

To: **Members of the Cabinet**

Notice of a Meeting of the Cabinet

Tuesday, 21 March 2023 at 2.00 pm

Council Chamber - County Hall, New Road, Oxford OX1 1ND

If you wish to view proceedings online, please click on this [Live Stream Link](#).



Martin Reeves
Chief Executive

March 2023

Committee Officer: **Colm Ó Caomhánaigh**
Tel: 07393 001096; E-Mail:
colm.ocaomhanaigh@oxfordshire.gov.uk

Membership

Councillors

Liz Leffman	Leader of the Council
Liz Brighthouse OBE	Deputy Leader of the Council
Glynis Phillips	Cabinet Member for Corporate Services
Dr Pete Sudbury	Cabinet Member for Climate Change Delivery & Environment
Tim Bearder	Cabinet Member for Adult Social Care
Duncan Enright	Cabinet Member for Travel & Development Strategy
Calum Miller	Cabinet Member for Finance
Jenny Hannaby	Cabinet Member for Community Services and Safety
Mark Lygo	Cabinet Member for Public Health & Equality
Andrew Gant	Cabinet Member for Highway Management

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: 18 April 2023

AGENDA

1. Apologies for Absence

2. Declarations of Interest

- guidance note below

3. Minutes (Pages 1 - 10)

To approve the minutes of the meeting held on 21 February 2023 (**CA3**) and to receive information arising from them.

4. Questions from County Councillors (Pages 11 - 12)

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

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.

To facilitate 'hybrid' meetings we are asking that requests to speak or present a petition are submitted by no later than 9am four working days before the meeting i.e., 9am on Wednesday 15 March 2023. Requests to speak should be sent to colm.ocaomhanaigh@oxfordshire.gov.uk

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that your views are taken into account. A written copy of your statement can be

provided no later than 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

6. Reports from Scrutiny Committees (Pages 13 - 18)

Report of the Place Overview & Scrutiny Committee: Scrutiny of Water Resources and the South East Regional Plan

7. Proposal From OUFC to OCC As Landowner: Engagement and Communications Strategy, Timeframe and Memorandum of Understanding (Pages 19 - 40)

Cabinet Member: Finance

Forward Plan Ref: 2023/046

Contact: Claire Taylor, Corporate Director Customers, Organisational Development & Resources, claire.taylor@oxfordshire.gov.uk

Report by Corporate Director Customers, Organisational Development & Resources (CA7).

The Cabinet is RECOMMENDED to

- a) **Agree the engagement and communications strategy set out at annex 1.**
- b) **Agree the memorandum of understanding (MoU) as set out at annex 2 and delegate authority to the Corporate Director, Customers and Organisational Development to sign on behalf of the Council. Whilst not anticipated, any non-material changes to be agreed in consultation with the portfolio holder for Finance and Property.**
- c) **Note the timetable set out at annex 3.**

8. Business Management & Monitoring Report - December 22 / January 23 (Pages 41 - 144)

Cabinet Member: Finance

Forward Plan Ref: 2022/160

Contact: Louise Tustian, Head of Insight & Corporate Programmes, louise.tustian@oxfordshire.gov.uk / Kathy Wilcox, Head of Financial Strategy, kathy.wilcox@oxfordshire.gov.uk .

Report by Corporate Director Customers, Organisational Development & Resources, Director of Finance (CA8).

The Cabinet is RECOMMENDED to

- a) note the report and annexes.
- b) note the virements in Annex B-2b and approve the virements in Annex B-2a.
- c) approve the write - off of seven unrecoverable social care debts with a combined total of £0.135m as set out in Annex B paragraph 117.

9. Capital Programme Monitoring Report - January 2023 (Pages 145 - 166)

Cabinet Member: Finance

Forward Plan Ref: 2022/159

Contact: Kathy Wilcox, Head of Financial Strategy, kathy.wilcox@oxfordshire.gov.uk

Report by Director of Finance (**CA9**).

Financial Report on capital spending against budget allocations, including any necessary capital programme approvals.

OCC Capital Programme

- a) **Approve the latest capital monitoring position for 2022/23 (Annex 1) and the associated updated capital programme at Annex 2, incorporating the changes set out in this report**
- b) **To note the approval of the Leader of the Council, in accordance with the Council's Financial Regulations for the revised budget provision of £5.4m for the Ploughley Road/A41 Junction Improvement scheme in Bicester (paragraph 21)**

Re-profiling

- c) **Agree the in-year re-profiling as identified in the report and (Annex 1 and 2)**

10. Treasury Management 3rd Quarterly Report (Pages 167 - 186)

Cabinet Member: Finance

Forward Plan Ref: 2022/189

Contact: Tim Chapple, Treasury Manager, tim.chapple@oxfordshire.gov.uk

Report by Director of Finance (**CA10**).

Cabinet is RECOMMENDED to note the report, and to RECOMMEND Council to note the council's treasury management activity in the third quarter of 2022/23.

11. Workforce Report and Staffing Data – Quarter 3 - October to December 2022 (Pages 187 - 204)

Cabinet Member: Corporate Services

Forward Plan Ref: 2022/161

Contact: Joanne Pitt, Interim Director of Human Resources, joanne.pitt@oxfordshire.gov.uk .

Report by Corporate Director Customers, Organisational Development & Resources (**CA11**).

Quarterly staffing report providing details of key people numbers and analysis of main changes since the previous report.

Cabinet is **RECOMMENDED** to note the report.

12. Oxfordshire Housing and Growth Deal Update (Pages 205 - 212)

Cabinet Member: Travel & Development Strategy

Forward Plan Ref: 2022/248

Contact: Lorna Baxter, Director of Finance (S151 Officer),

lorna.baxter@oxfordshire.gov.uk

Report by Chief Executive (**CA12**).

Cabinet to approve the Oxfordshire Housing and Growth Deal Programme.

The Cabinet is RECOMMENDED to

- a) **Subject to the decision of the Future Oxfordshire Partnership on 20 March 2023, request the Chief Executive of the Council to write to Department for Levelling Up Housing and Communities (DHLUC') to formally accept the terms of the letter from DHLUC to Oxfordshire Leaders and Oxfordshire County Council's Chief Executive dated 5 December 2022 (Annex 1).**
- b) **Agree that in accepting the terms of the letter at Annex 1, the Council will, as accountable body and in consultation with the relevant District or City Council regarding the impact on accelerated housing numbers, take responsibility for decisions necessary to manage the programme in accordance with the updated conditions set out by DLUHC.**
- c) **Note that it will be necessary to agree revised Terms of Reference and Memorandum of Understanding for the Future Oxfordshire Partnership to reflect the change in responsibility as set out in recommendation 2.**

13. Cost of Living Support Measures (Pages 213 - 228)

Cabinet Member: Finance

Forward Plan Ref: 2023/007

Contact: Robin Rogers, Programme Director (Partnerships and Delivery),

robin.rogers@oxfordshire.gov.uk

Report by Director of Finance (**CA13**).

To agree further support measures for residents in the Cost of Living Crises.

The Cabinet is RECOMMENDED to

- a) **Note the cost of living support measures delivered during 2022/23, as summarised in Table 1;**
- b) **Agree to vary the match funding requirements for Council Tax support agreed in September 2022, as set out in paragraph 30;**

- c) **Agree to the support package for 2023/24, as summarised in Table 3, noting the flexibility outlined in paragraph 31.**

14. Oxfordshire Inclusive Economy Partnership and Charter (Pages 229 - 236)

Cabinet Member: Leader

Forward Plan Ref: 2023/008

Contact: Chloe Taylor, Interim Head of Strategy, chloe.taylor@oxfordshire.gov.uk

Report by Corporate Director Customers, Organisational Development & Resources (**CA14**).

To sign up to the Oxfordshire Inclusive Economy Charter.

The Cabinet is RECOMMENDED to

- a) **Note that the Oxfordshire Inclusive Economy Partnership has been established.**
- b) **Note that the Oxfordshire Inclusive Economy Charter was launched on 24 January 2023.**
- c) **Agree to become a signatory to the Oxfordshire Inclusive Economy Charter.**
- d) **Agree to make four pledges to build on our commitment to an inclusive economy.**

15. Adult Social Care Market Sustainability Plan (Pages 237 - 266)

Cabinet Member: Adult Social Care

Forward Plan Ref: 2023/045

Contact: Pippa Corner, Deputy Director Commissioning, pippa.corner@oxfordshire.gov.uk

Report by Corporate Director of Adult Social Care (**CA15**).

Cabinet is RECOMMENDED to approve, following the extensive work with partners described in the paper, the draft in Annex 1 for publication and submission to Department for Health & Social Care (DHSC).

16. Highways contract procurement - preferred model for approval (Pages 267 - 294)

Cabinet Member: Highway Management

Forward Plan Ref: 2022/249

Contact: Phil Whitfield, Principal Officer - Service Improvement, phil.whitfield@oxfordshire.gov.uk

Report by Corporate Director Environment & Place (**CA16**).

Approval to procure the preferred highways maintenance delivery model for the 2025 highways maintenance contract.

The Cabinet is RECOMMENDED to

- a) **Approve the preferred model (single provider with greater level of in-house responsibilities and use of frameworks for some activities) for the future highway maintenance contract for Oxfordshire.**
- b) **Support progression to the next stage of developing and drafting the specification, contract, and other tender documents required for procurement.**

17. Forward Plan and Future Business (Pages 295 - 298)

Cabinet Member: All

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

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 **CA17**. 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.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.