



To: **Members of the Cabinet**

Notice of a Meeting of the Cabinet

Tuesday, 20 September 2022 at 2.00 pm

Council Chamber - County Hall, New Road, Oxford OX1 1ND

If you wish to view proceedings online, please click on this [Live Stream Link](#).

Stephen Chandler
Interim Chief Executive

September 2022

Committee Officer: **Colm Ó Caomhánaigh**
Tel: 07393 001096; E-Mail:
colm.oocaomhanaigh@oxfordshire.gov.uk

Membership

Councillors

Liz Leffman	Leader of the Council
Liz Brighthouse OBE	Deputy Leader of the Council
Glynis Phillips	Cabinet Member for Corporate Services
Dr Pete Sudbury	Cabinet Member for Climate Change Delivery & Environment
Tim Bearder	Cabinet Member for Adult Social Care
Duncan Enright	Cabinet Member for Travel & Development Strategy
Calum Miller	Cabinet Member for Finance
Jenny Hannaby	Cabinet Member for Community Services and Safety
Mark Lygo	Cabinet Member for Public Health & Equality
Andrew Gant	Cabinet Member for Highway Management

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: 18 October 2022

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 email democracy@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 - 22)

To approve the minutes of the meeting held on 19 July 2022 (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

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.

To facilitate 'hybrid' meetings we are asking that requests to speak are submitted by no later than 9am four working days before the meeting i.e., 9am on Tuesday 13 September. Requests to speak should be sent to colm.ocaomhanaigh@oxfordshire.gov.uk

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

6. Business Management & Monitoring Report - June/July 2022 (To Follow)

Cabinet Member: Finance

Forward Plan Ref: 2022/049

Contact: Louise Tustian, Head of Insight & Corporate Programmes Tel: 07741 607452/Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163

Report by Corporate Director Customers, Organisational Development & Resources and Director of Finance (**CA6**).

To note and seek agreement of the report.

7. Treasury Management Quarterly Report (To Follow)

Cabinet Member: Finance

Forward Plan Ref: 2022/070

Contact: Tim Chapple, Treasury Manager, 07917 262935

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

Cabinet is asked to note the report and recommend Council to note the council's treasury management activity for the first quarter of 2022/23.

8. Workforce Report and Staffing Data - Quarter 1 - April to June 2022 (Pages 23 - 42)

Cabinet Member: Corporate Services

Forward Plan Ref: 2022/050

Contact: Karen Edwards, Director of Human Resources, 07825521526

Report by Corporate Director Customers, Organisational Development & Resources (**CA8**).

Quarterly staffing report providing details of key people numbers and analysis of main changes since the previous report.

The Cabinet is RECOMMENDED to note the report.

9. Responding to the Cost of Living Crisis (To Follow)

Cabinet Member: Finance

Forward Plan Ref: 2022/137

Contact: Robin Rogers, Programme Director (Partnerships and Delivery), 07789923206

Report by Corporate Director Customers, Organisational Development & Resources (**CA9**).

To consider options for support to the most economically vulnerable to increases in the cost of living this winter.

10. Highways Asset Management Strategy & Policy (To Follow)

Cabinet Member: Highway Management

Forward Plan Ref: 2021/236

Contact: James Dance, Principal Officer – Asset Renewals Tel: 07392 318900

Report by Corporate Director Environment & Place (**CA10**).

To seek approval of the updated 2022-2027 Highways Asset Management Plan and new approach.

11. Parking Standards for New Developments (To Follow)

Cabinet Member: Travel & Development Strategy

Forward Plan Ref: 2022/105

Contact: Jason Sherwood, Growth Manager South & Vale, 07795 684708

Report by Director of Transport & Infrastructure (**CA11**).

Approval of parking standards.

12. Implementing 'Decide & Provide': Requirements for Transport Assessments (To Follow)

Cabinet Member: Travel & Development Strategy

Forward Plan Ref: 2022/104

Contact: Jason Sherwood, Growth Manager South & Vale, 07795 684708

Report by Director of Transport & Infrastructure (**CA12**).

Approval of new requirements.

13. Terms of Reference for new Integrated Care Partnership for Buckinghamshire, Oxfordshire and Berkshire West (To Follow)

Cabinet Member: Public Health & Equality

Forward Plan Ref: 2022/157

Contact: David Munday, Consultant in Public Health, 07922 849652

Report by Corporate Director for Public Health & Wellbeing (**CA13**).

Recommended to approve draft ToR.

14. For information: Cabinet Responses to Reports from Scrutiny Committees (Pages 43 - 46)

For information only:

The Cabinet Responses to the following reports from Scrutiny Committees:

- Report of the Carbon Reduction Targets Working Group – Commissioned by the Place Overview & Scrutiny Committee (to follow)
- Report of the Place Overview & Scrutiny Committee: Scrutiny of Local Transport and Connectivity Plan (to follow)
- Recommendations of the Performance & Corporate Services Overview & Scrutiny Committee re 2022/23 Equality, Diversity and Inclusion Action Plan
- Voluntary Sector Strategy – Report of the People Overview & Scrutiny Committee
- Digital Inclusion Strategy – Report of the People Overview & Scrutiny Committee (to follow)

15. Forward Plan and Future Business (Pages 47 - 52)

Cabinet Member: All

Contact Officer: Colm Ó Caomhánaigh, Committee Officer Tel: 07393 001096

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 **CA15**. 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.