

To: Members of the Cabinet

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

**Tuesday, 15 March 2022 at 10.00 am**

**Council Chamber - County Hall, New Road, Oxford OX1 1ND**

If you wish to view proceedings online, please click on this [Live Stream Link](#).

In line with current Government advice, those attending the meeting are asked to consider wearing a face-covering.



Stephen Chandler  
Interim Chief Executive

March 2022

Committee Officer: **Colm Ó Caomhánaigh**  
Tel: 07393 001096; E-Mail:  
[colm.ocaomhanaigh@oxfordshire.gov.uk](mailto:colm.ocaomhanaigh@oxfordshire.gov.uk)

### **Membership**

#### *Councillors*

Liz Leffman	Leader of the Council
Liz Brighthouse OBE	Deputy Leader of the Council
Glynis Phillips	Cabinet Member for Corporate Services
Neil Fawcett	Cabinet Member for Community Services & Safety
Dr Pete Sudbury	Cabinet Member for Climate Change Delivery & Environment
Tim Bearder	Cabinet Member for Highways Management
Duncan Enright	Cabinet Member for Travel & Development Strategy
Calum Miller	Cabinet Member for Finance
Jenny Hannaby	Cabinet Member for Adult Social Care
Mark Lygo	Cabinet Member for Public Health & Equality

*The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 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: 26 April 2022*

## 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 email [democracy@oxfordshire.gov.uk](mailto:democracy@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 - 20)

To approve the minutes of the meeting held on 15 February 2022 (CA3) and to receive information arising from them.

## 4. Questions from County Councillors (Pages 21 - 22)

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. In line with current Government advice, those attending the meeting in person are asked to consider wearing a face-covering.*

*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 'hybrid' meetings 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 9 March 2022. Requests to speak should be sent to [colm.ocaomhanaigh@oxfordshire.gov.uk](mailto:colm.ocaomhanaigh@oxfordshire.gov.uk).*

*If you are speaking 'virtually', you may submit 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. Written submissions should be no longer than 1 A4 sheet.*

## **6. Plant Based Food (response to Motion from Cllr Middleton at Council on 14 December 2021) (Pages 23 - 26)**

*Cabinet Member: Corporate Services*

*Forward Plan Ref: 2022/013*

*Contact: Vic Kurzeja, Director of Joint Property Team Tel: 07726 307813*

Report by Corporate Director Commercial Development, Assets and Investments (**CA6**).

To action the Council motion.

**The Cabinet is RECOMMENDED to**

- a) **Ensure that food provided at full Council meetings and all civic events is entirely plant based and, where possible, sustainably and locally sourced.**
- b) **Endorse a graduated approach to incorporating plant-based options for school meals provided by the council, in partnership with schools who buy this service and in line with School Food Guidelines.**
- c) **Agree to the development of an Oxfordshire County Council food policy to support the delivery of sustainable food provision and its disposal within the Council.**

**BREAK - 5 minutes**

## **7. Business Management & Monitoring Report - January 2022 (Pages 27 - 120)**

*Cabinet Member: Finance*

*Forward Plan Ref: 2021/184*

*Contact: Louise Tustian, Head of Insight & Corporate Programme Tel: (01295) 221786 / Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163*

Report by Corporate Director Customers, Organisational Development & Resources and Director of Finance (**CA7**).

This report presents January 2022 performance, risk and finance position for the Council.

**Cabinet is RECOMMENDED:**

- a) **To note the January business management and monitoring report.**
- b) **To agree virements set out in Annex C -2b which relate to the Covid-19 costs incurred by the directorates between October 2021 and January 2022.**
- c) **To note virements set out in Annex C-2c**
- d) **To note virements for 2022/23 set out in Annex C-2d**
- e) **To approve the bad debt, write off in Annex C paragraphs 25 (Adult Services) and 84 (CDAI)**

- f) To approve the use of the COVID Reserve in paragraphs 29, 35, 79, 85, 91, 94 and the use of the corporate contingency for the estimated cost of the pay award in paragraph 101
  - g) To note the Review of Charges 2022/23 set out in Annex C-5
- 8. Capital Programme Monitoring Report - January 2022 (Pages 121 - 136)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2021/183

*Contact:* Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163

Report by Director of Finance (**CA8**).

Financial Report on capital spending against budget allocations, including any necessary capital programme approvals.

**The Cabinet is RECOMMENDED to:**

- a) Endorse the latest capital monitoring position for 2021/22 set out in Annex 1.
  - b) Agree that the following scheme should be added to the capital programme:
    - Sustainable Warmth Fund: £1.187m grant funded project to support the retrofitting of energy efficiency measures in homes in fuel poverty in Oxfordshire.
  - c) Agree a contribution of £0.998m, funded by S106 contributions, to the Department for Education (DfE), towards the new Bloxham Grove SEND Free School.
  - d) Approve the updated Capital Programme Summary (Annex 2) incorporating the changes set out in this report.
- 9. Strategic Plan 2022-2025: Outcomes Framework 2022/23 (Pages 137 - 168)**

*Cabinet Member:* Cabinet Member for Corporate Services and Cabinet Member for Finance

*Forward Plan Ref:* 2022/020

*Contact:* Louise Tustian, Head of Insight & Corporate Programmes Tel: 07741 607452

Report by Corporate Director Customers, Organisational Development & Resources (**CA9**).

To seek approval of the outcomes framework 2022/23 supporting the Strategic Plan.

**The Cabinet is RECOMMENDED to**

- a) Adopt the outcomes framework as set out in annex 2.

- b) **Agree the revised reporting schedule as set out in paragraph 9 (table 2).**
- c) **Note that the measures reflect a combination of pre-existing service measurements and progress measures for the council's strategic priorities and that as such the framework is a 'living document'. Additions and amendments will be appropriate from time-to-time reflecting policy development or contextual changes. In the event of any amendments to the framework they will be clearly identified in a Cabinet report setting out the changes and rationale behind them.**
- d) **Receive and consider any feedback on the outcomes framework from the Performance and Corporate Services Overview and Scrutiny Committee and delegate to the Corporate Director for Customers, Organisational Development and Resources, in consultation with the relevant portfolio holders, the ability to make amendments to the outcomes framework following discussion and feedback.**
- e) **Request officers prepare a 'strategy map' setting out how key thematic and service plans link into the corporate strategy and its priorities, a timeframe during which key policies and strategies will be reviewed, and the identification of new outcome measures resulting from the review.**
- f) **Note the progress to date developing a public performance portal with a planned go-live in the second quarter of the year.**

## **10. Workforce Report and Staffing Data - Quarter 3 - October-December 2021 (Pages 169 - 192)**

*Cabinet Member:* Corporate Services

*Forward Plan Ref:* 2021/162

*Contact:* Karen Edwards, Director of Human Resources Tel: 07825 521526

Report by Corporate Director Customers, Organisational Development and Resources (**CA10**).

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

**The Cabinet is RECOMMENDED to note the report.**

## **11. COVID 19: Oxfordshire System Recovery and Renewal Framework (Pages 193 - 254)**

*Cabinet Member:* Leader

*Forward Plan Ref:* 2021/222

*Contact:* Robin Rogers, Programme Director, COVID Response Tel: 07789 923206

Report by Interim Chief Executive (**CA11**).

Effective partnership working across Oxfordshire has been at the heart of the local system response to the COVID-19 pandemic. As the national and local picture improves,

system partners have developed a shared framework for Recovery and Renewal (see Annex 1) to move operational partnership working beyond the immediate COVID response phase. This document sets overarching common ambitions for the issues and themes that will be worked on together as organisations and the community learn from the pandemic. It aims to ensure that Oxfordshire is best placed to learn from and recover from the immediate impacts of the pandemic, to support the long-term renewal of communities and places, and enhance our joint impact on national and international challenges.

**The Cabinet is RECOMMENDED to:**

- a) **Adopt the Oxfordshire System Recovery and Renewal Framework, as set out in Annex 1, as the key partnership document guiding joint programme planning beyond the COVID-19 pandemic period;**
- b) **Delegate final revisions to Oxfordshire System Recovery and Renewal Framework to the Interim Chief Executive, in consultation with the Leader of the Council, as partnership organisations complete their engagement and decision-making processes;**
- c) **Note the summary of utilisation of COVID Programme grants for the immediate COVID response, as set out in Annex 2.**

## **12. EXEMPT ITEM**

In the event that any Member or Officer wishes to discuss the information set out in Annex C to Agenda Item 13, the Cabinet will be invited to resolve to exclude the public for the consideration of the Annex by passing a resolution in relation in the following terms:

**"that the public be excluded during the consideration of the Annex 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 does not contain exempt information and is available to the public.

**THE ANNEX TO THE ITEM NAMED HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.**

## **13. HIF1 - Amendments to the Grant Determination Agreement (Pages 255 - 280)**

*Cabinet Member:* Travel & Development Strategy

*Forward Plan Ref:* 2021/221

*Contact:* Timothy Mann, Senior Project Manager, Tel 07922 848408

Report by Director of Growth & Economy (**CA13**).

The information in this case is exempt in that it falls within the following prescribed categories:

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

and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Annex C containing exempt information under the above paragraph is attached.

To seek approval of the amendment to grant determination agreement (GDA) with Homes England and delegation to officers and to note:

- progress made and changes to the scheme programme; and
- requirement for CPO process to follow GDA changes.

**The Cabinet is RECOMMENDED to:**

- a) **Authorise the Corporate Director Environment and Place, in consultation with the Director of Law & Governance, Director of Finance, Cabinet Member for Travel and Development Strategy and Cabinet Member for Finance to enter into an amended Grant Determination Agreement (GDA) with Homes England.**
- b) **Establish a Cabinet Advisory Group (CAG) or similar working group of cross-party members to oversee the detailed design and development of HIF1.**
- c) **Authorise the development of a new Didcot area transport strategy and masterplan to meet the corporate priorities and agree to provide appropriate resources to support the development of the plan.**

**LUNCH (13:00 to 14:00)**

## **14. EXEMPT ITEM**

In the event that any Member or Officer wishes to discuss the information set out in Appendix 2 to Agenda Item 15, the Cabinet will be invited to resolve to exclude the public for the consideration of the Annex by passing a resolution in relation in the following terms:

**"that the public be excluded during the consideration of the Appendix 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 does not contain exempt information and is available to the public.

**APPENDIX 2 TO THE ITEM NAMED HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.**



## **15. Land At Stratfield Brake, Kidlington - Proposal from Oxford United Football Club to Oxfordshire County Council as Landowner (Pages 281 - 388)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2021/242

*Contact:* Steve Jordan, Corporate Director Commercial Development, Assets and Investment Tel: 07770 867896

Report by Corporate Director - Commercial Development, Assets and Investment (CA15).

The information in this case is exempt in that it falls within the following prescribed categories:

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

and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that a negotiation is ongoing and would prejudice the position of the authority in the process of that negotiation and the Council's standing generally in relation to such matters in future, to the detriment of the Council's ability properly to discharge its fiduciary and other duties as a public authority.

Appendix 2 containing exempt information under the above paragraph is attached.

To report back on the public engagement exercise and make a recommendation on whether to commence formal negotiations for the lease of Council owned land.

### **1. The Cabinet is RECOMMENDED to**

- (a) Authorise Officers to enter into detailed discussions as requested by Oxford United Football Club (OUFC) on the use of Oxfordshire County Council (OCC) owned land for the development of a new football stadium, subject to approval of detailed plans and undertakings and to planning permission.**
- (b) Instruct Officers to ensure that any In Principle Agreement resulting from discussions with OUFC satisfies the objectives set out in (2a) below.**
- (c) Authorise Officers to explore lease surrender discussions with OCC's current tenants, and where appropriate with sub-tenants, subject to planning permission.**
- (d) Instruct Officers to maintain open dialogue with stakeholders with interests in the project, in particular Cherwell District Council (CDC), the relevant Parish Councils, the community sports clubs who make use of Stratfield Brake, the Woodland Trust and neighbouring landowners.**
- (e) Instruct officers to provide regular updates on progress to the Cabinet Member for Property and, as appropriate, Cabinet as a whole.**

- (f) **Require Officers to bring back to Cabinet for further discussion any detailed proposals that are made, and to bring to Cabinet for decision any In Principle Agreement that may be reached in due course.**

2. **If Cabinet decide to proceed it is RECOMMENDED that Cabinet requires that:**

- a) **Officers ensure that any proposal by OUFC is consistent with the Oxfordshire Fair Deal Alliance's priorities, by achieving the following objectives for the use of the OCC's land:**
  - I. **maintain a green barrier between Oxford and Kidlington**
  - II. **improve access to nature and green spaces**
  - III. **enhance facilities for local sports groups and on-going financial support**
  - IV. **significantly improve the infrastructure connectivity in this location, improving public transport to reduce the need for car travel in so far as possible, and to improve sustainable transport through increased walking, cycling and rail use**
  - V. **develop local employment opportunities in Oxfordshire**
  - VI. **increase education and innovation through the provision of a sports centre of excellence and facilities linked to elite sport, community sport, health and wellbeing**
  - VII. **support the County Council's net zero carbon emissions pledge through highly sustainable development**
- b) **Officers pursue detailed discussions with a view to agreeing terms that achieve community benefit, meet OCC's aspirations, retain OCC's reasonable long-term control over the size and scale of OUFC's proposed scheme, and comply with S.123 of the Local Government Act 1972 (and any other applicable legal requirements).**
- c) **Officers continue to explore any opportunities with neighbouring landowners that might enhance the delivery of a community sports hub at Stratfield Brake in line with OUFC's commitment to replace and enhance the existing sports facilities and to develop sustainable operation models with the community clubs to protect their long-term future, prior to the commencement of any new stadium related development.**

- d) **Officers to return to Cabinet if further detailed proposals are made by OUFC and, in due course, if an In Principle Agreement with OUFC is reached, so that financial and lease terms can be discussed at a Special Cabinet Meeting.**

**BREAK - 5 minutes**

**16. Oxfordshire Plan 2050: Statement of Community Involvement**  
(Pages 389 - 412)

*Cabinet Member:* Travel & Development Strategy

*Forward Plan Ref:* 2022/019

*Contact:* Dawn Pettis, Strategic Planning Team Leader Tel: 07771 983395

Report by Corporate Director Environment & Place (**CA16**).

This report provides an update on the Oxfordshire Plan Statement of Community Involvement in response to the recent lifting of coronavirus restrictions. The statement sets out how we will consult with people and local organisations in the preparation of this plan.

**The Cabinet is RECOMMENDED to note the revised Statement of Community Involvement.**

**17. Oxfordshire s75 NHS Act Pooled Commissioning Budget** (Pages 413 - 424)

*Cabinet Member:* Adult Social Care

*Forward Plan Ref:* 2022/026

*Contact:* Ian Bottomley, Lead Commissioner, Age Well, 07532 132975

Report by Interim Corporate Director for Adult Services (**CA17**).

Oxfordshire Clinical Commissioning Group (CCG) and the Council have held a s75 NHS Act 2006 agreement to pool health and social care commissioning budgets since April 2013. This agreement has been extended by contract variation and the latest such variation expires on 31 March 2022.

**The Cabinet is RECOMMENDED to**

- a) **Approve the agreement of a s75 NHS Act 2006 pooled commissioning budget with Oxfordshire Clinical Commissioning Group from 1 April 2022.**
- b) **Approve a single, fully integrated Pool Budget and Risk Share for Live Well and Age Well services**
- c) **Delegate to the Interim Corporate Director of Adult Services in consultation with the Director of Finance (Section 151 Officer) to finalise and sign the agreement**

## **18. Community Risk Management Plan (CRMP) 2022-26 - Public Release (Pages 425 - 464)**

*Cabinet Member:* Community Services & Safety

*Forward Plan Ref:* 2021/120

*Contact:* Paul Bremble, Group Manager (Strategic Risk & Assurance) Tel: 07990 780805

Report by Chief Fire Officer & Head of Community Safety (**CA18**).

The 2018 Fire & Rescue services Framework for England requires each Fire and Rescue Authority to produce a publicly available Integrated Risk Management Plan (IRMP). Within Oxfordshire Fire and Rescue Service (OFRS) we have called this our Community Risk Management Plan (CRMP) to make it more meaningful to the public, the current CRMP is due to expire March 2022. OFRS have created a new Strategic Community Risk Management Plan that will cover the period from April 2022 to March 2026.

**The Cabinet is RECOMMENDED to approve the CRMP 2022-26 for public release.**

## **19. West Oxfordshire Civil Parking Enforcement (Pages 465 - 470)**

*Cabinet Member:* Highway Management

*Forward Plan Ref:* 2021/217

*Contact:* Keith Stenning, Head of Service – Network Management Tel: 07584 581214

Report by Corporate Director Environment & Place (**CA19**).

Civil Enforcement powers to manage highway parking and bus lanes is now enforced across the whole of Oxfordshire. The County Council is directly managing this service with the exception of West Oxfordshire where a historic agency agreement is in place.

**The Cabinet is RECOMMENDED to approve notice being given to West Oxfordshire District Council to terminate the s101 Agency Agreement in respect of the management of highway parking enforcement within the district of West Oxfordshire.**

## **20. Water Resources - Regional Plan Consultation Response (Pages 471 - 508)**

*Cabinet Member:* Climate Change Delivery & Environment

*Forward Plan Ref:* 2021/239

*Contact:* Rachel Wileman, Assistant Director Strategic Infrastructure & Planning Tel: 07554 103491 / Lynette Hughes, Principal Planner Tel: 07920 084360

Report by Corporate Director Environment & Place (**CA20**).

To seek agreement of the content of a response to the consultation draft Water Resources South East Regional Plan.

**The Cabinet is RECOMMENDED to:**

- a) Consider the content of a response to the consultation on the emerging Water Resources South East regional plan - the draft is Annex 1 to this report.
- b) Delegate the final written response to the Corporate Director for Environment and Place in consultation with the Cabinet Member for Climate Change Delivery and Environment.

## **21. Forward Plan and Future Business (Pages 509 - 510)**

*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 **CA21**. 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.***