



To: Members of the Cabinet

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

**Tuesday, 13 May 2014 at 2.00 pm  
in Meeting Rooms 1 & 2**

**County Hall, Oxford, OX1 1ND**

*Joanna Simons*

Joanna Simons  
Chief Executive

May 2014

Contact Officer: **Sue Whitehead**  
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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 &amp; Customer Services</i>
Melinda Tilley	<i>Cabinet Member for Children, Education &amp; Families</i>
Lorraine Lindsay-Gale	<i>Cabinet Member for Cultural &amp; 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 &amp; the Voluntary Sector</i>

*The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 21 May 2014 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 June 2014*

## 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](mailto: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 (Pages 1 - 10)

To approve the minutes of the meeting held on 15 April 2014 (**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. Draft Local Flood Risk Management Strategy (Pages 11 - 64)

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2013/079

*Contact:* Steve Smith, Highways & Transport Service Manager Tel: (01865) 810435

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

Following the nationwide flooding events of 2007, the Pitt Review recommended that a single authority should be responsible for managing flood risk in local areas. This was

endorsed by subsequent legislation, the Flood and Water Management Act 2010, under which Oxfordshire County Council became the Lead Local Flood Authority for the County. As part of its role as the Lead Flood Authority the council is required to produce, publish and maintain a Local Flood Risk Management Strategy. The purpose of the strategy is to state how the county council, in conjunction with other flood and water management authorities intend to work together effectively in order to manage areas identified as being at risk of flooding within the county.

***The Cabinet is RECOMMENDED to approve the Draft Local Flood Risk Management Strategy for public consultation.***

**7. Recommendations of the Cabinet Advisory Group (CAG) on the Strategic Assurance Framework for Safeguarding Children & Young People (Pages 65 - 70)**

*Cabinet Member:* Children, Education & Families

*Forward Plan Ref:* 2014/073

*Contact:* Peter Clark, Solicitor to the Council & Monitoring Officer Tel: (01865) 323907/Hannah Farncombe, Safeguarding Manager Tel: (01865) 815273

Report by Cabinet Advisory Group for Children's & Young People's Safeguarding Assurance Arrangements (**CA7**).

The report provides some background into the work of the Safeguarding Assurance Cabinet Advisory Group and makes some recommendations to Cabinet to strengthen the current assurance arrangements. These are intended to complement and strengthen existing arrangements rather than replace or subsume them.

***The Cabinet is RECOMMENDED to agree the recommendations of the CAG to allow officers to develop a delivery plan with clear timescales and ownership for implementation.***

**8. Equality Policy 2012-17: Annual Update for 2013/14 and Action Plan for 2014/15 (Pages 71 - 108)**

*Cabinet Member:* Policy Co-ordination

*Forward Plan Ref:* 2014/051

*Contact:* Alison Yates, Senior Policy Officer Tel: (01865) 815214

Report by Head of Policy (**CA8**).

Oxfordshire County Council is committed to making Oxfordshire a fair and equal place in which to live, work and visit. We want our services to effectively meet the needs of local residents. We also aim to ensure that our staff are equipped with the knowledge and skills to meet the diverse needs of customers, that our services are accessible, and to encourage supportive and cohesive communities through our service delivery.

In 2012 we launched our Equality Policy setting out how we aim to achieve this goal, as well as meet our obligations under the Equality Act 2010. In January 2013 we published our first annual update on our progress. Both documents can be read here:

<http://www.oxfordshire.gov.uk/cms/public-site/equality-and-cohesion> Good progress has been made on the objectives in 2013/14 and a second annual update is included in this report in Annex 2.

As we are two years into the four year policy, it is timely to refresh the actions against which we are measuring our progress, to ensure that we are reflecting the work of all our service areas and the priorities of the council, as set out in the latest Corporate Plan and directorate Business Strategies. These new actions are the focus of Annex 1.

Annex 3 presents some key data about the Oxfordshire population, taken from the 2011 Census and categorised by protected characteristics. It also provides information about some of the data we collate about service users and potential service users. The council is required to show it has an adequate evidence base for its decision making.

***The Cabinet is RECOMMENDED to agree to the new Equality Policy Action Plan for 2014/15 (Annex 1)***

## **9. Staffing Report - Quarter 4 - 2013 (Pages 109 - 116)**

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2013/180

*Contact:* Sue Corrigan, Strategic HR Manager Tel: (018654) 810280

Report by Head of Human Resources (**CA9**).

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

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

***(a) note the report; and***

***(b) confirm that the Staffing Report meets the requirements in reporting and managing staffing numbers.***

## **10. Forward Plan and Future Business (Pages 117 - 118)**

*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 **CA10**. 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.*

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