



To: Members of the Cabinet

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

**Tuesday, 21 July 2020 at 2.00 pm**

**Virtual**

*Please note that due to guidelines imposed on social distancing by the Government the meeting will be held virtually.*

*If you wish to view proceedings please click on this [Live Stream Link](#)  
However, that will not allow you to participate in the meeting*

Yvonne Rees  
Chief Executive

July 2020

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

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### **Membership**

#### *Councillors*

Ian Hudspeth	Leader of the Council
Mrs Judith Heathcoat	Deputy Leader
Lawrie Stratford	Cabinet Member for Adult Social Care & Public Health
Steve Harrod	Cabinet Member for Children & Family Services
Ian Corkin	Cabinet Member for Council Business & Partnerships
Lorraine Lindsay-Gale	Cabinet Member for Education & Cultural Services
Yvonne Constance OBE	Cabinet Member for Environment
David Bartholomew	Cabinet Member for Finance
Liam Walker	Cabinet Member for Highways Delivery & Operations
Mark Gray	Cabinet Member for Local Communities

*The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on unless called in by that date for review by the appropriate Scrutiny Committee. Copies of this Notice, Agenda and supporting papers are circulated to all Members of the County Council.*

*Date of next meeting: to be confirmed*

## Declarations of Interest

### The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

### Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, **or**

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

### What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

### List of Disclosable Pecuniary Interests:

**Employment** (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines.

<http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Glenn Watson on **07776 997946** or [glenn.watson@oxfordshire.gov.uk](mailto:glenn.watson@oxfordshire.gov.uk) for a hard copy of the document.

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

# AGENDA

## 1. Apologies for Absence

## 2. Declarations of Interest

- guidance note opposite

## 3. Minutes (Pages 1 - 10)

To approve the minutes of the meeting held on 16 June 2020 (**CA3**) and to receive information arising from them.

## 4. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

## 5. Petitions and Public Address

*This Cabinet meeting will be held virtually in order to conform with current guidelines regarding social distancing. Normally requests to speak at this public meeting are required by 9 am on the day preceding the published date of the meeting. However, during the current situation and to facilitate these new arrangements we are asking that requests to speak are submitted by no later than 9am four working days before the meeting i.e. 9 am on Wednesday 15 July 2020. Requests to speak should be sent to [sue.whitehead@oxfordshire.gov.uk](mailto:sue.whitehead@oxfordshire.gov.uk) together with a written statement of your presentation to ensure that if the technology fails then your views can still be taken into account. A written copy of your statement can be provided no later than 9 am 2 working days before the meeting.*

*Where a meeting is held virtually and the addressee is unable to participate virtually their written submission will be accepted*

*Written submissions should be no longer than 1 A4 sheet.*

## **6. Oxfordshire Growth Board Terms of Reference and Memorandum of Understanding (Pages 11 - 34)**

*Cabinet Member: Leader*

*Forward Plan Ref: 2020/097*

*Contact: Sue Halliwell, Director of Planning & Place Tel: 07500 109185*

Report by Corporate Director – Place & Growth and Director of the Growth Board (**CA6**).

This report proposes a revised Terms of Reference (ToR) and Memorandum of Understanding (MoU) for the Oxfordshire Growth Board, which requires approval by each of the Oxfordshire Council Cabinet. These are presented for consideration following a recent public review of the Growth Board's role and functions, which has helped to inform the revisions made.

***The Cabinet is RECOMMENDED to***

***(a) Approve the Terms of Reference and Memorandum of Understanding at Annexes 1 and 2 respectively***

***(b) Delegate authority to the Chief Executive, in consultation with the Leader and the Growth Board, to make minor amendments to these documents as required to support the operational efficiency of the Growth Board's work.***

## **7. Didcot Garden Town Housing Infrastructure Fund: Preferred Scheme Alignments (Pages 35 - 82)**

*Cabinet Member: Highway Delivery & Operations*

*Forward Plan Ref: 2020/043*

*Contact: Aron Wisdom- Programme Lead (HIF 1) Tel: 07776 244856/Gavin Belcher, Senior Transport Planner Tel: 07557 082580*

Report by Director of Growth and Economy (**CA7**).

The Didcot Garden Town Housing Infrastructure Fund (known as HIF1) project is a vital package of highway measures to enable sustainable growth in the South Oxfordshire and Vale of White Horse district areas as identified in relevant policy documents. Officers undertook a public consultation on the preferred options that were identified during the feasibility design process and in response to a previous consultation exercise. Cabinet is requested to approve the preferred route alignment of the HIF1 project to allow the preliminary design to progress. A funding agreement as now been signed with Government securing £218m of the £234m project costs.

Preferred alignments for the four schemes that constitute the HIF1 programme have

been informed by a detailed and multi-stage optioneering exercise to identify the appropriate interventions.

A public consultation exercise was undertaken in March/April 2020 to seek the views of local people on these preferred alignments so that, where appropriate, these comments could be incorporated into the preliminary design process. The consultation yielded many comments to be considered and the schemes themselves are predominantly supported by those responding.

It is recommended that Cabinet approve the preferred alignment for HIF1. This approval is being sought as a political mandate is required to ensure that due process is undertaken and officers are given authority to proceed on this basis.

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

- (a) ***Approve the identified preferred alignments as illustrated in Figure 1 as the basis to progress into the next stage of scheme design for the four schemes that constitute the Didcot Garden Town Housing Infrastructure programme.***
- (b) ***Note the various optioneering exercises that have informed the preferred alignments set out in paragraphs 24 to 30.***
- (c) ***Note the findings of the recent consultation exercise set out in paragraphs 31 to 36 which sought the views of local people and other stakeholders to be taken into consideration in the next stage of design, yielding a predominantly positive response to the preferred scheme alignments.***

***NB: Slight variations to alignments maybe required during the next design phase. Any significant changes would be brought back for decision or managed through the CPO process as necessary.***

## **8. Housing Infrastructure Fund - A40 (HIF2) Public Report (Pages 83 - 98)**

*Cabinet Member:* Environment

*Forward Plan Ref:* 2020/059

*Contact:* Hannah Battye, Growth Manager, Central Tel: 07808 573932

Report by Assistant Director for Growth & Place (**CA8**).

*N.B. The report does not contain exempt information and is available to the public. Exempt information is contained in the confidential annexes at Item 12 below. In the event that any Member or Officer wishes to discuss the information set out in the Annex to Item 7, 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.*

Oxfordshire was successful in bidding for the Housing and Infrastructure Fund (HIF) for West Oxfordshire A40 Smart Corridor. The County Council has now met all the contract pre-conditions which enables the Grant Determination Agreement Heads of Terms to be agreed and the legal agreement drafted.

In agreeing the Head of Terms, the County Council will be signing up to receiving £102m to fund the improvements to the A40 corridor which will support additional housing within West Oxfordshire and wider economic benefits.

By accepting the funding and agreeing to deliver the infrastructure by April 2024, the Council will be taking on a level of financial risk if the programme goes off track or there is non delivery and these are outlined in the report. The County Council have forward funded the development of the HIF A40 scheme upto this point of approximately £800k which will be claimed from Homes England.

The scheme is also intrinsically linked to the Science Transit Local Growth Funded (LGF) scheme which is a business case being developed to be submitted to the Department of Transport. The County Council will have to fulfil a number of conditions relating to the LGF scheme to ensure that both elements are delivered together.

**Cabinet is RECOMMENDED to:**

**(a) Subject to the confirmation from Homes England that the contract pre-conditions have been met and due diligence has been completed to manage programme and financial risk to the Council, authorise the Chief Executive, in consultation with the Leader of the Council and the Cabinet Member for Environment to:**

- i) approve any final detailed amendments of the drafted Heads of Terms.**
- ii) approve the Grant Determination Agreement (GDA).**

**(b) Subject to the satisfactory completion of recommendation (i) approve the inclusion of all three elements (identified in para. 4 and Appendix 1) of the programme into the Capital Programme and report the governance of these projects at a HIF2 programme level with an overall budget provision of £102m subject to the implementation of the grant determination agreement with Homes England.**

**(c) Note the draft Heads of Terms (Annex 1) that form the basis of grant determination agreement between Homes England and Oxfordshire County Council for West Oxfordshire Housing Infrastructure Fund Grant Award.**

**(d) Note the Assurance Framework (explained in para 27) which sets out the background to the Housing Infrastructure Funding process and establishes the approach to reporting and monitoring implementation.**

## **9. Treasury Management 2019/20 Outturn (Pages 99 - 116)**

*Cabinet Member: Finance*

*Forward Plan Ref: 2020/027*

*Contact: Tim Chapple, Treasury Manager Tel: 07917 262935*

Report by Director of Finance (**CA9**).

The report sets out the Treasury Management activity undertaken in the financial year 2019/20 in compliance with the CIPFA Code of Practice. The report includes Debt and Investment activity, Prudential Indicator Outturn, Investment Strategy, and interest receivable and payable for the financial year.

***Cabinet is RECOMMENDED to note the report, and to RECOMMEND Council to note the Council's Treasury Management Activity in 2019/20.***

## **10. Financial Monitoring Report - July 2020 (Pages 117 - 124)**

*Cabinet Member:* Cabinet Member for Finance

*Forward Plan Ref:* 2020/091

*Contact:* Hannah Doney, Head of Corporate Finance Tel: 07584 174654

Report by Director of Finance (**CA10**).

The report is the first financial monitoring report of the 2020/21 financial year. It builds on the 'Estimated Impact of Covid-19 April 2020 to June 2020' report which formed annex D of the Business Management Report to Cabinet in May. The report sets out the financial monitoring position as at 31 May 2020 including the impact of Covid-19. The report also sets out the additional funding received to date to manage the financial pressures arising from Covid-19.

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

***(a) note the contents of this report***

***(b) to ask officers to identify plans to address the potential overspend in 2020/21 arising from COVID-19 and report back to the next meeting with recommendations for action.***

## **11. Forward Plan and Future Business (Pages 125 - 126)**

*Cabinet Member:* All

*Contact Officer:* Sue Whitehead, Committee Services Manager Tel: 07393 001213

The Cabinet Procedure Rules provide that the business of each meeting at the Cabinet is to include "updating of the Forward Plan and proposals for business to be conducted at the following meeting". Items from the Forward Plan for the immediately forthcoming meetings of the Cabinet appear in the Schedule at **CA11**. 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.***

## **12. Exempt Item**

Item 13

In the event that any Member or Officer wishes to discuss the information set out in the Annexes to Agenda Item 8 attached as Item 13, the Cabinet will be invited to resolve to



exclude the public for the consideration of those Annexes by passing a resolution in relation in the following terms:

***"that the public be excluded during the consideration of the Annexes 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 ANNEXES TO THE ITEM NAMED HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.**

Item 14

*It is RECOMMENDED that the public be excluded for the duration of item 14 (since it is likely that if they were present during that item there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to that item 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 on the grounds set out in that item.*

**THE REPORT RELATING TO THE EXEMPT ITEM HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS STRICTLY PRIVATE TO MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.**

**THIS ALSO MEANS THAT THE CONTENTS OF THE ANNEXES SET OUT AT ITEM 13 AND THE WHOLE REPORT AT ITEM 14 SHOULD NOT BE DISCUSSED WITH OTHERS AND NO COPIES SHOULD BE MADE.**

**13. Housing Infrastructure Fund - A40 (HIF 2) - Exempt Annexes to Item 8 (Pages 127 - 144)**

*The information in this case is exempt in that it falls within the following prescribed categories:*

*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 a negotiation is ongoing and would prejudice the position of the authority in the process of that negotiation and the Council's standing generally in relation to such matters in future, to the detriment of the Council's ability properly to discharge its fiduciary and other duties as a public authority*

The annexes containing exempt information under the above paragraph are attached.

**14. Bicester Garden Town Capital Funding - Junctions Improvement**  
(Pages 145 - 160)

*Cabinet Member:* Highway Delivery & Operations

*Forward Plan Ref:* 2020/060

*Contact:* Hannah Battye, Growth Manager, Central Tel: 07808 573932

Report by Assistant Director for Growth & Place (**CA14**).

*The information in this case is exempt in that it falls within the following prescribed categories:*

*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 a negotiation is ongoing and would prejudice the position of the authority in the process of that negotiation and the Council's standing generally in relation to such matters in future, to the detriment of the Council's ability properly to discharge its fiduciary and other duties as a public authority*

This proposal has been developed in partnership with Cherwell District Council (CDC) who will be taking a sister report through their formal governance process. For the purpose of this proposal CDC will be the accountable body for the funding, and OCC will be the delivery body for the schemes described.

The report details the proposed schemes and the current position on each.