

To: **Members of the Cabinet**

Notice of a Meeting of the Cabinet

Tuesday, 14 May 2024 at 2.00 pm

Room 2&3 - County Hall, New Road, Oxford OX1 1ND

If you wish to view proceedings online, please click on this [Live Stream Link](#).



Martin Reeves
Chief Executive

May 2024

Committee Officer: **Chris Reynolds**
Tel: 07542 029441; E-Mail: chris.reynolds@oxfordshire.gov.uk

Membership

Councillors

Liz Leffman	Leader of the Council
Dr Pete Sudbury	Deputy Leader of the Council with responsibility for Climate Change, Environment & Future Generations
Tim Bearder	Cabinet Member for Adult Social Care
Neil Fawcett	Cabinet Member for Community & Corporate Services
Andrew Gant	Cabinet Member for Transport Management
Kate Gregory	Cabinet Member for SEND Improvement
John Howson	Cabinet Member for Children, Education & Young People's Services
Dan Levy	Cabinet Member for Finance
Dr Nathan Ley	Cabinet Member for Public Health, Inequalities & Community Safety
Judy Roberts	Cabinet Member for Infrastructure & Development Strategy

*The Agenda is attached. Decisions taken at the meeting
will become effective at the end of the working day on
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: 18 June 2024

AGENDA

1. Apologies for Absence

2. Declarations of Interest

- guidance note below

3. Minutes (Pages 1 - 8)

To approve the minutes of the meeting held on 23 April 2024 (CA3) 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

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.

To facilitate 'hybrid' meetings we are asking that requests to speak or present a petition are submitted by no later than 9am four working days before the meeting i.e., 9am on Wednesday 8th May 2024. Requests to speak should be sent to chris.reynolds@oxfordshire.gov.uk

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that your views are taken into account. A written copy of your statement can be

provided no later than 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

6. Appointments

7. Reports from Scrutiny Committees (Pages 9 - 18)

Cabinet will receive the following Scrutiny reports:-

Place Overview and Scrutiny Committee reports on

s.106 and Infrastructure Funding Update;
Circular Economy Strategy

8. Cost of Living programme for 2024/25 (Pages 19 - 50)

Cabinet Member: Public Health, Inequalities & Community Safety

Forward Plan Ref: 2024/069

Contact: Paul Wilding, Programme Manager (Cost of Living),

Report by Executive Director of People **(CA8)**

This item is not subject to Call-in. The Chair of the Council has agreed that in all the circumstances the decision should be treated as a matter of urgency. A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. (Part 6.2 Overview & Scrutiny Committee Procedure Rules, paragraph 20(a)).

The Cabinet is RECOMMENDED to

- a) Note the cost-of-living support measures delivered during 2023/24, as summarised in table 1;**
- b) Agree to the support package for 2024/25, as summarised in table 3;**
- c) Delegate authority to the Programme Director (Partnerships & Delivery) in consultation with the Cabinet Member for Public Health, Inequalities and Community Safety, to amend the programme during the year in response to changing and emerging need, within the overall programme budget.**

9. Customer Experience Strategy (Pages 51 - 112)

Cabinet Member: Cabinet Member for Community and Corporate Services

Forward Plan Ref: 2024/029

Contact: Mark Haynes, Director of Customer and Cultural Services

(Mark.Haynes@oxfordshire.gov.uk), Susmita Dave, National Management Trainee

(Susmita.Dave@oxfordshire.gov.uk)

Report by Executive Director: People **(CA9)**

Cabinet is RECOMMENDED to:

- a) approve the council's new Customer Experience Strategy.
- b) endorse that the annual update of the strategy and the action plan should be overseen by the Performance and Corporate Services Overview and Scrutiny Committee.

10. Oxfordshire Councils Charter (Pages 113 - 150)

Cabinet Member: Leader

Forward Plan Ref: 2023/351

Contact: Tannah Collier, Policy Officer, tannah.collier@oxfordshire.gov.uk

Report by Chief Executive **(CA10)**

The Cabinet is RECOMMENDED to

- a) **Endorse the Oxfordshire Councils Charter attached at Annex 1 to the report**
- b) **Agree to be a signatory to the Oxfordshire Councils Charter.**

11. Financial Monitoring Report (updates on funding and any other budget changes for 2024/25 since February 2024) (Pages 151 - 160)

Cabinet Member: Finance

Forward Plan Ref: 2024/060

Contact: Kathy Wilcox, Head of Financial Strategy

Kathy/wilcox@oxfordshire.gov.uk

Report by Executive Director of Resources and Section 151 Officer **(CA11)**.

The Cabinet is RECOMMENDED to

- a) **agree the virements in Annex 1a and note the virements in Annex 1b.**
- b) **note the anticipated reduction in business rates funding of £0.7m in 2024/25 compared to the assumptions in the budget, and the proposed use of additional business rates income notified in late 2023/24 to replace this.**

12. Workforce Report and Staffing Data - Quarter 4 2023-24 (Pages 161 - 166)

Cabinet Member: Corporate Services

Forward Plan Ref: 2023/279

Contact: Cherie Cuthbertson, Director of Workforce & Organisational Development,

Cherie.cuthbertson@oxfordshire.gov.uk

Report by Executive Director of Resources and Section 151 Officer (**CA12**)

Cabinet is RECOMMENDED to note the report.

13. Forward Plan and Future Business (Pages 167 - 176)

Cabinet Member: All

Contact Officer: Chris Reynolds, Senior Democratic Services ,
chris.reynolds@oxfordshire.gov.uk

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 **CA13**. 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.

14. For information only: Cabinet response to Scrutiny item (To Follow)

Infrastructure Funding Statement

Councillors declaring interests

General duty

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

What is a disclosable pecuniary interest?

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

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

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

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.