



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 17 October 2017 at 2.00 pm

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

Peter Clark
Chief Executive

October 2017

Committee Officer: **Sue Whitehead**
Tel: 07393 001213; E-Mail: sue.whitehead@oxfordshire.gov.uk

Membership

Councillors

Ian Hudspeth	Leader of the Council
Mrs Judith Heathcoat	Deputy Leader
Lawrie Stratford	Cabinet Member for Adult Social Care
Steve Harrod	Cabinet Member for Children & Family Services
Lorraine Lindsay-Gale	Cabinet Member for Property & Cultural Services
Yvonne Constance OBE	Cabinet Member for Environment
David Bartholomew	Cabinet Member for Finance
Hilary Hibbert-Biles	Cabinet Member for Public Health & Education
Mark Gray	Cabinet Member for Local Communities

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: 28 November 2017

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 contact Glenn Watson on **07776 997946** or glenn.watson@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 - 12)

To approve the minutes of the meeting held on 19 September 2017 (**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. 2017/18 Financial Monitoring & Business Strategy Delivery Report - August 2017 (Pages 13 - 60)

Cabinet Member: Finance

Forward Plan Ref: 2017/060

Contact: Katy Jurczynszyn, Strategic Finance Manager (Finance, Strategy & Monitoring)

Tel: 07584 909518

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

This is the second financial monitoring report for 2017/18 and focuses on the delivery of the 2017/18 budget based on projections at the end of August 2017. Parts 1 and 2 include projections for revenue, reserves and balances. Capital Programme monitoring and update is included at Part 3.

The Cabinet is RECOMMENDED to:

- (a) note the report;***
- (b) approve the virement requests set out in Annex 2a;***
- (c) note the Virements set out in Annex 2b;***
- (d) approve the bad debt write offs set out in paragraphs 43 and 44;***
- (e) agree the requests for new reserves set out in paragraphs 51 and 52;***
- (f) note the Treasury Management lending list at Annex 3;***
- (g) approve the updated Capital Programme at Annex 7 and the associated changes to the programme in Annex 6c.***

7. Corporate Plan 2017-2021 (Pages 61 - 62)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2017/107

Contact: Ben Threadgold, Policy & Performance Service Manager Tel: 07867 467838

Report by Chief Executive (**CA7**)

Cabinet is asked to consider the approach and direction being taken in developing the council's new Corporate Plan (2018-21), and to approve the draft Corporate Plan prospectus for finalisation and design.

Cabinet is RECOMMENDED to:

- (a) Comment on the attached draft prospectus;***
- (b) Approve the draft prospectus for finalisation and design;***
- (c) Note the approach being taken to develop the full new Corporate Plan, and suggest any matters for consideration by the Working Group.***

8. Director of Public Health Annual Report 2016/17 (Pages 63 - 138)

Cabinet Member: Public Health & Education

Forward Plan Ref: 2017/063

Contact: Alan Rouse, Business & Planning Manager Tel: 07785 744846

Report by Strategic Director for People & Director of Public Health (**CA8**).

The annual report summarises key issues associated with the Public Health of the County. It uses science and fact to describe the health of Oxfordshire and to make recommendations for the future.

It is an independent report for all organisations and individuals.

The report covers the following areas:

- Chapter 1: The Demographic Challenge
- Chapter 2: Building Healthy Communities
- Chapter 3: Breaking the Cycle of Disadvantage
- Chapter 4: Lifestyles and Preventing Disease Before it Starts
- Chapter 5: Mental Health
- Chapter 6: Fighting Killer Diseases

The report has also been considered at the Oxfordshire Health Overview & Scrutiny Committee meeting on 14 September 2017.

Cabinet is RECOMMENDED to RECOMMEND Council to receive the report and note its recommendations.

9. The Oxfordshire Safeguarding Children's Board Annual Report/The Performance Audit & Quality Assurance Annual Report and The Case Review & Governance Annual Report (Pages 139 - 228)

Cabinet Member: Children & Family Services

Forward Plan Ref: 2017/139

Contact: Tan Lea, Strategic Safeguarding Partnership Manager Tel: 07867 923287

Report by Independent Chair of the Oxfordshire Safeguarding Children's Board (**CA9**).

The OSCB's remit is to co-ordinate and ensure the effectiveness of what is done by each agency on the Board for the purposes of safeguarding and promoting the welfare of children in Oxfordshire. The annual report summarises the key achievements in the last year and provides an analysis of safeguarding arrangements.

Quality assurance work highlights that partners must address long term issues of neglect and protect children in families where domestic abuse, substance misuse and mental illness are prevalent. OSCB delivered over 150 free safeguarding training and learning events reaching over 9000 members of the Oxfordshire workforce. The termly newsletters went to a similar number.

The annual report directs the OSCB towards the following aims for 2017/18:

1. Improving the effectiveness of the board; collaboration with Oxfordshire Safeguarding Adults Board (OSAB) and engagement with local communities including the voluntary and community sector
2. Improving practice in tackling neglect and safeguarding adolescents at risk of exploitation
3. Taking robust action following learning; to ensure continuous improvement and to assess risk and capacity across the partnership .

OSCB's Vice Chair Joe Kidman, Thames Valley Police, will attend to present the report.

The Cabinet is RECOMMENDED to note the reports.

10. Governance Review (Pages 229 - 242)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2017/094

Contact: Glenn Watson, Principal Governance Officer Tel: 07776 997946

Report by Director of Law & Governance (**CA10**).

On 11 July this year, Full Council agreed to ask Cabinet to work with Political Group Leaders to bring forward a plan for implementing revised political governance arrangements. The impetus was to ensure that the Council's governance arrangements are transparent, inclusive and reflect the political dynamics of the Council. The timescale envisaged for implementation of any new structures was 'as soon as practicable'.

In order to gauge more fully the views of current County Councillors, an online survey of members was undertaken in August and September. The headline results are outlined below.

This report sets out:

- a. the potential range of outcomes - changes to the form or structure of decision making
- b. the responses from the councillor survey
- c. the setting up of a cross-party task group to work up options for Political Group Leaders and Cabinet – working within an agreed timeframe and to specific terms of reference
- d. the potential use of comparative costs and benchmarked examples

Cabinet is RECOMMENDED to:

- (a) agree that the governance review should also include a review of potential improvements to the existing arrangements, in the interests of completeness;***
- (b) note the headline themes arising from the councillor survey;***
- (c) agree in principle to the setting up of a Governance Review Task Group in accordance with paragraphs 16 -18 of this report;***
- (d) note that Group Leaders will be asked to make appointments to a Task Group (once Cabinet has agreed to its constitution and terms of reference);***
- (e) agree that the Task Group report back to Political Group Leaders and to Cabinet with recommended options for change.***

11. Business Management & Monitoring Report for Quarter 1 - 2017/18 - October 2017 (Pages 243 - 260)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2017/061

Contact: Ian Dyson, Assistant Chief Finance Officer (Assurance) Tel: 07393 001250

Report by Assistant Chief Finance Officer (Assurance) (**CA11**).

This paper provides details of performance for quarter one 2017-18 for the Cabinet to consider. The report is required so that the Cabinet can monitor the performance of the Council in key service areas and be assured that progress is being made to improve areas where performance is below the expected level.

Cabinet is RECOMMENDED to:

- (a) ***Note the performance set out in this report; and***
- (b) ***Note the ongoing work to improve business management and performance reporting.***

12. Delegated Powers - October 2017

Cabinet Member: Leader

Forward Plan Ref: 2017/062

Contact: Sue Whitehead, Principal Committee Officer Tel: 07393 001213

To report on a quarterly basis any executive decisions taken under the specific powers and functions delegated under the terms of Part 7.2 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c)(i). It is not for Scrutiny call-in. Any decisions will be reported in the addenda.

13. Forward Plan and Future Business (Pages 261 - 264)

Cabinet Member: All

Contact Officer: Sue Whitehead, Committee Services Manager 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 **CA13**. 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.
