

To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 16 March 2010 at 2.00 pm

County Hall, Oxford, OX11ND

Joanna Simons

Joanna Simons
Chief Executive

March 2010

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<i>Councillors</i>	Membership
Keith R. Mitchell CBE	- <i>Leader</i>
David Robertson	- <i>Deputy Leader of the Council</i>
Jim Couchman	- <i>Cabinet Member for Adult Services</i>
Ian Hudspeth	- <i>Cabinet Member for Growth & Infrastructure</i>
Louise Chapman	- <i>Cabinet Member for Children, Young People & Families</i>
Michael Waine	- <i>Cabinet Member for Schools Improvement</i>
Rodney Rose	- <i>Cabinet Member for Transport</i>
Mrs J. Heathcoat	- <i>Cabinet Member for Safer & Stronger Communities</i>

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 24 March 2010 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: 20 April 2010

Declarations of Interest

This note briefly summarises the position on interests which you must declare at the meeting. Please refer to the Members' Code of Conduct in Section DD of the Constitution for a fuller description.

The duty to declare ...

You must always declare any "personal interest" in a matter under consideration, ie where the matter affects (either positively or negatively):

- (i) any of the financial and other interests which you are required to notify for inclusion in the statutory Register of Members' Interests; or
- (ii) your own well-being or financial position or that of any member of your family or any person with whom you have a close association more than it would affect other people in the County.

Whose interests are included ...

"Member of your family" in (ii) above includes spouses and partners and other relatives' spouses and partners, and extends to the employment and investment interests of relatives and friends and their involvement in other bodies of various descriptions. For a full list of what "relative" covers, please see the Code of Conduct.

When and what to declare ...

The best time to make any declaration is under the agenda item "Declarations of Interest". Under the Code you must declare not later than at the start of the item concerned or (if different) as soon as the interest "becomes apparent".

In making a declaration you must state the nature of the interest.

Taking part if you have an interest ...

Having made a declaration you may still take part in the debate and vote on the matter unless your personal interest is also a "prejudicial" interest.

"Prejudicial" interests ...

A prejudicial interest is one which a member of the public knowing the relevant facts would think so significant as to be likely to affect your judgment of the public interest.

What to do if your interest is prejudicial ...

If you have a prejudicial interest in any matter under consideration, you may remain in the room but only for the purpose of making representations, answering questions or giving evidence relating to the matter under consideration, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Exceptions ...

There are a few circumstances where you may regard yourself as not having a prejudicial interest or may participate even though you may have one. These, together with other rules about participation in the case of a prejudicial interest, are set out in paragraphs 10 – 12 of the Code.

Seeking Advice ...

It is your responsibility to decide whether any of these provisions apply to you in particular circumstances, but you may wish to seek the advice of the Monitoring Officer before the meeting.

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 - 6)

To confirm the minutes of the meeting held on 16 February 2010 (**CA3**) and to receive for information any matters arising therefrom.

4. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am on the working day 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

6. Financial Monitoring - March 2010 (Pages 7 - 78)

Cabinet Member: Leader

Forward Plan Ref: 2009/202

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

Report By: Assistant Chief Executive & Chief Finance Officer

This is the tenth financial monitoring report (**CA6**) for the 2009/10 financial year and covers the period up to the end of January 2010. It includes projections for revenue, balances, reserves and capital monitoring.

The report sets out explanations where the forecast revenue outturn is significantly different from the budget along with proposals to recover the position where appropriate.

The total in – year Directorate forecast is an overspend of +£4.459m or +1.19% of the latest budget. After taking into account supplementary estimates requested in this report, those agreed in February but not yet reflected in the forecast plus the supplementary estimate for ICT which requires Council approval in April, the overspend reported this month will reduce to +£1.484m or +0.4% of the budget.

The current position for general balances is set out in Annex 5 and shows a forecast of £10.638m after taking account of agreed and proposed requests for supplementary estimates. After taking into account the forecast Directorate overspend adjusted for supplementary estimates requested to date the consolidated revenue balances forecast is £9.154m.

The capital monitoring position set out in the report shows forecast expenditure for 2009/10 of £88.4m (excluding schools), a decrease of £1.4m compared to the latest capital programme.

The Cabinet is RECOMMENDED to:

- (a) ***note the report; and***
- (b) ***approve the supplementary estimate request of £0.425m in relation to winter maintenance in Annex 2f and paragraph 45 and 46.***

7. Local Transport Plan 2011-2030 Draft Policies (Pages 79 - 92)

Cabinet Member: Transport Implementation
Forward Plan Ref: 2010/017
Contact: Joanne Clegg, Project Manager (Local Transport Plan)
Tel: (01865) 815546

Report By: Head of Transport (CA7)

Oxfordshire County Council is required to produce a new Local Transport Plan (LTP3) by April 2011. LTP3 will help shape Oxfordshire over a 20 year horizon rather than 5 years as in previous LTPs. This will enable the Plan to encompass the 2026 regional planning horizon and also bring the LTP into line with the county's Sustainable Community Strategy, 'Oxfordshire 2030'.

The purpose of this report is to outline the progress that is being made in developing the LTP3 and inform members of the results of the consultation that has taken place on the draft policies for inclusion in the Plan. These policies will form the basis on which a draft Plan will be prepared for public consultation.

It was considered the inclusion within the new Plan of a set of explicit transport policies would significantly increase the value of the new Plan. These policies would be of value in taking and justifying investment decisions, making responses to external

consultation (for instance on government policies and Local Development Frameworks), as support for making recommendations on planning matters and in the preparation of evidence for public inquiries. Consultation was held in January and February 2010 into a draft set of policies and the results of this consultation will be reported to the meeting.

The Cabinet is RECOMMENDED to

- (a) ***approve the list of policies set out in Annex 2 to this report, as amended in the light of any further changes agreed resulting from comments made by Stakeholders (as identified in the addendum to this report), as the basis for the development of a draft Local Transport Plan; and***
- (b) ***note the timetable for the completion of the Plan.***

8. Homes & Communities Agency Single Conversation: Local Investment Plan (Pages 93 - 100)

Cabinet Member: Growth & Infrastructure
Forward Plan Ref: 2010/005
Contact: Ian Walker, Spatial Planning Manager Tel: (01865) 815588

Report By: Head of Sustainable Development

This report (**CA8**) outlines the ongoing work with the Homes and Communities Agency to develop a Local Investment Plan (LIP) and Local Investment agreement (LIA) for Oxfordshire. The aim is to produce a final LIP signed off by the Oxfordshire local authorities by 31 March 2010.

The Cabinet is RECOMMENDED to delegate to the Head of Sustainable Development in consultation with the Cabinet Member for Growth & Infrastructure authority to agree to and sign off the final Local Investment Plan.

9. Wood Farm Primary School and Slade Nursery School (Pages 101 - 112)

Cabinet Member: Children, Young People & Families and Schools Improvement

Forward Plan Ref: 2009/239
Contact: Kevin Griffin, Service Manager - School Organisation & Planning Tel: (01865) 816457

Report By: Director for Children, Young People & Families (**CA9**)

This is a Project Appraisal for one of 2 projects in Oxfordshire to be funded from the first wave of the Department for Children, Schools and Families (DCSF) Primary Capital Programme (PCP). The PCP was established to support the transformation of education, including raising standards and improving the life chances and well being of

children. The government aim is to renew at least half of all primary school buildings by 2022-23 and to create primary schools that are equipped for 21st-century teaching and learning, and are at the heart of their communities with children's services in reach of every family.

This project will completely replace the existing Wood Farm Primary School, Slade Nursery/Children's Centre and community buildings with a new integrated facility for the two schools and the Children's Centre as well as providing space to support community use. The new building will be used to provide a range of accessible services supporting children and families in Wood Farm.

The total estimated cost of the project, inclusive of professional fees and client contingency is £11,750,000. This cost will be met from a variety of funding sources, including the Primary Capital Programme.

The Cabinet is RECOMMENDED to approve Project Appraisal ED749 for replacement of existing buildings at Wood Farm Primary School and The Slade Nursery School & Children's Centre, Oxford as part of the Primary Capital Programme.

10. Proposal to Expand Larkrise Primary School, Oxford (Pages 113 - 132)

Cabinet Member: Schools Improvement
Forward Plan Ref: 2009/190
Contact: Barbara Chillman, Principal Officer - School Organisation and Planning Tel: (01865) 816459

Report By: Director for Children, Young People & Families (**CA10**)

Larkrise Primary School has a published admission number of 45 children. Due to rising numbers across Oxford City, 60 places were allocated to the school for September 2009. The school now has more than 45 children per year from the Foundation to Year 3 inclusive. Primary Care Trust records and the annual census of local children in early years settings show that the demand for primary school places in Oxford is rising, and schools in this area will not have enough room in future years

Larkrise Primary School has been identified as a high priority school through the Primary Capital Programme locality review process, which also recommended that options should be explored to accommodate the rising numbers of statutory age range pupils in the Cowley/Iffley locality.

This report considers a proposal to increase the admission number from 45 to 60 children, on a permanent basis from September 2010. This will eventually increase the school's total roll from its current 349 children in Years F-6 (September 2009 pupil census) to a maximum of 420. This expansion has been the subject of an informal consultation in south east Oxford.

A decision is sought as to whether to proceed to issuing a statutory notice to expand the school, in accordance with The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England)

Regulations 2007 (as amended by The School Organisation and Governance (Amendments)(England) Regulations 2007 which came into force on 21 January 2008).

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Larkrise Primary School, Oxford.

11. The Cooper School, Bicester (Pages 133 - 140)

Cabinet Member: Schools Improvement
Forward Plan Ref: 2009/238
Contact: Kevin Griffin, Service Manager - School Organisation & Planning Tel: (01865) 816457

Report By: Director for Children, Young People & Families (**CA11**)

This Project Approval Report is for the construction of a new Sixth Form Centre at The Cooper School, Bicester. Cabinet approved a statutory proposal to extend the age range of The Cooper School to include a new sixth form at its meeting 26 May 2009. The new sixth form is required to be operational from 1 September 2011.

The addition of a Sixth Form at The Cooper School is part of a broader 14 - 19 strategy in Bicester. The Cooper School will continue to work closely with the other secondary school in the town, Bicester Community College, Bardwell Special School and Oxford and Cherwell Valley College to jointly offer a wide range of academic and vocational courses. The addition of a sixth form at The Cooper school will provide an additional educational opportunity in a town which currently offers little choice post-16.

The sixth form centre will be housed in a new purpose built building. To ensure that sufficient accommodation is in place to support the change in age range at the school the project also includes an extension to the school's science faculty to provide 2 additional science laboratories and alterations to the Design & Technology area to create an engineering workshop.

The Cabinet is RECOMMENDED to approve Project Appraisal ED747 for the provision of new Sixth Form Accommodation at Cooper School, Bicester.

12. City Centre Street Scene Manual (Part One) (Pages 141 - 174)

Cabinet Member: Growth & Infrastructure
Forward Plan Ref: 2010/003
Contact: Martin Krafft, Senior Transport Planner Tel: (01865) 815786

Report By: Head of Transport (**CA12**)

The purpose of this report is to update members on progress in producing the Oxford city centre street scene manual: part one, and to seek approval of the manual. The manual has been jointly produced by Oxford City Council and Oxfordshire County Council, with support from the West End Partnership. The report also seeks approval for officers to start work on some immediate actions that flow from the manual.

The Cabinet is RECOMMENDED to

- (c) **endorse the Oxford city centre street scene manual: part one as the basis for the design, maintenance and management of streets in Oxford city centre;**
- (d) **authorise the Head of Transport, in consultation with the Cabinet Members for Growth and Infrastructure and Transport Implementation, to make minor amendments to the document;**
- (e) **instruct officers to continue to work with Oxford City Council to develop subsequent parts of the manual; and**
- (f) **instruct officers to work on the proposed immediate actions at Annex Error! Reference source not found. Error! Reference source not found. and report to the Cabinet Member for Transport Implementation.**

13. IRMP Action Plan - final (Pages 175 - 206)

Cabinet Member Safer & Stronger Communities
Forward Plan Ref: Ref: 2009/151
Contact: Martin Crapper, Community Safety Service Delivery Manager Tel: (01865) 852171 *Ref: 2009/*

Report By: Head of Community Safety & Chief Fire Officer

This report (**CA13**) proposes the projects to be included within the Fire Authority's Integrated Risk Management (IRMP) Action Plan for the fiscal year 2010-11. The proposals summarise those areas where the Service's Strategic Leadership Team believe service improvements should be made. To meet the requirements of the IRMP process, each proposal is supported by robust evidence, validating both their inclusion and their contribution to improved community safety and/or firefighter safety. Similarly, each proposal is cognisant of the prevailing economic constraints.

The proposals for the 2010-11 Action Plan are as follows:-

- Project 1:** Day crewing review at Abingdon and Didcot Fire Stations.
- Project 2:** Special appliance review, including a review of aerial rescue appliances and specialist rescue capability.
- Project 3:** Use of operational staff to deliver our obligations under the Fire Safety Order.
- Project 4:** Review of our co-responder arrangements with South Central Ambulance Service.
- Project 5:** Review prevention and risk reduction.
- Project 6:** Operational resilience review.

Project 7: Further development of the Services approach to the Equality framework for Local Government.

The above proposals have been subject to a 12 week public consultation period during which stakeholders (internal and external) have had the opportunity to comment and pass observations either through e-mail, OCC Consultation Portal or directly by letter. In addition to the electronic availability of the proposals, the Cabinet Member for Safer and Stronger Communities and Fire and Rescue Service (FRS) managers held four public meetings; two meetings at Service Headquarters Kidlington and two further meetings, one in Abingdon and one in Didcot. Overall some 3,000 replies have been received primarily objecting to Project 1 – Day crewing review at Abingdon and Didcot Fire Stations.

The above proposals, if approved by Cabinet, will be included in the final version of the IRMP Action Plan 2010-11. Each project will be subject to close monitoring and reviewed every quarter through the Project Implementation Team (PIT). Progress will be reported to the Cabinet Member for Safer and Stronger Communities (SSC) and copied to the chairman of the Safer & Stronger Communities Scrutiny Committee every quarter.

The Cabinet is RECOMMENDED:

- (a) to approve all seven of the proposed projects for inclusion in the IRMP action plan 2010/11;
- (b) in light of the concerns expressed through the extensive internal and external consultation, to instruct the Chief Fire Officer to mitigate as far as practicable concerns raised when considering any future duty system;
- (c) in recognising the public concern around the potential impact of project one on attendance times to incidents during specific short periods, to instruct the Chief Fire Officer to report to the Cabinet Member for Safer and the related Scrutiny Committee on a four monthly basis in the first twelve months after implementation. This report to also include details of the beneficial elements to RDS stations from the staff redeployment of the four Watch Managers; and
- (d) to instruct the Chief Fire Officer to provide performance data relating to the implementation of project one to the South and Vale of White Horse District Councils and Abingdon and Didcot Town Councils.

14. Oxfordshire Economic Assessment (Pages 207 - 326)

Cabinet Member: Growth & Infrastructure
Forward Plan Ref: 2010/026
Contact: Dave Waller, Economy Spatial Planning & Climate
Change Manager Tel: (01865) 810813

Report By: Head of Sustainable Development (**CA14**)

To approve the draft of the Oxfordshire Economic Assessment for wider consultation. This consultation will seek the views from partners on how the assessment could be improved.

The Cabinet is RECOMMENDED to approve the two reports, the first a summary of findings and the second the full economic assessment as the basis for consultation with Oxfordshire Partnership members and others.

15. Performance Management: 3rd Quarter Progress Report Against Priorities and Targets (Pages 327 - 328)

Cabinet Member: Deputy Leader

Forward Plan 2009/204

Ref:

Contact: Alexandra Bailey, Corporate Performance and Review
Manager Tel: (01865) 816384

Report By: County Council Management Team

The report (**CA15**) shows the council's performance in the four key areas of: customer, projects, finance, and people. Progress against targets is shown by directorate, including a summary of what is going well, what needs to develop, and what requires attention. This is the performance report for Q3 2009/2010.

The Cabinet is RECOMMENDED to note this report.

16. Establishment Review - March 2010 (Pages 329 - 334)

Cabinet Member: Deputy Leader

Forward Plan Ref: Ref: 2009/203

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

Report By: Head of Human Resources

This report (**CA16**) gives an update on activity since the implementation of the Establishment Review and associated Recruitment Approval process on 1 August 2005. It provides detail on the overall objectives of the review and summarises progress made against the targets which were agreed to ensure delivery of those objectives. Details of the agreed establishment figure at 31 December 2009 in terms of Full Time Equivalents is provided, together with the detailed staffing position at 31 December 2009. These are shown in the report by directorate and service area.

The report also provides information on current activity and in addition there is information on grant funded posts and those vacancies which are being covered by agency staff and at what cost.

The Cabinet is RECOMMENDED to:

(a) note the report;

(b) confirm that the Establishment Review continues to meet the Cabinet's

requirements in reporting and managing staffing numbers.

17. Forward Plan and Future Business (Pages 335 - 338)

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 **CA17**. 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.
