



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 20 December 2016 at 2.00 pm

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

Peter Clark
County Director

December 2016

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

Membership

Councillors

Ian Hudspeth	<i>Leader of the Council</i>
Rodney Rose	<i>Deputy Leader of the Council</i>
Mrs Judith Heathcoat	<i>Cabinet Member for Adult Social Care</i>
Nick Carter	<i>Cabinet Member for Local Government, Business, ICT & Customer Services</i>
Melinda Tilley	<i>Cabinet Member for Children & Family Services</i>
Steve Harrod	<i>Cabinet Member for Education</i>
Lorraine Lindsay-Gale	<i>Cabinet Member for Property, Cultural & Community Services</i>
David Nimmo Smith	<i>Cabinet Member for Environment</i>
Lawrie Stratford	<i>Cabinet Member for Finance</i>
Hilary Hibbert-Biles	<i>Cabinet Member for Public Health</i>

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Friday 30 December 2016 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: 24 January 2017

County Hall, New Road, Oxford, OX1 1ND

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 - 10)

To approve the minutes of the meeting held on 22 November 2016 (**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. Proposed Amendments to Traffic and Access Restrictions - Queen Street, Oxford (Pages 11 - 132)

Cabinet Member: Environment

Forward Plan Ref: 2016/035

Contact: Andy Warren, Project Sponsor Tel: (01865) 815835

Report by Acting Director for Environment & Economy (**CA6**).

A report on proposals for changes to access for buses, taxis and cyclists in Queen

Street was considered by the Cabinet Member for Environment on 24th November 2016, seeking a delegated decision of the Cabinet.

The Cabinet Member for Environment decided at that meeting to refer the matter to full Cabinet on 20th December with a recommendation “to approve a proposal that Queen Street remain open as it was before the Westgate redevelopment with a review after 6 months”.

This officer report sets out the reasons for the Cabinet Member for Environment’s decision on 24th November and highlights a number of issues the Cabinet needs to be aware of in considering this matter.

The Cabinet is RECOMMENDED:

- (a) To consider the Cabinet Member for Environment’s decision and recommendation as set out in paragraph 6.***
- (b) If the Cabinet is minded to approve the Cabinet Member for Environment’s recommendation, TO INSTRUCT officers to work with bus operators and others towards the ‘additional measures’ set out in paragraph 11, seeking Cabinet or Cabinet member approval where required.***

7. 2016/17 Financial Monitoring & Business Strategy Report - October 2016 (Pages 133 - 172)

Cabinet Member: Finance

Forward Plan Ref: 2016/073

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

Tel: 07584 909518

Report by Chief Finance Officer (**CA7**).

This is the third financial monitoring report for 2016/17 and focuses on the delivery of the Directorate Business Strategies that were agreed as part of the Service and Resource Planning Process for 2016/17 – 2019/20. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of October 2016. Capital Programme monitoring is included at Part 3.

The Cabinet is RECOMMENDED to:

- (a) note the report;***
- (b) approve the request for the creation of OXSIT traded service Reserve as set out in paragraph 41;***
- (c) approve the debt write off detailed in paragraph 52;***
- (d) note the settlement of the debt detailed in paragraph 53;***
- (e) note the Treasury Management lending list at Annex 3;***
- (f) approve the changes to the Capital Programme at Annex 7b and Annex 7c.***

8. Concluding Report of the Income Generation Cabinet Advisory Group
(Pages 173 - 176)

Cabinet Member: Finance

Forward Plan Ref: 2016/117

Contact: Claire Phillips, Senior Policy Officer Tel: 07785 453260

Report by Chairman of the Income Generation Cabinet Advisory Group (**CA8**).

This report proposes the conclusion of the work of the Income Generation Cabinet Advisory Group (CAG) which has explored options for income generation. The CAG will submit proposals for income generation from service areas of the council to be included in the budget for 2017/18 following a review of the proposed fees and charges.

The Cabinet Member for Finance RECOMMENDS Cabinet to endorse the work of the Income Generation Cabinet Advisory Group and agree to disband the group.

9. Service & Resource Planning Report - 2016/17 - December 2016
(Pages 177 - 256)

Cabinet Member: Finance

Forward Plan Ref: 2016/074

Contact: Katy Jurczynszyn, Strategic Finance Manager (Finance, Strategy & Monitoring)
Tel: 07584 909518

Report by Chief Finance Officer (**CA9**).

This report is the second in the series on the Service & Resource Planning process for 2017/18 which will culminate in Council setting a budget for 2017/18 and a medium term plan to 2020/21 in February 2017. The report sets out:

- the new pressures and savings for 2017/18 and the medium term,
- the key announcements of the Autumn Statement announced on 23 November 2016; and
- the capital programme proposals for 2017/18 to 2020/21.

Cabinet is RECOMMENDED to take the issues set out in the report into consideration in forming their proposed budget for 2017/18, Medium Term Financial Plan to 2020/21 and Capital Programme to 2020/21.

10. Rents for Asset Transfer of Children's Centre (Pages 257 - 276)

Cabinet Member: Property, Cultural & Community Services

Forward Plan Ref: 2016/132

Contact: Nigel Cuning, Corporate Landlord Manager Tel: (01865) 780250/Ben Threadgold, Policy & Performance Service Manager Tel: 07867 467838

Report by Acting Director for Environment & Economy (**CA10**).

This report considers the implications of the current asset transfer policy in supporting community groups to develop self-financing, sustainable proposals to take on responsibility for a children's centre. In particular it sets out the financial implications of different possible approaches, and the additional support that could be offered to community groups in developing viable proposals.

The Cabinet is RECOMMENDED to:

- (a) Maintain the terms of the existing Asset Transfer Policy in considering transfers of children's centres to community groups;***
- (b) Extend additional support (as outlined in para 31) beyond 1st April to help community groups develop a viable business case fully;***
- (c) Agree that a deadline is set for these cases to be brought forward to be considered at a 3rd and final round of the Transition Fund, no later than the Cabinet meeting in July;***
- (d) Offer a defined, short-term rent-free period of up to a maximum of 6 months to support mobilisation, where the business case would otherwise not be viable. After this initial period the rent would increase in line with the asset transfer policy, to 50% of the commercial rent level for the property.***

11. Senior Management Review - Proposed Structure (Pages 277 - 296)

Cabinet Member: Leader

Forward Plan Ref: 2016/127

Contact: Steve Munn, Chief HR Officer Tel: (01865) 815191

Report by County Director (**CA11**)

This report asks Cabinet to consider the views of Members on the Senior Management Review and to approve the proposed recommendations including a new structure.

The Cabinet is RECOMMENDED to:

- (a) endorse the Senior Management Review recommendations and proposed structure;***
- (b) agree in principle that the post of County Director should be made permanent and re-designated Chief Executive; and***
- (c) agree that pending a permanent appointment as discussed in paragraph 9 above Peter Clark is redesignated from County Director to Interim Chief Executive***

12. Forward Plan and Future Business (Pages 297 - 300)

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 **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.
