

To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Monday, 6 February 2012 at 3.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

January 2012

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Councillors

Membership

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| 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 Tuesday 14 February 2012 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: 14 February 2012

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

To approve the minutes of the meeting held on 17 January 2012 (**CA3** (to be circulated separately)) 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. Property and Facilities External Services Contract Food with Thought and Quest Cleaning Services (Pages 1 - 6)

Cabinet Member: Finance & Property

Forward Plan Ref: 2012/002

Contact: Roger Dyson, Property Procurement Manager Tel: (01865) 818776

Report by Director for Environment & Economy (**CA6**).

The purpose of this paper is to inform the decision as to whether the proposals put

forward by the potential providers in respect of the catering and cleaning services provided by Food with Thought (FwT) and Quest Cleaning Services (QCS) meet the requirements of the contract specification for the proposed Property and Facilities external services contract.

At its meeting on 18 October the Cabinet agreed to include the current catering and cleaning services provided by Food with Thought (FwT) and Quest Cleaning Services (QCS) within the scope of the proposed Property and Facilities external services contract. In arriving at this view the Cabinet stressed the need to be assured in the first instance that the service offered by a potential provider meets the County Council's expectations in terms of standards and quality.

As part of the procurement process potential providers have submitted detailed technical solutions. These set out how they propose to meet the requirements of the contract specification. The solutions submitted have been the subject of a detailed evaluation by the procurement team.

Given the importance attached by the Cabinet to maintaining existing standards and quality of services – in particular the catering services provided to schools – this report summarises the nature of the offer set out in the detailed technical solutions submitted.

The next stage in the procurement process will be to invite potential providers to submit their final financial offer. Once those offers have been received they will be assessed on the basis of their value for money. The Cabinet will consider the final financial offers at its meeting on 13 March.

The Cabinet is RECOMMENDED to confirm that the proposals put forward by potential providers meet the requirements of the contract specification for the proposed Property and Facilities external services contract and that accordingly it confirms its 'in principle' decision to include Food with Thought and Quest Cleaning Services in the invitation to submit final financial offers.

EXEMPT ITEM

In the event that any Member or Officer wishes to discuss the information set out in Annex 4, the Cabinet will be invited to resolve to exclude the public for the consideration of that Annex by passing a resolution in relation to that item in the following terms:

"that the public be excluded during the consideration of Annex 4 since it is likely that if they were present during that discussion there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below the item in the Agenda".

NOTE: The report and Annex 1 - 3 do not contain exempt information and are thus available to the public. The exempt information is contained in confidential annexe 4.

ANNEXE 4 TO THE REPORT HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.

THIS IS FOR REASONS OF COMMERCIAL SENSITIVITY AND THE FINANCIAL RISK TO THE COUNCIL IF THE CONTENTS ARE DISCLOSED.

THIS ALSO MEANS THAT THE CONTENTS SHOULD NOT BE DISCUSSED WITH OTHERS AND NO COPIES SHOULD BE MADE

7. Dial-a-Ride Provision in Oxfordshire (Pages 7 - 38)

Cabinet Member: Transport

Forward Plan Ref: 2011/151

Contact: Neil Timberlake, Assistant Public Transport Officer Tel: (01865) 815585

Report by Deputy Director for Environment & Economy – Highways & Transport (**CA7**).

(The information contained in Annexe 4 is exempt in that it falls within the following prescribed category:

3 – information relating to the financial or business affairs of any particular person (including the authority holding that information)

It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, as a result of discussions between Oxfordshire County Council and/or other local authorities and organisations.)

Please note that members of the public will re-admitted to the meeting in order to hear the decision.

This report and its associated Annexes invites the Cabinet to consider recommendations for the creation of, and future funding for, a unified demand responsive transport service, replacing the existing Octabus and Cherwell dial a ride services currently funded by the County Council and district councils (excluding South Oxfordshire). Oxfordshire County Council has historically supported a number of dial a ride services which provide pre-booked door to door transport using fully accessible vehicles for people with mobility impairments who could not easily use conventional public transport. Current County Council funding arrangements come to an end on 31 March 2012.

Tenders have been invited and the results will be reported in a separate confidential annex. The new service is intended to be funded jointly by the County Council and one or more of the district councils, all of which will be making their own decisions on future funding at about the same time as the County Council. Any known decisions of the district councils will be reported verbally at the meeting.

The Cabinet is RECOMMENDED

- (a) to adopt Baseline Option 5 (one bus per district 5 days per week), with such top-up option as necessary to provide for a 9am to 5pm day, as the appropriate level of service to be provided by the County Council;***
- (b) to agree to fund Baseline level 5, at 9am to 5pm, across the county by using County Council resources, and £106,067.84 of additional funding from the “Supporting Community Transport Fund” grant;***
- (c) to award a one year contract to Tender A from 1 April 2012 to 31 March***

2013;

- (d) to agree that any district council should be expected to pay the entire contract costs of any further 'top-up' service provision which that Authority requires in its area.**
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