

To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 20 September 2011 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

September 2011

Contact Officer:

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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 28 September 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: 18 October 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):

- (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 (Pages 1 - 18)

To approve the minutes of the meeting held on 19 July 2011 (**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. 2011/12 Financial Monitoring & Business Strategy Delivery Report - July 2011 (Pages 19 - 66)

Cabinet Member: Finance & Property

Forward Plan Ref: 2011/092

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

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

This report covers the period to the end of July 2011 for both revenue and capital

budgets and focuses on significant issues and risks around the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2011/12 – 2015/16. These are set out in the context of the wider forecast position for each Directorate.

Parts 1 and 2 include projections for revenue, reserves and balances as at the end of July 2011. Capital monitoring is included at Part 3. The report includes an update on the use of the £0.968m Performance Reward Grant relating to the Adult Skills Target and includes a request to approve supplementary estimates to allocate the £0.678m revenue element either for use by the Council or to be passed to partners.

The Cabinet is RECOMMENDED to

- a) ***note the report;***
- b) ***approve the virement requests set out in Annex 2a and Supplementary Estimate requests to allocate the Performance Reward Grant set out in Annex 2e and paragraphs 40 to 43;***
- c) ***approve the changes to the Capital Programme set out in Annex 9c.***

7. Business Strategy and Service & Resource Planning Report for 2012/13 - 2016/17 (Pages 67 - 96)

Cabinet Member: Finance & Property

Forward Plan Ref: 2011/093

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

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

To provide background and context to the service and resource planning process for 2012/13 – 2016/17.

Cabinet is RECOMMENDED TO:

- (a) ***note the report;***
- (b) ***adopt the Summary of the Corporate Plan proposals at Annex 2 to inform preparation of the Corporate plan; and***
- (c) ***approve the Service and Resource Planning process for 2012/13.***

8. Oxfordshire Concessionary Fares Scheme - Application and Pass Issuing (Pages 97 - 130)

Cabinet Member: Transport

Forward Plan Ref: 2011/098

Contact: Andrew Fairweather, Project Manager, Customer Services Programme Team
Tel: (01865) 323095

Report by Deputy Director (Highways & Transport) and Interim Deputy Director (Oxfordshire Customer Services) (**CA8**).

To consider options for operating and managing the scheme from April 2012.

The report considers how Oxfordshire County Council (OCC) should approach the application process for and issuing of Concessionary Travel passes for residents who qualify on age or disability grounds following the end of the current agency agreement with District and City Councils.

OCC will become solely responsible for the application and issuing process as from 1 April 2012 and decisions to allocate the appropriate funding and authority to proceed (including managing all associated processes) going forward to the Customer Service Centre are required.

The report discusses the current situation, possible options for service delivery including online and face to face options and how these may be delivered, the results of a public consultation on those options, the findings of research into best practice by other tiered authorities, and also highlights the strong links to other related Council services (e.g. Disabled Parking Permits, Accessible Travel Advice, and Independent Mobility Assessments) as well as the financial and staffing implications for OCC.

The Cabinet is RECOMMENDED to:

- (a) agree that the Oxfordshire Customer Services Centre should now undertake an appropriate procurement process to select the most suitable supplier(s), and engage with said supplier(s) to provide a system for managing Concessionary Travel Pass applications and the production and issuing of the travel passes;***
- (b) delegate authority to the Deputy Director Customer Services, in consultation with the Cabinet Member for Transport, to agree any detail in relation to the management of all aspects of the Concessionary Fares Scheme Application & Pass Issuing processes during 2012/13;***
- (c) agree that a permanent budget of £0.422m be vired to the Customer Service Centre in 2012/13 to manage the scheme;***
- (d) agree that efficiency savings made by the CSC in subsequent years to be attributed to the CSC overall programme savings set out in the medium term financial plan; and***
- (e) agree that a number of selected libraries and Oxfordshire County Council***

building receptions are equipped to provide a face-to-face service for those residents who will find it difficult or impossible to use an online system.

9. Fire Control Room 999 Call Receipt and Mobilising Options Appraisal (Pages 131 - 144)

Cabinet Member: Safer & Stronger Communities

Forward Plan Ref: 2011/016

Contact: Colin Thomas, Deputy Chief Fire Officer Tel: (01865) 855206

Report by Deputy Chief Fire Officer (**CA9**).

Following the termination of the Department for Communities and Local Government national FiReControl project, Cabinet approved Oxfordshire Fire and Rescue Service joint working with Buckinghamshire and Milton Keynes and Royal Berkshire Fire and Rescue Authorities to create a Strategic Outline (business) Case for the provision of their collective Fire Control functions. This was intended to examine the feasibility of the creation of a joint "999" call receipt and mobilising and incident management function for Oxfordshire Fire and Rescue Service and its partners.

This work has been concluded and the resulting Strategic Outline Case demonstrates that a joint Thames Valley facility could secure early improvements to resilience and allow for the implementation of a fully modernised approach to the Control Room function. In addition, whilst the details are still to be confirmed, overall the programme is expected to be delivered within grant funding provided by the Department for Communities and Local Government which has been identified as available to secure increased levels of resilience. Overall service to the public will be at least as good if not better than current levels.

This approach is compared within this report with alternative options to allow the Fire Authority to direct future activities. A similar approach is being followed in Buckinghamshire and Royal Berkshire who have Fire and Rescue Service Authority meetings on the 28th and 25th September respectively.

The Cabinet is RECOMMENDED subject to the approval by Buckinghamshire and Milton Keynes and Royal Berkshire Fire and Rescue Authorities of the further progression of the Joint Thames Valley Approach to:

- (a) endorse the progression of phase 1 of the joint Thames Valley programme (Improved Resilience)***
- (b) Approve the necessary expenditure to create the Full Business Case which will be subject to further approval by the Cabinet in February 2012***
- (c) Require the CFO to report back to the Cabinet Member for Safer and Stronger Communities on a regular basis concerning:***
 - (1) progress with the joint DCLG bid for the resilience grant funding***
 - (2) progress with Thames Valley partnership working arrangements***
 - (3) progress on the creation of a suitable governance structure***

If either Buckinghamshire and Milton Keynes or Royal Berkshire Fire and Rescue Authorities fail to approve the further progression of the Joint Thames Valley Approach Cabinet is RECOMMENDED: to:

- (d) ***require the Chief Fire Officer to instigate appropriate actions to progress an alternative contingency plan, based on options 3 or 4 as identified in paragraph 21 in the report, subject to the approval of the Cabinet Member for Safer & Stronger Communities..***

10. Saxon Centre - Big Society Fund/Asset Transfer Policy (Pages 145 - 150)

Cabinet Member: Police & Policy Co-Ordination

Forward Plan Ref: 2011/149

Contact: Alexandra Bailey, Corporate Performance & Review Manager Tel: (01865) 816384, Claire Phillips, Partnership Officer Tel: (01865) 323967

Report by Head of Strategy & Communications (**CA10**).

To consider a second bid to the Big Society Fund for the asset transfer of the Saxon Centre. This proposal is brought to Cabinet under the conditions of the cooling off period of the Asset Transfer Policy.

The Cabinet is RECOMMENDED: to

- (a) ***uphold the decision to sell the Saxon Centre to the Oxford Boxing Academy; and***
- (b) ***encourage One-eighty to work with the community centre in Northway and reconsider its application to the Big Society Fund in a future round of bidding.***

11. Corporate Plan Performance and Risk Management report for the First Quarter 2011 (Pages 151 - 156)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2011/095

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

Report by County Council Management Team (**CA11**).

Quarterly Performance Monitoring report.

The Cabinet is RECOMMENDED to note the report.

12. Establishment Review - September 2011 (Pages 157 - 160)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2011/094

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

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

This report gives an update on activity since 31 March 2011. It gives details of the agreed establishment figure at 30 June 2011 in terms of Full Time Equivalents, together with the staffing position at 30 June 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.

13. Forward Plan and Future Business (Pages 161 - 164)

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.
