



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 16 July 2013 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

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Chief Executive

July 2013

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Membership

Councillors

Ian Hudspeth	<i>Leader of the Council</i>
Rodney Rose	<i>Deputy Leader of the Council</i>
Mrs Judith Heathcoat	<i>Cabinet Member for Adult Social Care</i>
Nick Carter	<i>Cabinet Member for Business & Customer Services</i>
Melinda Tilley	<i>Cabinet Member for Children, Education & Families</i>
Lorraine Lindsay-Gale	<i>Cabinet Member for Community Services</i>
David Nimmo Smith	<i>Cabinet Member for Environment</i>
Arash Fatemian	<i>Cabinet Member for Finance</i>
Louise Chapman	<i>Cabinet Member for Policy Co-ordination</i>
Hilary Hibbert-Biles	<i>Cabinet Member for Public Health & the Voluntary Sector</i>

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 24 July 2013 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: 17 September 2013

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 Rachel Dunn on (01865) 815279 or rachel.dunn@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

To approve the minutes of the meeting held on 18 June 2013 (**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. Home to School Transport Policy (Pages 1 - 36)

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2013/089

Contact: Neil Darlington, Service Manager – Admissions & Transport Tel: (01865) 815844

Report by Director for Children's Services (**CA6**).

The Council has undertaken a consultation with the public, headteachers and other

interested parties upon a number of proposed changes to the Home to School Transport Policy.

The proposed changes have been made in the light of the current difficult financial situation in the UK, the continuing impact this will have on local government finances, and the need to ensure that the Home to School Transport Policy is equitable.

The report contains an analysis of the responses to the consultation.

The Cabinet is RECOMMENDED to adopt the following proposals:

- (a) To increase the charges for concessionary travel and post 16 travel in 2014/15 to £290.40 (£96.80 per two terms of the 6 term year) for those who live under 3 miles from the school attended and £541.20 per annum (£180.40 per two terms of the 6 term year) for those who live over 3 miles from the school attended.***
- (b) To increase the concessionary fare by 2% per annum from September 2015***
- (c) From September 2014 to end the waiving of the concessionary charge for the third and subsequent children of families who have more than two children using the same home to school transport service.***
- (d) From September 2013 onwards to only use the guidance issued by Road Safety GB when making risk assessments of walked routes to school.***
- (e) From September 2014 onwards to adopt the phased ending of free travel to the designated (catchment) school if the distance from home to school is over 3 miles if aged 8 or over, or 2 miles if less than aged 8 and of school age if it is not the nearest school.***
- (f) To reassess routes designated as “unsafe walking routes” against the guidance issued by Road Safety GB over 2013/14 and 2014/15.***
- (g) From 2013 to remove all references to collaborative learning transport from the Home to School Transport Policy.***
- (h) From September 2013 to use a two stage review/appeal process in accordance with the Department for Education Transport and Travel Guidance of March 2013.***
- (i) All other parts of the proposed Home to School Transport Policy not covered by proposals a to h for September 2014 onwards.***

7. Treasury Management 2012/13 Outturn (Pages 37 - 56)

Cabinet Member: Finance

Forward Plan Ref: 2013/027

Contact: Gregory Lee, Financial Manager – Treasury Management Tel: (01865) 323978

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

To review Treasury Management activity in 2012/13 in accordance with the CIPFA code of practice.

The Committee is RECOMMENDED to note the report, and to RECOMMEND Council to note the Council's Treasury Management Activity in 2012/13.

8. 2013/14 Financial Monitoring & Business Strategy Delivery Report - May 2013 (Pages 57 - 120)

Cabinet Member: Finance

Forward Plan Ref: 2013/002

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

Report by Assistant Chief Executive & Chief Finance Officer (**CA8**).

This report focuses on the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2013/14 – 2016/17. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of May 2013. Capital Programme monitoring and update is included at Part 3. Changes to Fees and Charges are included in Part 4.

The Cabinet is RECOMMENDED to:

- (a) note the report;***
- (b) approve the virement requests set out in Annex 2a;***
- (c) note the updated Treasury Management lending list at Annex 7;***
- (d) approve the updated Capital Programme at Annex 9 and the associated changes to the programme in Annex 8c and the proposed programme of works for the additional £3.551m of highways maintenance funding set out in Appendix D of Annex 9;***
- (e) approve the changes to charges for Trading Standards and note the change in charges at Hill End Outdoor Education Centre as set out in Part 4 and Annex 10.***

9. Impact of the 2015/16 Central Government Spending Round (Pages 121 - 130)

Cabinet Member: Finance

Forward Plan Ref: 2013/105

Contact: Lorna Baxter, Deputy Chief Finance Officer Tel: (01865) 323971

Report by Assistant Chief Executive & Chief Finance Officer (**CA9**).

This report outlines the key features and implications of the 2013 Spending Round announced on 26 June 2013, which sets out public spending totals for the financial year 2015/16.

The Cabinet is RECOMMENDED to note the report.

10. Joint Carers Strategy (Pages 131 - 156)

Cabinet Member: Adult Social Care

Forward Plan Ref: 2013/023

Contact: Alan Sinclair, Lead Commissioner for Older People Tel: (01865) 323665

Report by Director for Social & Community Services (**CA10**).

This report sets out the Oxfordshire Carers' Strategy 2013 - 2016. This replaces the previous Carers' Strategy which ran from 2009 - 2012. It details Oxfordshire's commitment to the support of unpaid carers who support relatives, neighbours and friends across Oxfordshire.

The strategy is a joint commitment from Oxfordshire County Council and Oxfordshire Clinical Commissioning Group to continue and further develop their support to carers of all ages, along with their partners in the voluntary sector and other commissioned services. A period of consultation with carers and carers' services from November 2012 to March 2013 led to the drafting of the revised Carers' Strategy.

The Strategy is underpinned by an Implementation Plan which will support the delivery of the intentions laid out in the Strategy during it's lifetime to ensure good outcomes for carers.

The Cabinet is RECOMMENDED to agree the Oxfordshire Carers' Strategy 2013 - 2016.

11. Care Home Fees (Pages 157 - 188)

Cabinet Member: Adult Social Care

Forward Plan Ref: 2012/174

Contact: Andrew Colling, Quality & Contracts Manager Tel: (01865) 323682

Report by Director for Social & Community Services (**CA11**).

The cost of adult social care and how it should be funded has for many years been the subject of discussion and much media attention. These discussions have taken place at both a national and a local level and in many respects have focused on the cost of care home services

Over the last twelve months or so Social and Community Services had conducted a review of Care Home Fees for Older People in Oxfordshire.

On 19 January 2013 Cabinet considered a paper from the Director for Social & Community Services that proposed new arrangements for Care Home Fees in Oxfordshire.

Cabinet agreed the report and recommended that the Director for Social & Community Services should consult care home providers again on the proposals for 2013/14.

This report now provides feedback on the consultation on Care Home Fees that ended

on 18 June 2013.

The Cabinet is RECOMMENDED to approve the proposals set out in the report.

12. Placement Strategy for Children In and On the Edge of Care (Pages 189 - 200)

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2013/035

Contact: Matthew Edwards, Corporate Parenting Manager Tel: (01865) 323097

Report by Director for Children's Services (**CA12**).

This paper outlines the vision, approach and scope of the Placement Strategy for Children in and on the edge of care. The strategy is based on the fundamental principle of 'keeping our riskiest and most vulnerable children *closest*'. Some children will require very specialist placements out of county but for the large majority we need to be able to place, educate, and provide therapeutic support within Oxfordshire. Whilst improving outcomes is Oxfordshire County Council's primary concern an important driver is also recognizing that high quality saves and poor quality costs in terms of expenditure on our looked after children .

The Placement Strategy sets out how Oxfordshire County Council along with key partners will strengthen edge of care interventions to keep children with their families, support friends and family care arrangements, increase in-house fostering for harder to place children and build on the work that has been so successful in achieving permanency for many of our looked after children. One critical work stream of the placement strategy requires capital investment to move forward: increasing in-house, in-county residential provision.

The proposal is for the creation of an additional 12 assessment beds in 2 homes [6 beds in each] and 8 'move-on' beds for 16-18 year olds in 2 further homes [4 beds in each]. This will create an overall capacity of 32 beds

It is proposed that surveys will be conducted on already identified sites within the County's existing property estate. Estimates suggest that this initial survey work will cost £150k. The estimated overall spend to build the 4 homes is £7M but this will be exactly quantified post survey results.

The Cabinet is RECOMMENDED to:

(a) approve the placement strategy; and

(b) endorse the initial approach to increase in-county residential capacity and give approval for a detailed survey of potential sites to be undertaken followed by more detailed costings and return to cabinet for consideration.

13. Expansion of Queensway Primary School, Banbury to 2 Form Entry (Pages 201 - 212)

Cabinet Member: Education

Forward Plan Ref: 2013/046

Contact: Diane Cameron, School Organisation Officer Tel: (01865) 816445

Report by Director for Children's Services (**CA13**).

The proposal is to permanently increase the school admission number at Queensway Primary School to 60 from 30. This means that each year group would consist of up to 60 places, taught in two classes of 30 children each, making a maximum total of 420 pupils.

This proposal is to formally change the admission number to 60 on a permanent basis from September 2014. This proposal is related to a concurrent option appraisal on how the necessary accommodation required might be provided.

The current capacity of the school is 250 and the proposed capacity will be 420. The current admission number for the school is 30 and the proposed admission number will be 60.

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Queensway Primary School, Banbury.

14. Expansion of St Joseph's Catholic (VA) Primary School, Oxford to 2 Form Entry (Pages 213 - 246)

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2013/087

Contact: Diane Cameron, School Organisation Officer Tel: (01865) 816445

Report by Director for Children's Services (**CA13**).

The proposal is to permanently increase the school admission number at St Joseph's Catholic (VA) Primary School, Oxford to 60 from 45. This means that each year group would consist of up to 60 places, taught in two classes of 30, making a maximum total of 420 pupils.

This proposal is to formally change the admission number to 60 on a permanent basis from September 2014. This proposal is related to a concurrent option appraisal run by the Birmingham Catholic Archdiocese, on how the necessary accommodation required might be provided.

The current capacity of the school is 315 and the proposed capacity will be 420. The current admission number for the school is 45 and the proposed admission number will be 60.

The expansion is proposed due to increase in population and over-subscription of the school.

The Cabinet is RECOMMENDED to approve the permanent expansion of St Joseph's Catholic (VA) Primary School, Oxford with effect from 1 September 2014.

15. Expansion of Watchfield Primary School to 2 Form Entry (Pages 247 - 258)

Cabinet Member: Education

Forward Plan Ref: 2013/059

Contact: Diane Cameron, School Organisation Officer Tel: (01865) 816445

Report by Director of Children's Services (**CA15**).

The proposal is to permanently increase the school admission number at Queensway Primary School to 60 from 45. This means that each year group would consist of up to 60 places, taught in two classes of 30 children each, making a maximum total of 420 pupils.

This proposal is to formally change the admission number to 60 on a permanent basis from September 2014. This proposal is related to a concurrent option appraisal on how the necessary accommodation required might be provided.

The current capacity of the school is 315 and the proposed capacity will be 420. The current admission number for the school is 45 and the proposed admission number will be 60.

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Watchfield Primary School.

16. Expansion of Wolvercote Primary School, Oxford to 1.5 Form Entry (Pages 259 - 282)

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2013/085

Contact: Diane Cameron, School Organisation Officer Tel: (01865) 816445

Report by Director for Children's Services (**CA16**).

The proposal is to permanently increase the school admission number at Wolvercote Primary School to 45 from 30. This means that each year group would consist of up to 45 places, taught in mixed-age classes, making a maximum total of 315 pupils.

This proposal is to formally change the admission number to 45 on a permanent basis from September 2014. This proposal is related to a concurrent option appraisal on how the necessary accommodation required might be provided.

The current capacity of the school is 210 and the proposed capacity will be 315. The current admission number for the school is 30 and the proposed admission number will be 45.

The expansion is proposed due to proposed housing development in the area and increase in population.

The Cabinet is RECOMMENDED to approve the permanent expansion of Wolvercote Primary School with effect from 1 September 2014.

17. Future Direction of Oxfordshire Customer Services and School Facing Services

Cabinet Member: Business & Customer Services

Forward Plan Ref: 2013/082

Contact: Andy Bell, Programme Manager Tel: (01865) 323221

Report by Deputy Director – Oxfordshire Customer Services (**CA17**).

(a) Oxfordshire Customer Services - School Support and Back Office Services_(Pages 283 - 296)

Report by the Director for Environment and Economy (CA17a)

Since October 2012, work has been underway to develop a strategic direction for the future of school related support and back office services generally, including those in CEF which have been prepared to an internally commissioned specification model for delivery of service functions 2013/14. In summary:

- Scope for consideration is OCS provided schools back office (HR, Finance , ICT) schools support and school improvement where CEF has responsibility
- One driver is that back-office services and some school support services are not the Council's core business. There are some school support services that provide a statutory function However, there is a reduced capacity within schools improvement services to meet the needs of schools in a timely way or to manage supply and demand
- Need to improve and secure educational outcomes for all young people
- Reduced grants from the DfE requiring increased trading
- Changes to the schools funding formula with effect from April 2013
- The default position is that services should no longer be provided directly by the County Council unless there is clear strategic value to retain
- We need to ensure that schools and academies continue to have access to the services they need and where possible, these services should be based locally.

In June 2013, these proposals have taken on added significance because the Comprehensive Spending Review requires further savings – potentially up to 10% of current spend. This is not achievable within the current CEF budget and delivery model. All services in scope have been subject to internal review. Arrangements undertaken by other Local Authorities have been reviewed. Work has been undertaken to confirm the actual cost of services and the risks and challenges ahead. On the basis that services will be externalised, the review has also given consideration to possible delivery models.

The Cabinet is RECOMMENDED to agree the following

- (a) Subject to any changes following soft market testing, services listed in section 3 should continue to be delivered in-house***
- (b) Subject to any changes following soft market testing, remaining back office and schools support services listed in section 4 should be prepared for externalisation***
- (c) All service specifications should be reviewed as to the business case for continuing wholly or in part from April 2014.***
- (d) Updated service specifications alongside externalisation proposals should at the heart of service and resource planning from now onwards and as such should be the basis for updating and delivering business strategy.***
- (e) Subject to soft market testing results, externalisation proposals should be prepared in September 2013 for Cabinet decision on outsourcing and/or joint venture with a view to procuring and implementing the decisions necessary by 31st March 2015.***

(b) Oxfordshire Customer Services - Externalisation of Back-Office and Support Functions_ (Pages 297 - 314)

Report by the Director for Environment & Economy (CA17b)

This paper is concerned primarily with proposals for the externalisation of back-office support services currently delivered from Oxfordshire Customer Services (OCS).

Since October 2012, work has been underway to develop a strategic direction for the future of back-office services and school related services generally. In summary:

- Scope for consideration is the whole of OCS
- The primary driver is that back-office services and school support services are not the Council's core business
- The default position is that services should no longer be provided directly by the County Council unless there is strategic value to retain
- We need to ensure that schools and academies continue to have access to the services they need and where possible, these services should be based locally.
- Customer Service Centre (CSC) needs to remain in-house because of the need to retain strategic control and oversight.

In June 2013, these proposals have taken on added significance because:

- The current business strategy anticipates savings for OCS that from 2015/16 onwards are now considered to be undeliverable
- The Comprehensive Spending Review requires further savings – potentially up to 10% of current spend – which is not achievable with the current OCS delivery model.

The Cabinet is RECOMMENDED to agree the following

- (a) Updated service specifications alongside externalisation proposals and actions should form the basis for updating and delivering the Business Strategy as regards OCS and should therefore be at the heart of service and resource planning from now onwards.**
- (b) All service specifications should be reviewed as to the business case for continuing wholly or in part from April 2014.**
- (c) Subject to any amendments following soft market testing results, services listed in section 3 should continue to be delivered in-house**
- (d) Subject to any amendments following the soft market testing results, HR, Financial and ICT back-office services listed in section 4 should be in scope for externalisation.**
- (e) Subject to soft market testing results, externalisation proposals should be prepared in September 2013 for Cabinet decision on outsourcing and/or joint venture with a view to procuring and implementing the solutions necessary by 31st March 2015**
- (f) As recommended in Annex 1, to agree to the further exploratory work needed to develop a full business case for the future merger of the Buckinghamshire, Oxfordshire and Berkshire LGPS Funds, including detailed discussions with the Department of Communities and Local Government**

18. Corporate Plan Performance Report for the 4th Quarter 2012 (Pages 315 - 338)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2013/004

Contact: Alexandra Bailey, Senior Performance & Improvement Manager Tel: (01865) 816384

Report by County Council Management Team (**CA18**).

Quarterly performance monitoring report against the Corporate Plan priorities - Quarter 4. This report also introduces proposals for performance monitoring for 2013-14, as discussed by the Performance Scrutiny Committee on 27th June.

The Cabinet is RECOMMENDED to:

- (a) note this report; and***
- (b) approve the performance indicators for 2013/14***

19. Forward Plan and Future Business (Pages 339 - 342)

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 **CA19**. 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.

EXEMPT ITEM

Item 20

It is RECOMMENDED that the public be excluded for the duration of item 20 the Agenda since it is likely that if they were present during those items there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified in relation to the respective items in the Agenda and since it is considered that, in all the circumstances of each case, the public interest in exemption outweighs the public interest in disclosing the information.

THE REPORT TO THE ITEM NAMED 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.

20. Adult Social Care Management System (Pages 343 - 348)

Cabinet Member: Adult Social Care

Forward Plan Ref: 2013/057

Contact: Lindsay Russell, ICT Business Services Manager Tel: (01865) 816239

Report by Deputy Director – Adult Social Care (**CA20**).

The information contained in the report and annexes 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, in that such disclosure would distort the proper process of free negotiations between the authority with another party for the purposes described and would prejudice the position of the authority in those negotiations and other negotiations of a similar nature in future.

The purpose of this report is to set out the reasons for the procurement of a new Adult Social Care Management System.
