

To: Members of the Cabinet

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

**Tuesday, 18 September 2012 at 2.00 pm**

**County Hall, Oxford, OX1 1ND**



Joanna Simons  
Chief Executive

September 2012

Contact Officer:

**Sue Whitehead**

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### *Councillors*

### **Membership**

- |                      |   |
|----------------------|---|
| Ian Hudspeth         | - <i>Leader of the Council</i>                                  |
| Rodney Rose          | - <i>Deputy Leader of the Council</i>                           |
| Arash Fatemian       | - <i>Cabinet Member for Adult Services</i>                      |
| Nick Carter          | - <i>Cabinet Member for Business &amp; Communications</i>       |
| Louise Chapman       | - <i>Cabinet Member for Children &amp; the Voluntary Sector</i> |
| Melinda Tilley       | - <i>Cabinet Member for Education</i>                           |
| C.H. Shouler         | - <i>Cabinet Member for Finance</i>                             |
| Hilary Hibbert-Biles | - <i>Cabinet Member for Growth &amp; Infrastructure</i>         |
| Mrs J. Heathcoat     | - <i>Cabinet Member for Safer &amp; Stronger Communities</i>    |
| Kieron Mallon        | - <i>Cabinet Member for Police &amp; Policies</i>               |

*The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 26 September 2012 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: 16 October 2012*

## 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 Rachel Dunn on (01865) 815279 or [Rachel.dunn@oxfordshire.gov.uk](mailto:Rachel.dunn@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 - 14)

To approve the minutes of the meeting held on 17 July 2012 (**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

## 6. Proposal to Expand Botley School, Oxford (Pages 15 - 34)

*Cabinet Member:* Education

*Forward Plan Ref:* 2012/089

*Contact:* Diane Cameron, School Organisation Officer Tel: (01865) 816445

Report by Director for Children's Services (**CA6**).

At the request of the Local Authority, Botley School admitted an additional class (15 places) of F1 (Reception) class pupils in September 2010 to meet demand for pupil

places within Oxford city. Demand for pupil places across Oxford city has risen very sharply and the expectation is that the rise in pupil numbers will be sustained. Similarly, the West Oxford partnership of schools, of which Botley School is a member, lies both within and on the outskirts of Oxford itself and is experiencing very high demand for places. Plans for additional housing within the school's catchment area are included in the draft Vale of White Horse Local Plan, and the district's current housing projections indicate over 500 homes are expected to be built in the area over the next six years, with significant developments already approved or underway.

The proposal to expand Botley School to 2 forms of entry is one part of the county council's strategy to meet the need for primary school places in Oxford and its immediate surrounds.

***Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Botley School, Oxford.***

## **7. New Academies and Free Schools in Oxfordshire - Creating New Schools to Meet Housing Growth Post Education Act 2011 (Pages 35 - 52)**

*Cabinet Member: Education*

*Forward Plan Ref: 2012/105*

*Contact: Allyson Milward, Academies Manager Tel: (01865) 816447*

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

In the next five years the authority is likely to have to procure a number of new schools due to planned housing growth. The Education Act 2011 determined that all new schools should be academies or Free schools unless no sponsor can be found by the authority or DfE. Existing legislation which deals with the creation of new maintained schools is no longer applicable to the Authority's decision making process. The authority has embraced the idea of academies and seeks to identify the best provision it can for school places in Oxfordshire.

The purpose of this report is to set out procedures which will 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. The DfE has 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, is set out in the report.

***Cabinet is RECOMMENDED to approve the process to identify academy and free school providers for new schools in Oxfordshire.***

## **8. 2012/13 Financial Monitoring & Business Strategy Delivery Report - July 2012 (Pages 53 - 90)**

*Cabinet Member: Finance*

*Forward Plan Ref: 2012/064*

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

Report by Assistant Chief Executive & Chief Finance Officer (**CA8**).

This report focuses 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 include projections for revenue, reserves and balances as at the end of July 2012. The Capital monitoring is included at Part 3.

***The Cabinet is RECOMMENDED 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.***

## **9. Business Strategy and Service & Resource Planning Report for 2013/14 - 2017/18 - September 2012 (Pages 91 - 112)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2012/065

*Contact:* Lorna Baxter, Assistant Chief Finance Officer Tel: (01865) 323971

Report by Assistant Chief Executive & Chief Finance Officer (**CA9**).

This report is the first in a series on the Service & Resource Planning process for 2013/14 to 2016/17, providing councillors with information on budget issues for 2013/14 and the medium term. The report presents the known and potential financial issues for 2013/14 and beyond which impact on the existing Medium Term Financial Plan (MTFP), the assumptions on which the current MTFP is based and proposes a process for Service & Resource Planning for 2013/14 including a timetable of events.

***Cabinet is RECOMMENDED to:***

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

## **10. Staffing Report - Quarter 1 (Pages 113 - 118)**

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2012/066

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

Report by Head of Human Resources (**CA10**).

This report gives an update on staffing numbers and related activity during the period 1 April 2012 to 30 June 2012. It gives details of the agreed staffing numbers and

establishment at 30 June 2012 in terms of Full Time Equivalents. These are also shown by directorate in Appendix 1. In addition, the report provides information on vacancies and the cost of posts being covered by agency staff.

The report also tracks progress on staffing numbers since 1 April 2010 as we implement our Business Strategy.

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

***(a) note the report;***

***(b) confirm that the Staffing Report meets the Cabinet's requirements in reporting and managing staffing numbers.***

## **11. Forward Plan and Future Business (Pages 119 - 120)**

*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 **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.***

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