



To: **Members of the Cabinet**

Notice of a Meeting of the Cabinet

Tuesday, 19 March 2013 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

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Chief Executive

March 2013

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<i>Councillors</i>	Membership
Ian Hudspeth	- <i>Leader of the Council</i>
Rodney Rose	- <i>Deputy Leader of the Council</i>
Arash Fatemian	- <i>Cabinet Member for Adult Services</i>
Nick Carter	- <i>Cabinet Member for Business & Communications</i>
Louise Chapman	- <i>Cabinet Member for Children & the Voluntary Sector</i>
Melinda Tilley	- <i>Cabinet Member for Education</i>
Hilary Hibbert-Biles	- <i>Cabinet Member for Growth & Infrastructure</i>
Mrs J. Heathcoat	- <i>Cabinet Member for Safer & Stronger Communities</i>
Kieron Mallon	- <i>Cabinet Member for Police & Policies</i>

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 27 March 2013 unless called in by that date for review by the appropriate Scrutiny Committee. Copies of this Notice, Agenda and supporting papers are circulated to all Members of the County Council.

Date of next meeting: 16 April 2013

Declarations of Interest

The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, **or**

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

List of Disclosable Pecuniary Interests:

Employment (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines. <http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Rachel Dunn on (01865) 815279 or rachel.dunn@oxfordshire.gov.uk for a hard copy of the document.

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

AGENDA

1. Apologies for Absence

2. Declarations of Interest

- guidance note opposite

3. Minutes

To approve the minutes of the meeting held on 26 March 2013 (**CA3 – to be circulated separately**) and to receive information arising from them.

4. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

5. Petitions and Public Address

6. Statutory Notice: Proposal to Expand Windmill Primary School, Oxford (Pages 1 - 32)

Cabinet Member: Education

Forward Plan Ref: 2012/178

Contact: Diane Cameron, School Organisation Officer Tel: (01865) 816445

Report by Director for Children's Services (**CA6**).

The proposal is to permanently increase the school admission number at Windmill

Primary School from 60 to 90. This means that each year group would consist of up to 90 places, taught in three classes, making a maximum total of 630 pupils.

The school has admitted up to 90 children by local arrangement with Oxfordshire County Council for September 2011 and 2012, however this arrangement is not permanent. This proposal is to formally change the admission number to 90 on a permanent basis from September 2014. The school has a published admission number of 60 for September 2013 but will admit up to 90 children should this proposal be approved.

The current capacity of the school is 510 and the proposed capacity will be 630. The current admission number for the school is 60 and the proposed admission number will be 90.

The Cabinet is RECOMMENDED to approve the expansion of Windmill Primary School with effect from 1 September 2013.

7. Stage Two Statutory Notice Proposal to Alter the Lower Age Range at St Gregory the Great Catholic School, Oxford (Pages 33 - 80)

Cabinet Member: Education

Forward Plan Ref: 2012/183

Contact: Diane Cameron, School Organisation Officer Tel: (01865) 816445

Report by Director for Children's Services (**CA7**).

The proposal is linked to a plan, supported by the county council and the Catholic Archdiocese of Birmingham, for St Gregory's to expand into the currently vacant building on Cricket Road, adjacent to their current site. This building was a school, then used as offices by Oxfordshire County Council, but has been vacant for over two years. The proposal is for St Gregory's to establish their primary phase of education in this vacant building.

The proposal is also linked to the school converting to an academy and forming part of a Multi Academy Company, with six Catholic primary schools around the county. This process is running concurrently with the alteration of the age range proposal, and will be decided upon in due course through the Department for Education. Although the two proposals are linked in that they are concurrent, the outcome of one does not necessarily impact on the outcome of the other.

The Cabinet is RECOMMENDED to approve the alteration of the lower age range of St Gregory the Great Catholic School with effect from 1 September 2013.

8. Stage Two Statutory Notice Proposal for Change of Category for Bletchington Parochial CE Primary School (Pages 81 - 110)

Cabinet Member: Education

Forward Plan Ref: 2012/184

Contact: Diane Cameron, School Organisation Officer Tel: (01865) 816445

Report by Director for Children's Services (**CA8**).

The proposal is by the Governing Body of Bletchington Parochial CE Primary School and is to change the category of the school from Voluntary Controlled to Voluntary Aided. No other change to the school is contingent on this proposal.

The reasons stated for the proposal are contained within the report, but may primarily be summarised by a wish to retain the religious character of the school and control over the running of it. The Governing Body is supported by the Diocese in its wishes.

The change of category is proposed to be implemented on 1 April 2013.

The Cabinet is RECOMMENDED to approve the change of category of Bletchington Parochial CE Primary School to Voluntary Aided with effect from 1 April 2013.

9. Bayards Hill Primary School - Redevelopment Project (Pages 111 - 126)

Cabinet Member: Police & Policies

Forward Plan Ref: 2013/021

Contact: Trevor Askew, Service Manager - Operational Client Contracts Tel: (01865) 323678

Report by Director for Environment & Economy (**CA9**).

The purpose of this report is to seek Stage 2 Full Business Case approval to award a contract for construction/ refurbishment to Bayard's Hill Primary School within an approved budget figure of £6.6 million.

The work will be carried out by a contractor selected from the OCC framework contract, as the value of the construction work is beyond the exclusivity limit of £4 million set for self-delivery by Carillion, the council's property and facilities contractual partner

The replacement of Bayard's Hill Primary School was one of 2 projects in Oxfordshire to be funded from the first wave of the previous governments Primary Capital Programme.

The need for Bayard's Hill Primary School to operate as a 2FE Primary School (Admission Number 60) is one part of the county council's strategy to meet the need for primary school places in Oxford.

In January 2011 Cabinet approved a revised Capital Programme which included £6.6m to address the priority suitability/condition requirements at Bayard's Hill Primary School and ensure sufficient space is provided for the school to operate as a two Form Entry (2FE) primary school.

The project will address over 95% of the value of the building condition issues identified in the condition survey carried out in August 2012, which total circa £1.3m

The scheme will also address current suitability issues relating to:

- Poor internal organisation of spaces

- Site security issues associated with a multi-use site
- Inadequate withdrawal/SEN spaces for small group and 1:1 support
- accessibility issues due to changes in levels within the building

The cabinet is RECOMMENDED to approve the Stage 2 Business Case and approve the award of the construction contract detailed in the report.

10. Joint Municipal Waste Management Strategy 2012 (Pages 127 - 172)

Cabinet Member: Growth & Infrastructure

Forward Plan Ref: 2012/141

Contact: Martin Tugwell, Deputy Director for Environment & Economy – Strategy & Infrastructure Tel: (01865) 815113

Report by Deputy Director for Environment & Economy – Strategy & Infrastructure (CA10).

In 2007 Oxfordshire Waste Partnership agreed a Joint Municipal Waste Management Strategy and action plan. Oxfordshire councils work together through the Partnership to manage and improve waste management within the county by implementing the Strategy.

The Strategy is a high level policy document and commits to a five-yearly review to ensure that it remains current. In 2012/13 a review of the Strategy was carried out and an updated document has been produced and consulted upon. At the January 2013 meeting of the Partnership, the refreshed document was agreed and signed off. It now needs to be adopted by each partner council.

The reviewed strategy celebrates our countywide successes and reaffirms the 2007 policies. It accounts for legislative and national policy changes, aiming for improvement and cost efficiency. The Strategy review focuses on reduction and reuse and improving our current recycling systems, aiming for continual improvement across the county. A high level action plan for 13/14 to accompany the refreshed strategy document has also been developed.

The Cabinet is RECOMMENDED to

- (a) approve and adopt the revised Oxfordshire Waste Partnership Joint Municipal Waste Management Strategy***
- (b) delegate authority to the Director for Environment and Economy to authorise the financial arrangement deed of variation in consultation with the Leader.***

11. Future Witney Transport Infrastructure (Pages 173 - 180)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2013/029

Contact: Roy Newton, Service Manager – Infrastructure Planning Tel: (01865) 815647

Report by Deputy Director (Strategy & Infrastructure Planning)(CA11).

The purpose of this report is to seek:

- Endorsement for the programme of investment in transport infrastructure in Witney in support of the proposals in the draft West Oxfordshire Local Plan
- Approval to proceed with delivery of Phase 1 of the investment programme (delivery of the Ducklington Lane/Station Lane junction improvement).

The Cabinet is RECOMMENDED to:

- (a) endorse the programme of investment in transport infrastructure in Witney in support of the proposals in the draft West Oxfordshire Local Plan***
- (b) approve in principle Phase 1 of the investment programme (delivery of the Ducklington Lane/Station Lane junction improvement) and agree to the use of S106 funds held by the County Council to enable its delivery at the earliest opportunity. Agree to the inclusion into the capital programme of £2m total project budget and release of £0.2m project development budget under the capital governance approval process.***
- (c) approve in principle the use of S106 funds held by the County Council to support delivery of Phase 2 of the investment programme (the A40 Downs Road junction), in conjunction with funds secured as part of the measures agreed in relation to the proposed West Witney strategic development area. Agree to release of £0.2m project development budget under the capital governance approval process.***

12. Improved Member Engagement and Streamlined Governance - Governance Review Further Details (Pages 181 - 188)

Cabinet Member: Leader

Forward Plan Ref: 2013/026

Contact: Peter Clark, County Solicitor & Monitoring Officer; Tel: (01865)

323907/Alexandra Bailey, Research and Major Programmes Manager; Tel: (01865) 846384

Report by County Solicitor & Monitoring Officer and Research and Major Programmes Manager (CA 12).

A working group comprising members of the Strategy & Partnerships Committee have developed a number of proposals for the future development of governance and back bench member engagement following the May election. The proposals are based on feedback from members, research on other locality authority models and underpinned by a principle of less bureaucracy and more engagement in the context of reduced member and officer resources.

The following proposals were agreed to be recommended to Cabinet and Council in March and April respectively:

- Creation of task and finish Cabinet Advisory Groups
- Creation of a standing Transport Advisory Panel
- Streamlining of the overview and scrutiny function from 6 committees to 3 (Performance, Education and Health)
- Abolition of the Democracy & Organisation Committee with the re-alignment of its functions to Council, the Remuneration Committee and Audit & Governance committee
- Strengthening of engagement via Locality Working

This report sets out further detail on how these new arrangements will operate.

Cabinet is RECOMMENDED to comment on and endorse the proposals outlined prior to consideration by Council. If supported, the Constitution will be updated accordingly, with changes coming into effect following the election.

13. Corporate Plan Performance and Risk Management Report for the 3rd Quarter 2012 (Pages 189 - 204)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2012/137

Contact: Alexandra Bailey, Research and Major Programmes Manager Tel: (01865) 816384

Report by County Council Management Team (**CA 13**).

This report headlines the progress the Council has made toward the Corporate Plan priorities for the period between October to December 2012.

The progress, together with progress toward achieving our Business Strategy priorities (reported separately through the monthly financial and business strategy monitoring report) has been considered by the CCMT. Assurance has been given that, particularly through agreed corrective actions, good progress has been made in the third quarter.

As in the second quarter 2012/13 report, this report provides an update against all Corporate Plan priorities.

This report was discussed by Strategy & Partnerships Scrutiny Committee on 25th February 2013.

The Cabinet is RECOMMENDED to note the report.

14. Forward Plan and Future Business (Pages 205 - 206)

Cabinet Member: All

Contact Officer: Sue Whitehead, Committee Services Manager (01865 810262)

The Cabinet Procedure Rules provide that the business of each meeting at the Cabinet is to include “updating of the Forward Plan and proposals for business to be conducted at the following meeting”. Items from the Forward Plan for the immediately forthcoming

meetings of the Cabinet appear in the Schedule at **CA15**. This includes any updated information relating to the business for those meetings that has already been identified for inclusion in the next Forward Plan update.

The Schedule is for noting, but Cabinet Members may also wish to take this opportunity to identify any further changes they would wish to be incorporated in the next Forward Plan update.

The Cabinet is RECOMMENDED to note the items currently identified for forthcoming meetings.
