

To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 14 February 2012 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

February 2012

Contact Officer: **Sue Whitehead**
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Councillors

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 22 February 2012 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: 13 March 2012

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):

- (i) 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

To approve the minutes of the meeting held on 6 February 2012 (**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. 2011/12 Financial Monitoring & Business Strategy Delivery Report - December 2011 (Pages 1 - 36)

Cabinet Member: Finance & Property

Forward Plan Ref: 2011/173

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

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

This report sets out the forecast position for each Directorate. This includes the

delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2011/12 – 2015/16. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of December 2011. The Capital monitoring is included at Part 3.

The Cabinet is RECOMMENDED to:

- a) ***note the report and approve the virements as set out in Annex 2a;***
- b) ***Agree the creation of the new reserves as set out in paragraph 43 to 46; and***
- c) ***Approve the new schemes and budget changes set out in Annex 9c.***

7. Big Society Fund - February 2012 (Pages 37 - 68)

Cabinet Member: Police & Policy Co-Ordination

Forward Plan Ref: 2011/176

Contact: Alexandra Bailey, Senior Performance & Improvement Manager Tel: (01865) 816384, Ben Threadgold, Senior Policy & Performance Officer Tel: (01865) 328219

Report by Senior Performance & Improvement Manager (**CA 7**).

The Big Society Fund was launched in February 2011. Applications are being considered in four waves during 2011/2012. The first and second waves were considered by Cabinet in July and October 2011. Applications to the third wave closed on 30 November 2011.

The report:

- 1. details the bids we have received including service and councillors' comments
- 2. asks Cabinet to consider bids to the Big Society Fund and recommends which bids to fund.

The Cabinet is RECOMMENDED to approve those bids which meet the assessment criteria

8. Integrated Risk Management Plan (IRMP) Fire & Rescue - Project (Pages 69 - 78)

Cabinet Member: Safer & Stronger Communities

Forward Plan Ref: 2011/175

Contact: David Etheridge, Chief Fire Officer Tel: (01865) 855206; Colin Thomas, Acting Deputy Chief Fire Officer Tel: (01865) 855206

Report by Chief Fire Officer (**CA8**).

The Fire and Rescue Services Act 2004 requires the Secretary of State to prepare a Fire and Rescue National Framework to which Fire Authorities must have regard when discharging their functions. The 2008-11 Framework requires each Fire and Rescue

Authority to produce a publicly available IRMP. The report proposes a number of projects to be included within the Fire Authority's IRMP for the fiscal year 2012-13.

The proposals in the report were agreed in their entirety by the Delegated Cabinet Member for Safer and Stronger Communities, Councillor Judith Heathcoat, on 17th October 2011.

The proposals were also presented to the Safer & Stronger Communities Scrutiny Committee on 7th November 2011 and are to be considered on 13th February 2012.

The agreed proposals within this Action Plan 2012-13 have been subjected to full internal & external consultation for a period of 12 weeks. Cabinet is therefore invited to comment on the proposed Action Plan, consultation responses & management responses to the consultation responses.

The proposals for the 2012 - 2013 Action Plan are as follows:

Project 1: Business Continuity Review

Responsible Manager: Area Manager – Business & Improvement

Project 2: Recruitment & Advancement Review

Responsible Manager: Area Manager – Service Support

Project 3: Road Traffic Casualty Reduction

Responsible Manager: Area Manager - Safety

Project 4: Olympics 2012 Pre-Planning

Responsible Manager: Area Manager – Operations & Resilience

Project 5: Retained Duty System (RDS) Availability Review

Responsible Manager: Area Manager – Operations & Resilience

Project 6: Operational Assurance Framework

Responsible Manager: Area Manager – Projects

Project 7: Data Sharing to Improve the Safeguarding of Vulnerable Adults & Children

Responsible Manager: Area Manager – Safety

Project 8: Review of Incident Command, Baseline Worst Case Operational Scenario Planning Assumptions.

Responsible Manager: Area Manager – Operations and Resilience

Project 9: Improving Fire Control Resilience

Responsible Manager; Deputy Chief Fire Officer

Cabinet is RECOMMENDED to agree that all of the project proposals within this report are accepted by Cabinet and adopted in the final version of the IRMP Action Plan 2012-13.

9. Expansion of Orchard Meadow Primary School (Pages 79 - 90)

Cabinet Member: Schools Improvement

Forward Plan Ref: 2011/164

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

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

In recent years Oxford has experienced a significant and sustained rise in primary pupil numbers. To meet this demand, in 2008 an additional 105 primary school places across the city were agreed; in 2009 a further 245 additional primary school places were created, and in 2010 another 238 additional places were created. Looking to the future, significant additional housing is included in Oxford City Council's Core Strategy, which will, in turn, lead to increased pupil numbers across the city. The proposal to expand Orchard Meadow Primary School is one part of the county council's strategy to meet the need for primary school places in Oxford. Several other schools across Oxford are also planned for expansion over the next few years.

Orchard Meadow Primary School's Admission Number was until recently 30. However the school has worked with the county council to admit over this number for the last few years, to meet growth in demand for pupil places in Blackbird Leys. From September 2011 the Admission Number rose to 45, which more accurately reflects the actual intake of pupils into the Reception (F1) class each year. Demand for pupil places across Oxford city has risen and future plans for the regeneration of Blackbird Leys could include up to 1000 additional homes: therefore the expectation is that the rise in pupil numbers will be sustained.

As a result, the proposal is to expand Orchard Meadow Primary School to become a 2 form entry school with an Admission Number of 60. This would bring the number of children on roll at the school up to possibly 420 children (excluding the Nursery).

A decision is required, following the completion of a public consultation and consideration of the responses to it, on whether to proceed to publish a statutory notice relating to the proposed expansion of Orchard Meadow Primary School.

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Orchard Meadow Primary School, Oxford.

10. Proposed Extension of The Warriner School, Bloxham, by Establishing a Sixth Form (Pages 91 - 114)

Cabinet Member: School Improvement

Forward Plan Ref: 2011/211

Contact: Allyson Milward, Pupil Place Planning Service Manager – School Organisation & Planning Tel: (01865) 816447

Report by Interim Director for Children, Education & Families (**CA10**).

The governors of The Warriner School in Bloxham propose to establish a Sixth Form in

order to offer post-16 education. The proposal is that 30 pupils would be admitted into Sixth Form in the first year and the number would increase in phases in order that existing staff may be trained or experienced staff recruited.

The governing body has completed a public consultation period on the proposal and this report summarises the responses received. The governors now wish to proceed to Stage Two, publishing a statutory notice.

The Cabinet is required to decide whether to support the governing body's wish to publish a statutory notice.

The Cabinet is RECOMMENDED to support the governing body of The Warriner School, Bloxham by approving the publication of a statutory notice to extend the age range of the school and establish a Sixth Form.

11. Establishment Review - February 2012 (Pages 115 - 118)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2011/174

Contact: Sue Corrigan, Strategic HR Manager Tel: (01865) 810280

Report by Head of Human Resources (**CA11**).

This report gives an update on activity since 31 March 2011. It gives details of the agreed establishment figure at 31 December 2011 in terms of Full Time Equivalents, together with the staffing position at 31 December 2011. These are also shown by directorate in Appendix 1. In addition, the report provides information on vacancies and the cost of posts being covered by agency staff.

The report also tracks progress on staffing numbers since 1 April 2010 as we implement our Business Strategy.

The Cabinet is RECOMMENDED to:

(a) note the report;

(b) confirm that the Establishment Review continues to meet the Cabinet's requirements in reporting and managing staffing numbers.

12. Council's Support for the Conversion of Schools to Academies and the Establishment of New Forms of Schools (Pages 119 - 130)

Cabinet Member: School Improvements

Forward Plan Ref: 2012/014

Contact: Andy Roberts, Interim Deputy Director for Education & Early Intervention Tel: (01865) 815498

Report by Interim Director for Children, Education & Families (**CA12**).

The Cabinet is RECOMMENDED to:

- a) **Confirm the Council's future role as commissioner of outcomes, and a champion for the children and families of the county.**
- b) **Confirm its absolute commitment to improve educational outcomes for those children.**
- c) **Clearly state the Council's support for the conversion of schools to become academies and the establishment of new forms of schools, including free schools, studio schools and university technical colleges.**
- d) **Agree to conduct a time-limited piece of work to better inform a proposed Oxfordshire Academies Programme, building upon existing conversions and sponsorship arrangements to create a structured and supportive environment for school autonomy and collaboration.**
- e) **Agree to establish a new Advisory Board on Education Standards to advise the Council in its role as a Commissioner of excellent outcomes in Education.**

13. Forward Plan and Future Business (Pages 131 - 134)

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 **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. Delegated Powers of the Chief Executive - January 2012

Cabinet Member: Leader

Forward Plan Ref: 2011/157

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

Report by Head of Law & Governance (**CA13**).

To report on a quarterly basis any executive decision taken by the Chief Executive under the specific powers and functions delegated to her under the terms of Part 7.4 of the Council's Constitution – Paragraph 1(A)(c)(i). Item not for scrutiny call in.

Date	Subject	Decision	Reason for Urgency
7 November 2012	Appointment of Project Manager for the delivery of new buildings for Oxford Academy	Approved an exemption from the full tendering requirements of the Council's Contract Procedure Rules	To appoint a project manager to avoid unnecessary delay in the delivery of the new buildings.
5 December 2012	Response to Statutory Notice to Expand Cutteslowe Primary School	Having considered the representations made in response to the statutory notice, approved the expansion of Cutteslowe Primary School, Oxford, with effect from 1 September 2013.	To take a decision within the time period set out in the regulations.
