



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 22 January 2019 at 2.00 pm

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

Yvonne Rees
Chief Executive

January 2019

Committee Officer: **Sue Whitehead**
Tel: 07393 001213; E-Mail: sue.whitehead@oxfordshire.gov.uk

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 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: 26 February 2019*

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 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 - 16)

To approve the minutes of the meeting held on 18 December 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 - January 2019 (Pages 17 - 228)

Cabinet Member: Finance

Forward Plan Ref: 2018/130

Contact: Katy Jurczynsyn, Strategic Finance Manager (Finance, Strategy & Monitoring)

Tel: 07584 909518

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

This report is the final report to Cabinet in the series on the service & resource planning process for 2019/20 to 2022/23, providing councillors with information on budget issues for 2019/20 and the medium term. The report sets out the draft council tax precept for 2019/20, the revenue budget for 2019/20, the Medium Term Financial Plan (MTFP) to 2022/23, the Capital Programme to 2028/29 as well as supporting strategies. Information outstanding at the time of the Cabinet meeting will be reported to Council when it considers the budget on 12 February 2019.

Cabinet's budget proposals take into consideration the latest information on the council's financial position outlined in this report; comments from the Performance Scrutiny Committee meeting on 13 December 2018 as well as 10 January 2019; and comments from the public consultation on the budget. As final notification of some funding streams is awaited, some further changes may be made to the budget proposals ahead of full Council on 12 February 2019.

Cabinet is RECOMMENDED to approve:

- ***The Review of Charges for 2019/20***
- ***The Financial Strategy for 2019/20***
- ***The Earmarked Reserves and General Balances Policy Statement 2019/20.***

Cabinet is RECOMMENDED to RECOMMEND Council to approve:

- ***in respect of revenue:***
 - ***a budget for 2019/20 and a medium term plan to 2022/23, based on the proposals set out in Section 4.2;***
 - ***a council tax requirement (precept) for 2019/20;***
 - ***a 2019/20 council tax for band D equivalent properties;***
 - ***virement arrangements to operate within the approved budget;***
- ***in respect of capital:***
 - ***the Capital & Investment Strategy for 2019/20 - 2028/29 including the Prudential Indicators and Minimum Revenue Provision Methodology Statement;***
 - ***a Capital Programme for 2018/19 to 2028/29 as set out in Section 4.9.1 including:***
 - (i) ***the new capital proposals as set out in Section 4.9.2;***
 - (ii) ***the Highways Structural Maintenance Programme 2019/20 and 2020/21 as set out in Section 4.9.3;***
- ***in respect of treasury management:***
 - ***the Treasury Management Strategy Statement and Annual Investment Strategy for 2019/20 incorporated in the Capital & Investment Strategy in Section 4.9;***
 - ***to continue to delegate the authority to withdraw or advance additional funds to/from external fund managers to the Treasury Management Strategy Team;***
 - ***that any further changes required to the 2019/20 strategy be delegated to the Director of Finance in consultation with the Leader of the Council and the Cabinet Member for Finance;***
 - ***the Treasury Management Prudential Indicators;***

- ***The Specified Investment and Non Specified Investment instruments as set out in Appendix A and B of Section 4.9;***
- ***to delegate authority to the Leader of the Council, following consultation with the Director of Finance and the Cabinet Member for Finance, to make appropriate changes to the proposed budget.***

7. Corporate Plan 2019-22 (Pages 229 - 286)

Cabinet Member: Deputy Leader of the Council

Forward Plan Ref: 2019/002

Contact: Ben Threadgold, Policy & Performance Service Manager Tel: 07867 467838

Report by Chief Executive (**CA7**).

The Corporate Plan 2018-2021 has been reviewed and updated to ensure it continues to accurately reflect the Council's future direction, strategic priorities, and key outcomes and indicators by which progress can be measured and reported.

A summary of the changes from the previous version of the plan is attached as appendix 1. An amended version of the Corporate Plan to cover the period 2019-2022 is attached as appendix 2.

This has been a light touch review, given the most recent version of the Corporate Plan was agreed by full Council on the 5th of July 2018. The plan has been amended to reflect key areas of focus to achieve each of the council's priorities throughout 2019-20, and has been updated with any changes to key facts within the document. The exception to this is the finance information, which will be updated as it becomes available and in time for agreement by Council in February.

Cabinet is RECOMMENDED to:

- (a) note the Draft Corporate Plan 2019- 2022;***
- (b) RECOMMEND that the Draft Corporate Plan be agreed by Council;***
- (c) Delegate authority for final additions and changes to be agreed by the Leader and the Chief Executive on behalf of Cabinet.***

8. Revision of Oxfordshire Minerals and Waste Development Scheme (Pages 287 - 344)

Cabinet Member: Environment

Forward Plan Ref: 2018/172

Contact: Peter Day, Minerals Principal Officer Tel: 07392 318899

Report by Director for Planning & Place (**CA8**).

The County Council must prepare and maintain a Minerals and Waste Development Scheme, setting out the programme for production of the Oxfordshire Minerals and Waste Local Plan. The most recent revision of the Oxfordshire Minerals and Waste Development Scheme was approved in December 2017. Part 1 of the Plan, the Core

Strategy was adopted in September 2017. Part 2, the Sites Plan, was commenced in September 2017 but consultation on issues and options was delayed and consequently the timetable for the Sites Plan in the December 2017 Development Scheme is now out of date and needs to be revised. In addition, changes in legislative requirements for Statements of Community Involvement mean that the Oxfordshire Statement of Community Involvement should be revised and a timetable needs to be set for this. A further revision of the Development Scheme is therefore now required.

The revised programme for the Sites Plan, taking into account the engagement of consultant support on technical work, maintains the target for adoption by the end of 2020, involving the following key stages: consultation on a draft plan in June 2019; publication in January 2020; submission for examination in March 2020; and adoption of the plan in December 2020.

The Cabinet is RECOMMENDED to:

- i. approve the Oxfordshire Minerals and Waste Development Scheme (Ninth Revision) 2019 at Annex 1, subject to final detailed amendment and editing, to have effect from 5 February 2019;***
- ii. authorise the Director for Planning & Place to:***
 - (a) carry out any final detailed amendment and editing of the Oxfordshire Minerals and Waste Development Scheme that may be necessary, in consultation with the Cabinet Member for Environment;***
 - (b) take the necessary steps to bring the revised Scheme into effect from 5 February 2019 and publish the revised Scheme, in accordance with Sections 15 and 16 of the Planning and Compulsory Purchase Act 2004 (as amended).***

9. Governance Review (Pages 345 - 372)

Cabinet Member: Deputy Leader of the Council

Forward Plan Ref: 2018/185

Contact: Colm Ó Caomhánaigh, Committee Officer Tel: 07393 001096

Report by Director of Law & Governance (**CA9**).

Following a Council motion to consider changing to a committee structure of governance, Cabinet set up a Governance Review Task Group to examine this as well as considering potential improvements to the current system.

The Cabinet is RECOMMENDED to:

- (a) endorse the proposal to move to a 'hybrid' system of governance;***
- (b) request the Governance Review Task Group to draw up a specific proposal for Cabinet's consideration based on the following design features:***
 - (i) Cabinet Committees –The membership of the Committees should be***

- politically proportional;*
- (ii) *Cabinet Members should attend Cabinet Committee meetings when issues in their portfolio are on the agenda. The Cabinet and Cabinet Members would still need to make the final decisions;*
 - (iii) *The Chairman and Deputy Chairman of each Cabinet Committee will be elected by the members of the Committee as usual but political group leaders should try to ensure that the Chairman and Deputy Chairman come from different political groups;*
 - (iv) *The proposal should address any improvements required in the Forward Plan process to ensure that sufficient lead time is allowed for Cabinet Committees to discuss issues at an early stage;*
 - (v) *The proposal should take into account the partnership arrangement with Cherwell District Council and the County Council's relationships with all local authorities and partners in Oxfordshire;*
 - (vi) *The proposal should include an estimate of any changes in the overall number of Committee meetings in the new system as well as any changes to the costs in supporting meetings.*
- (c) *request the Task Group to draw up a timetable to implement the changes within six months of a Cabinet decision on the final proposals. The change programme should include training for Members and Officers and specific training for Chairmen to ensure that the new committees encourage inclusive debate;*
- (d) *request the Task Group to include a review mechanism 12 months after the introduction of the new system. The review should include asking Members to complete the same questionnaire that they were given at the start of this process in order to measure any improvements;*
- (e) *request the Task Group to explore further the idea of establishing Area Committees with budgets addressing how they would relate to City and District Councils;*
- (f) *request the Chairmen of Scrutiny Committees to ensure that time is allowed in their work programmes to discuss policy matters;*
- (g) *request Facilities Management to draw up plans to reformat the rooms on the Members' corridor to provide more shared Members' facilities in the place of political group rooms.*

10. Business Management & Monitoring Report for Quarter 2 - 2018/19 - January 2019 (Pages 373 - 388)

Cabinet Member: Deputy Leader of the Council

Forward Plan Ref: 2018/131

Contact: Steven Jones, Corporate Performance & Risk Manager Tel: 07392 318890

Report by Policy & Performance Service Manager (**CA10**).

The report and its two annexes demonstrate the state of Oxfordshire County Council's progress towards Corporate Plan priorities at the end of Quarter 2 2018-19.

The Cabinet is RECOMMENDED to note the performance reported.

11. Delegated Powers - January 2019

Cabinet Member: Leader

Forward Plan Ref: 2018/132

Contact: Sue Whitehead, Principal Committee Officer Tel: 07393 001213

To report on a quarterly basis any executive decisions taken under the specific powers and functions delegated under the terms of Part 7.2 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c)(i). It is not for scrutiny to call in.

<i>Date</i>	<i>Subject</i>	<i>Decision</i>	<i>Reasons for Exemption</i>
7 January 2019	Request for exemption from Contract Procedure Rule ("CPR") 20 in respect of a Contract providing Care Services for People with a Learning Disability provided by MacIntyre Care	Approved an exemption from the tendering requirements under OCC's Contract Procedure Rules in respect of the award of a contract for provision of support services located in Witney for four people with a learning disability for a period of 104 weeks (plus a 26-week extension option) at an estimated value of £468,622.	To transfer services provided under indefinite term spot contracts to a block contract of finite duration and to ensure there is service continuity and provision for the four current tenants.

12. Forward Plan and Future Business (Pages 393 - 394)

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 **CA12**. 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.
