

To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 21 June 2011 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

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Chief Executive

June 2011

Contact Officer: **Sue Whitehead**
Tel: (01865) 810262; E-Mail: sue.whitehead@oxfordshire.gov.uk

<i>Councillors</i>	Membership
Keith R. Mitchell CBE	- <i>Leader of the Council</i>
David Robertson	- <i>Deputy Leader of the Council</i>
Arash Fatemian	- <i>Cabinet Member for Adult Services</i>
Louise Chapman	- <i>Cabinet Member for Children, Education & Families</i>
Jim Couchman	- <i>Cabinet Member for Finance & Property</i>
Lorraine Lindsay-Gale	- <i>Cabinet Member for Growth & Infrastructure</i>
Kieron Mallon	- <i>Cabinet Member for Police & Policy Co-ordination</i>
Mrs J. Heathcoat	- <i>Cabinet Member for Safer & Stronger Communities</i>
Melinda Tilley	- <i>Cabinet Member for Schools Improvement</i>
Rodney Rose	- <i>Cabinet Member for Transport</i>

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 29 June 2011 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: 19 July 2011

Declarations of Interest

This note briefly summarises the position on interests which you must declare at the meeting. Please refer to the Members' Code of Conduct in Part 9.1 of the Constitution for a fuller description.

The duty to declare ...

You must always declare any "personal interest" in a matter under consideration, i.e. where the matter affects (either positively or negatively):

- any of the financial and other interests which you are required to notify for inclusion in the statutory Register of Members' Interests; or
- (ii) your own well-being or financial position or that of any member of your family or any person with whom you have a close association more than it would affect other people in the County.

Whose interests are included ...

"Member of your family" in (ii) above includes spouses and partners and other relatives' spouses and partners, and extends to the employment and investment interests of relatives and friends and their involvement in other bodies of various descriptions. For a full list of what "relative" covers, please see the Code of Conduct.

When and what to declare ...

The best time to make any declaration is under the agenda item "Declarations of Interest". Under the Code you must declare not later than at the start of the item concerned or (if different) as soon as the interest "becomes apparent".

In making a declaration you must state the nature of the interest.

Taking part if you have an interest ...

Having made a declaration you may still take part in the debate and vote on the matter unless your personal interest is also a "prejudicial" interest.

"Prejudicial" interests ...

A prejudicial interest is one which a member of the public knowing the relevant facts would think so significant as to be likely to affect your judgment of the public interest.

What to do if your interest is prejudicial ...

If you have a prejudicial interest in any matter under consideration, you may remain in the room but only for the purpose of making representations, answering questions or giving evidence relating to the matter under consideration, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Exceptions ...

There are a few circumstances where you may regard yourself as not having a prejudicial interest or may participate even though you may have one. These, together with other rules about participation in the case of a prejudicial interest, are set out in paragraphs 10 – 12 of the Code.

Seeking Advice ...

It is your responsibility to decide whether any of these provisions apply to you in particular circumstances, but you may wish to seek the advice of the Monitoring Officer before the meeting.

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 – 10)

To confirm the minutes of the meeting held on Tuesday 24 May 2011(**CA3**) and to receive for information any matters 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. Provisional 2010/11 Revenue and Capital Outturn (Pages 11 – 116)

Cabinet Member: Finance & Property

Forward Plan Ref: 2011/027

Contact: Lorna Baxter, Assistant Head of Finance (Corporate Finance) Tel (01865) 323971

Report by Assistant Chief Executive & Chief Finance Officer (**CA6**).

This report presents the 2010/11 provisional revenue and capital outturn and identifies and explains variations of actual spend against budgets. The report focuses on the

year end balance sheet position including the level of general balances and reserves. Figures shown in the report reflect those included in the Council's Statement of Accounts 2010/11, which is to be submitted to the Audit Committee on 7 July 2011, following certification by the Chief Finance Officer and prior to external audit.

The report also includes proposals for the allocation of revenue carry forwards in 2011/12.

Cabinet is RECOMMENDED to:

- (a) ***note the provisional revenue and capital outturn, and the year end position on balances and reserves as set out in the report;***
- (b) ***approve the carry-forwards and virements as set out in Annex 2;***
- (c) ***recommend Council to approve the virements greater than £0.5m for Children, Young People & Families, Social & Community Services and Environment & Economy Directorates as set out in Annex 2b;***
- (d) ***agree that the surplus in the On-Street Parking Account at the end of the 2010/11 financial year, so far as not applied to particular eligible purposes in accordance with Section 55(4) of the Road Traffic Regulation Act 1984, be carried forward in the account to the 2011/12 financial year (paragraph 114); and***
- (e) ***approve the creation of new reserves as set out in Annex 4 and paragraphs 98 & 113.***
- (f) ***agree the proposal from the Schools Forum to offset £0.633m spent by schools in 2010/11 relating to the final payment from the DfE of £1.371m which will not now be received, against unspent DSG in 2010/11 and to offset the remaining £0.738m of the £1.377m which will be spent in 2011/12 against unspent DSG from 2010/11 carried forward to 2011/12.***

7. Financial Monitoring – June 2011 (Pages 117 – 146)

Cabinet Member: Finance & Property

Forward Plan Ref: 2011/025

Contact: Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981

Report by Assistant Chief Executive & Chief Finance Officer (**CA7**).

This is the first report for 2011/12 and covers the period to the end of April 2011 for both revenue and capital budgets. The report focuses on significant issues around the delivery of the Directorate Business Strategies. These were agreed as part of the Service & Resource Planning Process and include Directorate savings of -£44.343m in 2011/12 (as set out in the Service and Resource Planning – Service Analysis 2011/12 booklet) plus £10.225m cross directorate savings.

Cabinet is RECOMMENDED to:

- a) ***note the report;***

- b) approve the virement requests set out in Annex 2a;**
- c) approve the allocation of £1.5m from the additional grant funding as set out in the Financial Monitoring report to Cabinet in April 2011 as set out in paragraph 20;**
- d) approve the Supplementary Estimate request as set out in Annex 2e and paragraph 38;**
- e) Approve a payment of £0.070m to the Oxfordshire Rural Community Council to support the Council's approach to Big Society to be funded from the Efficiency Reserve as set out in paragraph 34;**
- f) agree the use of the remaining LABGI funding of £0.496m as set out in paragraph 42 and Annex 3;**
- g) note the updated Treasury Management lending list at Annex 4.**
- h) recommend Council to note the changes to the Specified and Non-Specified Investment instruments section of the 2011/12 Treasury Management Strategy set out in paragraphs 45 to 48 and Annex 5.**

8. Outcome of the Recent Inspection of the Youth Offending Service (Pages 147 – 188)

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2011/096

Contact: Tan Lea, Strategic Lead: Youth Tel: (01865) 202218

Report by Director for Children, Education & Families (**CA8**).

The Youth Offending Service (YOS) was subject to a week-long Core Case Inspection in February 2011 to make a retrospective judgment of the case work performance looking back over the preceding 12 months, as part of Her Majesty's Inspection of Probation (HMIP) national inspection programme of youth justice services.

The Inspection Report was published on 8 June 2011. The inspection focussed on 62 cases and was not reviewing other aspects of the service.

Inspectors highlighted a number of areas for improvement.

An Improvement Plan has been produced which reflects the HMIP judgments and the YOS is already implementing the necessary improvements. a copy of the improvement plan is produced as Annex 2 of this report.

The inspection covered three key areas - risk of harm, likelihood of re-offending and safeguarding, with each area being given one of four HMIP ratings:

- drastic improvement required
- substantial improvement required
- moderate improvement required

- minimal improvement required

Although there is no formal link to Ofsted ratings, results are often interpreted as “substantial improvements required” being an equivalent “satisfactory” rating while services requiring “moderate” improvements are deemed to be “good”.

HMIP judged both the likelihood of re-offending and safeguarding services as requiring “moderate” improvements i.e. the equivalent of "good", the second highest grade possible. The risk of harm category was regarded as requiring "substantial improvement" i.e. the equivalent of satisfactory.

The headline feedback highlighted the following areas:

- Timeliness and quality of recording, assessment and planning particularly in relation to risk.
- Quality and consistency of management oversight.

Once the improvement plan is agreed by HMIP its implementation will be overseen by the Youth Justice Board and the Oxfordshire YOS Board. There is no planned reinspection.

The Cabinet is RECOMMENDED to note the findings of the YOS Inspection

9. St Christopher Primary School, Cowley (Pages 189 - 198)

Cabinet Member: Schools Improvement

Forward Plan Ref: 2010/194

Contact: Barbara Chillman, Principal Officer – School Organisation & Planning Tel: (01865) 816459

Report by Director for Children, Education & Families (**CA9**).

St Christopher’s CE Primary School has a published admission number of 45 children. For September 2010, 50 parents chose the school as their first preference. Due to rising numbers of children needing primary school places in Oxford, the school agreed to take more than its admission number in September 2009 and 2010, accepting up to 60 children into the reception class in each year. At the January 2011 pupil census the school had 60 reception class children and 55 in Year 1.

Oxford city is experiencing rapid growth in pupil numbers, and Primary Care Trust records and the annual census of local children in early years settings show that the demand for places at St Christopher’s CE Primary School is likely to continue to be above the planned admission number. Other nearby schools are also expected to be full or nearly full, and expansions are underway or planned for several other schools in the city.

For September 2011 the school’s admission number has been published as 60, and a decision is now required as to whether to publish formal proposals for a permanent expansion. The intention is to publish the statutory notice in September, to avoid the school holidays.

Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of St Christopher's CE Primary School, Cowley.

10. Soldiers of Oxfordshire (SOFO) - Development in the Grounds of The Oxfordshire Museum (Pages 199 - 202)

Cabinet Member: Safer & Stronger Communities

Forward Plan Ref: 2011/101

Contact: Martyn Brown, County Heritage and Arts Officer Tel: (01993) 814114

Report by Director for Social & Community Services (**CA10**).

The Soldiers of Oxfordshire are seeking to build a new museum within the grounds of The Oxfordshire Museum, Woodstock, following agreement in principle by the Cabinet in September 2008. SOFO have raised £4 million towards the project and have initiated some significant community and learning programmes with Oxfordshire schools. This report seeks approval for the legal and property details, including the lease, to be concluded, so that work may start on site in September.

The Cabinet is RECOMMENDED to

- (a) authorise the County Council's Assistant Head of Property to agree a Development Agreement for the whole project and the grant of a lease on the site within the grounds of the Oxfordshire Museum to SOFO on terms to be agreed;***
- (b) authorise the demolition of the Pratten Building and a Development Agreement for the new SOFO museum on the site; and***
- (c) authorise the County Solicitor to agree suitable agreements with SOFO for future shared and joint management arrangements on the museum site***

11. Development of Independent Living Services for People with a Learning Disability (Pages 203 - 208)

Cabinet Member: Adult Services

Forward Plan Ref: 2011/106

Contact: John Jackson, Director for Social & Community Services Tel: (01865) 323574

Report by Director for Social & Community Services (**CA11**).

This report covers two linked developments in services for a people with Learning Disability which seek to improve cost efficiency, quality and choice. Savings of £1m p.a. are expected by the end of 2012/13. The first phase of efficiencies will be achieved by management restructuring, with a planned reduction of 12.5 FTE. There will be minimal impact on front-line services. These savings have already been approved by Council in the Business Strategy for 2011-15.

Subject to consultation and Cabinet approval, the second phase will involve outsourcing

the internal Supported Living and Daytime Support Services by April 2013. These services support 450 Service Users, and employ 284 staff on a gross budget of £7.8m. The Directorate Leadership Team considers that it is no longer appropriate for the services to be delivered internally, and that the interests of Service Users and the Council will be better served by outsourcing to specialist organisations. A strong independent market already exists in this area. Staff are likely to transfer under protected terms and conditions. This report seeks Cabinet approval for the principle of outsourcing the services, and for a consultation programme on the options and process to be followed, prior to formal procurement procedures starting in October 2011.

The Cabinet is RECOMMENDED to

- (a) ***agree in principle to the outsourcing of Supported Living and Daytime Support Services, subject to the outcome of consultation;***
- (b) ***note the proposed reduction of 12.5 FTE management staff through voluntary and compulsory redundancy, to achieve efficiency savings already approved by Council in February 2011; and***
- (c) ***request a further report in October 2011 from the Director for Social and Community Services on the outcome of Consultation and the process for procurement of alternative services.***

EXEMPT INFORMATION

Cabinet will be invited to resolve to exclude the public for the consideration of the report at Agenda Item 12 by passing a resolution in relation to that item in the following terms:

"that the public be excluded during the consideration of this matter since it is likely that if they were present during that discussion there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below the item in the Agenda".

THE REPORT HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE IT.

THIS ALSO MEANS THAT THE CONTENTS SHOULD NOT BE DISCUSSED WITH OTHERS AND NO COPIES SHOULD BE MADE.

12. Adult Services Care Management IT System (Pages 209 - 216)

Cabinet Member: Adult Services

Forward Plan Ref: 2011/105

Contact: Samantha Chapman, Project Manager, Business Systems Team Tel: (01865) 323642

Report by Director for Social & Community Services (**CA12**).

(The information contained in the report is exempt in that it falls within the following prescribed category:

3 – information relating to the financial or business affairs of any particular person (including the authority holding that information)

It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would prejudice on-going negotiations and disadvantage the company concerned.)

The care management IT system used by Oxfordshire County Council in its provision of Adult Social Care is blue screen Swift (commonly known as Swift), supplied by Northgate. Swift was installed by the County Council in 1999, with numerous subsequent upgrades since then.

The Adult Social Care System Review in 2010 established that our current system provision will not adequately sustain the changes emerging from the Transforming Adult Social Care programme, or the efficiencies and savings being demanded from the service generally. In addition to this, Northgate have indicated that they are no longer developing additional functionality for Swift – other than those mandated by legislative changes - and will eventually stop supporting the system entirely.

£2m is included in the Capital Programme for a new Adult Social Services system to be financed through prudential borrowing. The cost of the borrowing was intended to be met from efficiency savings to be achieved as a result of implementing the new system.

The Business Case for the replacement of Swift has now identified that it does not make sense to opt for the full scale replacement of Swift with a completely new system. The report seeks approval to the proposed approach

Cabinet is RECOMMENDED to agree the proposed approach.

13. Townlands Partnership Agreement (Pages 217 - 224)

Cabinet Member: Adult Services

Forward Plan Ref: 2011/108

Contact: Laurence Dowden, Service Manager, Major Projects Tel: (01865) 323685

Report by Director for Social & Community Services (**CA13**).

This report sets out a proposal for a partnership agreement between the County Council and the Primary Care Trust (PCT) for the development of the Townlands Hospital site in Henley. The proposed development will provide facilities for the replacement of the NHS services on the site, the reprovision of Chilterns End Home for Older People and the development of Extra Care Housing. Important service objectives for the Council and the PCT would be met through this development. A partnership agreement is proposed to ensure that the development of facilities on the site does meet the objectives of the County Council and the PCT and that there are appropriate governance arrangements in place.

Cabinet is RECOMMENDED to note the proposed development of the Townlands Hospital site and to agree in principle to entering into a partnership agreement with Oxfordshire PCT for the development of facilities on the Townlands site and

the provision of services, with agreement of the final detailed terms, including the financial implications, being delegated to the Portfolio Holder for Adult Services and the Portfolio Holder for Finance and Property.

14. Asset Transfer Policy (Pages 225 - 234)

Cabinet Member: Growth & Infrastructure

Forward Plan Ref: 2011/115

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

Report by Deputy Director of Environment & Economy – Growth & Infrastructure (**CA 14**).

In order to meet the County Council's ambitions around localism and the 'Big Society' a number of properties are likely to be made available for use by community groups, either on a permanent basis or through a short term lease.

Requests for the use of County Council's property assets in this way are being channelled through the Big Society Fund.

In order to ensure that the Cabinet's consideration of any such proposal is undertaken on a consistent basis it is necessary to have in place an Asset Transfer Policy.

The paper presents the proposed Asset Transfer Policy for consideration. Once agreed this will form the policy framework within which proposals for the transfer of property assets submitted through the Big Society Fund will be considered.

The Cabinet is RECOMMENDED to agree the Asset Transfer Policy set out in Annex 1.

15. Property and Facilities Procurement: Project Review (Pages 235 - 238)

Cabinet Member: Growth & Infrastructure

Forward Plan Ref: 2011/088

Contact: Roger Dyson, Project Manager Tel: (01865) 815665

Report by Deputy Director of Environment & Economy – Growth & Infrastructure (**CA15**).

The natural termination of the current Mouchel professional property services contract at the end of March 2012 prompts the need for the procurement of a new contract arrangement to commence 1 April 2012.

This report sets out the process to be followed to procure the new service arrangements.

Cabinet is recommended to agree:

- (a) the continuation of the procurement of a single Service Provider for property construction, multi-disciplinary design, estates management and***

total facilities management services, to be in place by 1 April 2012; as set out in paragraphs 6 & 7 of this report; the process to be overseen by the Project Board;

- (b) that the Director for Environment & Economy in conjunction with the Cabinet Member for Finance & Property agree the costs and terms of a Mouchel contract extension should this become necessary;**
- (c) that the Project Board may agree the tender questions and evaluation criteria and that they have been effectively applied for all stages of the procurement process so far; and**
- (d) the approach adopted to date for other public sector bodies to be able to access services under the Framework and OCC Contract agreements, and that a further report is brought to Cabinet before the OCC Contract facility is utilised for any other public sector body.**

16. Performance Management 4th Quarter Progress Report Against Priorities and Targets (Pages 239 - 244)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2011/026

Contact: Alexandra Bailey, Corporate Performance and Review Manager Tel: (01865) 816384

Report by County Council Management Team (**CA16**).

This report headlines the Corporate Performance and Risk for the period between January to March 2011 in the four key areas of:

- Customer
- Projects
- Finance
- People.

This is the fourth quarter report for 2010/11. It provides a summary of performance against the Corporate Plan (attached at Annex 1) and an up date on key work areas..

Cabinet is RECOMMENDED to note this report.

17. Appointments 2011/12 (Pages 245 - 258)

Cabinet Member: Leader

Forward Plan Ref: 2011/033

Contact: Geoff Malcolm, Principal Committee Officer Tel: (01865) 815904

Report by Head of Law & Governance (**CA17**).

To consider member appointments to a variety of bodies which in different ways support the discharge of the Council's executive functions.

The Cabinet is RECOMMENDED to agree the appointments as set out in the Annex to this report and, where necessary, make further or substitute appointments.

18. Forward Plan and Future Business (Pages 259 - 262)

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 **CA18**. 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.
