

Notice of a Meeting

Strategy & Partnerships Scrutiny Committee Thursday, 26 July 2012 at 10.00 am County Hall

Membership

Chairman - Councillor Lorraine Lindsay-Gale
Deputy Chairman - Councillor Ray Jelf

Councillors:

David Turner	Liz Brighthouse OBE	Larry Sanders
Marilyn Badcock	Tim Hallchurch MBE	David Wilmshurst
Norman Bolster	Caroline Newton	

Notes:

Date of next meeting: 4 October 2012

What does this Committee review or scrutinise?

- Corporate and community leadership; corporate strategies; regional issues
- Local strategic partnerships and District Council liaison
- Social inclusion & equality; services for members
- Finance; procurement; property
- Culture change and customer focus; human resources; communications strategy; information and communications technology
- The elections and appointments functions of the Democracy & Organisation Committee
- The functions of the Pension Fund Committee

How can I have my say?

We welcome the views of the community on any issues in relation to the responsibilities of this Committee. Members of the public may ask to speak on any item on the agenda or may suggest matters which they would like the Committee to look at. **Requests to speak must be submitted to the Committee Officer below no later than 9 am on the working day before the date of the meeting.**

For more information about this Committee please contact:

Chairman	-	Councillor Lorraine Lindsay-Gale E.Mail: lorraine.lindsay-gale@oxfordshire.gov.uk
Committee Officer	-	Julia Lim, Tel: (01865) 816009 julia.lim@oxfordshire.gov.uk



Peter G. Clark
County Solicitor

July 2012

About the County Council

The Oxfordshire County Council is made up of 74 councillors who are democratically elected every four years. The Council provides a range of services to Oxfordshire's 630,000 residents. These include:

schools	social & health care	libraries and museums
the fire service	roads	trading standards
land use	transport planning	waste management

Each year the Council manages £0.9 billion of public money in providing these services. Most decisions are taken by a Cabinet of 9 Councillors, which makes decisions about service priorities and spending. Some decisions will now be delegated to individual members of the Cabinet.

About Scrutiny

Scrutiny is about:

- Providing a challenge to the Cabinet
- Examining how well the Cabinet and the Authority are performing
- Influencing the Cabinet on decisions that affect local people
- Helping the Cabinet to develop Council policies
- Representing the community in Council decision making
- Promoting joined up working across the authority's work and with partners

Scrutiny is NOT about:

- Making day to day service decisions
- Investigating individual complaints.

What does this Committee do?

The Committee meets up to 6 times a year or more. It develops a work programme, which lists the issues it plans to investigate. These investigations can include whole committee investigations undertaken during the meeting, or reviews by a panel of members doing research and talking to lots of people outside of the meeting. Once an investigation is completed the Committee provides its advice to the Cabinet, the full Council or other scrutiny committees. Meetings are open to the public and all reports are available to the public unless exempt or confidential, when the items would be considered in closed session

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, giving as much notice as possible before the meeting

A hearing loop is available at County Hall.

AGENDA

1. Apologies for Absence and Temporary Appointments

2. Declarations of Interest - see guidance note on the back page

3. Minutes (Pages 1 - 6)

10.05

To approve the Minutes of the meeting held on 31st May 2012 (SYP3), and to receive information arising from them.

4. Speaking to or petitioning the Committee

5. Director's Update

10.10

The Assistant Chief Executive and Chief Finance Officer will give a verbal update on key issues of relevance to the committee.

6. Update from the Strategy & Partnerships Scrutiny Working Group

10.30

Councillor Lorraine Lindsay-Gale (Chairman of the Working Group) will provide a brief update on the activity it has undertaken so far, including an all Members survey and welcome comments from the rest of the committee.

7. Briefing on the Localism Act 2011

10.40

Peter Clark (Monitoring Officer & Head of Law and Governance) and Julia Lim (Senior Policy and Performance Officer) will outline the key features of the Localism Act of relevance to the County Council.

This presentation follows an item the committee received in January 2012 on the Localism Act where it was agreed that the committee would return to elements of the Act later in the year. As a number of provisions within the Act are now in force this is a useful time to consider it again.

8. Update on the Local Government Resource Review & Changes to Local Government Finance

11.10

Terms of reference for the Local Government Resource Review were published in March 2011. The review aims to explore ways in which local government can become less dependent on central funding, with the crucial proposal being the relocalisation of business rates. Changes will come into force in April 2013.

This presentation will explore how the County Council is likely to be funded differently in future. It aims to give Members greater understanding of the financial issues ahead of the 2013/14 service and resource planning process. It is an opportunity for Members to learn about forthcoming changes. It links specifically to the Committee's finance responsibilities.

9. Financial Monitoring report - Revenue & Capital Outturn Overview

(Pages 7 - 20)

11.40

Commentary by Cabinet Member for Finance and Police.

This report provides a summary of the outturn position as at 31 March 2012. It is an opportunity for the Committee to review the position and probe into any areas they wish to explore further as part of their remit for finance. (SYP9a, SYP9b)

Contact Officer: Kathy Wilcox, Principal Financial Manager 01865 323981

10. Forward Plan (Pages 21 - 40)

11.55

The Committee is asked to suggest items from the current Forward Plan on which it may wish to have an opportunity to offer advice to the Cabinet before any decision is taken, together with details of what it thinks could be achieved by looking at any item and propose any other relevant items for the Committee to consider. (SYP10a)

An informal forward plan of issues the committee has previously expressed an interest in exploring is also attached for discussion. (SYP10b)

11. Close of Meeting

12:10

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 Rachel Dunn on (01865) 815279 or Rachel.dunn@oxfordshire.gov.uk for a hard copy of the document.

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STRATEGY & PARTNERSHIPS SCRUTINY COMMITTEE

MINUTES of the meeting held on Thursday, 31 May 2012 commencing at 10.00 am and finishing at Time Not Specified

Present:

Voting Members: Councillor Lorraine Lindsay-Gale – in the Chair

Councillor Ray Jelf (Deputy Chairman)

Councillor David Turner

Councillor Marilyn Badcock

Councillor Norman Bolster

Councillor Tim Hallchurch MBE

Councillor Caroline Newton

Councillor Larry Sanders

Councillor David Wilmshurst

Other Members in Attendance:

By Invitation:

Officers:

Whole of meeting Sue Scane (Assistant Chief Executive and Chief Finance Officer)

Peter Clark (Head of Law & Governance)

Part of meeting Alexandra Bailey (Senior Performance and Improvement Manager) for item 6

Jackie Wilderspin (Assistant Director of Public Health) for item 8

Martin Tugwell Deputy Director (Growth and Infrastructure) and Nigel Cuning (Strategy Manager) for item 9

The Scrutiny Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting [, together with a schedule of addenda tabled at the meeting/the following additional documents:] and agreed as set out below. Copies of the agenda and reports [agenda, reports and schedule/additional documents] are attached to the signed Minutes.

34/12 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda No. 1)

Councillor Liz Brighthouse OBE sent her apologies.

35/12 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE ON THE BACK PAGE

(Agenda No. 2)

None

36/12 MINUTES

(Agenda No. 3)

Councillor David Turner queried minute 23/12 from 15th March and asked what would happen to members of staff while the Pension Fund Committee considers other options. Sue Scane said individual members of staff will remain on the LGPS and not be affected..

Minutes from 15th March were then AGREED

Minutes from 15th May were AGREED

37/12 SPEAKING TO OR PETITIONING THE COMMITTEE

(Agenda No. 4)

None

38/12 FUTURE DIRECTION OF STRATEGY & PARTNERSHIPS SCRUTINY COMMITTEE

(Agenda No. 5)

Councillor Lindsay-Gale explained that the Cabinet had asked the committee to consider undertaking a review of the way in which scrutiny currently functions within OCC and examine its influence on decision making. Recommendations could then be presented to Council in March. She welcomed views from the committee. .

As an introduction to the topic Peter Clarke gave a presentation on the governance options available to the County Council..

A discussion took place about the current scrutiny structure, members raised some concerns about the opportunities for back benchers to influence decision making through scrutiny and an apparent reluctance in some committees to really challenge officers.

It was suggested that more first-hand experience of issues through visits would be a useful way to improve the process..

Councillor Wilmhurst and Councillor Sanders highlighted that the Audit Working group uses a model which works well.

Members also reflected on their experiences under the previous Committee Structure which was seen as more inclusive with greater opportunities to influence prior to a decision being taken.

It was AGREED that the committee supported the review and that a working group of 5 councillors would be set up to confirm the scope of the review and agree next steps to report back to the committee at the July meeting. The working group will include 2 Councillors from the opposition, group leaders will be asked to put forward nominations to Cllr Lindsay-Gale 11th June 2012.

39/12 DRAFT SCRUTINY ANNUAL REPORT

(Agenda No. 6)

Item 6 was taken ahead of item 5.

Alexandra Bailey (Senior Performance and Improvement Manager) asked the committee to comment on the draft Scrutiny Annual report prior to its agreement at full Council.

The committee expressed some concerns that the report appeared to lack outcomes and did not pin point the issues which scrutiny had helped to resolve.

Alexandra Bailey acknowledged the committees frustrations and explained that the report was a reflection of the current position of scrutiny committees and the issues raised were something to address over the coming year rather than in the current report. Councillor Lindsay-Gale stated that the report illustrated the need for a review of scrutiny to be discussed under the next item.

40/12 DIRECTOR'S UPDATE

(Agenda No. 7)

Sue Scane (Assistant Chief Executive and Chief Finance Officer) gave her Directors update and also spoke on Huw Jones' (Director of Environment and Economy) behalf.

- Local government finance – a new funding system will be introduced in April 2013; detail is still emerging on the new system and through the Local Government Resource Review. It is likely that in future the council will be able to retain 50% of its business rate and will continue to receive some specific grants and an element of revenue support grant.

It was AGREED that the committee would receive further details on the local government resource review at its October meeting.

Sue also highlighted the on-going implementation of the Localism Act – it was AGREED that this would be discussed at a future meeting.

- Staff Development programme

Sue highlighted that the Staff conference this year will be on 12th June and that a range of development opportunities for senior leaders in the organisation have begun.

E& E issues within the committee's remit:

- Graham Shaw, Interim Deputy Director, is currently reviewing the Customer Service Centre and back office function in OCS.
- The new Property and Facilities contract with Carillion will go live on 1st July and 1st September for Food with Thought and QCS.

41/12 UPDATE ON OXFORDSHIRE HEALTH AND WELLBEING BOARD INC. DRAFT HEALTH AND WELLBEING STRATEGY
(Agenda No. 8)

Peter Clarke (Head of Law & Governance) & Jackie Wilderspin (Assistant Director of Public Health) gave a presentation on the Oxfordshire Draft Joint Health & Wellbeing Strategy and the current position of the Oxfordshire Health and Wellbeing Board.

The Board will become a formal committee of the Council in April 2013 and will be Chaired by Councillor Hudspeth. The Joint Health and Wellbeing Strategy will drive the work of the partners on the Board. Members were asked to comment on the draft strategy..

Councillor Lindsay-Gale asked to see a report from this new committee once a year at the Strategy & Partnership Scrutiny Committee. This was AGREED.

Councillor Turner queried an intention in the strategy to reduce the number of care homes. Peter Clark AGREED to get further information from John Jackson. Councillor Sanders suggested that supporting people to live at home safely should be a specific priority alongside any priority on care homes.

A further query was raised about how ambitious some of the targets within the strategy were for example a 0.6% increase in satisfaction is referred to in one area.

Jackie Wilderspin AGREED to feed the comments back into the consultation process and get responses on the issues raised. She highlighted that Oxfordshire was fairly unique in committing to specific targets as other areas had shied away from this approach.

42/12 ASSET LED LOCALITY REVIEWS
(Agenda No. 9)

Martin Tugwell Deputy Director (Growth and Infrastructure) and Nigel Cunning (Strategy Manager) came to the table to discuss the Asset Led Locality reviews paper. Nigel provided a specific example of the review process in Didcot which has generated results within 6 months of the review being completed. However this varies from review to review as some are more about longer term strategic thinking and facilitating the work of other partners.

Councillor Lindsay-Gale raised that she was disappointed with the lack of detail in the report. She also queried what had been the overall savings achieved through the project. Martin Tugwell explained that it was too early to say as many savings will be generated over the longer term. .

Councillor Badcock asked what were the plans to roll out this approach to other parts of the county. Martin Tugwell explained that asset management will be a key part of the council's work in localities and the authority aims to be flexible to opportunities that arise rather than putting a rigid programme in place.

Martin Tugwell stressed the importance of member engagement and the role they can play in highlighting local issues. He also highlighted that as part of the new property and facilities contract Carillion are committed to member engagement and the council is keen to develop this once the contract is live.

It was AGREED that Martin Tugwell would return to the committee in 6 months with an update on progress with asset management.

43/12 FORWARD PLAN

(Agenda No. 10)

The corporate plan has been programmed in for the October meeting. No other issues were highlighted.

44/12 AOB

(Agenda No. 11)

No other business

45/12 CLOSE OF MEETING

(Agenda No. 12)

Meeting closed at 12.30pm

..... in the Chair

Date of signing

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STRATEGY AND PARTNERSHIPS SCRUTINY COMMITTEE
26 JULY 2012

REVENUE AND CAPITAL OUTTURN OVERVIEW

COMMENTARY BY THE CABINET MEMBER FOR FINANCE & POLICE

Introduction

1. This report provides a commentary on the Outturn position at 31 March 2012, and is consistent with the Council's Statement of Accounts for 2011/12¹. The Revenue and Capital Outturn report to Cabinet on 19 June 2012 and all Financial Monitoring reports for 2011/12 are available on the Council's website.
2. As set out in the Financial Monitoring and Business Delivery Report to Cabinet on 19 July 2012 changes were subsequently required to the net revenue expenditure of £418.962m set out in the Outturn Report following the Secretary of State for Transport's decision on the Cogges Link Road Development. £4.550m costs relating to the scheme were written off to revenue, offset by developer contributions and revenue previously applied to capital spend totalling £3.069m. This increased directorate net revenue expenditure by £1.481m to £420.443m. Total Capital Programme expenditure for 2011/12 reduced by £1.650m to £68.195m, and the use of capital resources was revised to 91%.

Summary of Revenue Outturn

3. As set out in Annex 1 the adjusted year end revenue position for 2011/12 was a variation of -£8.410m. This compares to the -£5.672m forecast variation as at the end of January 2012 which was reported to the Strategy and Partnerships Scrutiny Committee on 15 March 2012. Variations totalling -£1.221m have been returned to balances as they are outside the control of Directorates.

	Final Budget 2011/12	Outturn 2011/12	Outturn Variation compared to final budget	Outturn Variation compared to final budget
	£m	£m	£m	%
Children, Education & Families	111.564	107.829	-3.735	-3.35
Social & Community Services	222.761	221.026	-1.735	-0.78
Environment & Economy	84.329	83.387	-0.942	-1.12
Chief Executive's Office	8.978	8.201	-0.777	-8.65
Total Directorate variation including Pooled Budgets	427.632	420.443	-7.189	-1.68
Less variations funded from balances ²			-1.221	
Adjusted Directorate Variation			-8.410	

¹ Due to external accounting requirements the presentation of the figures may vary.

² This is the £0.260m returned to balances reported in the Outturn Report less the £1.481m Cogges Link Road adjustment funded from balances.

4. The following Annexes are attached and referenced in the report and include the changes set out in paragraph 2:

Annex 1	Revenue Outturn
Annex 2 a-b	Earmarked Reserves
Annex 3 a-c	Capital Outturn

Part 1 – Revenue Outturn

Children, Education & Families (CE&F)

5. The outturn position for CE&F was a variation of -£3.735m. In addition unspent Dedicated Schools Grant totalling -£4.717m has been placed in a reserve for use in 2012/13.

Education and Early Intervention

6. The Service reported an underspend of -£2.421m. This reflected the early delivery of savings in the Early Intervention Hubs (-£1.006m) and for Home to School Transport (-£1.115m). Further savings of £0.500m in 2012/13 and £0.200m in 2013/14 are already built into the Medium Term Financial Plan but the total savings that could be achieved by Home to School Transport will be reviewed as part of the 2013/14 Service and Resource Planning process.

Children's Social Care

7. An underspend of -£2.159m for Children's Social Care included -£1.216m relating to Placement and Care Costs. Savings have been achieved through working with the courts to use more cost effective working methods such as minimising the use of out of county placements. However, where children have significant complex needs that require specialist or secure placements these have been met. Asylum also reported an underspend of -£0.596m due to a decrease in the number of clients.
8. The Youth Offending Service underspent by -£0.400m. This related to early delivery of savings through the restructuring of the service which were expected to be delivered in 2012/13.

Quality and Compliance

9. The CE&F elements of the Service overspent by +£0.823m. This mainly relates to redundancy costs and savings that have not yet been achieved due to the delays in the restructuring of Joint Commissioning.

Social & Community Services (S&CS)

10. The outturn position for S&CS was a variation of -£1.735m. Underspend on the Older People Pooled Budget (-£5.413m) and Learning Disabilities Pooled Budget (-£0.804m) have been placed in a reserve for use by the Pools in future years.

Social Care for Adults

11. The service reported an underspend of -£1.393m. This included £1.448m one-off rent income received in 2011/12.

12. Fairer Charging income relating to Older People and Physical Disabilities was underachieved by +£0.317m. The on-going impact of the reduction in income will be considered as part of the Service and Resource Planning process for 2013/14.
13. Locality teams reported an overspend of +£0.636m which related to unachievable savings. The on-going impact of this was addressed as part of the Service and Resource Planning process for 2012/13. In 2011/12 the overspend was offset by underspends on staffing costs related to restructuring within the Prevention & Early Support Team (-£0.416m) and Learning Disabilities (-£0.146m).

Quality and Compliance

14. The S&CS elements of the Service overspent by +£0.089m. Delays in the restructuring of Joint Commissioning have led to unachieved savings of £0.455m partly offset by underspends on Supporting People (-£0.245m) and Transforming Adult Social Care (-£0.175m).

Pooled Budgets

15. The Council's element of the Older People's Pooled Budget underspent by -£5.413m. This partly relates to Winter Pressures funding received from the Department of Health in January 2012. This has been used to fund three additional care home placements per week for 17 weeks to the end of May 2012. The total number of additional care home placements agreed for the 17 week period is 51. The funding for each placement will continue until the client no longer needs it. In line with the Pool agreement the underspend has been placed in a reserve. Other elements of the underspending will be used to meet the costs in future years of the additional care home placements made during 2011/12 and 2010/11.
16. There was an overspend of +£1.743m on the Physical Disabilities Pooled Budget relating to increased demand for the service. The on-going effect and future demographic pressure in this service was considered as part of the Service and Resource Planning process for 2012/13. The 2011/12 overspend was funded by general balances.
17. The Council's element of the Learning Disabilities Pooled Budget underspent by -£0.804m. This reflects a reduction in the number of clients and overachievement of efficiency savings. This has been transferred to a reserve for use in 2012/13.

Environment & Economy (E&E)

18. The outturn position for E&E was a variation of -£0.942m. Highways and Transport overspent by +£1.390m after taking account of costs related to Cogges Link Road.
19. Growth and Infrastructure underspent by -£2.085m. Waste Management reported an underspend of -£0.550m due to waste tonnages being lower than budgeted for. This follows the pattern of recent years and is broadly in line with the national profile associated with economic recession. Recycling and Composting activity levels are 61%. This is higher than the original strategy agreed by the Oxfordshire Waste Partnership.
20. The remaining underspends in Growth and Infrastructure related to Local Area Agreement reward grant (-£0.356m), the Minerals and Waste Framework (-£0.191m), Planning Implementation (-£0.405m) and Business and Skills (-£0.286m).

21. Property and Facilities overspent by +£0.593m. This related to dilapidation costs for Cricket Road and additional costs of the contract procurement.
22. Oxfordshire Customer Services underspent by -£0.789m. This included underspends on ICT (-£0.226m), Human Resources (-£0.320m) and Finance (-£0.186m).

Chief Executive's Office (CEO)

23. The outturn position for the CEO was a variation of -£0.777m. This includes underspends on Human Resources (-£0.209m), Strategy and Communications (-£0.265m), and Chief Executive & Business Support (-£0.227m).

Proposed Carry Forward of under and over spends in 2011/12 to 2012/13

24. Under the Council's Financial Regulations, the Cabinet is responsible for approving all carry forwards. Directorates asked to carry forward underspends to the service in which they were generated or requested a virement of the carry forward to meet pressures in other areas.
25. The following table summarises the carry forwards agreed by Cabinet on 19 June 2012. Directorate carry forwards are available for use on a one off basis in 2012/13. Some of the virements within the totals for CE&F, S&CS and E&E were approved by Council on 10 July 2012 under the authority's Financial Regulations as they were larger than £0.5m.

Directorate	Directorate Variation after agreed variations to balances £m	Total Directorate Carry Forward £m	Underspend Transferred to Efficiency Reserve £m
CE&F	-3.735	-2.457	-1.278
S&CS	-1.494	-1.204	-0.285
E&E	-2.416	-1.899	-0.489
CEO	-0.765	-0.426	-0.339
Total Carry Forward	-8.410	-5.986	-2.424

Strategic Measures

26. There was a variation of -£0.621m on the Strategic Measures budget. This consisted of a variation of +£0.623m on Capital Financing and -£1.244m on Interest on Balances. The variation on Capital Financing was due to higher than forecast interest payable on long term borrowing as a result of non-repayment of three LOBO loans. Interest earned on balances was -£1.244m more than budgeted due to higher than forecast average cash balances during the financial year.
27. The Treasury Management Outturn report for 2011/12, which covered all of the related activities in detail, was considered by Cabinet on 19 July 2012.

Debt Write Offs

28. For the year ended 31 March 2012 there were 137 debts written off totalling £0.055m. In addition Client Finance wrote off £0.156m in respect of 133 debts relating to care provided by Social & Community Services.
29. £0.030m loans to Foster Carers, provided under the Children's were also written off. The largest of these was £0.012m and was agreed by Cabinet on 20 December 2011.
30. Total debt write offs for the year were £0.241m. This compares to £0.244m for 2010/11. Most of the debts were written off because they are uneconomical to recover through the courts.

Part – 2 Consolidated Capital Outturn

Summary Programme Expenditure

31. The capital programme is updated three times each year to reflect the latest forecast profile of expenditure. The original budget for the year is the programme agreed by Council in the February preceding the start of the financial year. The current programme at the time of the Outturn report, based on the position forecast at the end of December 2011, was agreed by Council on 10 February 2012.
32. Total capital programme expenditure for 2011/12 was £68.2m. The variation between the original programme and the final outturn was -£9.8m or -13%. Excluding schools local spend the variation on the total directorate programmes was -£9.4m (-13%). The summary outturn position is shown in Annex 3a.
33. The overall variation was adjusted to take into account the impact of changes that arose due to factors that do not reflect the performance of the programme (e.g. technical accounting changes and value for money decisions). Excluding local spend by schools the adjusted variation reduced to -£6.4m (-9%). This represented 91% use of resources compared to the original capital programme. This is set out in Annex 3b and summarised in the following table:

	Total Directorate Programmes £m	Schools Capital & Earmarked Reserves £m	Total Capital Programme £m
Original Capital Programme	71.0	7.0	78.0
Final Outturn Expenditure	61.6	6.6	68.2
Variation	-9.4	-0.4	-9.8
Impact of in-year grant reductions/project removals	0.2		0.2
Impact of in-year increased funding	-3.6		-3.6
Impact of other Value for Money & technical adjustments	5.7		5.7
Impact of Cost Savings & Returned Contingencies	0.7		0.7
Adjusted Variation	-6.4	-0.4	-6.8
Use of Resources	91%	94%	91%

34. The 91% use of capital resources in 2011/12 represents an increase compared to 2010/11's performance (90%). Notable schemes and completions for each directorate are set out below.

Children, Education & Families

35. Total capital expenditure was £31.8m (excluding schools local capital expenditure) and included:
- £2.3m for the replacement of buildings at Wood Farm School in Oxford. This was completed in June 2011. Phase 2 of the scheme is on – site and will continue in 2012/13;
 - £1.1m for a new classroom block at The Grange, Banbury to replace temporary classrooms. This was due for completion in June 2012;
 - £1.6m for Phase 2 of the modernisation of Wantage, Fitzwaryn. Work to provide new facilities for post – 16 education is now on site with forecast completion in August 2012;
 - £1.1m for a new classroom block and food technology facility at Northern House School, which was completed in March 2012;
 - £2.4m of improvements at Oxford Academy;
 - £6.1m for the provision of 315 additional school places. This includes a new Sixth Form Centre at the Cooper School in Bicester which was completed in July 2011.
 - Five projects totalling £3.7m were completed at Young People's Centres in Abingdon, Didcot, Banbury, Chipping Norton and Witney;
 - £7.6m for the Schools' Structural Maintenance Programme. This was available for the first time in 2011/12.

Social & Community Services

36. Total capital expenditure was £3.4m and included the first grant payments for the Extra Care Housing projects in Oxford to provide 191 rented flats, the installation of 11 self-service projects in libraries and the completion of the Oxfordshire Records Office project.

Environment & Economy - Transport

37. Total expenditure of £22.8m included £17.5m on structural maintenance and £1.7m improvements to Iffley Road in Oxford.

Summary Programme Financing

38. As shown in Annex 3c expenditure of £68.2m in 2011/12 was funded from a combination of capital grants and other external contributions (£58.0m), developer contributions (£4.0m), project specific prudential borrowing (£1.3m) and revenue contributions (£4.9m).
39. 2011/12 was the first year that the Council received capital grant from central government rather than credit approvals. These grants are un-ringfenced and are not time limited, therefore other funding sources were utilised before un-ringfenced grants. The level of un-ringfenced grant balances held increased by £8.3m to £14.3m.

40. The unapplied ringfenced balance held at the start of 2011/12 has reduced by £10.3m to £1.1m (excluding Growing Places Fund). The remaining grants are expected to be utilised by their deadlines.
41. There was no requirement to use capital receipts or the capital reserve in 2011/12 and the combined total has increased by £2.1m to £26.4m. The original forecast for capital receipts from the disposal programme for 2011/12 was £1.9m and actual capital receipts achieved were £1.8m.

Part 3 – Balance Sheet

General Balances

42. As set out in paragraph 2 the £1.481m increase in directorate net revenue expenditure related to Cogges Link Road has been met from the County Fund balance. This reduced balances from £15.374m as set out in the Outturn Report to £13.893m. The revised position is in line with the estimate used for the Medium Term Financial Plan 2012/13 to 2016/17. The £1.743m overspend on the Physical Disabilities Pooled Budget was also met from balances.

Earmarked Reserves

43. Overall reserves increased by £32.322m to £117.061m as set out in Annex 2a. This includes an adjustment of £0.800m as a result of late notification of additional reablement funding from the Primary Care Trust which was transferred to the Grants and Contributions Reserve. Explanations of significant changes to Directorate and Corporate reserves are set out below.

Grants and Contributions

44. Total grants and contributions of £6.515m reported as an underspend at the end of 2010/11 were carried forward to 2011/12. Following guidance from CIPFA unspent grants and contributions at the end of 2011/12 were placed in a reserve rather than being reported as an underspend. £7.203m has been transferred to the Grants and Contributions reserve in 2011/12 and includes £4.717m Dedicated Schools Grant.

Children, Young People & Families

45. £4.222m was placed in reserves during the year to support key projects and pressures within the directorate in 2012/13. They include costs associated with the conversion of schools to Academy status, Joint Working with Thames Valley Police, and School Intervention.

School Balances

46. After incorporating partnership balances the number of schools in deficit reduced from 27 as at 31 March 2011 to 16 at 31 March 2012. The number of schools with surplus balances was 265 at 31 March 2012. This compares to 261 as at 31 March 2011. Details of number of schools and the value of the balances are set out in Annex 2b.
47. Surplus balances of £0.990m for academies which converted in April 2012 remained in the Council's accounts at 31 March 2012. Regulations state that these balances must be transferred to the academy three months following conversion.
48. School balances were £29.299m at 31 March 2012. As the Guaranteed Unit of Funding for pupils is expected to remain frozen at the 2011/12 level over the medium

term, it is anticipated that the level of schools balances will reduce as schools utilise unspent balances to support their budgets.

49. Local authorities have been instructed not to operate the "clawback mechanism" unless a school has held excessive balances for a number of years. A number of Oxfordshire schools which fell into this category were formally advised that if any excessive balance persisted at March 2012 then the amount would automatically be deducted from their balance in line with guidance. Once final school balances have been confirmed it is intended to proceed with this deduction as formally flagged to the individual schools involved. A decision will need to be made regarding the use of such funds. One possibility would be to apply the funds to any maintenance backlog on each school's site.

Social & Community Services

50. The -£5.413m underspend on the Council's element of the Older People's Pooled Budget was transferred to reserves at year end in line with the Pooled Budget agreement.

Environment & Economy

51. The balance on the Parking Account at 31 March 2012 was £1.990m. £1.000m was taken from the reserve in year to fund costs relating to the Oxford Park & Ride car parks. Contributions to the Parking Account during 2011/12 include Camera Enforcement income of £0.452m, On – Street Pay & Display charges income of £1.447m for Oxford City, and a planned contribution from revenue of £0.161m. £0.113m was deducted from contributions to cover losses associated with parking enforcement in Oxford.
52. The main changes to reserves within Oxfordshire Customer Services relate to the ICT reserve that was created during 2011/12 to manage projects that span financial years, and an additional contribution of £0.738m to the Oxfordshire Customer Services Development Reserve. This will be used to support the Oxfordshire Customer Service Transformation Programme.

Chief Executive's Office

53. Eleven projects were supported by the Change Fund in 2011/12. The £0.541m balance is committed to these projects for 2012/13 onwards.
54. Other changes to Chief Executive's Office reserves relate to new reserves for the Big Society Fund (£0.161m), Coroners (£0.133m), and Change Management and New Ways of Working (£0.160m).

Corporate Reserves

55. The Efficiency Reserve was created in 2009/10 with the intention of supporting the implementation of the Council's Business Strategy. During 2011/12, £6.783m has been added to the reserve and includes a budgeted contribution of £6.018m, unspent grant funding of £2.043m (which has been allocated in 2012/13), transfers totalling £0.328m from budget not required for pay awards, and £0.270m that was carried forward from 2010/11. £1.660m has been used to fund redundancy costs. The balance as at 31 March 2011 is £10.829m.

Conclusion

56. Savings of £54.6m were planned to be achieved in 2011/12 as part of the four year Business Strategy aiming to deliver £119m savings overall. The final revenue variation of -£8.410m is the position after those savings have been achieved and reflects the early achievement of savings through a firm focus on cost minimisation. The underspend, along with the position on reserves and balances indicates the Council remains in a strong position and is on track to deliver the Business Strategies in future years. 75% of the £119m savings are expected to be achieved by the end of 2012/13 with the remainder being achieved by the end of 2014/15.
57. 2011/12 capital expenditure represented 91% use of resources compared to the original capital programme agreed in February 2012 and some significant schemes were completed in 2011/12. These and the on-going programme will also contribute to the longer term delivery of the Business Strategies.

Councillor Kieron Mallon
Cabinet Member for Finance & Police

July 2012

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**REVENUE OUTTURN 2011/12
STRATEGY AND PARTNERSHIPS SCRUTINY COMMITTEE - 26 JULY 2012
EARMARKED RESERVES**

Earmarked Reserves	2011/12				Commentary
	Balance at 1 April 2011 £000	Movement		Balance at 31 March 2012 £000	
		Contributions from Reserve £000	Contributions to Reserve £000		
Children, Education & Families					
Primary	12,583	-2,287	7,789	18,085	
Secondary	7,698	-2,460	4,231	9,469	
Special	1,288	-220	677	1,745	
Sub-total schools' revenue reserves	21,569	-4,967	12,697	29,299	Includes a balance of £0.990m to be transferred to academy converters.
School Loans	-1,187	-94	379	-902	Includes new loan during the year to Langtree School which converted to be an academy on 1 April 2012.
Total schools' reserves	20,382	-5,061	13,076	28,397	
Schools' Contingency	-14		25	11	
Schools' Partnerships	290	-68	25	247	
Schools' Insurance	265		11	276	
Supply Cover	260	-531	248	-23	
<u>Self-Financing Services</u>					
Residential Centres	95	-1	23	117	To be used as required in future years.
ICT Service	0		65	65	To be used as required in future years.
Governor Services	0		115	115	To be used as required in future years.
Roundabout Daycare	0		0	0	New reserve agreed but no contribution made in 2011/12.
Forest School Training	0		48	48	To be used as required in future years.
Safeguarding Board	122		160	282	To be used as required in future years.
Joint Use Reserve	171		148	319	To be used as required in future years.
<u>Equipment & Vehicles Reserve</u>					
Oxfordshire Rural Children's Centres	18	0	10	28	To be used as required in future years to maintain and replace rural children's centre vehicles.
Youth Management Committee	308	-62	45	291	To be used in 2012/13 by Early Intervention Service for a vehicle at the Witney hub, work at Blackbird Leys and Rose Hill satellites , projects at Riverside, and other spend by satellites.
Early Intervention Service Equipment Reserve	139	-25	255	369	To be used as required in future years for maintenance and replacement of equipment across all hubs e.g. minibuses, portable climbing wall.
North Oxfordshire Children's Centre (capital)	0		79	79	Contribution to proposed capital works (minor extension and alterations) taking place in 2012/13.
<u>Projects</u>					
Youth Offending Service	147	-147		0	Funding from performance reward grant to fund 4.5 FTE members of staff in 2011/12.
ICT Projects	0		999	999	Includes funding for Framework-I developments and floorwalker, Youth Offending Information System, Single Child Record project and Information Management. Planned to be spent by March 2014.
Joint Working with Police	0		622	622	To fund a two year project due to anticipated increase in referrals and work . Planned to be spent by March 2014.
School Intervention Fund	0		1,861	1,861	For school improvement projects in line with Education Strategy. Planned to be spent in 2012/13.

REVENUE OUTTURN 2011/12
STRATEGY AND PARTNERSHIPS SCRUTINY COMMITTEE - 26 JULY 2012
EARMARKED RESERVES

Earmarked Reserves	2011/12				Commentary
	Balance at 1 April 2011 £000	Movement		Balance at 31 March 2012 £000	
		Contributions from Reserve £000	Contributions to Reserve £000		
<u>Other</u>					
Foster Carer Loans	0		204	204	To meet Children's Act loans write off and interest costs in future years.
Academies Conversion Support	0		600	600	To manage the costs arising in legal services, human resources, property, finance and other areas as a consequence of school conversions to academies, and to provide the opportunity to investigate and implement alternate trust structures for groups of schools considering conversion to academies.
School amalgamations	0		140	140	To fund costs incurred by the local authority associated with school amalgamations. These potential amalgamations include the merger of attached nurseries into the associated primary school and the merger of separate infant and junior schools into an all-through primary.
Staff Training & Development	0		158	158	Balance of funding agreed by Council in February 2011 for training and staff development towards new ways of working following restructure within CEF. To be spent during 2012/13.
<u>Grants and contributions</u>					
Dedicated Schools Grant	0	-65	4,782	4,717	To be spent within the schools budget.
National Citizen Service	0		21	21	Grant funding.
Therapeutic Service	0		85	85	Funding from PCT.
Young Carers	0		80	80	Funding from PCT.
Reducing youth homelessness	0		49	49	Funding from Cherwell DC/DCLG.
National Council for School Leadership	0		10	10	Grant funding.
British Council Grant	0		11	11	Funding for International Office.
CEF Directorate Total	22,183	-5,960	23,955	40,178	
Social & Community Services					
Cultural Services General	69	-15	79	133	Reserve includes: Village Hall Grants £69k, Libraries reserve £10k, Museums £23k and Cultural loans £33k.
ICT/Digitisation projects	851		132	983	To be used to update software & hardware to maintain an effective library management system.
Vehicle Renewals	107		72	179	Library vehicle renewal fund
Donations	25	-1	30	54	Donations from the public to Heritage & Arts for the Museums Service and Oxford Records Office.
Older People Pooled Budget and Learning Disabilities Pooled Budget Reserve	1,424	-1,424	6,238	6,238	To be used in future years as agreed by the Joint Management Group
OSJ Client Income Reserve	64			64	Reserve to provide for client income refunds
Personal Budgets	188	-222	34	0	Used to hold under-spends from Personal Budget Allocations no longer required.
S117 Reserve	23			23	Reserve set up in 2008/9 to cover any S117 re-assessments.
Grants and Contributions			800	800	
<u>Fire & Rescue</u>					
Securing Water Supplies	27		43	70	To be used for unbudgeted fire hydrant work
Protective Clothing	39		26	65	Replacement of personal protective clothing
Breathing Apparatus Equipment	217		13	230	Renewal of breathing apparatus equipment
Communications Fund	84		39	123	Renewal of communications equipment
Vehicles	457	0	133	590	Planned renewal of the the Fire & Rescue vehicles.
IT	160	-87		73	Renewal of IT equipment
Rescue Equipment	26			26	Renewal of Rescue equipment
Fire Control	377		708	1,085	Funding of the proposed joint Oxfordshire / Berkshire Fire Control Centre. Includes specific revenue grant for this programme.

REVENUE OUTTURN 2011/12
STRATEGY AND PARTNERSHIPS SCRUTINY COMMITTEE - 26 JULY 2012
EARMARKED RESERVES

Earmarked Reserves	2011/12				Commentary
	Balance at 1 April 2011 £000	Movement		Balance at 31 March 2012 £000	
		Contributions from Reserve £000	Contributions to Reserve £000		
Fire Link	139			139	Renewal of Rescue equipment
New Dimensions	25		25	50	For costs relating to the ownership of New Dimensions specialist vehicles
<u>Emergency Planning</u>					
Vehicle Renewals	42			42	Renewal of Emergency Planning vehicles
<u>Safer Communities</u>					
Grants & Contributions	0	0	26	26	Contributions from district councils and other partners for Domestic Homicide Review
<u>Trading Standards</u>					
Vehicles Replacement Reserve	7			7	Renewal of Trading Standards vehicles
General Reserve	0		15	15	To be used for costs of complex investigations (e.g. expert witnesses)
Trading Standards Reserve	12			12	To fund trainee costs
Gypsy & Traveller Services - Site Refurbishment	198	-70		128	To be used for works at the Redbridge site.
SCS Directorate Total	4,561	-1,819	8,413	11,155	
Environment & Economy					
Countryside Ascot Park	18		1	19	
Carbon Reduction	60			60	
SALIX Repayments	129	-113		16	
Highways Winter Maintenance	18			18	
Dix Pit WRC Development	13			13	
Oxfordshire Waste Partnership Joint Reserve	121	-19		102	This reserve holds the revenue proportion of the unutilised element of the performance reward grant secured by the Oxfordshire Waste Partnership (OWP)
Transport	250			250	
Tourism Signs	102	-13	13	102	
On Street Car Parking	1,093	-1,000	1,897	1,990	This surplus has arisen under the operation of the Road Traffic Regulation Act 1984 (section 55). The purposes for which these monies can be used are defined by statute.
Dix Pit Engineering Works	866	-467	168	567	To fund engineering work at Dix Pit waste management site
Waste Management	1,913	-2,070	2,164	2,007	To fund future initiatives to minimise the potential impact of Landfill Allowance Trading Scheme fines (including the bid & planning costs of the Waste Treatment Project)
Landfill Allowance Trading Scheme	327	-327		0	This reserve represents the value of unused Landfill Allowances under the Landfill Allowance Trading Scheme. LATS finish in 2012/13
Vehicle Renewals	61		4	65	To fund future replacement of vehicles
Capital Salaries transfer	53			53	
Property Disposal Costs	115		44	159	To meet disposal costs in excess of the 4% eligible to be charge against capital receipts
Developer Funding (Revenue)	191	-227	273	237	To meet the costs of monitoring Section 106 agreements
West End Partnership	218	-81		137	This reserve is to ring-fence funding relating to the West End Project
Food with Thought / QCS Cleaning	1,409	-27	89	1,471	To be used to invest in the business plus a contingency for unforeseen costs
Area Stewardship	0		413	413	To manage the funding available for the Area Stewardship scheme
Cotswold & Malvern TP Reserve	0		15	15	

REVENUE OUTTURN 2011/12
STRATEGY AND PARTNERSHIPS SCRUTINY COMMITTEE - 26 JULY 2012
EARMARKED RESERVES

Earmarked Reserves	2011/12				Commentary
	Balance at 1 April 2011 £000	Movement		Balance at 31 March 2012 £000	
		Contributions from Reserve £000	Contributions to Reserve £000		
Oxfordshire Customer Services					
Development Reserve	472	-141	738	1,069	Used to fund projects which will contribute to the business strategy
Money Management Reserve	40		30	70	Contingency in case of an overspend if income received is less than budget
Oxfordshire - Buckinghamshire partnership	332	-129	3	206	This reserve is to ring-fence funding for the Oxfordshire & Buckinghamshire Partnership graduate teacher training programme
Customer Service Centre Reserve	1,883		9	1,892	Project funding
Schools ICT	10			10	Funding for the further development of a Learning Platform for Schools
ICT projects			1,166	1,166	Used to fund the costs of major ICT projects
Grants and Contributions	0		780	780	£523k Community Transport, £193k Countryside Services Grants, £64k CSC
EE Directorate Total	9,694	-4,614	7,807	12,887	
Chief Executive's Office					
Change Fund	869	-328	230	771	For projects that meet criteria set by the Chief Executive for modernisation and change management agendas.
CIPFA Trainees	36		22	58	This provides cover for any unbudgeted CIPFA trainee costs - pay costs fluctuate according to the qualification level that the current trainees have reached.
Council Elections	207		126	333	This will be used for the 2013 election. In years where no County Elections take place any underspend on the Council Elections budget will be transferred to this reserve.
FMSIS Audit	27	-27		0	
Registration Service	180		373	553	To be used for refurbishing the Registration buildings and facilities in 2012/13
Big Society Fund			163	163	Balance of the 2011/12 Big Society Fund to be used in 2012/13
Change Management & New Ways of Working			160	160	To support the project as it continues in 2012/13
Coroner's Service			133	133	To support various projects that will be completed in 2012/13
CEO Directorate Total	1,319	-355	1,207	2,171	
Corporate					
Grants and Contributions			624	624	
Insurance Reserve	6,249	-2,790		3,459	
Carry Forward Reserve	9,891	-9,891	8,410	8,410	
Capital Reserve	16,579		363	16,942	
Rolling Fund Reserve			578	578	
Other Reserves	-1			-1	
LABGI Reserve	496	-61		435	
Budget Reserve - Agreed 2009	6,107	-6,107	4,361	4,361	
Efficiency Reserve	3,776	-1,660	8,713	10,829	
Prudential Borrowing Reserve	3,885	-102	1,250	5,033	
Corporate Total	46,982	-20,611	24,299	50,670	
Total	84,739	-33,359	65,681	117,061	

Forward Plan

August - November 2012

Ian Hudspeth

Leader of the Council
County Hall, Oxford OX1 1ND

Date Issued: 17 July 2012



The Cabinet's Forward Plan: Introduction

This Forward Plan outlines the decisions which are expected to be made over the coming four-month period by or on behalf of the County Council's Cabinet.

The Plan is arranged according to the responsibility areas of the various members of the Cabinet. (The members and their portfolios are listed in the table on the next page.) Each entry briefly describes the subject and scope of the decision; indicates the "target date" on which the decision is expected to be taken and by whom (eg whether the full Cabinet or an individual Cabinet Member); what documents (normally a report by an officer) are expected to be considered; and contact details for the officer(s) dealing with the matter.

Where consultation is being carried out prior to the decision being taken, the principal consultees are specified. The method of consultation will normally be by letter or – where the views of the wider public are to be sought – by press coverage, supplemented by local notices if the decision affects a particular area. Other methods, such as exhibitions, opinion surveys, community forums etc, may be used to supplement these.

The lists include any "key decisions" - those which are "significant" under the terms of government regulations. In general, a key decision may not be taken unless notice of it has been included in the Forward Plan. More detailed information on what is a key decision can be found in the Council's Constitution on the Council's website.¹ This can also be inspected at County Hall.

However, the Council has decided that Oxfordshire's Forward Plan should include all those matters which are expected to come before the Cabinet in the period of the Plan, whether or not they may give rise to key decisions.

If any key decisions are expected to be taken by officers within the Plan period under powers delegated by the Cabinet, these are included in the Plan. A timetable for all the decisions listed in the Plan appears in an Annex at the end of the Plan.

Unless of a confidential nature, reports and other documents for any meeting can be inspected, from approximately a week before the meeting, at County Hall and online². Copies can be supplied on request, at a charge to cover copying costs.

Making Representations about Forward Plan Items

Anyone who wishes to make representations about a particular matter listed in the Plan should send their comments so as to reach the County Council at least a week before it is due to be considered. Comments should be either:

- posted to "Forward Plan", Law & Governance, Chief Executive's Office, County Hall, Oxford OX1 1ND or
- delivered in person to the same address or
- e-mailed to forward.plan@oxfordshire.gov.uk.

There is also a facility for making a short address to the Cabinet or Cabinet Member in person. The deadline for any request to do this is 9.00 am on the working day before the matter is due to be considered. A form is available from Democratic Support Team, Law & Governance, (contact as above, or telephone Oxford 810806) or online³.

¹ [Decision Making including Key Decisions](#) – Main Menu > About your Council > Meetings > The Constitution > Part 2, Article 12 – Decision Making

² [Agendas, Minutes & Reports](#) – Main Menu > About your Council > Meetings > Browse Committee Papers

³ [Get Involved in Meetings](#) – Main Menu > About your Council > Meetings > Get involved in meetings

Members of the Cabinet

Cabinet Member	Main Areas of Responsibility
<p><i>Leader of the Council</i> Councillor Ian Hudspeth</p>	<p>Strategy; corporate and community leadership; strategic communications; major external Partnerships; regional issues; Economic development</p> <p>Oxford City Council liaison and Oxford City Local Strategic Partnership</p>
<p><i>Deputy Leader of the Council</i> Councillor Rodney Rose</p>	<p>Transport; Property and Facilities management; internal management</p> <p>West Oxfordshire District Council liaison and West Oxfordshire Local Strategic Partnership</p>
<p><i>Cabinet Member for Adult Services</i> Councillor Arash Fatemian</p>	<p>Adult social services and health including Public Health</p>
<p><i>Cabinet Member for Business & Communications</i> Councillor Nick Carter</p>	<p>Customer Services; Communications; ICT; support to SME's</p> <p>South Oxfordshire District Council liaison and South Oxfordshire Local Strategic Partnership</p>
<p><i>Cabinet Member for Children & the Voluntary Sector</i> Councillor Louise Chapman</p>	<p>Statutory lead member for Children's Services; equalities; voluntary and community sector; Big Society Fund</p>
<p><i>Cabinet Member for Education</i> Councillor Melinda Tilley</p>	<p>Education</p>
<p><i>Cabinet Member for Finance & Police</i> Councillor Kieron Mallon</p>	<p>Finance; Police issues; community safety</p> <p>Cherwell District Council liaison and Cherwell Local Strategic Partnership</p>
<p><i>Cabinet Member for Growth & Infrastructure</i> Councillor Hilary Hibbert-Biles</p>	<p>Strategic planning within Oxfordshire; minerals strategy; waste management; environmental management</p>
<p><i>Cabinet Member for Safer & Stronger Communities</i> Councillor Mrs J. Heathcoat</p>	<p>Fire and rescue; trading standards; emergency planning; Community Services (coroner's; gypsies and travellers; libraries; cultural services; registration)</p> <p>Vale of White Horse District Council liaison and Vale of White Horse Local Strategic Partnership</p>

The Forward Plan

CABINET MEMBER: LEADER OF THE COUNCIL

KEY DECISIONS

NIL

NON-KEY DECISIONS

Delegated Powers of the Chief Executive - October 2012

To report on a quarterly basis any executive decision taken by the Chief Executive under the specific powers and functions delegated to her under the terms of Part 7.4 of the Council's Constitution – Paragraph 1(A)(c)(i). It is not for scrutiny call in.

Decision Maker and Target Date: **Cabinet, 16 October 2012**

Key Decision: No

Consultations:

Report By: Head of Law & Governance

Contact: Sue Whitehead, Committee Services Manager Tel: (01865) 810262
Ref: 2012/078

CABINET MEMBER: DEPUTY LEADER OF THE COUNCIL

(including Transport)

KEY DECISIONS

Oxford Park & Ride : Thornhill & Water Eaton Introduction of Charging

Report on results of public consultation on the Traffic Regulation Order and seek approval to proceed to the introduction of charging.

Decision Maker and Target Date: **Cabinet, 16 October 2012**

Key Decision: Yes – Affects more than 1 division

Consultations: Full public consultation on the Traffic Regulation Order including publication in local press, emergency services, affected parties, interested bodies, local councils, general users etc in line with the projects consultation strategy.

Report By: Deputy Director for Environment & Economy - Highways & Transport

Contact: Steve Smith, Highways & Transport Service Manager Tel: (01865) 810435
Ref: 2011/201

NON-KEY DECISIONS

Bicester Town Centre Traffic Management

To seek approval of a traffic management scheme to improve access to Bicester Town Centre by non-car modes whilst not having a detrimental impact on traffic flow.

Decision Maker and Target Date: **Deputy Leader, 6 September 2012**

Key Decision: No

Consultations: Stakeholders (all formal consultees) Emergency services, Frontages, Local councillors and MP. Any formal adverts in press, as required

Report By: Deputy Director for Environment & Economy - Highways & Transport

Contact: Daniel Round, Strategic Policy Manager Tel: (01865) 815623

Ref: 2012/080

Bus Subsidy Contracts

To seek award of contracts for subsidised bus services largely in the Chipping Norton and Charlbury area (possibly including one or two others elsewhere in the County)

Decision Maker and Target Date: **Deputy Leader, 6 September 2012**

Key Decision: No

Consultations: Parish/Town/District Councils, County Councillors, other stakeholders, internal colleagues, County website

Report By: Deputy Director for Environment & Economy - Highways & Transport

Contact: Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083

Ref: 2012/081

Staffing Report - Q1

Quarterly staffing report, with analysis of main changes since the previous report and including a progress report on the Establishment Review.

Decision Maker and Target Date: **Cabinet, 18 September 2012**

Key Decision: No

Consultations: N/A

Report By: Head of Human Resources

Contact: Sue Corrigan, Strategic HR Manager Tel: (01865) 810280

Ref: 2012/066

Corporate Plan Performance and Risk Management Report for the 1st Quarter 2012

Quarterly Performance Monitoring report.

Decision Maker and Target Date: **Cabinet, 18 September 2012**

Key Decision: No

Consultations: N/A

Report By: County Council Management Team

Contact: Alexandra Bailey, Senior Performance & Improvement Manager Tel: (01865) 816384
Ref: 2012/067

Staffing Report - Q2

Quarterly staffing report, with analysis of main changes since the previous report and including a progress report on the Establishment Review.

Decision Maker and Target Date: **Cabinet, 27 November 2012**

Key Decision: No

Consultations: N/A

Report By: Head of Human Resources

Contact: Sue Corrigan, Strategic HR Manager Tel: (01865) 810280

Ref: 2012/096

CABINET MEMBER: ADULT SERVICES

KEY DECISIONS

Oxford University Hospitals Trust Application to become a Foundation Trust

To determine the response of the County Council to the consultation by the hospital.

Decision Maker and Target Date: **Cabinet, 16 October 2012**

Key Decision: Yes – *Affects more than 1 division*

Consultations: N/A

Report By: Director for Social & Community Services

Contact: John Jackson, Director of Social & Community Services Tel: (01865) 323572
Ref: 2012/102

NON-KEY DECISIONS

NIL

CABINET MEMBER: ADULT SERVICES (SUPPORTING PEOPLE COMMISSIONING BODY)

KEY DECISIONS

NIL

NON-KEY DECISIONS

NIL

CABINET MEMBER: BUSINESS & COMMUNICATIONS

KEY DECISIONS

NIL

NON-KEY DECISIONS

NIL

CABINET MEMBER: CHILDREN & THE VOLUNTARY SECTOR

KEY DECISIONS

NIL

NON-KEY DECISIONS

Chill Out Fund 2012/13 - September 2012

To consider applications received (if any) from the Chill Out Fund.

Decision Maker and Target Date: **Cabinet Member for Children & the Voluntary Sector, 10 September 2012**

Key Decision: No

Consultations: N/A

Report By: Youth, Engagement & Opportunities - Service Manager

Contact: Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager

Tel: (01865) 810649

Ref: 2012/068

Chill Out Fund 2012/13 - October 2012

To consider applications received (if any) from the Chill Out Fund.

Decision Maker and Target Date: **Cabinet Member for Children & the Voluntary Sector, 1 October 2012**

Key Decision: No

Consultations: N/A

Report By: Youth, Engagement & Opportunities - Service Manager

Contact: Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager

Tel: (01865) 810649

Ref: 2012/079

Chill Out Fund 2012/13 - November 2012

To consider applications received (if any) from the Chill Out Fund.

Decision Maker and Target Date: **Cabinet Member for Children & the Voluntary Sector, 5 November 2012**

Key Decision: No

Consultations: N/A

Report By: Youth, Engagement & Opportunities - Service Manager

Contact: Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager

Tel: (01865) 810649

Ref: 2012/100

Progress Report on CLA and Leaving Care

To note progress and issues in relation to the Children and Young People in the Council's care.

Decision Maker and Target Date: **Cabinet, 27 November 2012**

Key Decision: No

Consultations: N/A

Report By: Director for Children's Services

Contact: Matthew Edwards, Corporate Parenting Manager Tel: (01865) 323098

Ref: 2012/097

CABINET MEMBER: EDUCATION

KEY DECISIONS

Academies - Identification of Sponsors for New Academies required to Support Housing Growth

To seek approval to decision making process in this regard.

Decision Maker and Target Date: **Cabinet, 18 September 2012**

Key Decision: Yes – Affects more than 1 division

Consultations: N/A

Report By: Director for Children's Services

Contact: Allyson Milward, Academies Manager Tel: (01865) 816447

Ref: 2012/105

NON-KEY DECISIONS

Stanton Harcourt Primary School : Alteration of Lower Age Range and Merging with Preschool - Stage One

Stage One – whether to proceed to publish a statutory notice.

Decision Maker and Target Date: **Cabinet Member for Education, 10 September 2012**

Key Decision: No

Consultations: N/A

Report By: Director for Children's Services

Contact: Debbie Rouget, Early Years & Child Care Sufficiency & Access Manager Tel: (01865) 810617

Ref: 2012/103

Expansion of Botley School to 2 Form Entry

If objections are received, to decide whether to publish a Statutory Notice.

Decision Maker and Target Date: **Cabinet, 18 September 2012**

Key Decision: No

Consultations: Stage One public consultation

Report By: Director for Children's Services

Contact: Diane Cameron, School Organisation Officer Tel: (01865) 816445

Ref: 2012/089

Expansion of Windmill Primary School to 3 Form Entry

If objections are received, to decide whether to publish a Statutory Notice.

Decision Maker and Target Date: **Cabinet, 27 November 2012**

Key Decision: No

Consultations: Stage One public consultation

Report By: Director for Children's Services

Contact: Diane Cameron, School Organisation Officer Tel: (01865) 816445

Ref: 2012/090

Expansion of Five Acres Primary School to 2 Form Entry

If objections are received, to decide whether to publish a Statutory Notice.

Decision Maker and Target Date: **Cabinet, 27 November 2012**

Key Decision: No

Consultations: Stage One public consultation

Report By: Director for Children's Services

Contact: Diane Cameron, School Organisation Officer Tel: (01865) 816445

Ref: 2012/092

CABINET MEMBER: FINANCE & POLICE

KEY DECISIONS

NIL

NON-KEY DECISIONS

2012/13 Financial Monitoring & Business Strategy Delivery Report - July 2012

Monthly financial report on revenue and capital spending against budget allocations, including virements between budget heads.

Decision Maker and Target Date: **Cabinet, 18 September 2012**

Key Decision: No

Consultations: N/A

Report By: Assistant Chief Executive & Chief Finance Officer

Contact: Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981

Ref: 2012/064

Business Strategy and Service & Resource Planning Report for 2013/14 - 2017/18 - September 2012

To provide background and context to the service and resource planning process for 2013/14 – 2017/18.

Decision Maker and Target Date: **Cabinet, 18 September 2012**

Key Decision: No

Consultations: N/A

Report By: Assistant Chief Executive & Chief Finance Officer

Contact: Lorna Baxter, Deputy Chief Finance Officer Tel: (01865) 323971

Ref: 2012/065

2012/13 Financial Monitoring & Business Strategy Delivery Report - October 2012

Monthly financial report on revenue and capital spending against budget allocations, including virements between budget heads.

Decision Maker and Target Date: **Cabinet, 16 October 2012**

Key Decision: No

Consultations: N/A

Report By: Assistant Chief Executive & Chief Finance Officer

Contact: Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981

Ref: 2012/077

2012/13 Financial Monitoring & Business Strategy Delivery Report - September 2012

Monthly financial report on revenue and capital spending against budget allocations, including virements between budget heads.

Decision Maker and Target Date: **Cabinet, 27 November 2012**

Key Decision: No

Consultations:

Report By: Assistant Chief Executive & Chief Finance Officer

Contact: Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981

Ref: 2012/094

Business Strategy and Service & Resource Planning Report for 2013/14 - 2017/18 - November 2012

To provide an update to the service and resource planning process for 2013/14 – 2017/18, including implications of the comprehensive spending review.

Decision Maker and Target Date: **Cabinet, 27 November 2012**

Key Decision: No

Consultations: N/A

Report By: Assistant Chief Executive & Chief Finance Officer

Contact: Lorna Baxter, Deputy Chief Finance Officer Tel: (01865) 323971

Ref: 2012/095

Treasury Management Mid Term Review (2011/12)

To provide a mid term review of Treasury Management activity in 2011/12 in accordance with the CIPFA code of practice.

Decision Maker and Target Date: **Cabinet, 27 November 2012**

Key Decision: No

Consultations: N/A

Report By: Assistant Chief Executive & Chief Finance Officer

Contact: Hannah Doney, Financial Manager - Treasury Management Tel: (01865) 323988

Ref: 2012/099

CABINET MEMBER: GROWTH & INFRASTRUCTURE

KEY DECISIONS

NIL

NON-KEY DECISIONS

Van and Trailer Permit Scheme 2 Year Review

To consider and approve the Van and Trailer Permit Scheme 2 year review.

Decision Maker and Target Date: **Cabinet Member for Growth & Infrastructure, 4 September 2012**

Key Decision: No

Consultations: N/A

Report By: Deputy Director for Environment & Economy - Growth & Infrastructure

Contact: Andrew Pau, Head of Waste Management Tel: (01865) 815867

Ref: 2012/040

Oxfordshire Residual Municipal Waste Bulking and Haulage Procurement

To seek approval for award of contract.

Decision Maker and Target Date: **Cabinet, 18 September 2012**

Key Decision: No

Consultations: Districts councils through Oxfordshire Waste Partnership

Report By: Deputy Director for Environment & Economy - Growth & Infrastructure

Contact: Andrew Pau, Head of Waste Management Tel: (01865) 815867

Ref: 2012/088

Oxford Spires Academy New Buildings and Alterations

To seek approval of final business case and contract award.

Decision Maker and Target Date: **Cabinet, 16 October 2012**

Key Decision: No

Consultations: Academy Principal, governors, senior staff and sponsors - CfBT Education Trust and Oxford & Cherwell Valley College

Report By: Deputy Director for Environment & Economy - Growth & Infrastructure

Contact: Mike Salter, Assistant Head of Property Tel: (01865) 815703

Ref: 2012/041

Oxfordshire Minerals and Waste Development Framework - Annual Monitoring Report 2012

To consider the Mineral & Waste Annual Monitoring Report 2012 for publication and submission to the Secretary of State.

Decision Maker and Target Date: **Cabinet, 27 November 2012**

Key Decision: No

Consultations: N/A

Report By: Deputy Director for Environment & Economy - Growth & Infrastructure

Contact: Rob Dance, Service Manager - Planning & Regulation Tel: (01865) 815077

Ref: 2012/098

CABINET MEMBER: SAFER & STRONGER COMMUNITIES

KEY DECISIONS

NIL

NON-KEY DECISIONS

Village Hall and Community Centre Grants 2012/13

The County Council's grant scheme for the improvement of village halls and other community buildings is administered by the Oxfordshire Rural Community Council (ORCC). This report summarises the applications received and recommends allocation from the grant fund for 2012/13.

Decision Maker and Target Date: **Cabinet Member for Safer & Stronger Communities, 3 September 2012**

Key Decision: No

Consultations: N/A

Report By: Head of Law & Governance

Contact: Karen Warren, Cultural Services Manager Tel: (01865) 323580

Ref: 2012/011

Draft OFRS Integrated Risk Management Annual Action Plan 2013/14 for Public Consultation

To approve the draft OFRS Integrated Risk Management Annual Action Plan 2013-2014 for public consultation.

Decision Maker and Target Date: **Cabinet Member for Safer & Stronger Communities, 8 October 2012**

Key Decision: No

Consultations: Internal & external consultation with all key stakeholders from 13 November 2012 to 5 February 2013.

Report By: Assistant Chief Fire Officer

Contact: Nathan Travis, Assistant Chief Fire Officer Tel: (01865) 855206

Ref: 2012/072

Draft OFRS Strategic Integrated Risk Management Plan 2013/23 for Public Consultation

To approve the draft OFRS Strategic Integrated Risk Management Plan 2013-2023 for public consultation.

Decision Maker and Target Date: **Cabinet Member for Safer & Stronger Communities, 8 October 2012**

Key Decision: No

Consultations: Internal & external consultation with all key stakeholders from 13 November 2012 to 5 February 2013

Report By: Assistant Chief Fire Officer

Contact: Nathan Travis, Assistant Chief Fire Officer Tel: (01865) 855206

Ref: 2012/082

Response Standards Report

To:

- (a) note to contents of the report regarding the response standards 2011/12; and
- (b) request the Chief Fire Officer to report back to the Cabinet Member for Safer & Stronger Communities on the response standards for 2012/13.

Decision Maker and Target Date: **Cabinet Member for Safer & Stronger Communities, 12 November 2012**

Key Decision: No

Consultations: N/A

Report By: Chief Fire Officer

Contact: Nigel Wilson, Assistant Chief Fire Officer Tel: (01865) 855206

Ref: 2012/101

Timetable for Decisions listed in this Plan

For further details of the decisions see the corresponding item and reference number in the main part of the Plan.

Cabinet - 18 September 2012

- **Staffing Report - Q1** 2012/066
Sue Corrigan, Strategic HR Manager Tel: (01865) 810280
 Key Decision: No
- **Corporate Plan Performance and Risk Management Report for the 1st Quarter 2012** 2012/067
Alexandra Bailey, Senior Performance & Improvement Manager Tel: (01865) 816384
 Key Decision: No
- **Expansion of Botley School to 2 Form Entry** 2012/089
Diane Cameron, School Organisation Officer Tel: (01865) 816445
 Key Decision: No
- **Academies - Identification of Sponsors for New Academies required to Support Housing Growth** 2012/105
Allyson Milward, Academies Manager Tel: (01865) 816447
 Key Decision: Yes – Affects more than 1 division
- **2012/13 Financial Monitoring & Business Strategy Delivery Report - July 2012** 2012/064
Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981
 Key Decision: No
- **Business Strategy and Service & Resource Planning Report for 2013/14 - 2017/18 - September 2012** 2012/065
Lorna Baxter, Deputy Chief Finance Officer Tel: (01865) 323971
 Key Decision: No
- **Oxfordshire Residual Municipal Waste Bulking and Haulage Procurement** 2012/088
Andrew Pau, Head of Waste Management Tel: (01865) 815867
 Key Decision: No

Cabinet - 16 October 2012

- **Delegated Powers of the Chief Executive - October 2012** 2012/078
Sue Whitehead, Committee Services Manager Tel: (01865) 810262
 Key Decision: No

The Forward Plan

- **Oxford Park & Ride : Thornhill & Water Eaton Introduction of Charging** 2011/201
Steve Smith, Highways & Transport Service Manager Tel: (01865) 810435
Key Decision: Yes – Affects more than 1 division
- **Oxford University Hospitals Trust Application to become a Foundation Trust** 2012/102
John Jackson, Director of Social & Community Services Tel: (01865) 323572
Key Decision: Yes – Affects more than 1 division
- **2012/13 Financial Monitoring & Business Strategy Delivery Report - October 2012** 2012/077
Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981
Key Decision: No
- **Oxford Spires Academy New Buildings and Alterations** 2012/041
Mike Salter, Assistant Head of Property Tel: (01865) 815703
Key Decision: No

Cabinet - 27 November 2012

- **Staffing Report - Q2** 2012/096
Sue Corrigan, Strategic HR Manager Tel: (01865) 810280
Key Decision: No
- **Progress Report on CLA and Leaving Care** 2012/097
Matthew Edwards, Corporate Parenting Manager Tel: (01865) 323098
Key Decision: No
- **Expansion of Windmill Primary School to 3 Form Entry** 2012/090
Diane Cameron, School Organisation Officer Tel: (01865) 816445
Key Decision: No
- **Expansion of Five Acres Primary School to 2 Form Entry** 2012/092
Diane Cameron, School Organisation Officer Tel: (01865) 816445
Key Decision: No
- **2012/13 Financial Monitoring & Business Strategy Delivery Report - September 2012** 2012/094
Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981
Key Decision: No
- **Business Strategy and Service & Resource Planning Report for 2013/14 - 2017/18 - November 2012** 2012/095
Lorna Baxter, Deputy Chief Finance Officer Tel: (01865) 323971
Key Decision: No

The Forward Plan

- **Treasury Management Mid Term Review (2011/12)** 2012/099
Hannah Doney, Financial Manager - Treasury Management
Tel: (01865) 323988
Key Decision: No
- **Oxfordshire Minerals and Waste Development Framework - Annual Monitoring Report 2012** 2012/098
Rob Dance, Service Manager - Planning & Regulation *Tel: (01865) 815077*
Key Decision: No

Deputy Leader - 6 September 2012

(including Transport)

- **Bicester Town Centre Traffic Management** 2012/080
Daniel Round, Strategic Policy Manager *Tel: (01865) 815623*
Key Decision: No
- **Bus Subsidy Contracts** 2012/081
Jim Daughton, Highways & Transport Service Manager *Tel: (01865) 815083*
Key Decision: No

Cabinet Member for Children & the Voluntary Sector - 10 September 2012

- **Chill Out Fund 2012/13 - September 2012** 2012/068
Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager *Tel: (01865) 810649*
Key Decision: No

Cabinet Member for Children & the Voluntary Sector - 1 October 2012

- **Chill Out Fund 2012/13 - October 2012** 2012/079
Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager *Tel: (01865) 810649*
Key Decision: No

Cabinet Member for Children & the Voluntary Sector - 5 November 2012

- **Chill Out Fund 2012/13 - November 2012** 2012/100
Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager *Tel: (01865) 810649*
Key Decision: No

Cabinet Member for Education - 10 September 2012

- **Stanton Harcourt Primary School : Alteration of Lower Age Range and Merging with Preschool - Stage One** 2012/103
Debbie Rouget, Early Years & Child Care Sufficiency & Access Manager Tel: (01865) 810617
Key Decision: No

Cabinet Member for Growth & Infrastructure - 4 September 2012

- **Van and Trailer Permit Scheme 2 Year Review** 2012/040
Andrew Pau, Head of Waste Management Tel: (01865) 815867
Key Decision: No

Cabinet Member for Safer & Stronger Communities - 3 September 2012

- **Village Hall and Community Centre Grants 2012/13** 2012/011
Karen Warren, Cultural Services Manager Tel: (01865) 323580
Key Decision: No

Cabinet Member for Safer & Stronger Communities - 8 October 2012

- **Draft OFRS Integrated Risk Management Annual Action Plan 2013/14 for Public Consultation** 2012/072
Nathan Travis, Assistant Chief Fire Officer Tel: (01865) 855206
Key Decision: No
- **Draft OFRS Strategic Integrated Risk Management Plan 2013/23 for Public Consultation** 2012/082
Nathan Travis, Assistant Chief Fire Officer Tel: (01865) 855206
Key Decision: No

Cabinet Member for Safer & Stronger Communities - 12 November 2012

- **Response Standards Report** 2012/101
Nigel Wilson, Assistant Chief Fire Officer Tel: (01865) 855206
Key Decision: No