

# CABINET

**MINUTES** of the meeting held on Tuesday, 17 October 2023 commencing at 11.00 am and finishing at 3.25 pm

**Present:**

**Voting Members:** Councillor Liz Leffman – in the Chair  
Councillor Dr Pete Sudbury (Deputy Chair)  
Councillor Tim Bearder  
Councillor Neil Fawcett  
Councillor Andrew Gant  
Councillor Kate Gregory  
Councillor John Howson  
Councillor Dan Levy  
Councillor Dr Nathan Ley  
Councillor Judy Roberts

**Other Members in Attendance:**

Councillors David Bartholomew, Ted Fenton, Jenny Hannaby, Charlie Hicks, Mark Lygo, Kieron Mallon, Ian Snowdon, and Liam Walker

**Officers:**

Whole of meeting Martin Reeves (Chief Executive), Stephen Chandler, Executive Director (People, Transformation and Performance, Lorna Baxter (Director of Finance), Anita Bradley (Director of Law & Governance and Monitoring Officer), Ansaf Azhar (Corporate Director Public Health & Community Safety), Bill Cotton (Corporate Director Environment & Place) Anne Coyle (Interim Corporate Director of Children's Services), Karen Fuller (Interim Corporate Director Adult Social Care), Chris Reynolds (Committee Officer)

*The Cabinet considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with a schedule of addenda tabled at the meeting, and decided as set out below. Except insofar as otherwise specified, the reasons for the decisions are contained in the agenda, reports and schedule, copies of which are attached to the signed Minutes.*

## **117/23 APOLOGIES FOR ABSENCE**

(Agenda Item. 1)

There were none received.

## **118/23 MINUTES**

(Agenda Item. 3)

The minutes of the meeting held on 19 September 2023 were approved and signed as a correct record by the Chair.

## **119/23 QUESTIONS FROM COUNTY COUNCILLORS**

(Agenda Item. 4)

There were none received.

## **120/23 PETITIONS AND PUBLIC ADDRESS**

(Agenda Item. 5)

7 Oxford: East Oxford Low Traffic Neighbourhoods (LTNs) – Traffic Regulation Order (TRO)

Anna Railton  
Aeron Buchanan  
Alexandra West  
John Skinner  
Clinton Pugh  
Richard Parnham  
James Schumann  
Emily Kerr  
Chris Jarvis  
Bernadette Evans  
Jenny Wells  
Maggie Brown  
Katie Mills  
Danny Yee  
Lucy Pegg  
Hannah Kirby  
Peter West  
Saj Malik  
Jemima Hunt  
Katharine Miles  
Sajad Khan  
Anne Stares  
Anne Gwinnett  
Zahura Plummer  
Robin Tucker  
Jamila Azad  
Khalid Aziz  
Laura Holitzer  
Cllr Liam Walker  
Cllr Ian Snowdon  
Cllr Mark Lygo

8 Local Area Partnership/SEND Ofsted Inspection

Terez Moore

9 LTCP Monitoring Report

Danny Yee  
Robin Tucker

**121/23 APPOINTMENTS**

Cabinet noted the appointments set out in the addenda.

**122/23 REPORTS FROM SCRUTINY COMMITTEES**

(Agenda Item. 6)

Councillor Nigel Simpson, Chair of the People Overview and Scrutiny Committee, presented the Committee's report and recommendations on the Local Area SEND Inspection.

Councillor Jane Hanna, Chair of the Oxfordshire Joint Health Overview and Scrutiny Committee, presented the Committee's report and recommendations on the Area SEND Inspection of the Local Area Partnership, Healthy Weight, and Health and Wellbeing Strategy Update.

Cabinet also received reports from the Performance and Corporate Services Overview and Scrutiny Committee on:-

LGA Peer Review on Comms  
Consultation and Engagement Strategy  
Business Transformation Programme  
EDI Strategy and Action Plan  
Workforce Strategy  
Workforce Report and Data Q4 2022/23

**123/23 OXFORD : EAST OXFORD LOW TRAFFIC NEIGHBOURHOODS (LTNS) - TRAFFIC REGULATION ORDER (TRO)**

(Agenda Item. 7)

Cabinet had before it a report presenting recommendations and alternative options considered following the trial of Low Traffic Neighbourhoods (LTNs) in three areas of East Oxford. The trial had been approved by the Council in December 2021. The restrictions had been implemented by the introduction of an Experimental Traffic Regulation Order (ETRO) in May 2022 which was due to expire in November 2023.

Cabinet had received a large number of representations on the proposals and were addressed by members of the public and County Councillors at the meeting.

Councillor Andrew Gant, Cabinet Member for Transport Management, presented the report and responded to a number of the points raised by speakers.

During discussion, members referred to the various points made by speakers at the meeting.

They made the following points:-

- The difference in views and priorities expressed by older residents and younger people was apparent
- The importance of creating spaces to improve peoples' lives
- The current proposals were a compromise which took account of transport needs around the edges of the LTN areas and were a step in the process started by the Council's previous administration
- The importance of viewing the LTN proposals within the wider context of traffic issues in the County as a whole and future plans for transportation and environmental policies

Members noted that LTNs were in line with the County Council's priorities to take action to tackle the climate emergency and cut carbon emissions, prioritise the health and well-being of residents and invest in an inclusive, integrated, and sustainable transport network that was rebalanced in favour of pedestrians, cyclists, and public transport users. However, they also recognised that the LTNs had created disbenefits for some, including longer and more unpredictable journey times for less mobile individuals who could not easily achieve modal shift away from a car, certain trades, and professions, and (combined with other factors) public transport. Bus journey times had been particularly negatively affected, but there was evidence that this situation had begun to improve during the trial period. Communities outside the immediate area of the scheme had not benefitted as much as those within LTN areas and had experienced inconvenience. They had, however, benefitted from an improved walking and cycling network.

Councillor Gant proposed and Councillor Bearder seconded the recommendations, and they were approved.

**RESOLVED to:-**

- (a) **approve the Traffic Regulation Orders (TROs) for the three East Oxford Low Traffic Neighbourhood (LTN) areas:**
  - (i) **Divinity Road**
  - (ii) **St. Clement's**
  - (iii) **St. Mary's**
  
- (b) **subject to the approval of (a) above, approve the replacement of the bollards in Divinity Road, James Street**

**and Magdalen Road with automatic number plate recognition (ANPR) cameras.**

- (c) subject to approval of (b) above, approve exemptions for emergency services, waste and postal vehicles, taxi and private hire vehicles through the restrictions enforced by ANPR on Divinity Road, James Street and Magdalen Road. The use of ANPR and/or exemptions will be reviewed prior to/during the trial of the traffic filters.**
- (d) subject to the approval of (a) above, approve the introduction of bollards and/or planters at the junction of Jeune Street and St. Clement's, and make Jeune Street two-way south of the restriction.**
- (e) subject to the approval of (a) above, relocate the residential parking bay in Marston Street.**

**subject to the approval of (a) above, move the filter location on Bullingdon Road to the southwest to a point to the east of the junction with Hurst Street.**

- (f) approve the investigation of measures to improve public transport journey times and adequately resource the interventions.**

## **124/23 LOCAL AREA PARTNERSHIP/SEND OFSTED INSPECTION**

(Agenda Item. 8)

Cabinet had before it a report presenting the findings of an inspection by the Care Quality Commission (CQC) and the Office for Standards in Education (Ofsted) regarding the planning and commissioning of services for children and young people with SEND in Oxfordshire. The inspection had taken place between 13 July 2023 and 21 July 2023 and the report was published on 15 September 2023.

The County Council was jointly responsible with the Buckinghamshire, Oxfordshire, and Berkshire West Integrated Care Board (BOB ICB) for the planning and commissioning of services for children and young people with SEND in Oxfordshire.

The inspection's outcome was that "There are widespread and/or systemic failings leading to significant concerns about the experiences and outcomes of children and young people with special educational needs and/or disabilities (SEND), which the local area partnership must address urgently." The Council had unequivocally accepted the report as had its partners

Councillor Kate Gregory, Cabinet Member for SEND Improvement, presented the report. She referred, in particular, to the priority action plan which has been developed in response to the inspection report.

Councillor Gregory moved and Councillor Sudbury seconded the recommendations, and they were approved.

**RESOLVED to:-**

- a) note the report of His Majesty's Chief Inspectorate;**
- b) note the indicative action plan development process and proposed governance**

## **125/23 LOCAL TRANSPORT & CONNECTIVITY PLAN (LTCP) MONITORING REPORT**

(Agenda Item. 9)

Cabinet had before it a report providing an overview of the LTCP monitoring report proposed for publication alongside the council's Local Transport and Connectivity Plan (LTCP).

The LTCP was adopted by the council in July 2022 and outlined the long-term vision for transport and travel in the county and the policies required to deliver this.

Councillor Judy Roberts, Cabinet Member for Infrastructure and Development Strategy presented the report.

Cabinet welcomed the progress that had been made in delivering the LTCP in its first year, as detailed in the monitoring report, and agreed to its publication alongside the LTCP.

Councillor Roberts moved and Councillor Gant seconded the recommendations, and they were approved.

**RESOLVED to agree the Local Transport and Connectivity Plan monitoring report for publication alongside Council's Local Transport and Connectivity Plan.**

## **126/23 CAPITAL PROGRAMME UPDATE AND MONITORING REPORT - JULY 2023**

(Agenda Item. 10)

Cabinet considered the second quarterly capital programme update and monitoring report for 2023/24 which set out the monitoring position based on

activity to the end of August 2023. The report also provided an update to the Capital Programme approved by Council in February 2023 taking into account additional funding and new schemes. The updated programme also incorporated changes agreed through the Capital Programme Approval Reports to Cabinet during the year as well as new funding.

Councillor Dan Levy, Cabinet Member for Finance, presented the report.

Councillor Levy moved and Councillor Sudbury seconded the recommendations, and they were approved.

**RESOLVED to:**

**Capital Programme**

1. **Accept the latest capital monitoring position for 2023/24 set out in Annex 1.**
2. **Approve the updated Capital Programme at Annex 2 incorporating the changes set out in this report, noting the return of £1.2m corporate funds from the Defect Liability Programme.**

**Additions to the Capital Programme**

3. **Approve the inclusion of Oathill Lodge - a Children's Residential Home - into the Capital Programme, releasing £2.528m of funding agreed by Council in February 2023 (paragraph 56).**
4. **Approve the inclusion of Greenways, Wootton - a Children's Residential Home - into the Capital Programme, releasing funds of £2.065m agreed by Council in February 2023 (paragraph 58).**
5. **Approve the inclusion of Thames Path Bank Repairs into the Capital Programme using £1.5m of earmarked reserves approved by Council in February 2023 (paragraph 60).**

**Grant funding Bids**

6. **Agree to proceed with a bid for Local Electric Vehicle Infrastructure Funding and to seek permission to enter procurement (paragraph 62).**
7. **Agree to proceed with a bid for the Property Decarbonisation Programme funding (paragraph 64).**

## **127/23 WORKFORCE REPORT AND STAFFING DATA - QUARTER 1 - APRIL TO JULY 2023**

(Agenda Item. 11)

Cabinet had before it a report providing the workforce profile for quarter one including an overview of headcount, agency spend, sickness, turnover and other relevant management information, and performance indicators. The report also set out some of the actions that would address the trends identified.

Councillor Neil Fawcett presented the report.

Councillor Fawcett moved and Councillor Sudbury seconded the recommendations, and they were approved.

**RESOLVED to note the report**

## **128/23 TREASURY MANAGEMENT QUARTER 1 REPORT (2023/24)**

(Agenda Item. 12)

Cabinet had before it a report on the Council's Treasury Management activity for the quarter to June 2023 measured against the budget agreed by Council in February 2023.

Councillor Dan Levy, Cabinet Member for Finance, presented the report.

Cabinet noted the report which provided details of the management of the Council's borrowing, investments, and cash flows, including its banking, money market and capital market transactions, the effective control of the risks associated with those activities, and the pursuit of optimum performance consistent with those risks.

Councillor Levy moved and Councillor Sudbury seconded the recommendations, and they were approved.

**RESOLVED to note the council's treasury management activity the first quarter of 2023/24.**

## **129/23 BUDGET & BUSINESS PLANNING REPORT - 2024/25 - 2026/27**

(Agenda Item. 13)

Cabinet had before it a report on the budget and business planning process for 2024/25. It explained the process for developing and agreeing the budget for 2024/25 and the assumptions on which the Council's current medium term financial strategy (MTFS) agreed in February 2023 was based. It also provided updates on information arising from government and other announcements plus the on-going impact of challenges apparent in 2023/24



and new or emerging financial issues for 2024/25 and beyond which would be incorporated into the new MTFS.

Councillor Dan Levy, Cabinet Member for Finance, presented the report.

Councillor Levy moved and Councillor Sudbury seconded the recommendations, and they were approved.

**RESOLVED to:-**

- a) **Endorse the report and note the assumptions that will form the starting point for the 2024/25 budget as well as updates since the Medium Term Financial Strategy was agreed in February 2023 that need to be considered;**
- b) **Approve the budget and business planning process for 2024/25;**
- c) **Approve a three-year period for the medium-term financial strategy to 2026/27 and ten-year period for the capital programme to 2033/34 and;**
- d) **Note the requirement for the council to set a sustainable balanced budget which shows how income will equal spending plans.**

**130/23 FUTURE HIGHWAYS MAINTENANCE CONTRACT MODEL**

(Agenda Item. 14)

Cabinet had before it a report setting out proposals for a new highways maintenance contract. The Council currently operated (via the existing highway maintenance contractor) an aging winter gritting fleet which was increasingly expensive to maintain. When the new maintenance contract commences on 1st April 2025 there was a risk that the Council could be without a suitable gritting fleet due to long lead in times for replacement fleets. To manage this risk, it was proposed that the Council procure a 'contract hire' agreement for a replacement fleet.

Councillor Andrew Gant, Cabinet Member for Highway Management, presented the report.

Councillor Gant moved and Councillor Sudbury seconded the recommendations and they were approved.

**RESOLVED to:**

- a) **Endorse the approach and proposals surrounding the new highway maintenance contract as set out in this paper.**
- b) **Authorise Officers to prepare and commence the procurement of a new highway maintenance contract to start on 1st April 2025 (following a mobilisation period) for 8 years with options for two 3-year extensions (14-year potential contract length).**

c) Authorise Officers to prepare for and commence the procurement for a new gritting fleet 'contract hire' arrangement in alignment with the commencement of the new highways maintenance contract which can be transferred to the new maintenance provider.

d) Delegate the decision to the award the contracts, and any potential future contract extensions, to the Corporate Director of Environment and Place.

**131/23 OXFORDSHIRE SAFEGUARDING ADULTS BOARD ANNUAL REPORT 2022-23 (TO FOLLOW)**

(Agenda Item. 15)

Cabinet received and welcomed a report summarising the work of the Oxfordshire Safeguarding Adults Board (OSAB) and its partners over the course of the year 2022-23. It was a requirement set out in the Care Act 2014 statutory guidance that the Local Authority receive a copy of the report and that they "will fully consider the contents of the report and how they can improve their contributions to both safeguarding throughout their own organisation and to the joint work of the Board"

Councillor Tim Bearder, Cabinet Member for Adult Social Care, presented the report.

Councillor Bearder moved and Councillor Howson seconded the recommendations, and they were approved.

**RESOLVED to note the report.**

**132/23 OXFORDSHIRE SAFEGUARDING CHILDREN BOARD ANNUAL REPORT 2022-23 (TO FOLLOW)**

(Agenda Item. 16)

Cabinet received and welcomed the annual report of the Oxfordshire Safeguarding Children Board. This report highlighted findings from the Board's annual report on the effectiveness of local arrangements to safeguard and promote the welfare of children in Oxfordshire.

Councillor John Howson, Cabinet Member for Children, Education and Young People's Services, presented the report.

**RESOLVED to note the annual report of the Oxfordshire Safeguarding Children Board senior safeguarding partners and the key messages.**

**133/23 DELEGATED POWERS REPORT FOR JULY TO SEPTEMBER 2023**

(Agenda Item. 17)

**RESOLVED to note the executive decisions taken under delegated powers, set out in paragraph 4 of the report.**

**134/23 FORWARD PLAN AND FUTURE BUSINESS**

(Agenda Item. 18)

Cabinet considered a list of items for the immediately forthcoming meetings of the Cabinet together with changes and additions set out in the schedule of addenda.

**RESOLVED: to note the items currently identified for forthcoming meetings.**

**135/23 FOR INFORMATION ONLY: CABINET RESPONSES TO SCRUTINY PAPERS**

(Agenda Item. 19)

Cabinet noted the responses to the following Scrutiny papers:

- Children and Adults Workforce Retention and Key Worker Housing
- Water resources
- Consultation and Engagement Strategy
- EDI Action Plan
- LGA Peer Review

.....in the Chair

Date of signing .....