

To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 15 November 2011 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

November 2011

Contact Officer:

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Councillors

Membership

- | | |
|-----------------------|--|
| Keith R. Mitchell CBE | - <i>Leader of the Council</i> |
| David Robertson | - <i>Deputy Leader of the Council</i> |
| Arash Fatemian | - <i>Cabinet Member for Adult Services</i> |
| Louise Chapman | - <i>Cabinet Member for Children, Education & Families</i> |
| Jim Couchman | - <i>Cabinet Member for Finance & Property</i> |
| Lorraine Lindsay-Gale | - <i>Cabinet Member for Growth & Infrastructure</i> |
| Kieron Mallon | - <i>Cabinet Member for Police & Policy Co-ordination</i> |
| Mrs J. Heathcoat | - <i>Cabinet Member for Safer & Stronger Communities</i> |
| Melinda Tilley | - <i>Cabinet Member for Schools Improvement</i> |
| Rodney Rose | - <i>Cabinet Member for Transport</i> |

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 23 November 2010 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: 12 December 2011

Declarations of Interest

This note briefly summarises the position on interests which you must declare at the meeting. Please refer to the Members' Code of Conduct in Part 9.1 of the Constitution for a fuller description.

The duty to declare ...

You must always declare any "personal interest" in a matter under consideration, i.e. where the matter affects (either positively or negatively):

- (i) any of the financial and other interests which you are required to notify for inclusion in the statutory Register of Members' Interests; or
- (ii) your own well-being or financial position or that of any member of your family or any person with whom you have a close association more than it would affect other people in the County.

Whose interests are included ...

"Member of your family" in (ii) above includes spouses and partners and other relatives' spouses and partners, and extends to the employment and investment interests of relatives and friends and their involvement in other bodies of various descriptions. For a full list of what "relative" covers, please see the Code of Conduct.

When and what to declare ...

The best time to make any declaration is under the agenda item "Declarations of Interest". Under the Code you must declare not later than at the start of the item concerned or (if different) as soon as the interest "becomes apparent".

In making a declaration you must state the nature of the interest.

Taking part if you have an interest ...

Having made a declaration you may still take part in the debate and vote on the matter unless your personal interest is also a "prejudicial" interest.

"Prejudicial" interests ...

A prejudicial interest is one which a member of the public knowing the relevant facts would think so significant as to be likely to affect your judgment of the public interest.

What to do if your interest is prejudicial ...

If you have a prejudicial interest in any matter under consideration, you may remain in the room but only for the purpose of making representations, answering questions or giving evidence relating to the matter under consideration, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Exceptions ...

There are a few circumstances where you may regard yourself as not having a prejudicial interest or may participate even though you may have one. These, together with other rules about participation in the case of a prejudicial interest, are set out in paragraphs 10 – 12 of the Code.

Seeking Advice ...

It is your responsibility to decide whether any of these provisions apply to you in particular circumstances, but you may wish to seek the advice of the Monitoring Officer before the meeting.

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 - 12)

To approve the minutes of the meeting held on 18 October 2011 (**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

6. 2011/12 Financial Monitoring & Business Strategy Delivery Report - September 2011 (Pages 13 - 52)

Cabinet Member: Finance & Property

Forward Plan Ref: 2011/128

Contact: Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981

Report by Assistant Chief Executive & Chief Finance Officer (**CA6**).

This report focuses on the delivery of the Directorate Business Strategies which were

agreed as part of the Service and Resource Planning Process for 2011/12 – 2015/16. These form part of the forecast position for each Directorate. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of September 2011. The Capital monitoring is included at Part 3. Fees and Charges are included in Part 4.

The Cabinet is RECOMMENDED to:

- (a) ***note the report and approve the virements as set out in Annex 2a;***
- (b) ***approve the change to the Capital Programme as set out in annex 9c;***
- (c) ***agree the bad debt write off as set out in paragraph 40; and***
- (d) ***approve the proposed charge of £10 for the issuing of each Disabled Parking Permit as set out in Part 4 to be effective from 1 January 2012.***

7. Treasury Management Mid Term Review (Pages 53 - 64)

Cabinet Member: Finance & Property

Forward Plan Ref: 2011/133

Contact: Matthew Barlow, Financial Manager – Treasury Management Tel: (01865) 323988

Report by Assistant Chief Executive & Chief Finance Officer (**CA7**).

The report sets out the Treasury Management activity undertaken in the first half of the financial year in compliance with the CIPFA Code of Practice. The report includes Debt and Investment activity, an update on Prudential Indicators, changes in Strategy, any Breaches of approved Strategy and a forecast of interest receivable and payable in the financial year.

The Cabinet is RECOMMENDED to note the report, and to RECOMMEND Council to note the Council's Mid Term Treasury Management Review 2011/12.

8. Oxfordshire Concessionary Fares Scheme (Pages 65 - 72)

Cabinet Member: Transport

Forward Plan Ref: 2011/183

Contact: John Disley, Strategic Manager, Policy & Strategy Tel: (01865) 810460

Report by Deputy Director for Environment & Economy – Highways & Transport (**CA8**).

On 1 April 2011 Oxfordshire County Council had taken on the responsibility for administering the National Concessionary Fares scheme from the five Oxfordshire District Councils.

In January 2011 Cabinet had agreed the proposals for the 2011/2012 financial year and asked that a further report was submitted in time for decisions to be made for the 2012/2013 financial year and to report back on experience in running the scheme in the current year.

This report deals with the reimbursement of bus companies and the formal conditions of concessionary pass usage from the start of the 2012/2013 financial year.

Cabinet is RECOMMENDED to:

- (a) **retain the 09.00 start time for the use of Concessionary Passes on Monday to Friday.**
- (b) **introduce a later cut off time of 24.00 Monday to Friday for the acceptance of Concessionary Passes.**
- (c) **retain the use of Concessionary Passes on Dial-a-Ride services for 2012/13, for review once the new Community Transport Strategy has been adopted.**
- (d) **give the Deputy Director, Highways and Transport, in consultation with the Cabinet Member for Transport, delegated authority to:**
 - i negotiate the most cost effective reimbursement scheme with the operators of commercial bus services;*
 - ii negotiate the most appropriate solution for reimbursement with operators of subsidised services, including Dial-a-Ride and Community Transport services, including considering the effect of the Council issuing tenders for subsidised bus services without any separate concessionary fare reimbursement*

9. Progress Report on CLA and Leaving Care (Pages 73 - 82)

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2011/112

Contact: Fran Fonseca, Strategic Lead CLA Tel: (01865) 323098

Report by Director for Children, Education & Families (CA9).

The report is one of a number of regular reports on the progress and challenges facing the Council's Looked After Children and Care Leavers and the services involved in supporting them.

The Cabinet is RECOMMENDED to continue to support the Corporate Parenting Strategy and to work to the current objectives of the strategy.

10. Woodstock Primary School (Pages 83 - 116)

Cabinet Member: Schools Improvement

Forward Plan Ref: 2011/118

Contact: Barbara Chillman, Principal Officer – School Organisation and Planning Tel: (01865) 816459

Report by Director for Children, Education & Families (CA10).

Until recently Woodstock CE Primary School had planned to admit 30 children each year. Due to growth in the local population of young children, in recent years the school has received more applications from within the Woodstock catchment area than it has been able to accommodate.

Population data shows that this level of demand can be expected to continue. In addition, nearly 100 new homes are being, or have recently been built, close to the school, and this can be expected to increase demand for pupil places.

The proposal is to increase the school admission number (at F1 entry) from 30 to 45. Because the published admission number for 2011 and 2012 has already been decided, the school's admission number can only now formally change from 2013. However, the school would like to accept over its official admission number in 2011 and 2012 to allow all in-catchment children to attend. The plan is therefore to accept up to 45 children into Reception (F1) from September 2011.

To accommodate this growth in pupil numbers, there will be some extension of the school's buildings, and a feasibility study is underway to investigate how this can best be provided. Some minor enabling works have been completed already during the summer holiday 2011 at the school to extend the current Foundation Stage room to ensure that the agreed 45 pupils could be accommodated from September 2011, as stated above.

The Cabinet is RECOMMENDED to:

- (a) ***consider the representations made in response to the statutory closure notice with particular reference to the issues detailed in paragraphs 12-20 and the Statutory Guidance; and***
- (b) ***approve the permanent expansion of Woodstock CE Primary School with effect from 1 September 2013.***

11. Establishment Review - November 2011 (Pages 117 - 120)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2011/130

Contact: Sue Corrigan, Strategic HR Manager Tel: (01865) 810280

Report by Head of Human Resources (**CA11**).

This report gives an update on activity since 31 March 2011. It gives details of the agreed establishment figure at 30 September 2011 in terms of Full Time Equivalents, together with the staffing position at 30 September 2011. These are also shown by directorate in Appendix 1. In addition, the report provides information on vacancies and the cost of posts being covered by agency staff.

The report also tracks progress on staffing numbers since 1 April 2010 as we implement our Business Strategy.

The Cabinet is RECOMMENDED to:

- (a) *note the report;*
- (b) *confirm that the Establishment Review continues to meet requirements in reporting and managing staffing numbers.*

12. Forward Plan and Future Business (Pages 121 - 122)

Cabinet Member: All

Contact Officer: Sue Whitehead, Committee Services Manager (01865 810262)

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 **CA12**. 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.
