

To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 21 October 2014 at 2.00 pm in Meeting Rooms 1 & 2

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

October 2014

Contact Officer: **Sue Whitehead**
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Membership

Councillors

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

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: 25 November 2014

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 (01865) 815270 or glenn.watson@oxfordshire.gov.uk for a hard copy of the document.

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

AGENDA

1. Apologies for Absence

2. Declarations of Interest

- guidance note opposite

3. Minutes (Pages 1 - 12)

To approve the minutes of the meeting held on 16 September 2014 (**CA3**) and to receive information arising from them.

4. Questions from County Councillors (Pages 13 - 20)

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. 2014/15 Financial Monitoring & Business Strategy Delivery Report - August 2014 (Pages 21 - 102)

Cabinet Member: Finance

Forward Plan Ref: 2014/076

Contact: Kathy Wilcox, Chief Accountant Tel: (01865) 323981

Report by Chief Finance Officer (**CA6**).

The report focuses on the delivery of the Directorate Business Strategies that were agreed as part of the Service and Resource Planning Process for 2014/15 – 2017/18. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of

August 2014. Capital Programme monitoring and an update to the Capital Programme is included in Part 3. Part 4 sets out a change to un-ringfenced grant funding in 2014/15.

The Cabinet is RECOMMENDED to:

- (a) note the report and annexes including the Treasury Management lending list at Annex 3 and changes set out in paragraph 63;**
- (b) approve the virement requests set out in Annex 2a and the supplementary estimate requests in Annex 2e;**
- (c) delegate the approval of virements relating to the restructuring of Commercial Services (EE2) within Environment & Economy as set out in Annex 2a(b) and paragraph 53 and the implementation of saving 14EE31 relating to the consolidation of print services (paragraph 54);**
- (d) approve the write off of invoices totalling £39,246.67 as set out in paragraph 62;**
- (e) approve the new joint reserve for the Thames Valley Control Centre (paragraph 73);**
- (f) approve the £0.480m contribution to capital from the Catering Investment Fund to part fund the capital scheme for the delivery of Universal Infant Free School Meals (paragraph 74);**
- (g) approve the contribution of £0.532m of developer contributions funding to King Alfred's Academy to secure additional school places (paragraph 97);**
- (h) approve the outline business cases for the three City Deal schemes and release a total budget of £2.132m for detailed design and procurement (paragraph 99);**
- (i) approve to delegate authority for the approval of land purchase and advanced utility diversions ahead of full business case approval by Cabinet to the Chief Finance Officer and Director for Environment & Economy (paragraph 100);**
- (j) approve the budget increase of £0.610m on the A423 Southern bypass Kennington and Hinksey Hill roundabouts scheme (paragraph 101);**
- (k) approve the forward funding of the Didcot Station Car Park Expansion to enable early delivery of the scheme in advance of receiving the grant through the Local Growth Fund (subject to final confirmation of the Local Growth Fund allocation) (paragraph 102);**
- (l) approve the inclusion of the £2m contribution to the Advanced Manufacturing Hub in Culham as part of Chief Executive's Office capital programme to enable the full delivery of this City Deal scheme (paragraph 103);**

- (m) **approve the updated capital programme in Annex 8 (changes to the Capital Programme are set out in Annex 7c); and**
- (n) **RECOMMEND Council to:**
 - (i) **approve the release of £2.751m contingency to Children's Social Care (CEF2-3) within CE&F on a one – off basis (paragraphs 55-56);**
 - (ii) **agree that that £1.500m one – off funding from the Older People and Physical Disability Pooled Budget reserves will be used to offset part of the in – year pressure across the pools including the Learning Disabilities Pool (paragraph 72);**
 - (iii) **approve the request to release £0.500m one – off funding from the Efficiency Reserve for the Adult Social Care Improvement Programme (paragraph 76);**
 - (iv) **approve the transfer of £1.193m from the Carry Forward reserve to the Budget Reserve (paragraph 77); and**
 - (v) **approve the £0.850m contribution to capital from the Early Years DSG funding to increase capacity for two year olds (paragraph 98).**

6. Petitions and Public Address (Pages 103 - 104)

7. Oxfordshire Safeguarding Children Board (OSCB) Annual Report - Relevant Issues (Pages 105 - 160)

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2014/103

Contact: Hannah Farncombe, Safeguarding Manager Tel: (01865) 815273

Report by Director for Children's Services (**CA7**).

Cabinet, at its meeting on 13 May 2014, agreed the recommendations of the Cabinet Advisory Group on the Strategic Assurance Framework for safeguarding children and young people. One of those recommendations was that the Director for Children's Services should provide a report to Cabinet on relevant issues for the County Council arising from the Annual Report of the Oxfordshire Safeguarding Children Board (OSCB). This is the first such report.

This report follows the Annual Report of the OSCB for 2013- 2014 which was approved by the Board on 28th July 2014. The OSCB report is the first by its new independent Chair, Maggie Blyth.

The report outlines the progress achieved in relation to the objectives of the 2013-15 OSCB Business Plan and looks ahead to future challenges.

The Cabinet is RECOMMENDED to note the annual report of the OSCB and the progress made in relation to its objectives.

8. Changes to Parking Policy (Pages 161 - 226)

Cabinet Member: Environment

Forward Plan Ref: 2014/118

Contact: Steve Smith, Service Manager – Network & Asset Management Tel: (01865) 810435

Report by Director for Environment & Economy (**CA8**).

West Oxfordshire District Council has contacted the County Council seeking authority to undertake vehicle removals within West Oxfordshire as allowed for in the agency agreement delegating Civil Parking Enforcement Powers to the District Council. As a result the Oxfordshire Parking Policy has been reviewed.

The Cabinet is RECOMMENDED to approve:

- (a) ***use by West Oxfordshire District Council of delegated powers to remove vehicles;***
- (b) ***the amended parking policy and adopt it as the Oxfordshire Parking Policy;***
- (c) ***the authority for the Civil Enforcement Manager to approve removal of vehicles as described in paragraph 12 of this paper;***
- (d) ***the nomination of the post of Traffic Manager to approve the removal of vehicles as described in paragraph 14 of this paper.***

9. Frideswide Square Construction Works (Pages 227 - 260)

Cabinet Member: Environment

Forward Plan Ref: 2014/129

Contact: Tom Flanagan, Service Manager – Localities, Policy & Programmes, Tel: (01865) 815691

Report by Director for Environment & Economy (**CA9**).

This report seeks Cabinet's approval for the revised design of the Frideswide Square transport and public realm improvements in Oxford.

The latest design takes into account the feedback from stakeholders and the public following consultation on the scheme that ran from 14 August to 12 September 2014.

The Cabinet is RECOMMENDED to approve:

- (a) ***the revised design for Frideswide Square shown in Annex 4 to be priced for construction;***
- (b) ***the Traffic Regulation Orders as advertised for a restricted zone for Frideswide Square;***
- (c) ***the area shown on the plan in Annex 1 to be shared use by pedestrians and cyclists.***

10. Operational Peer Assessment Audit Action Plan (Pages 261 - 264)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2014/104

Contact: Simon Furlong, Assistance Chief Fire Officer Tel: (01865) 855206

Report by Chief Fire Officer (**CA10**).

Oxfordshire County Council Fire and Rescue Service received an external Operational Assessment Peer Review in May 2014. This is a sector led process which replaced the previous inspection regime carried out by of Her Majesty's Inspectorate of Fire Service. It is managed by the Local Government Association, Chief Fire Officers Association and supported by the Fire and Rescue sector.

The Service was required to complete a self-assessment against 7 key critical areas of delivery and the Peer review team then carried out a 4 day visit to review the self-assessment. The Peer Review team are then required to produce a report to advise the Service on areas of notable practices and areas for improvement. The team also reviewed the overarching areas of Leadership, Governance and Capacity.

Having received the report from the peer review team, Cabinet are asked to note the contents and approve the recommendations.

The Cabinet is RECOMMENDED to:

- (e) ***note the positive overall assessment (including three areas of notable practice) of OFRS by the peer review team, particularly in relation to its integrated approach with other OCC and partner services;***
- (f) ***support OFRS Strategic Management Team's aim to further add value to OCC (e.g. continuing to develop its safeguarding and community protection activities with SCS, CEF, E & E and PH);***
- (g) ***support OFRS Strategic Management Team's aim to increase specialist resource and asset collaboration with other 'Blue Light' services (i.e. Fire, Police & Ambulance), in line with current government policy and on the grounds of economy, effectiveness and/or efficiency;***
- (h) ***agree for the Peer Review report to be made public via the OCC website and through normal communication channels.***

11. Cabinet Business Monitoring Report for Quarter 1 (Pages 265 - 280)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2014/077

Contact: Maggie Scott, Head of Policy Tel: (01865) 816081

Report by Head of Policy (**CA11**).

This paper provides details of performance for quarter one (2014-15) 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.

Cabinet is RECOMMENDED to note and discuss the performance reported in the dashboards.

12. Delegated Powers of the Chief Executive - October 2014

Cabinet Member: Leader

Forward Plan Ref: 2014/078

Contact: Sue Whitehead, Principal Committee Officer Tel: (01865) 810262

To report on a quarterly basis any executive decisions 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.

<i>Date</i>	<i>Subject</i>	<i>Decision</i>	<i>Reasons for Urgency</i>
11 July 2014	Request for Exemption from the Contract Procedure Rules – Purchase of 2 Second Hand light Fire Appliances	Approved an exemption from the Council's Contract procedure rules for the purchase of 2 second hand light fire appliances at a 50% discount off retail price at a cost of £100,000.	To take advantage of the opportunity to purchase two necessary vehicles at a considerable discount.
1 August 2014	Request for Exemption from the Contract Procedure Rules – Amendment to the current contract for the provision of a Discharge to Assess Service (to continue with additional volumes	Approved an exemption from the Council's Contract procedure rules in connection with the amendment to the current contract for the provision of a Discharge to Assess Service to include additional volumes over and above those originally contracted.	The additional volumes would ensure the continued support the discharge of service users from hospital and alleviate Delayed Transfers of Care.
8 August 2014	Request for Exemption from the Contract Procedure Rules – Housing Related	Approved an exemption from the Council's Contract procedure rules for the extension of contracts for Support Services for Homeless People and substance misusers to 31 January 2016 to a value of	To maintain the service while a full procurement process is carried out.

	Support Services for Homeless People and substance misusers – funded by former Supporting People Grant	£1,663,108 over the extension period	
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13. Forward Plan and Future Business (Pages 281 - 286)

Cabinet Member: All

Contact Officer: Sue Whitehead, Committee Services Manager (01865 810262)

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 **CA13**. 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.

14. EXEMPT ITEM

In the event that any Member or Officer wishes to discuss the information set out in Annex 2 in Item 15, the Cabinet will be invited to resolve to exclude the public for the consideration of that Annex by passing a resolution in relation to that item in the following terms:

"that the public be excluded during the consideration of Annex 2 since it is likely that if they were present during that discussion there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below the item in the Agenda".

NOTE: The report does not contain exempt information and is available to the public. The exempt information is contained in the confidential Annex.

THE ANNEX TO THE ITEM NAMED HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS ‘CONFIDENTIAL’ BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.

THIS IS FOR REASONS OF COMMERCIAL SENSITIVITY.

THIS ALSO MEANS THAT THE CONTENTS SHOULD NOT BE DISCUSSED WITH OTHERS AND NO COPIES SHOULD BE MADE.

15. A34 Major Improvement Schemes (Pages 287 - 300)

Cabinet Member:

Forward Plan Ref: 2014/146

Contact: Jeremy Hollard, Commercial Delivery Manager, Tel: (01865) 906891

Report by Director for Environment & Economy (**CA15**).

The Report follows the 16 September 2014 Cabinet Report for A34 Major Improvement Schemes Ref: 2014/116. This report is provided specifically for Chilton Interchange, and updates Cabinet on the current position of the scheme, and provides the Stage 2 Business Case for approval.

The information contained in Annex 2 is exempt in that it falls within the following prescribed category:

3. *Information relating to the financial or business affairs of any particular person (including the authority holding that information) and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that where a tender or bidding process is in progress disclosure would distort the proper process of open competition and would prejudice the position of the authority in the process of the transaction and the Council's standing generally in relation to such transactions in future, to the detriment of the Council's ability properly to discharge its fiduciary and other duties as a public authority.*

The Cabinet is RECOMMENDED to:

- (i) approve the Stage 2 – Full Business Case for the Chilton Interchange scheme;**
 - (j) pass Delegated Authority to the Executive Director for Environment and Economy in consultation with the Leader to Award the contract for construction once tender assessment is complete and provided the costs are within the budget envelope.**
-