

To: **Members of the Cabinet**

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

**Tuesday, 20 June 2023 at 2.00 pm**

**Rooms 1&2 - County Hall, New Road, Oxford OX1 1ND**

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



Martin Reeves  
Chief Executive

June 2023

Committee Officer: **Chris Reynolds**  
Tel: 07542 029441; E-Mail: [chris.reynolds@oxfordshire.gov.uk](mailto:chris.reynolds@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
Michael O'Connor	Cabinet Member for Public Health & Inequalities
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 28 June 2023 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: 18 July 2023*

## **AGENDA**

### **1. Apologies for Absence**

### **2. Declarations of Interest**

- guidance note below

### **3. Minutes (Pages 1 - 14)**

To approve the minutes of the meeting held on 23 May 2023 (**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**

*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 or present a petition are submitted by no later than 9am four working days before the meeting i.e., 9am on Wednesday 14 June 2023. 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 your views are 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. Business Management & Monitoring Report - Annual Report and Provisional Revenue Outturn 2022/23 (Pages 15 - 92)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2022/220

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

Report by Director of Finance (**CA6**)

**The Cabinet is RECOMMENDED to**

- a. To note the annual Performance Report for 2022/23.
- b. To note the summary of the provisional year - end financial position for 2022/23 along with the year-end position on general balances and earmarked reserves as explained in Annex B.
- c. To note the virements set out in Annex B-2.
- d. To agree that the £1.0m surplus on the On-Street Parking Account at the end of the 2022/23 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 2023/24 financial year as set out in Annex B-3c.
- e. to approve the creation of a new reserve to hold £0.5m income relating to the Zero Emissions Zone in Oxford for future use.

## **7. Provisional Capital Outturn 2022/23 (Pages 93 - 114)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2022/251

*Contact:* Kathy Wilcox, Head of Financial Strategy, 07788302163

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

**The Cabinet is RECOMMENDED to:**

- a) note the performance against the capital programme for 2022/23 as set out in the report.

## **8. Capital Programme Approvals - June 2023 (Pages 115 - 118)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2023/163

*Contact:* Kathy Wilcox, Head of Financial Strategy, [kathy.wilcox@oxfordshire.gov.uk](mailto:kathy.wilcox@oxfordshire.gov.uk)

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

**The Cabinet is RECOMMENDED to:**

- a) approve the addition of the expansion of Wood Green School, Witney (£4.3m) to the capital programme.
- b) approve the addition of £2.6m to the capital programme to support the council's Tree Policy.

## **9. Workforce Report and Staffing Data - Quarter 4 - January-March 2023 (Pages 119 - 132)**

*Cabinet Member:* Corporate Services

*Forward Plan Ref:* 2022/252

*Contact:* Michael Fletcher, Head of HR Business Partnering & Advisory,  
[michael.fletcher@oxfordshire.gov.uk](mailto:michael.fletcher@oxfordshire.gov.uk)

Report by Director of Finance (**CA9**)

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**

## **10. SEND Sufficiency and Local Government & Social Care Ombudsman Findings Report (Pages 133 - 138)**

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

*Forward Plan Ref:* 2023/162

*Contact:* Martin Goff, Head of Access to Learning, [martin.goff@oxfordshire.gov.uk](mailto:martin.goff@oxfordshire.gov.uk)

Report by Executive Director People Transformation & Performance (**CA10**)

**The Cabinet is asked to note the contents of the report setting out the updated SEN sufficiency strategy and the learning from the recent Local Government and Social Care Ombudsman decision reference 22 000 090**

## **11. Policy on Supply Chain Emissions (Pages 139 - 144)**

*Cabinet Members:* Finance and Climate Change Delivery & Environment

*Forward Plan Ref:* 2023/079

*Contact:* Melissa Sage, Head of Procurement & Contract Management,  
[melissa.sage@oxfordshire.gov.uk](mailto:melissa.sage@oxfordshire.gov.uk)

Report by Director of Finance (**CA11**).

**The Cabinet is RECOMMENDED to approve the proposed policy position for the Council on supply chain (Scope 3) emissions as set out in Annex 1.**

## **12. Lane Rental Scheme for Oxfordshire (Pages 145 - 184)**

*Cabinet Member:* Highway Management

*Forward Plan Ref:* 2023/048

*Contact:* Keith Stenning, Head of Network Management,  
[keith.stenning@oxfordshire.gov.uk](mailto:keith.stenning@oxfordshire.gov.uk)

Report by Corporate Director Environment & Place (**CA12**).

**The Cabinet is RECOMMENDED to:**

- a) approve the submission of an application to the Department of Transport for Lane Rental in Oxfordshire.**
- b) delegate decision making on the timing and specific content of the Scheme and application to the Corporate Director of Environment and Place in consultation with the Cabinet Member for Highway Management.**

## **13. Forward Plan and Future Business (Pages 185 - 190)**

*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 **CA**. 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.***

## **Councillors declaring interests**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

### **Members Code – Other registrable interests**

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

### **Members Code – Non-registrable interests**

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.