

To: **Members of the Cabinet**

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

**Tuesday, 17 October 2023 at 11.00 am**

**Room 2&3 - County Hall, New Road, Oxford OX1 1ND**

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



Martin Reeves  
Chief Executive

October 2023

Committee Officer: **Chris Reynolds**  
Tel: 07542 029441; E-Mail: [chris.reynolds@oxfordshire.gov.uk](mailto:chris.reynolds@oxfordshire.gov.uk)

### **Membership**

#### *Councillors*

Liz Leffman	Leader of the Council
Dr Pete Sudbury	Deputy Leader of the Council (inc. Climate Change Delivery & Environment)
Tim Bearder	Cabinet Member for Adult Social Care
Neil Fawcett	Cabinet Member for Community & Corporate Services
Andrew Gant	Cabinet Member for Highway Management
Kate Gregory	Cabinet Member for Special Educational Needs & Disabilities (SEND) Improvement
John Howson	Cabinet Member for Children, Education & Young People's Services
Dan Levy	Cabinet Member for Finance
Dr Nathan Ley	Cabinet Member for Public Health, Inequalities & Community Safety
Judy Roberts	Cabinet Member for Infrastructure & Development Strategy

*The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 25 October 2023 unless called in by that date for review by the appropriate Scrutiny Committee.*

*Date of next meeting: 21 November 2023*

## **AGENDA**

### **1. Apologies for Absence**

### **2. Declarations of Interest**

- guidance note below

### **3. Minutes (Pages 1 - 12)**

To approve the minutes of the meeting held on 19 September 2023 (CA3) and to receive information arising from them.

### **4. Questions from County Councillors**

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

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

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

### **5. Petitions and Public Address**

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

*To facilitate 'hybrid' meetings we are asking that requests to speak or present a petition are submitted by no later than 9am four working days before the meeting i.e., 9am on Wednesday 11 October 2023. Requests to speak should be sent to [chris.reynolds@oxfordshire.gov.uk](mailto:chris.reynolds@oxfordshire.gov.uk)*

*If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that your views are taken into account. A written copy of your statement can be*

*provided no later than 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.*

## **6. Reports from Scrutiny Committees (TO FOLLOW)**

Cabinet will receive the following Scrutiny Reports:-

Oxfordshire Joint Health Overview and Scrutiny Committee on the Area SEND Inspection of the Local Area Partnership

Oxfordshire Joint Health Overview and Scrutiny Committee on Healthy Weight

Oxfordshire Joint Health Overview and Scrutiny Committee on Health and Wellbeing Strategy Update

People Overview & Scrutiny Committee on Local Area SEND Inspection

## **7. Oxford : East Oxford Low Traffic Neighbourhoods (LTNs) - Traffic Regulation Order (TRO) (Pages 13 - 52)**

*Cabinet Member:* Transport Management

*Forward Plan Ref:* 2023/134

*Contact:* Aron Wisdom, Programme Lead, [aron.wisdom@oxfordshire.gov.uk](mailto:aron.wisdom@oxfordshire.gov.uk)

Report by Corporate Director Environment & Place (CA7).

**The Cabinet is RECOMMENDED to:**

- (a) **Approve the Traffic Regulation Orders (TROs) for the three East Oxford Low Traffic Neighbourhood (LTN) areas:**
  - (i) **Divinity Road**
  - (ii) **St. Clement's**
  - (iii) **St. Mary's**

**Officers are working on measures to mitigate the impacts of general congestion on bus services prior to the trial traffic filters being implemented in late 2024, with a package of measures that are due to be implemented during 2023 and 2024, city-wide. However, whilst the measures being considered are hoped to assist appreciably, they are not likely to fully mitigate bus service delays in the short term. Nevertheless, officers consider that it is essential that the associated measures are implemented. Therefore, Cabinet is recommended to:**

- (b) **Subject to the approval of (a) above, approve the replacement of the bollards in Divinity Road, James Street and Magdalen Road with automatic number plate recognition (ANPR) cameras.**
- (c) **Subject to approval of (b) above, approve exemptions for emergency services, waste and postal vehicles, taxi and private hire vehicles through the restrictions enforced by ANPR on Divinity Road, James**

**Street and Magdalen Road. The use of ANPR and/or exemptions will be reviewed prior to/during the trial of the traffic filters.**

- (d) **Subject to the approval of (a) above, approve the introduction of bollards and/or planters at the junction of Jeune Street and St. Clement's, and make Jeune Street two-way south of the restriction.**
- (e) **Subject to the approval of (a) above, relocate the residential parking bay in Marston Street.**
- (f) **Subject to the approval of (a) above, move the filter location on Bullingdon Road to the southwest to a point to the east of the junction with Hurst Street.**
- (g) **Approve the investigation of measures to improve public transport journey times and adequately resource the interventions.**

**This report presents cabinet with a consideration of alternative options as well as the above officer recommendation to reflect the complexity of this project.**

## **8. Local Area Partnership/SEND Ofsted Inspection (TO FOLLOW)**

*Cabinet Member:* SEND Improvement

*Forward Plan Ref:* 2023/261

*Contact:* Anne Coyle, Interim Director for Children's Services

*Anne.coyle@oxfordshire.gov.uk*

Report by Interim Director of Children's Services.

**The Committee is RECOMMENDED to**

- a) Note the report of His Majesty's Chief Inspectorate;**
- b) Note the indicative action plan, development process and proposed governance**

## **9. Local Transport & Connectivity Plan (LTCP) Monitoring Report (Pages 53 - 128)**

*Cabinet Member:* Infrastructure & Development Strategy

*Forward Plan Ref:* 2023/262

*Contact:* Joe Kay, Strategic Transport Lead, [joseph.kay@oxfordshire.gov.uk](mailto:joseph.kay@oxfordshire.gov.uk)

Report by Corporate Director Environment & Place (CA9).

**Cabinet are RECOMMENDED to:**

- a) Agree the Local Transport and Connectivity Plan monitoring report for publication alongside Council's Local Transport and Connectivity Plan.**

## **10. Capital Programme Update and Monitoring Report - July 2023** (Pages 129 - 150)

*Cabinet Member:* Finance

*Forward Plan Ref:* 2023/131

*Contact:* Natalie Crawford, Capital Programme Manager,  
[natalie.crawford@oxfordshire.gov.uk](mailto:natalie.crawford@oxfordshire.gov.uk)

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

**The Cabinet is RECOMMENDED to:**

### **Capital Programme**

- 1. Accept the latest capital monitoring position for 2023/24 set out in Annex 1.**
- 2. Approve the updated Capital Programme at Annex 2 incorporating the changes set out in this report, noting the return of £1.2m corporate funds from the Defect Liability Programme.**

### **Additions to the Capital Programme**

- 3. Approve the inclusion of Oathill Lodge - a Children's Residential Home - into the Capital Programme, releasing £2.528m of funding agreed by Council in February 2023 (paragraph 56).**
- 4. Approve the inclusion of Greenways, Wootton - a Children's Residential Home - into the Capital Programme, releasing funds of £2.065m agreed by Council in February 2023 (paragraph 58).**
- 5. Approve the inclusion of Thames Path Bank Repairs into the Capital Programme using £1.5m of earmarked reserves approved by Council in February 2023 (paragraph 60).**

### **Grant funding Bids**

- 6. Agree to proceed with a bid for Local Electric Vehicle Infrastructure Funding and to seek permission to enter procurement (paragraph 62).**
- 7. Agree to proceed with a bid for the Property Decarbonisation Programme funding (paragraph 64).**

## **11. Workforce Report and Staffing Data - Quarter 1 - April to July 2023 (Pages 151 - 156)**

*Cabinet Member:* Community & Corporate Services

*Forward Plan Ref:* 2023/132

*Contact:* Cherie Cuthbertson, Director of Workforce & Organisational Development, [Cherie.cuthbertson@oxfordshire.gov.uk](mailto:Cherie.cuthbertson@oxfordshire.gov.uk)

Report by Director of Finance (**CA11**).

**The Cabinet is RECOMMENDED to note the report**

## **12. Treasury Management Quarter 1 Report (2023/24) (Pages 157 - 170)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2023/249

*Contact:* Tim Chapple, Treasury Manager, [tim.chapple@oxfordshire.gov.uk](mailto:tim.chapple@oxfordshire.gov.uk)

Report by Director of Finance (**CA12**).

**Cabinet is RECOMMENDED to note the council's treasury management activity the first quarter of 2023/24.**

## **13. Budget & Business Planning Report - 2024/25 - 2026/27 (Pages 171 - 226)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2023/127

*Contact:* Kathy Wilcox, Head of Financial Strategy, [Kathy.Wilcox@oxfordshire.gov.uk](mailto:Kathy.Wilcox@oxfordshire.gov.uk)

Report by Director of Finance (**CA13**).

**The Cabinet is RECOMMENDED to:**

- a) Endorse the report and note the assumptions that will form the starting point for the 2024/25 budget as well as updates since the Medium Term Financial Strategy was agreed in February 2023 that need to be considered;**
- b) Approve the budget and business planning process for 2024/25;**
- c) Approve a three-year period for the medium-term financial strategy to 2026/27 and ten-year period for the capital programme to 2033/34 and;**
- d) Note the requirement for the council to set a sustainable balanced budget which shows how income will equal spending plans.**

## **14. Future Highways Maintenance Contract Model (Pages 227 - 256)**

*Cabinet Member:* Transport Management

*Forward Plan Ref:* 2023/218

*Contact:* Phil Whitfield, Senior Project Manager, [phil.whitfield@oxfordshire.gov.uk](mailto:phil.whitfield@oxfordshire.gov.uk)

Report by Corporate Director Environment & Place (**CA14**).

The Cabinet is **RECOMMENDED** to

- a) **Endorse the approach and proposals surrounding the new highway maintenance contract as set out in this paper.**
- b) **Authorise Officers to prepare and commence the procurement of a new highway maintenance contract to start on 1<sup>st</sup> April 2025 (following a mobilisation period) for 8 years with options for two 3-year extensions (14-year potential contract length).**
- c) **Authorise Officers to prepare for and commence the procurement for a new gritting fleet 'contract hire' arrangement in alignment with the commencement of the new highways maintenance contract which can be transferred to the new maintenance provider.**
- d) **Delegate the decision to the award the contracts, and any potential future contract extensions, to the Corporate Director of Environment and Place.**

## **15. Oxfordshire Safeguarding Adults Board Annual Report 2022-23 (TO FOLLOW)**

*Cabinet Member:* Adult Social Care

*Forward Plan Ref:* 2023/128

*Contact:* Steven Turner, Strategic Partnerships Manager,  
[Steven.Turner@oxfordshire.gov.uk](mailto:Steven.Turner@oxfordshire.gov.uk)

Report by Corporate Director for Adult Social Care (**CA15**).

To note the report and its conclusions.

## **16. Oxfordshire Safeguarding Children Board Annual Report 2022-23 (TO FOLLOW)**

*Cabinet Member:* Children, Education & Young People's Services

*Forward Plan Ref:* 2023/129

*Contact:* Laura Gajdus, Business Manager (OSCB), [laura.gajdus@oxfordshire.gov.uk](mailto:laura.gajdus@oxfordshire.gov.uk)

Report by Corporate Director for Children's Services (**CA16**).

To note the report and its conclusions.

## **17. Delegated Powers Report for July to September 2023 (Pages 257 - 258)**

*Cabinet Member:* Leader

*Forward Plan Ref:* 2023/130

*Contact:* Colm Ó Caomhánaigh, Democratic Services Manager,  
[colm.ocaomhanaigh@oxfordshire.gov.uk](mailto:colm.ocaomhanaigh@oxfordshire.gov.uk)



Report by Director of Law & Governance (**CA17**).

To report on a quarterly basis any executive decisions taken under the specific powers and functions delegated under the terms of Part 7.1 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c)(i). It is not for Scrutiny call-in.

## **18. Forward Plan and Future Business (Pages 259 - 276)**

*Cabinet Member: All*

*Contact Officer: Chris Reynolds, Committee Officer Tel: 07542 029441*

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 **CA18**. 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.***

## **19. For information only: Cabinet Responses to Scrutiny Papers (Pages 277 - 278)**

Children and Adults Workforce Retention and Key Worker Housing (**TO FOLLOW**)

Water resources

## **Councillors declaring interests**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

### **Members Code – Other registrable interests**

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

### **Members Code – Non-registrable interests**

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.