



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 17 July 2018 at 2.00 pm

Rooms 1&2 - County Hall, New Road, Oxford OX1 1ND

Peter Clark
Chief Executive

July 2018

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

Membership

Councillors

Ian Hudspeth	Leader of the Council
Mrs Judith Heathcoat	Deputy Leader
Lawrie Stratford	Cabinet Member for Adult Social Care
Steve Harrod	Cabinet Member for Children & Family Services
Lorraine Lindsay-Gale	Cabinet Member for Property & Cultural Services
Yvonne Constance OBE	Cabinet Member for Environment
David Bartholomew	Cabinet Member for Finance
Hilary Hibbert-Biles	Cabinet Member for Public Health & Education
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 Wednesday 25 July 2018 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: 18 September 2018

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 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

To approve the minutes of the meeting held on 19 June 2018 (**CA3 (to be circulated separately)**) 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. Follow-up to Call in - Home to School Transport and Travel Policy (Pages 1 - 78)

At their meeting on 5 July 2018, the Performance Scrutiny Committee considered the decision of Cabinet made on 19 June 2018 following proper notice of a call in. The Committee agreed to refer the decision back to Cabinet for it to consider in the light of material concerns:

The following documents are attached (**CA6**)

- (a) a note of the material concerns of the Performance Scrutiny Committee
- (b) a report setting out the names of the Councillors who have required the call in and the reasons given for the Call in.
- (c) the report considered by Cabinet on 19 June 2018 together with a note of the recommendation of the Education Scrutiny Committee who considered the Cabinet report at their meeting on 18 June 2018. The minute of the Cabinet meeting can be found elsewhere on this agenda.
- (d) additional information provided to the Performance Scrutiny Committee in response to the call in

7. **Financial Monitoring and Medium Term Financial Plan Delivery Report - May 2018** (Pages 79 - 110)

Cabinet Member: Finance

Forward Plan Ref: 2018/089

Contact: Katy Jurczynszyn, Strategic Finance Manager (Finance, Strategy & Monitoring)

Tel: 07584 909518

Report by Director of Finance (**CA7**).

The purpose of this report is to set out the forecast position of the revenue budgets as at the end of May 2018. This report also includes an update on the Medium Term Financial Plan savings, reserves and balances.

The Cabinet is RECOMMENDED to:

- (a) note the report***
- (b) approve the virements as set out in Annex 2a;***
- (c) note the virements set out in Annex 2b;***
- (d) note the use of the £7.5m iBCF ringfenced grant funding in 2018/19 as set out in paragraph 15;***
- (e) approve the transfer of the Troubled Families Payment by Results Grant Funding into the Government Initiatives Reserve for use by Children's Services as set out in paragraph 19;***
- (f) approve the transfer of £3.9m from the Budget Priorities Reserve to the Transformation Reserve as set out in paragraph 20;***
- (g) approve the bad debt write-offs as set out in paragraph 27;***
- (h) approve the fees and charges as set out in paragraph 33 and Annex 6.***

8. **Capital Programme Monitoring Report - May 2018** (Pages 111 - 166)

Cabinet Member: Finance

Forward Plan Ref: 2018/090

Contact: Katy Jurczynszyn, Strategic Finance Manager (Finance, Strategy & Monitoring)

Tel: 07584 909518

Report by Director of Finance (**CA8**).

This is the first separate capital programme update and monitoring report and focuses on the delivery of the 2018/19 capital programme based on projections at the end of May 2018 and new inclusions within the overall ten-year capital programme.

The Cabinet is RECOMMENDED to:

- (a) note the report;**
- (b) approve the updated Capital Programme at Annex 2 and the associated changes to the programme in Annex 1c;**
- (c) approve the basic need programme up to September 2019 set out in Annex 3;**
- (d) approve the School Structural Maintenance Programme for 2018/19 set out in Annex 4;**
- (e) approve the inclusion of the budget requirement of £1.550m for the developer led new primary school for Crab Hill, Wantage;**
- (f) approve the inclusion of the budget requirement of £1.300m for the developer led new primary school for North Curbridge, West Witney;**
- (g) approve the inclusion of the budget requirement of £1.630m for the developer led new primary school for Graven Hill, Bicester;**
- (h) approve the commencement of the re-provision of Maltfield House with a £3m budget provision;**
- (i) approve the stage 0 budget requirement of £1.240m towards the Children Services Phase 2 electronic social care record system;**
- (j) approve the revised two-year Highways Structural Maintenance Programme set out in Annex 5;**
- (k) approve the additional £10m Highways Structural Maintenance Programme for 2018/19 as set out in Annex 6;**
- (l) approve that a business case is produced to support the significant borrowing investment in the Council's assets;**
- (m) approve the inclusion of £40.8m for the investment in the Street Lighting estate;**
- (n) approve the inclusion of the Botley Road Corridor scheme with a budget provision of £9.1m as part of the Growth Deal Infrastructure Programme;**
- (o) approve the inclusion of the budget requirements of £0.5m each towards the Housing Infrastructure Fund bid projects for Didcot Garden Town and A40; and**
- (p) approve the inclusion of the budget requirement of £1.6m towards improvements to facilities at Didcot Library.**

9. Performance Scrutiny Household Recycling Deep Dive Recommendations (Pages 167 - 174)

Cabinet Member: Environment

Forward Plan Ref: 2018/094

Contact: Katie Read, Senior Policy Officer Tel: 07584 909530

Report by Assistant Chief Executive (**CA9**).

The Performance Scrutiny Committee has led a deep dive into Oxfordshire's falling household recycling rates and deteriorating performance outlook to understand the underlying reasons for this and to commend remedial action.

The recommendations arising from the deep dive were considered and endorsed by the Committee on 24 May 2018 with minor amendments. These recommendations are outlined in the report for Cabinet to consider and respond to.

The Cabinet is RECOMMENDED to:

- (a) consider the recommendations of the Performance Scrutiny Committee for the Council;***
- (b) agree which recommendations the Cabinet will accept; and***
- (c) ask the Director for Planning and Place, in consultation with the Cabinet member for Environment to prepare a response for the next meeting of the Performance Scrutiny Committee.***

10. Engagement of External Advisory Services (Pages 175 - 182)

Cabinet Member: Leader

Forward Plan Ref: 2018/088

Contact: David Cooke, Interim Head of Procurement & Commercial Tel: 07990 367796

Report by Chief Executive (**CA10**).

This report seeks the agreement of Cabinet to the principle of engaging an external provider to deliver expert advisory services to the Council over the next three years on the Fit for the Future programme and other associated strategic change initiatives. The report also sets out the proposed procurement approach

Cabinet is RECOMMENDED to approve entering into an access agreement to the Islington procurement framework as set out in paragraph 15 for the provision of engaging expert advisory services to support and accelerate cross council transformation

11. Innovation Funding (Pages 183 - 202)

Cabinet Member: Adult Social Care

Forward Plan Ref: 2018/052

Contact: Rebecca Lanchbury, Commissioning Officer – Older People Tel: 07584

481255

Report by Deputy Director for Joint Commissioning (**CA11**).

The Innovation Fund for Daytime support 2018-19 was open to applications from all community and voluntary organisations to deliver new innovative projects for daytime support in Oxfordshire.

The aim of the funding is to provide one-off funding to support the development of self-sustaining projects, delivering new opportunities for adults in Oxfordshire.

As per the agreed cross-party decision-making process, the cross-party panel reviewed the applications and assessed them against grant criteria. Decisions on recommendations for award were coproduced with people who use services and supported by officer recommendations.

This paper sets out the final cross-party panel recommendations for allocation of the Innovation Fund for daytime support 2018-19, for decision by Cabinet.

Cabinet is RECOMMENDED to:

- (a) ***Congratulate the voluntary sector for its continued commitment and dedication to innovation and provision of new opportunities to people using services in Oxfordshire;***
- (b) ***Consider and agree the criteria for the Innovation Fund 2018-19 - in line with the agreed process and scope for the same as decided by Cabinet in January 2017 as part of the overall changes to daytime support;***
- (c) ***Review and agree the cross-party evaluation panel's recommendations for Innovation Fund grant awards as set out under 17 above; and***
- (d) ***Approve utilisation of the remaining amount as set out under 18 above for a second round of applications to the Innovation Fund 2018-19.***

12. Cogges Manor Farm (Pages 203 - 208)

Cabinet Member: Property & Cultural Services

Forward Plan Ref: 2018/109

Contact: Alexandra Bailey, Director for Property & Investment Tel: 07768 027257

Report by Director for Capital Investment & Delivery (**CA12**).

Cogges Heritage Trust (the Trust) have provisionally been awarded circa £1m of Heritage Lottery Funding (HLF) to undertake work / improvements to the Cogges Manor Farm buildings which are owned by the County Council and leased to the Trust. Cogges Manor Farm is a Scheduled Ancient Monument, consisting of a 13th century manor house and 17th century farm buildings which are Grade 2 Listed. The Council retains responsibility for structural repairs.

The current lease terms do not align with HLF policy and consequently the HLF have asked the Council to vary the lease terms, including the removal of break clauses,

which would put the Council at risk in terms of ongoing repairing liability.

The HLF requirement to make changes to the lease has brought an opportunity to reconsider the future of Cogges Farm and negotiate other changes. An alternative proposal has been put to the Trust, the principles of which were outlined in a Memorandum of Understanding between the parties and this was submitted by the Trust to the HLF Board on 26 June 2018. Cabinet approval is required to enable the Council to proceed if agreement on terms can be reached.

The Cabinet is RECOMMENDED to:

- (a) To declare the property surplus to requirements.**
- (b) To approve the principle of transferring Cogges Manor Farm to the Cogges Heritage Trust, as a named purchaser, for £1 (one pound) on terms that accord with the Council's statutory obligations or if terms cannot be agreed, to grant a new lease upon terms that satisfy the Council's and HLF requirements.**
- (c) Subject to the transfer of Cogges Manor Farm, as noted in 2 above, to approve the transfer of £1m to Cogges Heritage Trust in full and final settlement of all the Council's liabilities and obligations under the lease.**
- (d) Approve the £0.6m increase to the capital programme budget to make £1m available to Cogges Heritage Trust in full and final settlement of all the Council's liabilities and obligations under the lease, funded from the Capital Programme Contingency.**
- (e) Delegate authority to the Director of Capital and Investment Delivery and Director of Law and Governance to agree appropriate terms.**

13. Delegated Powers - July 2018

Cabinet Member: Leader

Forward Plan Ref: 2018/021

Contact: Sue Whitehead, Principal Committee Officer Tel: 07393 001213

To report on a quarterly basis any executive decisions taken under the specific powers and functions delegated under the terms of Part 7.2 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c)(i). It is not for scrutiny call-in.

14. Forward Plan and Future Business

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 **CA**. 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.
