

To: **Members of the Cabinet**

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

**Tuesday, 18 June 2024 at 2.00 pm**

**Room 2&3 - 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

June 2024

Committee Officer: **Chris Reynolds**  
Tel: 07542 029441; E-Mail: [chris.reynolds@oxfordshire.gov.uk](mailto:chris.reynolds@oxfordshire.gov.uk)

### **Membership**

#### *Councillors*

Liz Leffman	Leader of the Council
Dr Pete Sudbury	Deputy Leader of the Council with responsibility for Climate Change, Environment & Future Generations
Tim Bearder	Cabinet Member for Adult Social Care
Neil Fawcett	Cabinet Member for Community & Corporate Services
Andrew Gant	Cabinet Member for Transport Management
Kate Gregory	Cabinet Member for SEND Improvement
John Howson	Cabinet Member for Children, Education & Young People's Services
Dan Levy	Cabinet Member for Finance
Dr Nathan Ley	Cabinet Member for Public Health, Inequalities & Community Safety
Judy Roberts	Cabinet Member for Infrastructure & Development Strategy

*The Agenda is attached. Decisions taken at the meeting  
will become effective at the end of the working day on 26 June 2024  
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: 16 July 2024*

## AGENDA

### 1. Apologies for Absence

### 2. Declarations of Interest

- guidance note below

### 3. Minutes (Pages 1 - 6)

To approve the minutes of the meeting held on 14 May 2024 (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

*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 8am on Wednesday 12 June 2024. Requests to speak should be sent to [committeesdemocraticservices@oxfordshire.gov.uk](mailto:committeesdemocraticservices@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. Appointments 2024-2025 (Pages 7 - 18)**

*Cabinet Member:* Leader of the Council

*Forward Plan Ref:* 2024/132

*Contact:* Colm O’Caomhanaigh, Democratic Services Manager

[colm.ocaomhanaigh@oxfordshire.gov.uk](mailto:colm.ocaomhanaigh@oxfordshire.gov.uk)

Report by Director of Law and Governance (**CA6**).

**The Cabinet is RECOMMENDED to agree the appointments to the bodies set out in the Annex to this report.**

## **7. Reports from Scrutiny Committees (Pages 19 - 32)**

Cabinet will receive the following Scrutiny reports:-

Report of the People Overview and Scrutiny Committee on Adult Social Care CQC Assurance Update

Report of the Place Overview and Scrutiny Committee on Circular Economy Strategy

## **8. Oxfordshire Bus Service Improvement Plan (BSIP) - Update for 2024 (Pages 33 - 114)**

*Cabinet Member:* Transport Management

*Forward Plan Ref:* 2024/139

*Contact:* Dave Harrison, Public Transport Team Leader,

[Dave.harrison@oxfordshire.gov.uk](mailto:Dave.harrison@oxfordshire.gov.uk)

Report by Corporate Director: Environment & Place (**CA8**)

**The Cabinet is RECOMMENDED to**

- (a) **approve adoption of the updated Oxfordshire BSIP**
- (b) **delegate authority for sign off on future updates of the Oxfordshire BSIP to the Director of Transport and Infrastructure in consultation with the Cabinet Member for Transport Management.**

## **9. Oxfordshire County Council's Productivity Plan (Pages 115 - 126)**

*Cabinet Member:* Leader

*Forward Plan Ref:* 2024/137

*Contact:* Kathy Wilcox, Head of Financial Strategy

[Kathy.wilcox@oxfordshire.gov.uk](mailto:Kathy.wilcox@oxfordshire.gov.uk)

Report by Executive Director of Resources and Section 151 Officer (**CA8**)

**The Cabinet is RECOMMENDED to:**

- (a) **Approve the productivity plan for submission to the Department for Levelling Up, Housing and Communities**
- (b) **Approve the additional barriers to efficiency document for submission to the Department for Levelling Up, Housing and Communities**

**10. Oxfordshire County Council to become a Council of Sanctuary**  
(Pages 127 - 142)

*Cabinet Member:* Leader

*Forward Plan Ref:* 2024/145

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

Report by Executive Director: People **(CA10)**

**The Cabinet is RECOMMENDED to**

- a) **Agree that the Council should work towards submitting an application to become a recognised Council of Sanctuary, as proposed in the motion passed by full council on 7 November 2023 – see Annex 1 (iii);**
- b) **Note the requirement for the development of a strategy or framework for migration for future decision making and integration into the Council's business and budget planning process;**
- c) **Delegate the submission of an application for Sanctuary Status to the Executive Director of People in consultation with the Leader of the Council;**
- d) **Note the progress made against the other resolutions in the motion passed by Council on 7 November 2023 – see Annex 1 (i and ii).**

**11. Modern Slavery and Human Trafficking Statement** (Pages 143 - 150)

*Cabinet Member:* Leader of the Council

*Forward Plan Ref:* 2024/002

*Contact:* Karina Russell, Policy Team Leader,  
Karina.russell@oxfordshire.gov.uk

Report by Executive Director of Resources and Section 151 Officer **(CA11)**

**Cabinet is RECOMMENDED to approve the Modern Slavery and Human Trafficking Statement for Oxfordshire County Council**

## **12. Period Poverty Scheme Trial (Pages 151 - 158)**

*Cabinet Member:* Leader of the Council

*Forward Plan Ref:* 2024/113

*Contact:* Karina Russell, Policy Team Leader,  
Karina.russell@oxfordshire.gov.uk

Report by Executive Director of Resources and Section 151 Officer **(CA12)**

**Cabinet is RECOMMENDED to**

- a) **Approve the allocation of the £10,000 from the cost-of-living programme funding for a trial scheme of period products to support residents experiencing period poverty.**
- b) **Note the update on progress made on the Period Poverty motion approved by Council on 12 September 2023.**

## **13. Annual Performance Report and Provisional Revenue Outturn 2023/24 (Pages 159 - 270)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2024/061

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

Report by Executive Director of Resources & Section 151 Officer **(CA13)**

**The Cabinet is RECOMMENDED to**

- a. **To note the annual Performance Report for 2023/24.**
- b. **To note the summary of the provisional year - end financial position for 2023/24 along with the year-end position on general balances and earmarked reserves as explained in Annex B.**
- c. **To agree that the £1.6m surplus on the On-Street Parking Account at the end of the 2023/24 financial year, that has not yet been applied to fund eligible expenditure in accordance with Section 55(4) of the Road Traffic Regulation Act 1984, can be carried forward to the 2024/25 financial year as set out in Annex B-3c.**
- d. **To approve the creation of a new reserve to support the council's Commercial Strategy and initial contribution of £2.0m.**
- e. **To approve the addition of £2.8m to the IFRS9 Reserve.**
- f. **To approve the addition of £1.0m to the Budget Priorities Reserve.**
- g. **To note the Digital Inclusion Action Plan progress update for 2023/24 – Annex C.**

- h. To note the Voluntary and Community progress update for 2023/24 – Annex D

## **14. Capital Outturn Report 2023/24 (Pages 271 - 294)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2024/140

*Contact:* Kathy Wilcox, Head of Financial Strategy

Kathy.wilcox@oxfordshire.gov.uk

Report by Executive Director of Resources and Section 151 Officer **(CA14)**

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

- a) note the performance against the capital programme for 2023/24 as set out in the report.
- b) approve the creation of a new reserve to support the development of green financing and to make an initial contribution of £1.0m funded from the interest released at the end of 2023/24 (as set out in paragraph 65).

## **15. Capital Programme Approvals - June 2024 (Pages 295 - 298)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2024/062

*Contact:* Natalie Crawford, Capital Programme Manager

Natalie.crawford@oxfordshire.gov.uk

Report by Executive Director of Resources and Section 151 Officer **(CA15)**

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

- a. approve the inclusion of the A4130 Rowstock Roundabout to Steventon Lights scheme into the Capital Programme with an indicative budget of £1.041m to be fully funded from S106 developer contributions.
- b. approve the inclusion of the Abingdon National Cycle Network Route 5 (NCN5) Missing Link scheme into the Capital Programme with an indicative budget of £1.474m funded from the Active Travel Fund Tranche 4 Extension.
- c. approve a budget increase of £4.657m from £4.763m to £9.420m, to progress the expansion of Grove Church of England Primary School, funded by S106 contributions (£5.620m), Basic Need (£1.000m) and Basic Need Contingency (£2.800m).
- d. approve the inclusion of Union Street Phase 1.5 & 2 into the Capital Programme, with an indicative budget of £1.450m, to be partly funded by the Asset Rationalisation Programme agreed by

Full Council in February 2022, with an initial budget of £4.700m (increased in February 2024 by £2.300m) and the Decarbonisation Programme where £8.200m funding was agreed in March 2024.

## 16. Forward Plan and Future Business (Pages 299 - 312)

*Cabinet Member: All*

*Contact Officer:* Chris Reynolds, Senior Democratic Services Officer,  
[chris.reynolds@oxfordshire.gov.uk](mailto:chris.reynolds@oxfordshire.gov.uk)

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.***



## **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.