

To: **Members of the Cabinet**

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

**Tuesday, 21 June 2022 at 2.00 pm**

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

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



Stephen Chandler  
Interim Chief Executive

June 2022

Committee Officer: **Colm Ó Caomhánaigh**  
Tel: 07393 001096; E-Mail:  
[colm.oocaomhanaigh@oxfordshire.gov.uk](mailto:colm.oocaomhanaigh@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
Dr Pete Sudbury	Cabinet Member for Climate Change Delivery & Environment
Tim Bearder	Cabinet Member for Adult Social Care
Duncan Enright	Cabinet Member for Travel & Development Strategy
Calum Miller	Cabinet Member for Finance
Jenny Hannaby	Cabinet Member for Community Services and Safety
Mark Lygo	Cabinet Member for Public Health & Equality
Andrew Gant	Cabinet Member for Highway Management

*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: 19 July 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 - 16)

To approve the minutes of the meeting held on 24 May 2022 (CA3) and to receive information arising from them.

## 4. Questions from County Councillors (Pages 17 - 18)

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.*

*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., 9am on Wednesday 15 June 2021. Requests to speak should be sent to [chris.reynolds@oxfordshire.gov.uk](mailto:chris.reynolds@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 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.*

## **6. Annual Performance Report 2021-2022 and Provisional Revenue Outturn 2021/22 (Pages 19 - 100)**

*Cabinet Members:* Finance and Corporate Service

*Forward Plan Ref:* 2022/067

*Contact:* Louise Tustian, Head of Insight & Corporate Programmes, [louise.tustian@oxfordshire.gov.uk](mailto:louise.tustian@oxfordshire.gov.uk); Kathy Wilcox, Head of Financial Strategy, 07788 302163

Report by Corporate Director Customers, Organisational Development & Resources (CA6).

**The Cabinet is RECOMMENDED to:-**

- a. To note the Annual Report for 2021/22.
- b. To note the summary of the provisional year - end financial position for 2021/22 along with the year-end position on general balances and earmarked reserves as set out in Annex B.
- c. To note the virements set out in Annex B-2.
- d. To agree that the surplus on the On-Street Parking Account at the end of the 2021/22 financial year that has not yet been applied to fund eligible expenditure in accordance with Section 55(4) of the Road Traffic Regulation Act 1984, can be carried forward to the 2022/23 financial year as set out in Annex B-3c.
- e. To approve the transfer of £4.6m underspends to general balances as set out in paragraph 6.6.
- f. To approve the updated risk share arrangements for the pooled budgets for Live Well and Age Well services from 1 April 2022 to 31 March 2023 as set out in paragraph 8.1.
- g. To approve the use of directorate underspends to offset the £1.2m overspend on COVID-19 costs related to High Needs in Children's Services as set out in paragraph 7.1.

## **7. Provisional Capital Outturn 2021/22 (Pages 101 - 124)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2021/225

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

Report by Director of Finance (CA7).

To note the performance against the capital programme for 2021/22 as set out in the report.

**The Cabinet is RECOMMENDED to note the performance against the capital programme for 2021/22 as set out in the report.**

## **8. Treasury Management Annual Performance Report (Pages 125 - 138)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2022/027

*Contact:* Tim Chapple, Treasury Manager, 07917 262935

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

To note the report and recommend Council to note the council's treasury management activity in 2021/22.

**Cabinet is RECOMMENDED to note the report, and to RECOMMEND Council to note the council's treasury management activity in 2021/22.**

## **9. Workforce Report and Staffing Data - Quarter 4 - January-March 2022 (Pages 139 - 158)**

*Cabinet Member:* Corporate Services

*Forward Plan Ref:* 2021/220

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

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

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

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

## **10. Report from the Joint Health Overview and Scrutiny Committee: Care Homes/National Covid Enquiry (Pages 159 - 164)**

**The Cabinet is RECOMMENDED to consider the letter endorsed by the Joint Health Overview and Scrutiny Committee on 09 June 2022 and propose its response.**

## **11. SEND top-up funding for Schools (Pages 165 - 168)**

*Cabinet Member:* Children, Education & Young People's Services

*Forward Plan Ref:* 2022/064

*Contact:* Kate Bradley, Head of SEND, 07584 262422

Report by Corporate Director for Children's Service (**CA11**).

To update on the SEND Review:right support, right place, right time and to agree the SEND top-up funding for Schools.

**The Cabinet is RECOMMENDED to**

- a) **Agree to continue the current enhancement in Top-Up funding for Early Years settings, mainstream Primary, mainstream Secondary and Special School forecast at approximately £4.1M for academic year 2022-23.**
- b) **Agree an approach that timetables the 2023-24 Top-Up funding decision as part of the Councils annual budget setting process to allow schools more time for planning**

**12. Cabinet response to Transgender Motion from Council (Pages 169 - 174)**

*Cabinet Member:* Public Health & Equality

*Forward Plan Ref:* 2022/065

*Contact:* Emily Schofield, Acting Head of Strategy, 07881 311707

Report by Corporate Director Customers, Organisational Development & Resources (CA12).

To agree the recommendations set out in the paper.

**The Cabinet is RECOMMENDED to**

- a) **Agree the commissioning of research to provide an evidence base to underpin prioritisation and delivery**
- b) **Agree to update our Including Everyone framework to set out our commitment to transgender and non-binary residents**
- c) **Agree the approach to providing gender inclusive bathrooms through the council's Property Strategy**
- d) **Agree the approach to providing consistent and inclusive language**
- e) **Agree to the development of an LGBTIQ+ guidance document**
- f) **Agree to an annual review of progress**

**13. Local Transport and Connectivity Plan (LTCP) (Pages 175 - 620)**

*Cabinet Member:* Highway Management/Travel & Development Strategy

*Forward Plan Ref:* 2021/237

*Contact:* Joseph Kay, Strategic Transport Lead Tel: 07827 979234 / Melissa Goodacre, Infrastructure Team Leader Tel: 07825 314780

Report by Corporate Director Environment & Place (CA13).

To seek agreement of the LTCP document and supporting strategies for adoption by full Council in July 2022.

**Cabinet are RECOMMENDED to**

- a) **Approve the content of the LTCP document, and the supporting strategies for adoption by the County Council on 12th July 2022, and**
- b) **Delegate the decision on the final LTCP document, including graphical format to the Corporate Director for Environment and Place in consultation with the Cabinet Member for Travel and Development Strategy.**

#### **14. Vision Zero (Pages 621 - 628)**

*Cabinet Member:* Highway Management

*Forward Plan Ref:* 2022/082

*Contact:* Paul Fermer, Asst Director Community Operations, 07825 273984 / Caroline Coyne, Assistant Project Manager, caroline.coyne@oxfordshire.gov.uk

Report by Corporate Director Environment & Place (**CA14**).

Approve the County Council Vision Zero commitment.

**The Cabinet is RECOMMENDED to**

- a) **Approve the County Council Vision Zero commitment to: “Eliminate all fatalities and severe injuries on Oxfordshire’s roads and streets, to have a safer, healthier, and more equitable mobility for all. Work closely with partners and stakeholders to take a whole system approach, working together on infrastructure, behaviour, technology and legislation to achieve this change”**
- b) **To note the proposed ‘Vision Zero’ programme and governance arrangements being assembled as set out within this report.**
- c) **To note the drawdown of initial funding of £0.25m from the Budget Priorities Reserve to develop and start to progress the implementation of Vision Zero. Required for additional resources and delivery of key infrastructure changes at known areas of concern for road users.**

#### **15. National Bus Strategy - Enhanced Partnership (Pages 629 - 710)**

*Cabinet Member:* Highway Management

*Forward Plan Ref:* 2021/214

*Contact:* John Disley, Infrastructure Strategy & Policy Manager, 07767006742

Report by Corporate Director Environment & Place (**CA15**).

To seek approval of the Enhanced Partnership.

**Cabinet is RECOMMENDED to**

- a) **Approve the draft Oxfordshire Enhanced Partnership Document (attached as Annex 1) for submission to the Department for Transport.**

- b) **Consult on the draft Enhanced Partnership Document with all Oxfordshire Bus Operators, for the statutory 28 objection period.**

## **16. EXEMPT ITEMS**

In the event that any Member or Officer wishes to discuss the information set out in Annex 1 to Agenda Item 17 or the Annexes to Agenda Item 18, 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 Annexes 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 reports do not contain exempt information and are available to the public.

**THE EXEMPT ANNEXES TO THE ITEMS NAMED HAVE NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.**

## **17. HIF1 Grant Determination Agreement (Pages 711 - 722)**

*Cabinet Member: Travel & Development Strategy*

*Forward Plan Ref: 2022/045*

*Contact: Hannah Batty, Head of Infrastructure Delivery, 07808 573 932*

Report by Corporate Director Environment & Place (**CA17**).

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 1 containing exempt information under the above paragraph is attached.

**The Cabinet is RECOMMENDED to:**

- 1. Approve the amendments to the Grant Determination Agreement (GDA)**
- 2. Seek an additional letter of comfort from Homes England and Department of Levelling Up, Housing and Communities (DLUHC).**
- 3. Authorise the signing of the Grant Determination Agreement by the Director for Transport and Infrastructure, in consultation with the Director of Law & Governance, Director of Finance, Cabinet Member**



**for Travel and Development Strategy and Cabinet Member for Finance.**

## **18. HIF 2 Smart Corridor – Amendment of Grant determination Agreement/ Deed of Variation (Pages 723 - 734)**

*Cabinet Member:* Travel & Development Strategy

*Forward Plan Ref:* 2022/080

*Contact:* Hannah Battye, Head of Infrastructure Delivery, 07808 573 932

Report by Corporate Director Environment & Place (**CA18**).

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.

Annexes containing exempt information under the above paragraph are attached.

To seek approval for GDA amendment / Deed of Variation.

**The Cabinet is RECOMMENDED to**

- a) **Note the draft terms of the proposed Deed of Variation**
- b) **Authorise the Director of Transport & Infrastructure, in consultation with the Director of Law & Governance and Director of Finance, to finalise the terms of, and enter the Deed of Variation to the Grant Determination Agreement.**

## **19. Forward Plan and Future Business (Pages 735 - 738)**

*Cabinet Member:* All

*Contact Officer:* Colm Ó Caomhánaigh, Committee Officer Tel: 07393 001096

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.***

