

## CABINET

**MINUTES** of the meeting held on Tuesday, 18 September 2012 commencing at 2.00 pm and finishing at 2.35 pm

**Present:**

**Voting Members:** Councillor Ian Hudspeth – in the Chair  
Councillor Rodney Rose  
Councillor Arash Fatemian  
Councillor Louise Chapman  
Councillor Melinda Tilley  
Councillor C.H. Shouler  
Councillor Hilary Hibbert-Biles  
Councillor Mrs J. Heathcoat

**Other Members in Attendance:**

**Officers:**

Whole of meeting Joanna Simons (Chief Executive); Sue Whitehead (Chief Executive's Office)

Part of meeting

Item	Name
6	Barbara Chillman (Education & Early Intervention)
7	Allyson Milward (Education & Early Intervention)
8	Kathy Wilcox (Corporate Finance)
9	Lorna Baxter, Deputy Chief Finance Officer

*The 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, and decided as set out below. Except insofar as otherwise specified, the reasons for the decisions are contained in the agenda, reports and schedule, copies of which are attached to the signed Minutes.*

### **96/12 APOLOGIES FOR ABSENCE**

(Agenda Item. 1)

Apologies were received from Councillor Nick Carter and Councillor Kieron Mallon.

Cabinet noted the apologies from Councillor Zoe Patrick, who had been intending to speak at the meeting but was unwell.

## **97/12 MINUTES**

(Agenda Item. 3)

The minutes of the meeting held on 17 July 2012 were approved and signed subject to the following correction:

Minute 80/12 - The declaration of interest was amended to read 'in respect of Item **6**' rather than 'Item 7'.

## **98/12 QUESTIONS FROM COUNTY COUNCILLORS**

(Agenda Item. 4)

Councillor Roz Smith had given notice of the following question to Councillor Hilary Hibbert-Biles:

"What is the current status of the Kidlington Waste Site Project and any financial implications for the council?"

Councillor Hilary Hibbert-Biles replied:

"As stated at Full Council we are currently reviewing the responses to the Joint Municipal Waste Management Strategy. These responses will help inform the implementation plan for the Household Waste Recycling Centre Strategy.

We are looking into alternatives to the Kidlington site and will keep you informed of any decisions. Where amendments to the implementation plan have financial implications these will be considered as part of the annual budget setting process

The County Council's Household Waste Recycling Strategy was agreed in April 2011. The principles underpinning that Strategy remain valid. Implementation of the Strategy is on-going. Progress with implementing the Strategy is monitored on a regular basis. The need for changes to the implementation plan for the Strategy will be kept under review."

Supplementary: Councillor Roz Smith queried whether the new reserve for minerals and waste recommended for creation elsewhere on today's agenda was sufficient. Councillor Hibbert-Biles replied that it was a little early to know but that was what was being worked towards.

Councillor Zoe Patrick had given notice of the following question to Councillor Nick Carter:

"Would the Cabinet Member for Business & Communications agree that it would be a good idea to include the web page link for each of the Oxfordshire Partnerships in the partnerships report to Council or elsewhere?"

In Councillor Carter's absence Councillor Ian Hudspeth replied:

“Yes in future we will include all the web page links for each of the Oxfordshire Partnerships in the Full Partnership Report to Council. We are aware of this issue with content on the Oxfordshire Partnership website and as stated on the website all the content is currently under review as the partnerships scope has changed. We appreciate the current situation is not ideal and we rely on our partners to keep all the information up to date as a number now have their independent websites. We will endeavour to work with our partners to make sure meeting papers are accessible.

We are also currently reviewing partnership pages on the intranet and the Oxfordshire County Council public website to make it easier for people to navigate to the correct partnership pages to find the agendas, minutes, supporting papers and upcoming meeting dates.”

## **99/12 PETITIONS AND PUBLIC ADDRESS**

(Agenda Item. 5)

The following requests to address the meeting had been agreed:

Item 6 – Councillor Janet Godden, local Councillor

Item 8 - Councillor Roz Smith, Shadow Cabinet Member for Finance

## **100/12 PROPOSAL TO EXPAND BOTLEY SCHOOL, OXFORD**

(Agenda Item. 6)

Cabinet considered a report detailing a proposal to expand Botley School to 2 forms of entry as one part of the county council's strategy to meet the need for primary school places in Oxford and its immediate surrounds.

Councillor Janet Godden, speaking as a local Councillor supported the proposed expansion, commended the School for the way it had coped with the influx of young people so far and urged the provision of permanent buildings rather than temporary ones. She also referred to the problem of taxied children and Councillor Melinda Tilley, Cabinet Member for Education replied that she was investigating and hoped to resolve the problem.

Councillor Tilley in introducing the report highlighted the need for the additional places.

Cabinet in agreeing the recommendation indicated that their expectation was for the provision of permanent buildings should the expansion go ahead and that they would expect to be updated if following assessment of all the options a temporary solution was proposed.

**RESOLVED:** to approve the publication of a statutory notice for the expansion of Botley School, Oxford.

**101/12 NEW ACADEMIES AND FREE SCHOOLS IN OXFORDSHIRE -  
CREATING NEW SCHOOLS TO MEET HOUSING GROWTH POST  
EDUCATION ACT 2011**

(Agenda Item. 7)

Cabinet considered a report that set out procedures to allow the authority to identify preferred providers, by agreement with the Secretary of State, to open new academies or free schools for the benefit of local communities in line with The Education Act 2011 which had determined that all new schools should be academies or Free schools unless no sponsor could be found by the authority or Department for Education (DfE). The DfE had recently issued guidance on procedures for local authorities in this matter and the proposed system to be used by the County Council based upon this guidance, along with the outcome of consultation with interested parties, was set out in the report.

**RESOLVED:** to approve the process to identify academy and free school providers for new schools in Oxfordshire.

**102/12 2012/13 FINANCIAL MONITORING & BUSINESS STRATEGY  
DELIVERY REPORT - JULY 2012**

(Agenda Item. 8)

Cabinet considered a report that focused on the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2012/13 – 2016/17. Parts 1 and 2 included projections for revenue, reserves and balances as at the end of July 2012. The Capital monitoring was included at Part 3.

Councillor Roz Smith, Shadow Cabinet Member for Finance, expressed concern at the level of underspend. In particular she highlighted the underspend in the Chief Executive's Office which was partially due to staff vacancies. The turnover of staff seemed quite high and she queried whether this had been explored. She also queried the creation of the new earmarked reserves; she felt that they had not heard detailed reasons for their creation and the Liberal Democrat Group was of the view that earmarked reserves were already too high.

Kathy Wilcox, introduced the contents of the report.

Councillor Charles Shouler, Cabinet Member for Finance commented that as a returning Cabinet Member with responsibility for Finance he found the financial position stable with spending largely on track and reserves healthy and adequate. This highlighted the benefit of the reporting process. Careful monitoring gave control over the budget and associated spending and early action could be taken where necessary. Annex 3b gave full details on the reserves to be created but Councillor Smith could discuss it further with himself or officers should she wish.

**RESOLVED:** to:

- (a) note the report;
- (b) approve the virement requests set out in Annex 2a;
- (c) Agree the transfer of the LACSEG refund to the Efficiency Reserve as set out in paragraph 23;
- (d) Agree the creation of new reserves as set out in Annex 3b;
- (e) Agree the change of use of the Learning Disabilities underspend from 2011/12 as set out in paragraph 29;
- (f) Agree the bad debt write off as set out in paragraph 25;
- (g) note the updated Treasury Management lending list at Annex 7;
- (h) Approve the changes to the Capital Programme in Annex 8c.

### **103/12 BUSINESS STRATEGY AND SERVICE & RESOURCE PLANNING REPORT FOR 2013/14 - 2017/18 - SEPTEMBER 2012**

(Agenda Item. 9)

Cabinet received the first in a series of reports on the Service & Resource Planning process for 2013/14 to 2016/17. The report provided councillors with information on budget issues for 2013/14 and the medium term and presented the known and potential financial issues for 2013/14 and beyond. The report proposed a process for Service & Resource Planning for 2013/14 including a timetable of events.

Following discussion on key issues and the likely timetable for information from Government it was:

**RESOLVED:** to:

- (a) note the report;
- (b) approve the Service and Resource Planning process for 2013/14.

### **104/12 STAFFING REPORT - QUARTER 1**

(Agenda Item. 10)

Cabinet received a report that gave an update on staffing numbers and related activity during the period 1 April 2012 to 30 June 2012. It detailed the agreed staffing numbers and establishment at 30 June 2012 in terms of Full Time Equivalents. In addition, the report provided information on vacancies and the cost of posts being covered by agency staff. The report also tracked progress on staffing numbers since 1 April 2010.

**RESOLVED:** to:

- (a) note the report; and
- (b) confirm that the Staffing Report meets the Cabinet's requirements in reporting and managing staffing numbers.

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**105/12 FORWARD PLAN AND FUTURE BUSINESS**

(Agenda Item. 11)

The Cabinet considered a list of items for the immediately forthcoming meetings of the Cabinet together with changes and additions set out in the schedule of addenda.

**RESOLVED:** to note the items currently identified for forthcoming meetings.

..... in the Chair

Date of signing