



To: **Members of the Cabinet**

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

**Tuesday, 17 September 2013 at 2.00 pm**

**County Hall, Oxford, OX1 1ND**

*Joanna Simons*

Joanna Simons  
Chief Executive

September 2013

Contact Officer: **Sue Whitehead**  
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### **Membership**

#### *Councillors*

Ian Hudspeth	<i>Leader of the Council</i>
Rodney Rose	<i>Deputy Leader of the Council</i>
Mrs Judith Heathcoat	<i>Cabinet Member for Adult Social Care</i>
Nick Carter	<i>Cabinet Member for Business &amp; Customer Services</i>
Melinda Tilley	<i>Cabinet Member for Children, Education &amp; Families</i>
Lorraine Lindsay-Gale	<i>Cabinet Member for Cultural &amp; Community Services</i>
David Nimmo Smith	<i>Cabinet Member for Environment</i>
Arash Fatemian	<i>Cabinet Member for Finance</i>
Louise Chapman	<i>Cabinet Member for Policy Co-ordination</i>
Hilary Hibbert-Biles	<i>Cabinet Member for Public Health &amp; the Voluntary Sector</i>

*The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 25 September 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: 15 October 2013*

County Hall, New Road, Oxford, OX1 1ND

[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk) Fax: 01865 783195 Media Enquiries 01865 323870

## 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](mailto: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 (Pages 1 - 28)

To approve the minutes of the meetings held on 18 June 2013 and 16 July 2013 (CA3a and 3b) 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. 2013/14 Financial Monitoring & Business Strategy Delivery Report - July 2013 (Pages 29 - 66)

*Cabinet Member:* Finance

*Forward Plan Ref:* 2013/092

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

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

This report focuses on the delivery of the Directorate Business Strategies which were

agreed as part of the Service and Resource Planning Process for 2013/14 – 2016/17. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of July 2013. Capital Programme monitoring is included at Part 3. Changes to Fees and Charges are included in Part 4.

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

- (a) note the report;***
- (b) approve the virement requests set out in Annex 2a and the supplementary estimate requests set out in Annex 2e;***
- (c) approve the bad debt write off as set out in paragraph 39;***
- (d) note the updated Treasury Management lending list at Annex 7;***
- (e) approve changes to the Capital programme set out in Annex 8c and to approve the increase to the Wheatley River Bridge scheme of £0.550m to be funded from the earmarked reserves of the capital programme as set out in paragraphs 56 and 57, and approve the inclusion of the grant funding set out in paragraph 58;***
- (f) approve the changes to charges at Hill End Outdoor Education Centre as set out in Part 4 and Annex 9.***

**7. Service & Resource Planning Report for 2014/15 - 2017/18 - September 2013 (Pages 67 - 106)**

*Cabinet Member: Finance*

*Forward Plan Ref: 2013/051*

*Contact: Lorna Baxter, Deputy Chief Finance Officer Tel: (01865) 323971*

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

This report is the first in a series on the Service & Resource Planning process for 2014/15 to 2017/18, providing councillors with information on budget issues for 2014/15 and the medium term. The report presents the assumptions on which the existing Medium Term Financial Plan (MTFP) is based, known and potential financial issues for 2014/15 and beyond which impact on the existing MTFP, and proposes a process for Service & Resource Planning for 2014/15 including a timetable of events.

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

- (a) note the report; and***
- (b) approve the Service and Resource Planning process for 2014/15.***

**8. Home to School Transport - Consultation (Pages 107 - 112)**

*Cabinet Member: Children, Education & Families*

*Forward Plan Ref: 2013/122*

*Contact: Neil Darlington, Service Manager – Admissions & Transport Tel: (01865) 815844*

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

It is proposed that the Council should undertake a consultation with the public,

headteachers and other interested parties upon a range of possible changes to the Home to School Transport Policy.

This follows the decision of the Cabinet on 16 July to consult again on the possible changes to the Home to School Transport Policy.

There is a significant financial risk to the County Council if the current policy remains unamended. Free travel is currently provided to the catchment school, even if it is not the nearest school, if it is over the statutory walking distance and since an increasing number of schools set their own admission arrangements, including any catchment area, and the County Council could find its financial obligations increasing in future years.

In addition, the County Council is under increasing financial pressure and therefore needs to consider possible options for reducing costs.

The Cabinet is asked to consider the consultation process to decide whether it is acceptable.

***The Cabinet is RECOMMENDED to adopt the following proposals:***

- (a) to agree the consultation arrangements for Home to School Transport***
- (b) if 14 (a) is agreed, to determine whether any Cabinet Members will attend any of the public meetings***

## **9. City Deal Strategy Overview (Pages 113 - 118)**

*Cabinet Member: Leader*

*Forward Plan Ref: 2013/101*

*Contact: Tom Flanagan, Service Manager, Planning & Transport Policy Tel: (01865) 815691*

Report by Assistant Chief Executive & Chief Finance Officer (**CA9**).

The report sets an overview of the City Deal proposal and seeks approval for the City Deal Negotiation Document prior to its submission and presentation to the Government.

***Cabinet is RECOMMENDED to approve:***

- (a) the approach and overarching strategy for the City Deal proposal;***
- (b) the County Council to act as the accountable body for the City Deal proposal.***

## **10. Thornhill and Water Eaton Park & Rides - Introduction of Short Term Parking Charges (Pages 119 - 138)**

*Cabinet Member: Environment*

*Forward Plan Ref: 2013/117*

Contact: Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083

Report by Director for Environment & Economy (**CA10**).

To consider proposed service changes to introduce new and to increase existing car park charging to the Thornhill and Water Eaton park & rides scheme after consultation.

Additional income which is anticipated from the introduction of short term parking charges is required to contribute to the savings set out in the Medium Term Financial Plan.

This report summarises the public consultation on the advertised Traffic Regulation Order (TRO) for charging and recommends to Cabinet Members a proposed level of charging.

**Cabinet is RECOMMENDED to :**

- (a) **approve the making of the Oxfordshire County Council (Park and Ride Parking Places - Thornhill and Water Eaton) Order 201\* as advertised;**
- (b) **confirm the timing of the introduction of charges as identified in paragraphs 9-13 using option i. from paragraph 11 which removes the Hospital exemption; and**
- (c) **instruct officers to undertake a review between 6 – 12 months of commencement of charging.**

## **11. Edward Feild Nursery School - Proposal to Close and Provide Alternative Early Years Provision (Pages 139 - 146)**

*Cabinet Member:* Children, Education & Families

*Forward Plan Ref:* 2013/091

*Contact:* Debbie Rouget, Early Years & Childcare Sufficiency & Access Manager Tel: (01865) 810617

Report by Director for Children's Services (**CA11**).

The Headteacher and Governors of Edward Feild Nursery School have proposed closure of the Nursery and re-provision of alternative high quality early years places on the same site by expansion of the playgroup. A Stage 1 consultation was carried out in April 2013 which resulted in one objection to the proposal. After careful consideration of the issue raised, the lead officer recommended to Cabinet on 21 May 2013 that a Statutory Notice for the proposed closure should be published. This was agreed by Cabinet and the notice was published on 11 June. During the 6 week statutory period for representations, one objection was received. As a result of this, the final Decision on whether to close Edward Feild Nursery School must be made by the Cabinet.

***The Cabinet is RECOMMENDED to approve the closure of Edward Feild Nursery school with effect from 31 December 2013 subject to the following conditions:-***

- ***That a lease for Robin Playgroup's use of the school premises be in place by the Nursery closure date.***
- ***That as long as Edward Feild Primary School remains a maintained school the authority will retain an arbitration role to ensure that the lease remains***

*equitable and sustainable for both parties.*

- *That any surplus in the Edward Feild Nursery School budget at closure is transferred to the Edward Feild Primary School budget and that the funds be spent to maintain or improve the parts of the premises occupied by or shared with the Robin Playgroup.*
- *The Nursery is to transfer any resources bought for nursery age children from public funds to Robin Playgroup without charge.*

## **12. Revised Space Standards for Schools (Pages 147 - 178)**

*Cabinet Member: Business & Customer Services*

*Forward Plan Ref: 013/102*

*Contact: Tom Flanagan, Service Manager, Planning & Transport Policy Tel: (01865) 815691*

Report by Deputy Director for Environment & Economy – Strategy & Infrastructure Planning (**CA12**).

The report proposes revisions to space standards for the design and construction of new school buildings and subsequent amendments to policy documents (The Primary and Secondary School Briefs).

***Cabinet is RECOMMENDED to:***

***Approve:***

- adoption of the space standards contained with Annex 2***
- delegation of approval of further reductions on an exceptions basis by the Director of Environment and Economy in consultation with the Director for Children's Services;***
- that in the case of new schools that are developer funded the County Council will seek a fixed sum to cover the set-up costs.***

## **13. Contributions Policy (Pages 179 - 234)**

*Cabinet Member: Adult Social Care*

*Forward Plan Ref: 2013/037*

*Contact: Sarah Fogden, Finance Business Partner (Adult Social Care) Tel: 07557 082613/Ben Threadgold, Strategy Manager Tel: (01865) 328219*

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

Oxfordshire County Council aims to support and promote strong communities so that people live their lives as successfully, independently and safely as possible. The Council aims to encourage independence and choice, promote prevention and early intervention, be fair and equitable and give service users more power and control over their lives.

Social care is not a free service and the way funding is allocated from central government makes it clear that councils need to collect income locally to contribute to the cost of services.

The purpose of the Adult Social Care Contributions Policy is to outline a fair approach to the financial contributions made by individuals towards the social care services they receive. The Council is committed to making its approach to these contributions as simple and straightforward as possible.

Changes in national policy, lessons learnt from implementing personal budgets and direct payments, as well as inconsistencies that have been identified in our current practice, mean that it is timely to review our contributions policy. This is also an opportunity to address inconsistencies that have been identified in current policy and implementation, and through the recent audit of adult social care, such as people paying providers directly for day opportunities and double-handed care being charged different rates from people paying through personal budgets.

The new policy essentially restates the principles in the current policy as the basis on which we seek contributions from individuals towards the cost of their care. This is primarily through contributions to their personal budget, but also includes services that incur a charge either from the provider or from the Council. However, there are a number of areas where changes are proposed, which will have implications for service users and the Council.

***The Cabinet is RECOMMENDED to agree the Contributions Policy for Adult Social Care, for implementation with effect from 5<sup>th</sup> January 2014.***

#### **14. Staffing Report - Quarter 1 - 2013 (Pages 235 - 240)**

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2013/053

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

Report by Head of Human Resources (**CA14**).

This report gives an update on staffing numbers and related activity during the period 1 April 2013 to 30 June 2013. It gives details of the agreed staffing numbers and establishment at 30 June 2013 in terms of Full Time Equivalents. 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. Appendix 2 shows a breakdown by service area of agency spend.

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

***(a) note the report;***

***(b) confirm that the Staffing Report meets the Cabinet's requirements in reporting and managing staffing numbers.***



## 15. Delegated Powers of the Chief Executive - October 2013

*Cabinet Member: Leader*

*Forward Plan Ref: 2013/082*

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

Report by Head of Law & Culture (**CA15**).

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). It is not for scrutiny call in.

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). It is not for scrutiny call in.

<i>Date</i>	<i>Subject</i>	<i>Decision</i>	<i>Reasons for Urgency</i>
11 April 2013	Support services for homeless people and substance abusers	Approved an exemption from the full tendering requirements of the Council's Contract Procedure Rules	The extension of the contract to January 2015 to give continuity of provision to take account of changes in the welfare benefit system and a new approach to rough sleepers.
31 July 2013	Contract East Oxford School and LFB Educational Consultancy Limited	Approved an exemption from the full tendering requirements of the Council's Contract Procedure Rules	To provide an interim head teacher for up to a full academic year to provide stability whilst a permanent head teacher is recruited.

## 16. Forward Plan and Future Business (Pages 241 - 244)

*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 **CA16**. 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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