outlining the basis of the presentation and that it is without prejudice to the eventual decision taken on the application submitted."



The **Quarry Products Association** notes that proposals for new or extended mineral extractions are invariably complex. However, much can be done to refine the initial draft proposals by way of pre-application discussions. The aim is to ensure both that the submitted proposals are likely to be acceptable and that the final determination period is not extended unnecessarily by frequent requests from the mineral planning authority for more details or revisions. For all such mineral applications, pre-application discussions are welcomed. Such discussions may involve not just the MPA but also statutory consultees such as the Environment Agency or English Nature. Discussions will sometimes result in modifications to the application boundary and will often result in refinement of proposals for environmental safeguards such as noise controls, lorry routing, after-use proposals and landscaping. The process also helps to weed out those cases which have such a limited prospect of permission that the operator resolves not to pursue a formal application.

## Further reading

National Planning Forum good practice note  
*'Pre application discussions'*, best practice note 2  
December 2004  
*Planning simplified (for councillors)*, LGIU 2004  
*Probity in planning*, LGA 2002

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**or telephone LGconnect,  
for all your LGA queries, on 020 7664 3131**  
Fax 020 7664 3030  
Email [info@lga.gov.uk](mailto:info@lga.gov.uk)  
Website [www.lga.gov.uk](http://www.lga.gov.uk)

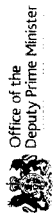
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## do not

- X meet developers alone or put yourself in a position where you appear to favour a person, company or group – even a ‘friendly’ private discussion with a developer could cause others to mistrust your impartiality
- X accept gifts or hospitality
- X expect to lobby and actively support or resist an application and still vote at committee (or even stay in the room during discussions)
- X seek to influence officers or put pressure on them to support a particular course of action in relation to a planning application
- X invent local guides on probity in planning which are incompatible with current guidance – look for commonly held and common sense parallels in other authorities or the principles set out in the national LGA guidance

This simple guide has been produced by a number of organisations who have shared interest in maximising the effectiveness of councillor involvement in planning. They include: LGA, ACSES, Standards Board for England, RTPi, PAS and ODPW.



Office of the  
Deputy Prime Minister



Local Government Association

## weblinks

**ACSES - The Association of Council Secretaries and Solicitors**  
[www.acses.org.uk](http://www.acses.org.uk)

**The Standards Board for England**  
[www.standardsboard.co.uk](http://www.standardsboard.co.uk)  
[enquiries@standardsboard.co.uk](mailto:enquiries@standardsboard.co.uk)

**Office of the Deputy Prime Minister**  
[www.odpm.gov.uk](http://www.odpm.gov.uk)

**Local Government Association**  
[www.lga.gov.uk](http://www.lga.gov.uk)

**Member Engagement in Planning Matters**  
<http://www.lga.gov.uk/publication.asp?function=0&ccat=288&id=5XCD5F-A78ZABF7>  
this guide is produced by the LGA in association with Quarry Products Association and the Association of Council Secretaries and Solicitors (Jan 2005)

**Probity in Planning (Update): The Role of Councillors and Officers**  
<http://www.lga.gov.uk/publication.asp?function=0&ccat=288&id=5XAB8F-A78D7EC5>  
an LGA update to the highly successful original guidance published in 1997 on preparing a local code of good practice for those dealing with planning matters (February 2002) ISBN: 1 86049 280 5

### National Planning Forum

Pre-application advice for town and country planning

National Planning Forum good practice note 2

one of a series of inspiring planning good practice notes

<http://www.lga.gov.uk/publication.asp?function=0&ccat=288&id=5XDD8B-A782E214>

### Planning and Advisory Service

[www.dpa.gov.uk/gas/](http://www.dpa.gov.uk/gas/)

1 Planning Policy Statement 1: Delivering Sustainable Development

2 The objectives for the reformed planning system are set out in PPS1



the  
Standards Board  
for England

# positive engagement

a guide for planning councillors



planning shapes the places where people work  
and live... community involvement is vitally  
important to planning and the achievement  
of sustainable development!

# positive engagement

## a guide for planning councillors

A message from **Baroness Andrews OBE, Parliamentary Under Secretary of State at the ODPM** and **Sir Sandy Bruce-Lockhart, Chair of the Local Government Association**.

The 2004 Planning and Compulsory Purchase Act marks a fundamental change to the current town and country planning system. Whilst there are important changes to the processes and procedures, of greater importance is the need for change in the way that we 'do' planning. The act will require all involved in planning to move away from an often adversarial, reactive and conflict based system to a more pro-active, inclusive and creative approach.<sup>2</sup>

As a local councillor involved in planning matters, whether as a member of your authority's executive helping to draw up the spatial plan for your area, as a member of the planning committee deciding planning applications, or as a ward member, you have a crucial role to play in both making the new planning system work and ensuring the best possible outcomes for your community.

However, concerns are sometimes expressed about the compatibility of councillors meeting developers and interest groups and then taking decisions on an impartial basis. This leaflet is intended to summarise the principles that should be observed to enable you to both participate in and lead the system.

  
Sandy Bruce-Lockhart

Sir Sandy Bruce-Lockart

  
Baroness Andrews

Baroness Andrews

- In broad terms, the success of the new system will depend on:
- establishing and taking forward a clear spatial vision for the area based on the community strategy
  - effective dialogue between applicants, local authority, local people and other interests to help define and realise the vision
  - ensuring that the spatial plan for an area embodies the aspirations of the community
  - effective communication of policy between cabinet and planning committee
  - focus on outcomes
  - early and effective community engagement in discussions on plans and development proposals, in accordance with the authority's Statement of Community Involvement.

As a community leader and local representative you will want to be involved in public meetings and pre-application discussions. However, this may create some risks for councillors, particularly those who are members of the planning committee, and for the integrity of the decision making process. Guidance is set out in the LGA guides: **Probity in Planning (update)** – **The Role of Councillors and Officers**, and **Members Engagement in Planning Matters** and from the Standards Board for England (see the weblinks at the end of this leaflet).

Councillors should involve themselves in discussions with developers, their constituents and others about planning matters. However, difficulties can be avoided if you follow these useful general hints.

### do

- ✓ read the LGA guidance
- ✓ hold discussions before a planning application is made, not after it has been submitted to the authority
- ✓ preface any discussion with disclaimers: keep a note of meetings and calls, and make clear at the outset that discussions are not binding
- ✓ recognise the distinction between giving advice and engaging in negotiation
- ✓ structure discussions and involve officers
- ✓ stick to policies included in adopted plans, but also pay heed to any other considerations relevant to planning
- ✓ use meetings to show leadership and vision
- ✓ encourage positive outcomes
- ✓ ask for training from your council in probity matters

## Member Involvement in Pre-Application Discussions – Briefing Note – July 2007

### Background

A number of organisations and bodies recently have been promoting the idea of greater member involvement in pre-application discussions:

- The ODPM; Planning Advisory Service; LGA; RTPI; Association of Council Secretaries & Solicitors; The Standards Board for England have produced a joint leaflet “Positive Engagement – a guide for planning councillors” – which suggests that

“As a local councillor involved in planning matters, whether as a member of your authority’s executive, ..... a member of the planning committee..... or a ward member, you have a crucial role to play in both making the new planning system work and ensuring the best possible outcomes for your community.”

It goes on to acknowledge that “Concerns are sometimes expressed about the compatibility of councillors meeting developers and interest groups and then taking decisions on an impartial basis.” and then to summarise principles that should be observed to enable members to both “participate in and lead the system”. It comments that

“As a community leader and local representative you (the member) will want to be involved in public meetings and pre-application discussions” and suggests that “Councillors should involve themselves in discussions with developers, their constituents and others about planning matters.”

The leaflet sets out useful “do” and “don’t” hints for Councillors.

- An LGA publication “Member engagement in planning matters” also suggests that while much of the available guidance on pre-application discussions refers to the role of officers – “Members have a crucial role to play at this stage in offering vision and leadership...”

The publication comments that:

“While many Councils’ codes of conduct specifically advise against pre-application discussions between members and applicants, the LGA feels that, if conducted according to a clearly communicated and well structured format, discussions can be useful and effective ways to support the decision making process.”

“Any discussions with developers or applicants should be part of structured arrangements agreed with officers”

### Issues for discussion

If member involvement in pre-application discussions is to be promoted as a regular practice at the Vale, Officers believe four principal issues will need to be considered and addressed satisfactorily;

- (i) *The resourcing and organisational requirements of such an arrangement – in particular, impact on staff time*
- (ii) *The need to avoid delays to, and duplication of effort during, the planning process*
- (iii) *Balancing the need to maintain applicant's commercial confidentiality with Members' local leadership role;*
- (iv) *Maintaining the integrity of the decision making process and member impartiality.*

(i) *Resource considerations*

- In 2006/7 the Vale dealt with around 1800 applications in total, and 57 "major" applications. Although relatively minor applications can give rise to significant local concerns, it would be impossible to resource and produce a practical system which provided for member involvement in pre-application discussions at all levels of application. Resourcing such involvement even for those applications defined as "major" in DCLG terms (i.e. housing applications for 10+ dwellings) would not be possible at current levels of staffing if LGA and other guidance is to be followed. (Such advice suggests that discussions should be part of formal and structured arrangements e.g. formal developer presentations should be arranged, comprehensive notes taken, records of attendance kept, attendance by officers of appropriate seniority required, member involvement recorded and explained in any subsequent Committee Report).

To minimise the resource implications member involvement would need to be restricted to the most significant major applications (i.e. the largest residential and commercial schemes) with clear thresholds established, below which such involvement would not be provided for.

There undoubtedly would be pressure from some members to set lower thresholds, however it would need to be made clear that this could not be resourced.

(ii) *The need to avoid process delays & duplication of effort*

Although Government BVPI performance targets are focussed on speed of handling applications once they have been lodged with the Council, advice and best practice across the profession stresses the need for speed and efficiency throughout the whole of the application process, right from pre-application through to the issue of the decision and the discharge of conditions. The 2007 Planning White Paper and its companion documents continue to focus on the need to achieve yet greater efficiencies in the operation of the system and on the requirement to streamline processes and remove and avoid delays. Of particular relevance to the issue of member pre-application involvement is the White Paper's proposal that "Planning Performance Agreements" (PPA's) be introduced as a means of managing large scale applications. Such agreements would include both the pre-application and post submission phases and would incorporate a number of core components including; a charter which would set out the LPA's expectations for community involvement and member engagement; a project plan which would identify key application milestones and fix meeting schedules and dates at which reports would be required; and a key issues list setting out the issues parties expect to encounter as an application progresses. Nevertheless, PPA's are seen by the Government not only as a tool leading to better planning decisions and stakeholder engagement, but also as a means of making the process more efficient and timely. (The White Paper consultation broaches the possibility of including financial penalties in PPA's

which would be incurred either by the applicant or the local authority for failure to deliver the PPA to the agreed timetable).

Current Vale procedure for dealing with the most major development proposals is for a multi-disciplinary officer “development team” to be set up to process the proposals right through the pre-application to the application decision stages. (The team often includes officers from outside organisations, in particular County Council officers, to address issues such as highway and other infrastructure requirements). The system is working well and efficiently and enables officers from the various disciplines to keep abreast of and influence the evolution of the proposals (including at the pre-application stage) and is helpful to the developers who are able to discuss issues (some of which may cut across disciplines) at single meetings. The composition of the team at particular meetings can and is varied depending on the issues to be discussed.

Officers would be concerned to avoid duplication of this effort and delays to the process and also to avoid the possibility of contradictory messages being sent to (or received from) developers which might occur if a parallel arrangement to involve members in discussions at the pre-application stage was established.

(iii) *Balancing the need to maintain an applicant’s commercial confidentiality with the role of members in representing and providing leadership on behalf of their communities:*

Members will be well aware of the duties on officers & Councillors to maintain commercial confidentiality. It is often the case, particularly at the pre-application stage, that developers have yet to acquire full ownership of sites they are proposing to develop. They may have an option to purchase, or be in competition (or negotiating partnership arrangements) with rival companies to bring forward a development scheme. The progress and outcome of pre-application discussions can have fundamental effects on such commercial arrangements and developers are rightly concerned to ensure their confidentiality is respected.

This poses a particular problem for Members who may wish to involve themselves in pre-application discussions in order to represent their local communities and provide leadership for those communities. It is not clear how the two responsibilities can be fulfilled as representing and leading on behalf of a local community inevitably would necessitate sounding out local views and opinions on pre-application proposals and keeping local people informed. Even if a mechanism and safeguards can be put in place and a developer’s interest in a site can be made public, it may not always be clear which aspects of their proposal should remain confidential. Issues such as consideration of alternative density options, if made public at the wrong time, can lead to an unnecessary or premature response from the local community.

(iv) *Maintaining the integrity of the decision making process and member impartiality:*

The recent LGA guide to Member engagement in planning matters makes it clear that in relation to the consideration of planning applications (and to issues of planning policy development) “Members need to be aware of their obligation to an impartial approach. An objective consideration of material facts at the planning committee is the correct place for members to make their views, based on an impartial consideration of the evidence at

the time. Expressing a view outside this arena comprises a prejudicial interest and debars a member from involvement in the determination process.” The guide goes on to say:

- “However, this does not rule out a range of opportunities for members to follow the progress of applications, particularly where contentious or substantial”, but also that
- “The determination of planning applications is a quasi judicial process and when the boundaries between discussions and negotiations become blurred, members lay themselves open to criticisms of ‘fettered discretion’ and partiality”.

The guide advises that member involvement in pre-application discussions needs to take place within a legitimate and robust framework “with a cautious awareness of the fine line between an objective interest and a prejudicial one.”

In this context, the LGA has offered guidance notes to assist in the development of local procedures to deal with the issue. The guidance (some of which is echoed in the leaflet “Positive engagement – a guide for planning councillors” referred to earlier) suggests the following:

- Any discussion with developers or applicants should be part of structured arrangements agreed with officers. Councils should make, clarify and communicate the role of members and the limits of engagement with applicants in framing local member codes of conduct. (A simple mechanism might be a guide to applicants outlining the scope of pre-application meetings and the remit of the members).
- Members need to be aware of the distinction between giving and receiving information and engaging in “negotiations” in their discussions with the applicants.
- Presentations by applicants should be limited to the development proposed and questions should be related to factual matters, on the understanding that the purpose of the discussions is to improve understanding.
- Members should maintain an impartial listening role and avoid expressing an opinion or giving advice beyond outlining adopted local policies.
- It should be made clear that views expressed are not part of the determination process.. (although it must be said that the above bullet points would suggest that in general, “views” from Members should not have been expressed in the first instance).
- Discussions should be structured and always involve officers of appropriate seniority, and for major or contentious applications, Member involvement should be authorised by the main Committee and involvement subsequently recorded in any Committee Report.
- A written note of discussion proceedings should be kept; including an attendance record and if the applicant requests the views of the authority these should be communicated in writing with officers making it clear that views expressed prior to formal determination of an application are preliminary.
- Where discussions are likely to touch on commercially sensitive matters Councils should set out in advance how they intend to deal with such matters.
- Members should not seek to influence officers or pressure officers to support a particular course of action.



The guidance would seem to point to the need for clear and formalised arrangements to manage the process of member involvement and avoid an ad hoc, inconsistent approach which could put in doubt the integrity of the Council's decision making. Any formal arrangements would need to recognise the resource and potential process delay consequences outlined in points (i) and (ii) above.

Officers are aware that a small number of Councils have sought to address the issue of Member involvement at pre-application stage for their most significant development proposals through the establishment of Member Forums, on similar lines to the Grove Development Forum set up by this Council. There is no consistent format for such bodies, but if Members are minded to follow this route the issues raised above need to be considered and the following questions addressed in that context:

- How "formal" should the Forum meetings be?
- How should the decision to set up a Forum be made and by whom?
- Should there be an agreed scheme through which Forum membership is decided? Should membership of each Forum be open to all members of the Council? Chair & Vice-Chair of the Development Control Committee, Opposition Planning Spokesman & Local Members only? All local members for the Town (e.g. Abingdon or Wantage) if the application is significant, or just the relevant Ward Members?
- How frequently should the Forum meet, how would frequency be decided.
- Who would service the meeting? Should a formal note be taken and recorded by the Democratic Services Team? How will duplication of the existing officer development team meetings be avoided?
- How will issues of commercial confidentiality be dealt with and balanced against Members' local leadership role?
- Could/should the meetings be held in public?
- Should clear thresholds be set down, above which Forums could be set up and below which it would be understood that Forums would not be set up?
- How will the establishment of the Forum mechanism be reflected in the Members' Planning Code of Conduct? Would the principle need approval from the Council's Standards Committee?

As suggested above the Grove Development Forum might be seen as a model for how a separate and parallel Forum for involving members in the pre-application (and post application) stages of a major development proposal can work. However, it should be acknowledged that the Grove Forum is operating successfully in response to a particular set of circumstances:

- The development is exceptional in terms of its scale and impact and is being taken forward within a clear context and series of requirements set by the adopted local plan and comprehensive, adopted supplementary planning guidance. The developer is therefore less concerned about issues of commercial confidentiality and the "rules and requirements of the game" are relatively clear and open. This will not be the case with most other development proposals, particularly unexpected "windfall" schemes.
- With the exception of the first 2 meetings (which were focussed around preparation of the Vale's SPG) the Forum has been entirely funded by the developers, who have engaged an external facilitator to organise meetings, arrange workshop sessions and

document and record outcomes. This has been a major task which could not have been resourced in-house.

REPORT OF THE DEPUTY DIRECTOR (PLANNING AND COMMUNITY STRATEGY)  
TO THE EXECUTIVE  
4 APRIL 2008

**Decriminalised Parking Enforcement**  
**(to be known as Civil Parking Enforcement from the 1 April 2008)**

**1.0 Introduction and Report Summary**

- 1.1 Oxfordshire County Council (OCC) in 2005, resolved to introduce Decriminalised Parking Enforcement (DPE) throughout Oxfordshire and accordingly, in early 2006 started negotiations with the four rural District Councils with a view to establishing a single enforcement authority in each district area, with District Council's undertaking enforcement under an agency agreement with OCC.
- 1.2 The Executive received a report no 246/05 in March 2006 setting out the principles of DPE and authorised officers to commence negotiations with OCC. The purpose of this report is to update Members on the progress of the project.
- 1.3 The Contact Officer for this report is Gordon Willcox, Section Head (Transportation) telephone 01235 540390.

**2.0 Recommendations**

*That the Executive:*

- 2.1 *note the progress of this project;*
- 2.2 *reaffirm its commitment to the principle of Civil Parking Enforcement and its willingness to undertake on-street enforcement in the Vale on behalf of OCC together with off-street enforcement subject to reaching agreement with OCC on all operational, administrative and financial matters, given that any financial arrangements must accord with the Council's medium term financial plan.*

**3.0 Relationship with the Council's Vision, Strategies and Policies**

- 3.1 This report supports the Council's Vision Strands A,D, E and G.
- 3.2 This report does not contradict any existing Strategies or Policies.

**4.0 Background**

- 4.1 The Department for Transport (DfT) have a stated objective that DPE should bring together the control and enforcement of both on-street and off-street parking in the interest of public understanding. Historically, parking enforcement has been controlled by two tiers of local government with County Councils responsible for Traffic Regulation Orders, and the police or traffic wardens responsible for enforcement; and District Councils responsible for the management and enforcement of off-street parking. The two tier situation often leads to confusion for the public. In the Vale this issue is further complicated by the presence of an agency agreement between OCC

and Abingdon Town Council for the warden enforcement of on-street pay and display, and residents' parking schemes in Abingdon, which results in there currently being three organisations responsible for parking enforcement in the town. OCC currently operates DPE in Oxford city however, this scheme does not include the off-street car parks, which remain the responsibility of Oxford City Council. The boundary of the Oxford city DPE scheme also extend to cover the streets in North Hinksey.

- 4.2 Members will be aware of the pressures on police resources. Parking enforcement has been removed from the "core activities" prescribed by the Home Office for the police force with attendant reductions in resource allocation. The County Council have been advised by the Thames Valley Police Authority that the pressures on police budgets and other priorities have increased the likelihood of Thames Valley Police diverting resources even further from enforcement.
- 4.3 The DfT has addressed this situation through decriminalised parking legislation whereby all on-street parking enforcement can be transferred from the Police to Local Highway Authorities. It is the DfT's clear objective that both on-street and off-street parking should be treated in the same way, and seen to be under the umbrella of a single management/enforcement regime, in the interest of better public understanding.
- 4.4 Under current arrangements, for the OCC (outside Oxford city) and the four District Councils non compliance with either on-street Traffic Orders or off-street Parking Orders, enforcement is a criminal sanction. When an offence is committed and the driver fails to pay the normal fine, the prosecuting authority has to prove its case to the Magistrates beyond reasonable doubt. Where Magistrates uphold a prosecution, the parking fine no longer comes to the appropriate Council, but is accrued to the Exchequer.
- 4.5 In future, a single authority will have responsibility for enforcing parking controls. A Civil Enforcement Officer will place a penalty charge notice (PCN) on a vehicle that contravenes parking restrictions (both on and off-street). A PCN has the effect of giving notice that a sum of money is owed. A PCN can, in appropriate cases authorise the clamping and towing away of vehicles.
- 4.6 The penalty charges are debts, due to the local authority and enforceable through a streamlined version of the normal debt recovery processes in the civil courts. The process for English authorities is centralised and involves the electronic transfer of data to the Northampton County Court. Motorists wishing to contest liability for a penalty charge may make representations to the local authority and, if these are rejected, they may have grounds to appeal to independent adjudicators, whose decision is final (i.e. there is no right of further appeal through the courts). The standard of proof that applies in such cases is the lower civil standard - the case has to be proved on the balance of probabilities.
- 4.7 If no representations are made, or if the outcome of an appeal is that the notice still applies, the authority to whom the debt is owed can recover the debt through the county court. The local traffic authority retains the proceeds from the penalty charges, which are used to finance the enforcement and adjudication systems.
- 4.8 The DfT believe that there are significant advantages for local authorities having traffic and parking enforcement under their control, specifically:
  - Local authorities will be able to ensure that their parking policies are implemented effectively, with consequent benefits through improved traffic flow,

better management of overall traffic levels, fewer accidents, a fairer distribution of available parking places and a more pleasant environment.

- The integration of enforcement and parking policy responsibilities should enable better monitoring of the effectiveness and value of parking controls, so that parking provision becomes more responsive to public needs.
- Local authorities will be able to use the revenue they receive from penalty charges to fund their enforcement activities. Any surpluses can be used to improve parking facilities or fund other related transport/environmental schemes.

4.9 In March 2006 the Executive confirmed its support for DPE and requested the then Assistant Director (Planning) to commence detailed discussions with OCC. Members from the other District Councils gave similar support for this project and from the amalgamation of resolutions, district officers were able to establish a number of common principles and objectives to guide their joint negotiations with OCC.

- The support, in-principle, for DPE subject to agreement with OCC on all financial, operational and administrative details.
- The willingness by Districts to assume the responsibility to manage on-street enforcement, subject to it being at no cost to the District.
- That the income from the Districts' off-street parking account be ring-fenced and excluded from any negotiations.
- The willingness to explore opportunities for joint working particularly in the areas of administration.
- The agreement with OCC on how any surpluses will be used.

#### 5.0 **Progress March 2006 – April 2007**

5.1 OCC initially set themselves a project timetable of 2 years, working towards the implementation of DPE in April 2008. The project was managed by an OCC Project Team which included District officers. The four Districts jointly appointed specialist parking consultants RTA Associates to advise them on the project, and accordingly work started on a number of elements:

- A review of all existing Traffic Regulation Orders (TRO's) by survey.
- Computerised mapping of all TRO's.
- Agreeing the appropriate IT system.
- Preparing a draft Agency Agreement.
- Joint parking policies.
- Joint enforcement policies.
- Joint working opportunities.
- Building and agreeing a financial model.

5.2 How DPE is able to be financially managed, both district by district and as a single county entity was clearly one of the most important issues to be resolved. OCC required that from year two, taken across the four Districts, DPE would be at least cost neutral. This objective concurs with the broad financial requirements set by the DfT in considering applications from Highway Authorities for DPE powers. OCC are committed to fund all set up costs and underwrite any operational deficits incurred in year one. It is worth noting that, from the outset, RTA Associates were of the view that it would be difficult to achieve a cost neutral position in Oxfordshire for a scheme which encompasses only the four rural districts and excluded Oxford City.

5.3 Various financial models for each of the four Districts were built and then progressively modified to test various scenarios which might reduce costs without compromising the effectiveness of the enforcement. By April 2007 the District Council's were able to provide OCC with their optimum financial model, a summary of which is shown below.

April 2007 Model Summary

	Capital start up costs	Revenue start up expenses	Year 1 revenue deficit	Year 2 & on-going revenue deficit
Vale	£18,469	£45,406	£97,666	£11,484
<b>Total of the 4 Districts</b>	<b>£126,154</b>	<b>£227,073</b>	<b>£555,923</b>	<b>£205,574</b>

5.4 The year 2 (and on-going) figures reflect “marginal costs”, i.e. the additional cost of providing the service (not the total cost of the service) and reflect on-street and off-street enforcement as a single operation. The main elements which are contributing to the year 2 revenue costs are:

- Cost of on-street enforcement.
- Income from on-street enforcement.
- Economies to off-street administration through joint working.
- Loss of off-street income due to reduction in penalty charge level.

5.5 For the Vale, DPE would impose a level of penalty fines at £60/£40 which is a reduction from the current Vale off-street charge at £80/£50. This change results in a reduction of £27K in income, which tips the year 2 figure for the Vale, into an £11K deficit.

5.6 In respect to the other Districts, the Vale's year 2 figure compares well, with one District showing a deficit of £5K and the other two Districts showing deficits over £90K

6.0 **Progress April 2007 – to date**

6.1 The development of the County/District DPE project had initially been progressed at operational level. Because of the emerging negative outputs from the financial model, OCC took the view that a more strategic overview of the project was necessary in order to consider what options might be available to enable the project to be taken forward.

First meeting of Strategic Directors

6.2 Strategic Directors met with OCC in May 2007. Whilst reaffirming their commitment to the project, each Director made it clear that Districts would not be prepared to expose themselves to financial risk. It was agreed that:

- “Heads of Terms” should be developed to establish the common ground.
- A further review of the financial model would take place, in particular to look again at staffing levels.
- RTA Associates would be appointed to work on behalf of both OCC and Districts.

- RTA would investigate opportunities to raise additional on-street income, eg more on-street pay and display parking.
- The start date for the project would be delayed until April 2009.

#### Heads of Terms

- 6.3 Based on a series of meetings with Districts, RTA have produced draft Heads of Terms which OCC and Strategic directors will need to consider, in order to develop a basis from which this project can be moved on. The principal terms proposed are:
- a) OCC/DC would agree an annual budget for on-street enforcement.
  - b) OCC fund agreed deficits in the annual budget.
  - c) OCC to underwrite all deficits for first year of operation.
  - d) DC fund non-agreed deficits in the annual budget.
  - e) Surpluses in on-street initially go to off-set on-street deficits elsewhere.
  - f) Other surpluses ring fenced by OCC, and spent as agreed by a Partnership Board
  - g) That there should be a joint processing of penalty notices for the four authorities by one of the District Councils.
  - h) Each DC to handle its own representations and appeals.
  - i) Each DC to have on-line connection to the central processing database.
  - j) Each DC to manage own parking permits.
  - k) OCC to retain responsibility for TRO's, signs and lines.

#### Review of the Financial Model

- 6.4 In an attempt to reduce cost, further refinements have been built into the latest model. The principal change relates to the number of deployed patrolling staff (and therefore administrative staff, as a result of fewer parking tickets). The previous model provided for an additional 6.5 fte patrollers, on-street, across the Vale. The latest model reduces this number to 4.0 fte patrollers which officers believe is the lowest number of patrollers needed to make the scheme still worth while. At this level, the following is an example of the on-street patrolling which could be achieved in the Vale, over a typical 7 day operational week.

Location	Patrolling days
Abingdon	9.5
Wantage	7.0
Faringdon	1.5
Botley	1.5
Villages	0.5
Total	20.0 (4fte)

- 6.5 In July 2007 the financial model took on a further burden when the Government announced its guidance notes for the new Traffic Management Act (TMA). From the 1 April 2008, DPE under the Road Traffic Act 1994 will be superseded by the Traffic Management Act 2004 (TMA). The enforcement of traffic regulations and parking under the TMA will be called "Civil Parking Enforcement" (CPE).
- 6.6 The TMA brings forward a number of changes to the scheme and also creates some new contraventions. However, there are two changes which will be fundamental to the on-going negotiations with OCC:
- Firstly, the DfT no longer requires Highway Authorities to show that CPE will be self financing (as was the case with DPE) and secondly,

- the legislation allows a highway authority to choose between 2 tiers of charges where, within each tier there will be a “higher” and “lower” grade of contravention.

- 6.7 Assuming that OCC opt to operate the upper level of charges, which is most likely, the penalty for higher contraventions (such as parking on double yellow lines) would attract a £70/£35 penalty, whilst lower contraventions (as will occur in off-street car parks) would attract a £50/£25 penalty. As a result, moving from an existing level of £80/£50 to a new level of £50/£25 will impose a loss to the Vale of off-street income in the region of £60K. Note where a penalty is shown with a / (eg £80/£50) this means the full and the discounted penalty level for prompt payment.
- 6.8 The latest model therefore reflects both the reduced staffing level and the new TMA penalty levels and a summary of the latest model is shown below.

January 2008 Model Summary

	Capital start up costs	Revenue start up expenses	Year 1 deficit	Year 2 & on-going revenue deficit
Vale	£32,202	£45,630	£84,169	£75,428
<b>Total of the 4 Districts</b>	<b>£142,900</b>	<b>£192,821</b>	<b>£338,964</b>	<b>£274,764</b>

- 6.9 Members will note that most of the Vale’s year 2 deficit is attributable to the £60K loss of income due to the enforced change in the level of penalty charge. Without the change, the Vale’s deficit would have been £15K
- 6.10 The overall deficit has now increased by some £70K from the April 2007 model with the Vale’s year 2 deficit of £75K comparing with deficits of £32K, £69K and £98K in the other three Districts

Second meeting of Strategic Directors

- 6.11 Strategic Directors next met with OCC in January 2008 to discuss the framework of the Heads of Terms agreement and to receive the outcomes of the new modelling work. Whilst progress had been made with reducing staffing levels, the impact of the TMA penalty levels has resulted in increasing the overall year 2 deficit from £205K to £274K.
- 6.12 Strategic Directors reminded OCC that income from off-street parking plays an important part in their authorities medium-term financial planning and that districts would not be prepared to bear any losses in this income stream and would be looking to OCC to underwrite any reduction resulting from the enforced TMA penalty levels.
- 6.13 Strategic Directors questioned whether, given the fundamental changes in the structure of the project, OCC could take CPE forward without Districts and their off-street parking operations. RTA advised that, whilst there is no legislation compelling Districts Council’s, the DfT have indicated strongly their desire to have unified county-wide parking arrangements, and there is currently no precedent where district operations have been excluded (given that the arrangements in Oxford city predate DPE legislation).



6.14 The following course of action was agreed:

- RTA to further review the financial models working with both district officers and District/OCC accountants.
- RTA/OCC to prepare a financial model for a single county-wide parking authority which would centralise all enforcement and administration.
- District Leaders/Portfolio holders to be invited to a presentation to ensure “one-level-understanding” of the latest position.
- OCC will need to prepare an offer for districts to consider, which would form the basis of moving this project forward.

RODGER HOOD  
Assistant Director (Planning)

TIM SADLER  
Strategic Director

Background Papers:

- Report no.246/05, Decriminalised Parking, to the Executive 3 March 2006
- Traffic Management Act 2004