



To: Members of the Cabinet

## ***Notice of a Meeting of the Cabinet***

**Tuesday, 23 January 2018 at 2.00 pm**

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

Peter Clark  
Chief Executive

January 2018

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

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### **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: 12 February 2018*

## 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](mailto: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 19 December 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. Service & Resource Planning Report - 2018/19 - January 2018 (Pages 11 - 174)

*Cabinet Member:* Finance

*Forward Plan Ref:* 2017/100

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

*Tel:* 07584 909518

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

This report is the final report to Cabinet in the series on the service & resource planning process for 2018/19 to 2021/22, providing councillors with information on budget issues for 2018/19 and the medium term. The report sets out the draft council tax precept for 2018/19, the revenue budget for 2018/19, the Medium Term Financial Plan (MTFP) to 2021/22, the Capital Programme to 2027/28 as well as supporting strategies. Information outstanding at the time of the Cabinet meeting will be reported to Council when it considers the budget on 13 February 2018.

Cabinet's budget proposals take into consideration the latest information on the council's financial position outlined in this report; comments from the Performance Scrutiny Committee meeting on 14 December 2017 as well as 4 January 2018; and comments from the public consultation on the budget. As final notification of some funding streams is awaited, some further changes may be made to the budget proposals ahead of full Council on 13 February 2018.

The service & resource planning report to Council in February will be set out in four sections:

- Section 1 – Leader of the Council's overview
- Section 2 – Corporate Plan
- Section 3 – Chief Finance Officer's statement on the budget
- Section 4 – Budget Strategy and Capital Programme

This report forms the basis of Section 4 to that report and the annexes are numbered on that basis. In addition, the report also sets out for approval the review of charges which were included in the report to Cabinet in December 2017.

***Cabinet is RECOMMENDED to approve:***

- (a) The Review of Charges for 2018/19;***
- (b) The Financial Strategy;***
- (c) The Earmarked Reserves and General Balances Policy Statement 2018/19 including the creation of the Budget Prioritisation Reserve.***

***Cabinet is RECOMMENDED to RECOMMEND Council to approve:***

- (a) in respect of revenue:***
  - (1) a budget for 2018/19 and a medium term plan to 2021/22, based on the proposals set out in Section 4.2;***
  - (2) a council tax requirement (precept) for 2018/19;***
  - (3) a council tax for band D equivalent properties;***
  - (4) virement arrangements to operate within the approved budget;***
- (b) in respect of treasury management:***
  - (1) the Treasury Management Strategy Statement and Annual Investment Strategy for 2018/19;***
  - (2) to continue to delegate the authority to withdraw or advance additional funds to/from external fund managers to the Treasury Management Strategy Team;***
  - (3) that any further changes required to the 2018/19 strategy be delegated to the Director of Finance in consultation with the Leader of the Council and the Cabinet Member for Finance;***
  - (4) the Prudential Indicators as set out in Appendix A of Section 4.8;***
  - (5) Minimum Revenue Provision Methodology Statement as set out in***

- Appendix B of Section 4.8;**
- (6) The Specified Investment and Non Specified Investment instruments as set out in Appendix C and D of Section 4.8;**
  - (7) The Treasury Management Policy Statement as set out in Appendix E of Section 4.8;**
- (c) In respect of capital:**
- (1) The Capital Strategy for 2018/19 -2027/28**
  - (2) A Capital Programme for 2017/18 to 2027/28 as set out in Section 4.10.1 including:**
    - (i) the new capital proposals as set out in Section 4.10.2 (Appendix 3);**
    - (ii) the Highways Structural Maintenance Programme 2018/19 and 2019/20 as set out in Section 4.10.3;**
- (d) to delegate authority to the Leader of the Council, following consultation with the Director of Finance and the Cabinet Member for Finance, to make appropriate changes to the proposed budget.**

## **7. Corporate Plan (Pages 175 - 272)**

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2017/146

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

Report by Chief Executive (**CA7**).

The Plan sets out the County Council's overarching strategy for the period 2018-2021. It states our updated vision for thriving communities in Oxfordshire and describes the council's main priorities and the specific actions that will be taken in the period to March 2019.

A short, public-facing document (the 'prospectus') has been produced and published which summarises the council's vision and priorities; we anticipate this document to be widely distributed and read by residents. The attached document expands on the prospectus, drawing together as much as possible of what we do, how we do it and how we are changing. We anticipate will be of interest to Councillors, staff, partners, inspectors and residents with a specific interest.

**Cabinet is RECOMMENDED to:**

- (a) note the Draft Corporate Plan and make suggestions for improvements where necessary;**
- (b) RECOMMEND that the Draft Corporate Plan (subject to amendments) be agreed by Council;**
- (c) delegate authority for final additions and changes to be agreed by the Leader and the Chief Executive on behalf of Cabinet.**

## 8. **Transition Fund for Community Initiatives for Open Access Children's Services - Round 5** (Pages 273 - 292)

*Cabinet Member:* Local Communities

*Forward Plan Ref:* 2017/149

*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 fifth 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. Happy Hub Cholsey***

***b. Sutton Courtney Stay and Play Group***

***c. Thomas Gifford Trust***

***(b) ask that further work is conducted to develop more robust business plans and reapply for funding under the next round of applications:***

***d. Banbury & District Community Bus Project***

***(c) decline for funding the following bid:***

***e. Oxford Baby Café Group***

## 9. **Daytime Support Grants - January 2018** (Pages 293 - 326)

*Cabinet Member:* Adult Social Care

*Forward Plan Ref:* 2017/111

*Contact:* Rebecca Lanchbury, Commissioning Officer (Older People) Tel: 07584 481255

Report by Deputy Director for Joint Commissioning (**CA9**).

There are grant funds available to support the continuation and development of community and voluntary sector daytime support opportunities in Oxfordshire. Further information about these funds is available on the council website: <https://www.oxfordshire.gov.uk/cms/public-site/daytime-support>.

This paper relates to the Sustainability and Transition Grant Fund for 2018/19, to support community and voluntary sector daytime support services to continue and flourish. There is £500,000 available in this fund.

As per the agreed cross-party panel decision making process, the cross-party panel reviewed the applications and assessed them against the grant criteria as set out in the guidance. This process was supported by officer recommendations.

This paper sets out the cross-party panel's final recommendations for allocation of the Sustainability and Transition Fund in 2018-19, for decision by Cabinet.

***Cabinet is RECOMMENDED to:***

- (a) Congratulate the voluntary sector for its dedication and commitment to continuing to provide much valued services, and managing this transition process;***
- (b) approve for funding the bids listed under 27 (a) above;***
- (c) approve for funding the bids listed under 27 (b) above, subject to conditions as set out in the cross-party panel recommendations (Annex 2);***
- (d) approve for funding the bids listed under 27 (c) above, recognising the split between the sustainability and transition elements, with the transition elements awarded for specified to increase sustainability and innovation;***
- (e) approve the recommended funding amount for the bids listed under 27 (d) above;***
- (f) approve the recommended funding amount for the bids listed under 27 (e) above, recognising the split between the sustainability and transition elements, with the transition elements awarded for specified initiatives to increase sustainability and innovation;***
- (g) approve transferring the remaining amount, as set out under 26 (f) above, to the Innovation Fund 2018-19.***

## **10. Business Management & Monitoring Report for Quarter 2 - 2017/18 - January 2018 (Pages 327 - 344)**

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2017/101

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

Report by Assistant Chief Finance Officer (Assurance) (**CA10**).

This paper provides details of performance for quarter two 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.

***The Cabinet is RECOMMENDED to:***

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

## 11. Delegated Powers - January 2018

*Cabinet Member:* Leader

*Forward Plan Ref:* 2017/102

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

Report by Director of Law & Governance (**CA11**).

Schedule below reporting on a quarterly basis executive decisions taken under the specific powers and functions delegated under the terms of Part 7.2 of the Council's Constitution.

Not for call in.

<i>Date</i>	<i>Subject</i>	<i>Decision</i>	<i>Reasons for Urgency</i>
5 Septem ber 2017	Request for Exemption from tendering requirements under the Contract Procedure Rules - Provision of consultancy services from the Social Care Institute for Excellence (SCIE).	Approved an exemption from the tendering requirements under OCC's Contract Procedure Rules for the provision of consultancy services from the Social Care Institute for Excellence (SCIE) at a cost of £98,880 plus expenses, contingency and VAT.	To ensure the work is completed to the necessary timescales.
7 Novem ber 2017	Request for Exemption from tendering requirements under the Contract Procedure Rules - Provision of Learning Disability Respite Services	Approved an exemption from the tendering requirements under OCC's Contract Procedure Rules for the extension of contracts for the provision of learning disability respite services from Brandon Trust, Camden and Dimensions at an additional cost of £11,437.	In order to keep the contracts co-terminus whilst addressing the points below, to retain the opportunity to tender for a single provider to start in September 2018.
21 Decem ber 2017	Request for exemption from tendering under Contract	Approved an exemption from the tendering requirements under OCC's Contract Procedure Rules for award of a housing nominations agreement with	The completed legal agreements give the Property developers Fairhome comfort to proceed with the



	Procedure Rule (CPR) 20 in respect of the award of a housing nominations agreement for service users with learning disabilities with complex needs	Fairhome Group for service users with learning disabilities with complex needs at a cost of £384,384 (over a 4 year period).	property purchasers.
21 December 2017	Request for Exemption from tendering requirements under the Contract Procedure Rules - Provision of Consultancy Services by iMPower	Approved an exemption from the tendering requirements under OCC's Contract Procedure Rules for the provision of consultancy services by iMPower in respect of a system to identify the needs of our looked after children, prior to and at the point that they came into care at a cost of £230,000.	In order to put a system in place as soon as possible.

**12. Forward Plan and Future Business (Pages 345 - 348)**

*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.***