



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 28 November 2017 at 2.00 pm

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

Peter Clark
Chief Executive

November 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: 19 December 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 - 18)

To approve the minutes of the meeting held on 17 October 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. Review of Highway Maintenance Policies (Pages 19 - 34)

Cabinet Member: Environment

Forward Plan Ref: 2017/105

Contact: David Tole, Transition Manager Tel: (01865) 815942

Report by Director for Infrastructure Delivery (**CA6**).

The County Council's current Highway Maintenance Policy and Strategy are based on the old National Code of Practice for Highway Maintenance (Well Maintained

Highways) which has now been superseded by the new Code of Practice, 'Well-managed Highway Infrastructure', commissioned by DfT and published in late 2016.

Refreshing the policies and supporting principles will underpin improvements in the effectiveness of highway maintenance delivery, and assist in meeting planned savings in the delivery of frontline services. It is also one of the key steps towards satisfying criteria required by the DfT to achieve the highest level of maintenance funding available through the Incentive Fund process.

Cabinet is RECOMMENDED to:

- (a) approve the draft Highway Infrastructure Management Policy;***
- (b) agree to the arrangements for sign-off of other documents as set out in the report; and***
- (c) establish an Advisory Group as set out in the report.***

7. Treasury Management Mid Term Review (2017/18) (Pages 35 - 54)

Cabinet Member: Finance

Forward Plan Ref: 2017/066

Contact: Donna Ross, Principal Finance Manager – Treasury Pension Tel: (01865) 323976

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

The report sets out the Treasury Management activity undertaken in the first half of the financial year 2017/18 in compliance with the CIPFA Code of Practice. The report includes Debt and Investment activity, Prudential Indicator monitoring and forecast interest receivable and payable for the financial year.

Cabinet is RECOMMENDED to:

- (a) note the report; and***
- (b) recommend Council to approve the revision to the Treasury Management Strategy Statement & Annual Investment Strategy 2017/18.***

8. Transition Fund for Community Initiatives for Open Access Children's Services Round 4 (Pages 55 - 70)

Cabinet Member: Local Communities

Forward Plan Ref: 2017/141

Contact: Sarah Jelley, Senior Policy & Performance Officer Tel: 07554 103437

Report by Assistant Chief Executive (**CA8**).

In February 2016 the council agreed to set aside £1m for creating a 'one off' fund to provide pump priming to support the provision of open access children's services.

In September 2017 Cabinet agreed the proposed use of the underspend of £232,674 for further rounds of grant funding and a cross party group of councillors bringing proposals back to Cabinet for decision.

The working group have considered the applications under the fourth round of bids against the criteria outlined in the guidance notes with recommendations to Cabinet.

The Cabinet is RECOMMENDED to:

- (a) Approve for funding the following bids:***
 - (a) Leys Community Church***
 - (b) Slade Nursery School***

- (b) Ask that further work is conducted to develop more robust business plans and reapply for funding under the next round of applications:***
 - (a) Dovecote Voluntary Parent Committee***
 - (b) Sutton Courtney Stay and Play Group***

9. Chiltern Edge School - Progress Report (Pages 71 - 118)

Cabinet Member: Public Health & Education

Forward Plan Ref: 2017/113

Contact: Roy Leach, Strategic Lead for Education Sufficiency Tel: (01865) 816458

Report by Director for Children's Services (**CA9**).

Chiltern Edge School has been placed in Special Measures following an Ofsted rating of 'Inadequate'. On 18 July 2017 Cabinet considered a report on a consultation into the future of Chiltern Edge School, and resolved to commission an external review of the progress made by October 2017 towards addressing the weaknesses identified by Ofsted and the construction of an in-year balanced budget and consider a further report on the progress identified by the external review at its November meeting.

The Cabinet is RECOMMENDED to:

- (a) note the content of the external review of progress made by the school towards addressing the weaknesses identified by Ofsted;***
- (b) note the progress made by the school in creating an in year balanced budget;***
- (c) note progress made in identifying an appropriate academy sponsor for the school;***
- (d) resolve not to publish a statutory notice proposing closure of Chiltern Edge School.***

10. Staffing Report - Quarter 2 - 2017 (Pages 119 - 124)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2017/067

Contact: Sarah Currell, HR Manager – IBC Interface Tel: 07867 467793

Report by Director for Human Resources (**CA10**).

This report gives an update on staffing numbers and related activity during the period 1

July 2017 to 30 September 2017. It gives details of the actual staffing numbers at 30 September 2017 in terms of Full Time Equivalents. These are shown by directorate in Appendix 1. In addition, the report provides information on the cost of posts being covered by agency staff and an Agency Trend analysis in Appendix 2.

The Cabinet is RECOMMENDED to note the report.

11. Forward Plan and Future Business (Pages 125 - 126)

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 **CA11**. 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.
