



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 16 March 2021 at 2.00 pm

Virtual

Please note that due to guidelines imposed on social distancing by the Government the meeting will be held virtually. If you wish to view proceedings, please click on this [Live Stream Link](#)

However, that will not allow you to participate in the meeting.

Yvonne Rees
Chief Executive

March 2021

Committee Officer: **Sue Whitehead**
Tel: 07393 001213; E-Mail: sue.whitehead@oxfordshire.gov.uk

Membership

Councillors

Ian Hudspeth	Leader of the Council
Mrs Judith Heathcoat	Deputy Leader
Lawrie Stratford	Cabinet Member for Adult Social Care & Public Health
Steve Harrod	Cabinet Member for Children & Family Services
Ian Corkin	Cabinet Member for Council Business & Partnerships
Lorraine Lindsay-Gale	Cabinet Member for Education & Cultural Services
Yvonne Constance OBE	Cabinet Member for Environment
David Bartholomew	Cabinet Member for Finance
Eddie Reeves	Cabinet Member for Highways Delivery and Operations
Mark Gray	Cabinet Member for Local Communities

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 24 March 2021 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: 20 April 2021

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 Glenn Watson on **07776 997946** or glenn.watson@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 23 February 2021 (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

This Cabinet meeting will be held virtually in order to conform with current guidelines regarding social distancing. Normally requests to speak at this public meeting are required by 9 am on the day preceding the published date of the meeting. However, during the current situation and to facilitate these new arrangements we are asking that requests to speak are submitted by no later than 9am four working days before the meeting i.e. 9 am on Wednesday 10 March 2021. Requests to speak should be sent to sue.whitehead@oxfordshire.gov.uk together with a written statement of your presentation to ensure that if the technology fails then your views can still be taken into account. A written copy of your statement can be provided no later than 9 am 2 working days before the meeting.

Where a meeting is held virtually and the addressee is unable to participate virtually their written submission will be accepted.

Written submissions should be no longer than 1 A4 sheet.

6. Business Management & Monitoring Report - January 2021 (Pages 11 - 118)

*Cabinet Member: Deputy Leader of the Council and Cabinet Member for Finance
Forward Plan Ref: 2020/*

Contact: Louise Tustian, Head of Insight & Corporate Programmes Tel: 07741 607452/Hannah Doney, Head of Corporate Finance Tel: 07584 174654

Report by Corporate Director Customers & Organisational Development and Director of Finance (**CA6**).

This report sets out Oxfordshire County Council's (OCC's) progress towards Corporate Plan priorities for 2020/21 – January 2021.

Cabinet is RECOMMENDED to:

- (a) To note this month's business management and monitoring report.***
- (b) Approve virement set out in Annex C-2b relating to the planned use of the Public Health Savings to fund appropriate expenditure in other services, and the virement from the COVID-19 Budget to the services for the period November 2020 to March 2021;***
- (c) Note the virements set out in Annex C-2c;***
- (d) Approve the bad debt write-offs set out in Annex C.***
- (e) Approve the 2021/22 Charges set out in paragraph 33 and Annex C-6***

7. Capital Programme Monitoring Report - January 2021 (Pages 119 - 124)

*Cabinet Member: Finance
Forward Plan Ref: 2020/139*

Contact: Hannah Doney, Head of Corporate Finance Tel: 07584 174654

Report by Director of Finance (**CA7**).

This report sets out the latest monitoring position for 2020/21 capital programme based on activity to the end of January 2021 and provides an update on latest ten-year capital programme to 2030/31.

Cabinet is RECOMMENDED to:

- (a) Note the latest capital monitoring position for 2020/21 in Annex 1; and***
- (b) Note the latest forecast for additional costs to the Capital Programme associated with COVID-19 of £2.7m.***

8. Oxford Zero Emission Zone Pilot Formal Consultation (Pages 125 - 280)

Cabinet Member: Environment

Forward Plan Ref: 2020/173

Contact: Stewart Wilson, Senior Transport Planner Tel: 07801 740354

Report by Corporate Director Communities (**CA8**).

The report outlines a final proposal for the Oxford ZEZ Pilot which was published as part of a period of formal consultation between Friday 20 November 2020 and Sunday 17 January 2021.

Proposals for a ZEZ in Oxford form part of the county's current Local Transport Plan and has a significant role to play in supporting the county council's Climate Action Framework and Corporate Plan – it will help people live healthier, safer lives and it supports and protects the local environment. The ZEZ will also help to reduce the county council's carbon footprint. Similarly, proposals also align with the strategic vision for Oxfordshire by enabling more sustainable growth and by putting Oxfordshire at the leading edge of UK and global de-carbonisation efforts.

The Cabinet is RECOMMENDED to

- (a) note the content of the report and outcomes of the recent public consultation on the Oxford Zero Emission Zone Pilot; and***
- (b) approve the final Zero Emission Zone Pilot scheme at Annex 6 and authorise the scheme to be implemented.***

9. Oxfordshire Electric Vehicle Infrastructure Strategy (Pages 281 - 396)

Cabinet Member: Environment

Forward Plan Ref: 2020/157

Contact: Paul Fermer, Assistant Director Communities Operations Tel: 07825 273984/Llewelyn Morgan, Head of iiHub Tel: 07881 268208

Report by Corporate Director – Place & Growth (**CA9**).

All six of Oxfordshire's councils have declared climate emergencies; Oxfordshire County Council's broader vision includes an ambition to reducing carbon emissions to tackle climate change and improve air quality. Supporting a transition to zero emission road transport is a key component in Oxfordshire's councils achieving their net zero carbon targets, reducing air pollution, and delivering key transport initiatives such as the Oxford Zero Emission Zone.

The government has proposed an end to the sale of petrol and diesel vehicle sales by 2030. Comprehensive, accessible and efficient charging infrastructure is essential in enabling the rapid adoption of electric vehicles. The Oxfordshire Electric Vehicle Infrastructure Strategy (OEVIS) sets out the policies and plans to realise this goal, it has

been a true collaborative piece of work with City and District Councils and has been informed through the lessons learnt from various innovative EV charging projects already being delivered. It is amongst the first of its kind in the UK, the strategy will put the county in a strong position to ensure that those wishing to purchase an EV can access convenient charging and we believe the strategy will provide a benchmark for UK Transport Authorities.

The Cabinet is RECOMMENDED to ADOPT the recommended policies and key actions for the Oxfordshire Electric Vehicle Infrastructure Strategy (2020-2025).

10. Tenant Fees Act 2019 (and Associated Legislation) - Financial Penalty Enforcement Policy (Pages 397 - 414)

Cabinet Member: Deputy Leader of the Council

Forward Plan Ref: 2021/005

Contact: Jody Kerman, Head of Trading Standards Tel: 07909 905514

Report by Director Community Safety & Chief Fire Officer and Assistant Director of Regulatory Services (**CA 10**).

The report seeks approval of the adoption of a regime of financial penalties for breaches of relevant legislation. Legislation governing the activities of lettings agents and other businesses in the property sector provides for financial penalties as the main formal means of dealing with non-compliance. The issuing of financial penalty notices to non-complaint traders in Oxfordshire is therefore the most appropriate response to the legislation, where informal advice has not resolved the non-compliance. National guidance would be adopted to ensure that penalties are proportionate, evidence-based and consistent. Adopting this national guidance as a local policy requires a cabinet decision.

The Cabinet is RECOMMENDED to approve a new mechanism for the Trading Standards Service to take action against property agents for breaches of relevant housing legislation by means of civil financial penalties, as outlined in the supporting Enforcement Policy (adopted from the model implemented nationally by the National Trading Standards Estate and Lettings Agency Team).

11. Oxfordshire Environment Partnership - Statement of Intent

Cabinet Member: Environment

Forward Plan Ref: 2021/032

Contact: Rachel Wileman, Assistant Director Strategic Infrastructure & Planning Tel: 07554 103691

Report by Corporate Director Communities (**CA11 to be circulated separately**).

To seek agreement of a report setting out the intention of the County Council to support the establishment of a new County wide environment advisory group (as part of

Oxfordshire Growth Board Governance and subject to endorsement by the Oxfordshire Growth Board) and to agree the Oxfordshire - Cambridge Arc environmental principles (subject to endorsement at the OxCam ARC Plenary meeting) .

12. England's Economic Heartland Final Transport Strategy

Cabinet Member: Environment

Forward Plan Ref: 2021/031

Contact: John Disley, Infrastructure Strategy & Policy Manager Tel: 07767 006742

Report by Corporate Director Communities (**CA12 to be circulated separately**).

The England's Economic Heartlands (EEH) Transport Strategy directly supports a number of the Council's strategic priorities in the Corporate Plan, in particular reducing carbon emissions, improving air quality, reducing the need to travel, promoting public transport and active travel over private use of the car where appropriate and strengthening investment in strategic transport and digital connectivity, notably rail investment such as East-West Rail.

The County Council has had significant input into the Strategy at both officer level (via the EEH Transport Group) and Member level (via the Strategic Transport Forum (STF)) and given the recent launch and importance of the Transport Strategy to the emerging County Council Local Transport and Connectivity Plan (LTCP), Cabinet are asked to formally endorse the final EEH Transport Strategy.

13. Objection to West Berkshire Minerals and Waste Local Plan

Cabinet Member: Environment

Forward Plan Ref: 2021/029

Contact: Kevin Broughton, MWLP Manager Tel: 07979 704458

Report by Assistant Director Strategic Infrastructure Planning (**CA13 to be circulated separately**).

The Cabinet are asked to endorse the officer recommendation to raise an objection to the R19 West Berks Minerals and Waste Local Plan pre-submission draft.

14. Forward Plan and Future Business (Pages 415 - 416)

Cabinet Member: All

Contact Officer: Sue Whitehead, Principal Committee Officer Tel: 07393 001213

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 **CA14**. 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.
