



To: **Members of the Cabinet**

## ***Notice of a Meeting of the Cabinet***

**Tuesday, 18 September 2018 at 2.00 pm**

**Rooms 1&2 - County Hall, New Road, Oxford OX1 1ND**

Peter Clark  
Chief Executive

September 2018

*Committee Officer:* **Sue Whitehead**

*Tel:* 07393 001213; *E-Mail:* [sue.whitehead@oxfordshire.gov.uk](mailto:sue.whitehead@oxfordshire.gov.uk)

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### **Membership**

#### *Councillors*

Ian Hudspeth	Leader of the Council
Mrs Judith Heathcoat	Deputy Leader
Lawrie Stratford	Cabinet Member for Adult Social Care & Public Health
Ian Corkin	Cabinet Member for Cherwell Partnership
Steve Harrod	Cabinet Member for Children & Family Services
Lorraine Lindsay-Gale	Cabinet Member for Education & Cultural Services
Yvonne Constance OBE	Cabinet Member for Environment
David Bartholomew	Cabinet Member for Finance
Mark Gray	Cabinet Member for Local Communities
Eddie Reeves	Cabinet Member for Transformation

*The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 26 September 2018 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 October 2018*

## 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 Glenn Watson on **07776 997946** or [glenn.watson@oxfordshire.gov.uk](mailto:glenn.watson@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 (Pages 1 - 14)

To approve the minutes of the meeting held on 17 July 2018 (**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

**6. Service & Resource Planning Report - 2019/20 - September 2018**  
(Pages 15 - 42)

*Cabinet Member:* Finance

*Forward Plan Ref:* 2018/053

*Contact:* Katy Jurczynszyn, Strategic Finance Manager (Finance, Strategy & Monitoring) Tel: 07584 909518

Report by Director of Finance (**CA6**).

This report is the first in the series on the Service & Resource Planning process for the forthcoming year which will culminate in Council setting a Corporate Plan for 2021; a budget for 2019/20; a medium term plan to 2022/23 and capital programme to 2028/29 in February 2019. This initial report sets the context and the starting point for the process.

***The Cabinet is RECOMMENDED to:***

- (a) note the report;***
- (b) approve the Service and Resource Planning process for 2019/20; and***
- (c) approve a four-year period for the Medium Term Financial Plan and ten-year Capital Programme to 2028/29.***

**7. Business Case to Support Significant Capital Investment in the Council's Assets** (Pages 43 - 52)

*Cabinet Member:* Leader

*Forward Plan Ref:* 2018/134

*Contact:* Alexandra Bailey, Director of Capital & Investment Delivery Tel: 07768 027257; Lorna Baxter, Director of Finance Tel: 07393 001218; Owen Jenkins, Director for Operations Tel: 07554 103542

Report by Strategic Director for Communities (**CA7**).

To approve the inclusion of significant investment in the Council's assets as part of the proposed Capital Programme to 2029, the funding for which will be included in the proposed Budget for 2019/20 and Medium Term Financial Plan to 2022/23 which will be considered by Cabinet in January 2019.

***The Cabinet is RECOMMENDED to:***

- (a) note the report; and***
- (b) approve the inclusion of significant investment in the Council's assets as part of the proposed Capital Programme to 2029, the funding for which will be included in the proposed Budget for 2019/20 and Medium Term Financial Plan to 2022/23 which will be considered by Cabinet in January 2019.***

## 8. Treasury Management 2017/18 Outturn (Pages 53 - 70)

*Cabinet Member:* Finance

*Forward Plan Ref:* 2018/118

*Contact:* Donna Ross, Principal Finance Manager – Treasury Pension Tel: (01865) 323976

Report by Director of Finance (**CA8**).

The report sets out the Treasury Management activity undertaken in the financial year 2017/18 in compliance with the CIPFA Code of Practice. The report includes Debt and Investment activity, Prudential Indicator Outturn, Investment Strategy, and interest receivable and payable for the financial year.

***Cabinet is RECOMMENDED to note the report, and to RECOMMEND Council to note the Council's Treasury Management Activity in 2017/18.***

## 9. New Operating Model for Oxfordshire County Council (Pages 71 - 444)

*Cabinet Member:* Leader

*Forward Plan Ref:* 2018/127

*Contact:* Robin Rogers, Strategy Manager Tel: 07789 923206

Report by Chief Executive (**CA9**).

The Operating Model is a detailed description of how the Council will work in the future, with the key aims of putting better outcomes for residents and the delivery of the Thriving Communities Vision at the centre of all plans and operations.

Development activity since March has produced a detailed design for the Operating Model and the report seeks Cabinet approval for the proposal.

The draft Cabinet Report and Annexes, have been considered by Performance Scrutiny Committee and Audit and Governance Committees on 6 September and will be considered by full Council through a themed debate on 11 September. The comments from Performance Scrutiny Committee are attached and those for Audit & Governance will follow.

Please note that the Full Business case (330 pages, which includes the Executive Summary) is attached to the report and can be found on the Website [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk) or a copy can be obtained on request from [deborah.miller@oxfordshire.gov.uk](mailto:deborah.miller@oxfordshire.gov.uk). The full business case will not be circulated with the paper copies of the agenda but they will include the Executive Summary.

***The Cabinet is RECOMMENDED to:***

- (a) endorse the proposed Operating Model set out in the Business Case in Annex 1 as the basis of whole council transformation planning;***

- (b) agree to Option 1 (see para. 66), to enable delivery of the estimated range of savings (£34m-£58m) to the fullest extent appropriate;**
- (c) agree the delivery principles set out in paragraph 77 as the basis for future detailed decision making;**
- (d) direct the Chief Executive to bring a costed proposal for implementation to Cabinet in October 2018.**

**10. Oxfordshire Joint Statutory Spatial Plan (JSSP); Local Development Scheme (LDS) and Statement of Community Involvement (SCI)**  
(Pages 445 - 484)

*Cabinet Member:* Environment

*Forward Plan Ref:* 2018/110

*Contact:* John Disley, Policy Strategy Manager Tel: 07767 006742/Amanda Jacobs, Principal Transport Planner Tel: 07825 314772

Report by Director for Planning & Place (**CA10**).

The six Oxfordshire Councils and the Oxfordshire Local Enterprise Partnership (OXLEP) have signed the Oxfordshire Housing and Growth Deal with Government in March 2018. Under the terms of the Deal the local District and City authorities have committed to producing an Oxfordshire Joint Statutory Spatial Plan (JSSP) for submission to the Planning Inspectorate for independent examination by 31 March 2020 and adoption by 31 March 2021, subject to examination process.

Oxfordshire County Council is an observer to the process however, Cabinet is asked to consider the Local Development Strategy (LDS) and the Draft Statement of Community Involvement (SCI) for the JSSP as well as the Scoping Document which outlines the level of detail and processes associated with the JSSP.

***The Cabinet is RECOMMENDED to:***

- (a) note and support the Local Development Scheme (LDS) for the JSSP presented at Annex 1.**
- (b) note and support the draft Statement of Community Involvement 2018 for the JSSP, presented at Annex 2, which will undergo a six-week period of formal public consultation.**
- (c) note and support the JSSP Scoping Document presented at Annex 3.**

## 11. Elective Home Education Working Group Report (Pages 485 - 500)

*Cabinet Member:* Education & Cultural Services

*Forward Plan Ref:* 2018/113

*Contact:* Lauren Rushen, Policy Officer Tel: 07990 367851

Report by Elective Home Education Working Group (CA12).

The Education Scrutiny Committee agreed to undertake a short investigation into the reasons for an increase in elective home education (EHE) across the county in December 2017. The working group comprised of Councillor Waine and Councillor Smith. This report presents the findings of the investigation and the recommendations to Cabinet.

***The Cabinet is RECOMMENDED to:***

- (a) consider the recommendations of the Education Scrutiny Committee Elective Home Education working group;***
- (b) agree which of the following recommendations the Cabinet will accept:***
  - (i) further analysis is undertaken to understand the reasons for higher numbers of EHE at years 5 and 9 through modifications to the EHE parent/carer questionnaire;***
  - (ii) further analysis is undertaken by officers on a school level and locality basis to understand the trends associated with EHE in locality areas to see if there are links with social deprivation, gender, adoption or SEND provision. This should be reported to the Committee in 6 months' time;***
  - (iii) the concept of a 2-week cooling off period before taking pupils off the roll at a school is discussed as part of the attendance conference in July, or at another suitable occasion with head teachers, to gauge level of commitment from schools to understand whether it would be feasible to implement a system across Oxfordshire;***
  - (iv) that the authority advocates that school leaders include information about numbers of EHE children in their termly reports to governors/directors or other reporting mechanism that may exist;***
  - (v) schools and colleges in the County are contacted and asked if they would be prepared to provide access to private candidates to expand the range of exam centres in the County for EHE pupils;***
  - (vi) a named contact on the MASH is identified as a point of contact for EHE issues and concerns;***

- (vii) a briefing is organised for representatives on the MASH about EHE and the role of the County Attendance Team in EHE;*
  - (viii) the EHE questionnaire is further modified to give the ability to include a more detailed explanation from parents/carers, if they wish to share more detailed reasons for opting for EHE;*
  - (ix) the New College, Swindon example of good practice is investigated and any information is shared with Further Education establishments in Oxfordshire.*
- and;*
- (c) ask the Director for Children's Services, in consultation with the Cabinet Member for Public Health and Education, to prepare a response a future meeting of the Education Scrutiny Committee.*

## **12. Staffing Report - Quarter 1 - 2018 (Pages 501 - 508)**

*Cabinet Member: Deputy Leader*

*Forward Plan Ref: 2018/054*

*Contact: Sarah Currell, HR Manager – Business Systems Tel: 07867 467793*

Report by Director of Human Resources (**CA12**).

This report gives an update on staffing numbers and related activity during the period 1 April 2018 to 30 June 2018. It gives details of the actual staffing numbers at 30 June 2018 in terms of Full Time Equivalents. These are shown by directorate in Appendix 1. In addition, the report provides information on the cost of posts being covered by agency staff and an Agency Trend analysis in Appendix 2.

***The Cabinet is RECOMMENDED to note the report.***

## **13. Forward Plan and Future Business (Pages 509 - 510)**

*Cabinet Member: All*

*Contact Officer: Sue Whitehead, Committee Services Manager Tel: 07393 001213*

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.***

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