

ODS Furlough Statement

March 2022



Oxford Direct Services (ODS) is a Local Authority Trading Company delivering a range of services on behalf of Oxford City Council. ODS provides frontline services, including waste collection and repairs and maintenance for Council-owned properties as well as a range of commercial services.

Covid Impact on ODS and use of Furlough scheme

The COVID pandemic has had an adverse impact on most businesses and ODS has not been immune to this. In line with government guidelines, ODS furloughed staff when there was a reduction in the volume of work; this largely mirrored lockdown periods where some services were suspended or reduced due to government restrictions. These included commercial services such as waste collection from businesses due to their closure during lockdown and those which require direct contact with the public, for example carrying out repairs in people's homes.

The safety of our staff, residents and customers has been a key consideration throughout the pandemic.

The authorisation to furlough staff was considered and agreed by the ODS Executive Team on 30th March 2020 and was based on the "Coronavirus Job Retention Scheme" guidance and legal advice. ODS worked closely with the City Council to maintain key services during the lockdowns and agreed which activities had to be paused while maintaining essential and safety critical services.

ODS used the furlough scheme between April 2020 and April 2021 and at all times acted in accordance with the government guidelines and independent legal advice. The total claim amounts are included below.

Contracted works

Arrangements for externally procured works that have been in place each year, prior to furlough continued to take place, where safe to deliver. The majority of these works were for seasonal works and would have been contracted regardless of whether staff were furloughed.

The only additional external works carried out by contractors was where additional capacity was required in addition to our own staff to meet the needs of our client, Oxford City Council.

No works have been given to contractors to complete as a result of staff being off on furlough.

All contracts held by ODS are listed on our contract register that can be found on our website odsgroup.co.uk and include all information we are required to provide in line with the Local Government Transparency Code 2015.

<https://www.gov.uk/government/publications/local-government-transparency-code-2015>

Financial information

Details on the numbers of staff furloughed and the financial contributions from the government grant and the top up are shown in the tables below. This information will be published in the annual accounts.

ODS in consultation with the recognised unions made the decision to top up furloughed staff to full salary. No contributions were received from Oxford City Council towards this top up, as whilst ODS is owned by OCC, it is a separate commercial entity.

The contribution to the furlough claim is made up of

- 20% of the furloughed staff's salary to top up the 80% funded by the government to 100%
- Employer's National Insurance contributions on 100% of furloughed staff's NI'able pay
- Employer's pension contributions on 100% of furloughed staff's pensionable pay

The Table below shows the Grant received by ODS and the Top Up costs for the period April 2020 to April 2021.

ODS Furlough Finances			
Month	CJRS Grant Receipts	ODS Top ups	Number Furloughed
Apr-20	£ 239,351.21	£ 129,869.28	168
May-20	£ 425,793.73	£ 230,088.81	256
Jun-20	£ 364,912.96	£ 198,048.74	206
Jul-20	£ 247,997.72	£ 131,711.94	135
Aug-20	£ 128,585.07	£ 89,167.89	77
Sep-20	£ 56,275.46	£ 38,942.50	48
Oct-20	£ 6,923.58	£ 4,462.59	6
Nov-20	£ 97,733.28	£ 70,056.14	109
Dec-20	£ 107,012.06	£ 73,307.49	123
Jan-21	£ 230,915.64	£ 163,869.98	217
Feb-21	£ 213,864.56	£ 143,569.31	163
Mar-21	£ 150,660.72	£ 101,600.93	112
Apr-21	£ 20,309.86	£ 13,479.22	62

Number of staff furloughed split by team.

ODS Furlough Numbers	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021
Building - Responsive Operations	41	67	45	34	22	15	1	20	26	56	48	39	27
Building Planned Operations	27	57	48	25	11	5	0	7	17	47	37	18	11
Street Scenes	23	31	21	18	12	9	0	15	4	16	10	10	3
Waste & Recycling Domestic	25	26	23	12	11	11	2	1	1	7	8	7	4
MT Operational Team	1	1	1	1	1	0	0	0	0	0	0	0	0
Parks – DS	10	12	10	9	4	2	0	44	51	52	41	22	6
Tree Maintenance	1	1	1	1	1	0	0	0	0	0	0	0	0
Engineering	9	9	9	7	4	2	1	6	5	6	2	2	0
Building Services Apprentices	1	1	1	1	0	1	1	0	0	0	0	0	1
Property Maintenance	2	3	3	2	1	0	0	0	0	0	0	0	0
Local Overheads	8	11	9	8	3	2	0	3	7	11	2	3	2
Caretaking & Misc	3	3	3	1	1	1	1	0	0	3	3	2	1
Motor Transport	6	9	9	5	2	0	0	6	10	10	3	2	1
Building Contracts	1	2	1	1	0	0	0	0	0	0	0	0	0
Pest Control	2	2	2	2	1	0	0	0	0	3	3	2	0
Stores & Running Cost HRD	1	7	7	2	0	0	0	0	0	0	0	0	0
Grounds Maintenance	2	2	1	0	0	0	0	0	0	0	0	0	0
D2D Responsive Private Works	1	1	0	0	0	0	0	0	0	0	0	0	0
Customer Services Waste Services	1	1	1	0	0	0	0	0	0	0	0	0	0
Suburban Streets	1	1	1	1	0	0	0	0	0	0	0	0	0
Building Services Admin Support	1	1	0	1	0	0	0	0	0	0	0	0	0
HW&E Management Team	1	1	1	1	0	0	0	0	0	0	0	0	0
Off Street Parking	0	4	5	1	1	0	0	6	1	6	6	5	3
Car Parks Management	0	1	1	1	1	0	0	0	0	0	0	0	0
Building Services Electrical Team	0	1	1	0	0	0	0	0	0	0	0	0	0
Highways Lines and Signs	0	1	0	1	1	0	0	0	0	0	0	0	0
HW&E Operational Team	0	0	1	0	0	0	0	0	0	0	0	0	0
Garden Scheme	0	0	1	0	0	0	0	1	1	0	0	0	0
Waste & Recycling Commercial	0	0	0	0	0	0	0	0	0	0	0	0	3
General Building Services	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	168	256	206	135	77	48	6	109	123	217	163	112	62