



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 21 January 2020 at 2.00 pm

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

Yvonne Rees
Chief Executive

January 2020

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 & Public Health |
| Ian Corkin | Cabinet Member for Cherwell Partnership |
| Steve Harrod | Cabinet Member for Children & Family Services |
| Lorraine Lindsay-Gale | Cabinet Member for Education & Cultural Services |
| Yvonne Constance OBE | Cabinet Member for Environment |
| David Bartholomew | Cabinet Member for Finance |
| Mark Gray | Cabinet Member for Local Communities |
| Eddie Reeves | Cabinet Member for Transformation |

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 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: 25 February 2020

County Hall, New Road, Oxford, OX1 1ND

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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 (Pages 1 - 12)

To approve the minutes of the meeting held on 19 November 2019 (**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. Service & Resource Planning Report - 2020/21 - January 2020 (Pages 13 - 16)

Cabinet Member: Finance

Forward Plan Ref: 2019/116

Contact: Hannah Doney, Strategic Finance Manager (Assurance & Reporting) Tel: 07584 174654

Report by Director of Finance (**CA6**).

This report is the culmination of the Service & Resource Planning process for 2020/21 to 2023/24 and sets out the Cabinet's proposed Corporate Plan and supporting budget, medium term financial plan, capital programme and supporting strategies.

The report is set out in three sections; the Corporate Plan; the revenue budget including the draft council tax precept for 2020/21 and the Medium Term Financial Plan (MTFP) to 2023/24; and the Capital & Investment Strategy and Capital Programme including the Treasury Management Strategy. Information outstanding at the time of the Cabinet meeting will be reported to Council when it considers the budget on 11 February 2020.

Cabinet's Corporate Plan and revenue and capital budget proposals take into consideration the latest information on the council's financial position outlined in this report and comments from the Performance Scrutiny Committee meeting on 9 January 2020.

The public consultation on the budget closes on 29 January 2020. The budget consultation report and any changes to the proposed budget as a result of comments received will be incorporated into the Service & Resource Planning 2020/21 – 2023/24 report to Council on 11 February 2020.

As final notification of some funding streams is awaited, some further changes may be made to the budget proposals ahead of full Council on 11 February 2020.

In relation to the Corporate Plan (Annex 1);

Cabinet is RECOMMENDED to RECOMMEND Council to:

- (a) approve the Corporate Plan.***

In relation to the Revenue Budget and Medium Term Financial Plan (Annex 2);

Cabinet is RECOMMENDED to:

- (a) approve the Review of Charges for 2020/21;***
(b) approve the Financial Strategy for 2020/21;
(c) approve the Earmarked Reserves and General Balances Policy Statement 2020/21; and
(d) to delegate authority to the Leader of the Council, following consultation with the Director of Finance and the Cabinet Member for Finance, to make appropriate changes to the proposed budget.

Cabinet is RECOMMENDED to RECOMMEND Council to:

- (a) approve a budget for 2020/21 and a Medium Term Financial Plan to 2023/24, based on the proposals set out in Annex 2 – Appendix 2;***
(b) approve a council tax requirement (precept) for 2020/21;
(c) approve a 2020/21 council tax for band D equivalent properties; and
(d) approve the virement arrangements to operate within the approved budget.

In relation to the Capital & Investment Strategy and Capital Programme (Annex 3);

Cabinet is RECOMMENDED to:

- (a) approve the Pupil Place Plan 2019/20 – 2023/24; and**
- (b) approve the Highways Asset Management Strategy for 2019/20 – 2023/24.**

Cabinet is RECOMMENDED to RECOMMEND Council to approve:

- (a) the Capital & Investment Strategy for 2020/21 - 2029/30 including:**
 - (i) the Investment Strategy;**
 - (ii) the Prudential Indicators; and**
 - (iii) the Minimum Revenue Provision Methodology Statement;**
 - (b) the new capital proposals for inclusion in the Capital Programme as set out in Annex 3 – Appendix C;**
 - (c) the Treasury Management Strategy Statement and Annual Investment Strategy for 2020/21 incorporated in the Capital & Investment Strategy;**
 - (d) to continue to delegate the authority to withdraw or advance additional funds to/from external fund managers to the Treasury Management Strategy Team;**
 - (e) that any further changes required to the 2020/21 Treasury Management Strategy be delegated to the Director of Finance in consultation with the Leader of the Council and the Cabinet Member for Finance;**
 - (f) the Treasury Management Prudential Indicators; and**
 - (g) The Specified Investment and Non Specified Investment instruments as set out in Annex 3 - Appendix F, paragraphs 47 to 52.**
- (6)(a) Annex 1 Corporate Plan_(Pages 17 - 42);**
(6)(b) Annex 2 Revenue Capital_(Pages 43 - 158);
(6)(c) Annex 3 Capital and Investment Strategy and Capital Programme_(Pages 159 - 390)

7. Business Management & Monitoring Report - November 2019 (Pages 391 - 436)

Cabinet Member: Deputy Leader of the Council and Cabinet Member for Finance
Forward Plan Ref: 2019/117

Contact: Steven Fairhurst Jones, Corporate Performance & Risk Manager Tel: 07932 318890/Hannah Doney, Strategic Finance Manager (Assurance & Reporting) Tel: 07584 174654

Report by Corporate Director Customers & Organisational Development and Director of Finance (**CA7**).

The report sets out Oxfordshire County Council's (OCC's) progress towards Corporate Plan priorities, and provides an update on the delivery of the Medium Term Financial Plan, at 30 November. A summary of overall performance and description of change is contained within the report. The report contains three annexes:

- Annex A shows our current performance against targets and summarises progress towards overall outcomes set out in our Corporate Plan.

- Annex B sets out the new Leadership Risk Register which has been developed as part of the Council's work to strengthen risk and opportunities management.

Annex C sets out the current financial position, providing detailed explanations of significant budget variations and an update on the Medium-Term Financial Plan including the delivery of savings agreed by Council in February 2019.

Cabinet is RECOMMENDED to:

- (a) note the contents of this report;***
- (b) note the virements set out in Annex C – 2b;***
- (c) approve the creation of a new Redundancy Reserve and approve the transfer of £1m from the Budget Priorities Reserve to the Redundancy Reserve as set out in Annex C.***

8. Council Tax Discount Scheme for Care Leavers (Pages 437 - 448)

Cabinet Member: Children & Family Services

Forward Plan Ref: 2019/207

Contact: Diane Cameron, Policy & Performance Officer Tel: 07795 301254

Report by Deputy Director – Children's Social Care (**CA8**).

This report is a draft proposed policy on establishing a joint Council Tax Discount Scheme for Care Leavers across Oxfordshire. The scheme is proposed to establish care leavers as a class for the purpose of Section 13A(1)(c) of The Local Government Finance Act 1992 and reduce their liability for council tax payments to nil between the ages of 18-21. Further arrangements on a case-by-case basis up to the age of 25 are proposed within the draft policy. A joint Memorandum of Understanding is also proposed and a draft is attached at Annex 1.

Cabinet is asked to note the contents of a draft joint policy proposing to establish a joint Council Tax Discount Scheme for Care Leavers, and to request appropriate officers respond to it ahead of a final policy being taken to all Oxfordshire authorities' Executives for approval ahead of implementation on 1 April 2020;

Cabinet is Recommended to approve that:

- (a) care Leavers are determined as a class for the purpose of Section 13A(1)(c) of The Local Government Finance Act 1992;***
- (b) all Oxfordshire Authorities and Thames Valley Police implement the Council Tax Discount Scheme for Care Leavers from 1 April 2020;***
- (c) all Oxfordshire Authorities and Thames Valley Police are signatories to a joint Memorandum of Understanding stating the joint commitment to the proposed scheme.***

9. Innovation and Sustainability Funds (Pages 449 - 480)

Cabinet Member: Adult Social Care & Public Health

Forward Plan Ref: 2019/120

Contact: Rebecca Lanchbury, Commissioning Officer (Older People) Tel: 07584 481255

Report by Deputy Director for Joint Commissioning (**CA9**).

The Innovation and Sustainability Funds were introduced in 2018, following the review of daytime support services and the implementation of a new, flexible countywide system of daytime support in Oxfordshire. 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.

This report is regarding the Innovation & Sustainability Funds for Daytime Support, administered by Adult Social Care to support the development of daytime opportunities for adults in Oxfordshire. This fund helps support people to live well at home and in their communities.

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

This round of applications to the Innovation and Sustainability Funds opened on 12 August 2019 and the closing date for both funds was originally 20 September 2019. However, an unprecedented number of requests to extend the deadline resulted in an extension of the closing date to 30 September 2019.

Funding of £250,000 per annum is available through the Sustainability Fund from 2020/21 to 2022/23. We received 38 applications to this fund, requesting an overall amount of £370,634.30 in 2020/21. 30 applicants applied for funding over the 3-year period with further total requests of £282,499 in 2021/22 and £248,200 in 2022/23.

The Innovation Fund totals £123,265 in 2020/21, and we received 5 applications to this fund, requesting an overall amount of £63,097.00 in 2020/21.

The strategic plan is to move towards a rolling three-year programme of awards for the Sustainability Fund, whereby a third of the available funding is awarded each year to applicants requesting funding over a three-year period.

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, supported by officers pre-scoring.

This paper sets out the final cross-party panel recommendations for allocation of the Innovation and Sustainability Funds for Daytime Support 2020-21, for decision by Cabinet.

Cabinet is RECOMMENDED to:

- (a) approve the recommendations, as set out under 28 (a-b);**
- (b) approve the recommendation to transfer £40,138 from the Innovation Fund 2020/21 to the Sustainability Fund 2020/21, to cover the extra funding awarded, as set out under 28(c);**
- (c) to carry forward the remaining balance of £39,430 from the Innovation Fund 2020/21 to the Innovation Fund 2021/22, as set out under 28 (d).**

10. SEND LA Ofsted Report (Pages 481 - 488)

Cabinet Member: Education & Cultural Services

Forward Plan Ref: 2019/201

Contact: Jayne Howarth, Head of SEND Tel: 07776 996944

Report by Head of SEND (**CA10**).

The final SEND re-visit report was published by Ofsted on the 23 December 2019, following the revisit on the 15 - 17 October 2019. The findings of the report detail the outcome, which advised that the Local Area had made significant progress in three out of five areas of significant weakness, which was highlighted in the Ofsted SEND Inspection held in September 2017.

Cabinet is RECOMMENDED to note the outcome of the SEND Local Area Re-Visit report, published on the 23 December 2019.

11. Connecting Oxford (Pages 489 - 604)

Cabinet Member: Environment

Forward Plan Ref: 2019/061

Contact: Joanne Fellows, Infrastructure Locality Lead Tel: 07990 368897/Stewart Wilson, Principal Transport Planning Officer Tel: 07801 740354

Report by Director for Planning & Place (**CA11**).

The report outlines Connecting Oxford proposals - further traffic restrictions across Oxford and a workplace parking levy in Oxford's Eastern Arc - and the transport, environmental and other benefits it could deliver for Oxfordshire. A timetable and costs for the work required to design a detailed scheme and develop a DfT compliant business case, which will thoroughly assess a range of scheme benefits and impacts, are contained within the report. Initial proposals were recently subject to an extensive engagement exercise and the report confirms the main findings.

In addition, the report sets out the need for further consultation and engagement. It is proposed to develop a detailed scheme and business case between January/February 2020 and Autumn 2021. A decision is required on whether to proceed on this basis (with the necessary funding to undertake this work already secured from the Housing & Growth Deal).

The Cabinet is RECOMMENDED to endorse the overall approach proposed as the basis for further scheme and business case development of Connecting Oxford proposals in partnership with Oxford City Council.

12. Delegated Powers - January 2020

Cabinet Member: Leader of the Council

Forward Plan Ref: 2019/118

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.

| <i>Date</i> | <i>Subject</i> | <i>Decision</i> | <i>Reasons for Exemption</i> |
|------------------|--|--|--|
| 10 October 2019 | Request for exemption from tendering under Contract Procedure Rule ("CPR") 20 for a contract: Housing Related Support, Assessment Centre | Approved an exemption from the tendering requirements under OCC's Contract Procedure Rules to extend the Contract to Oxford Homeless Pathways for the Housing Related Support Assessment Centre for a 2-month period from to 31 March 2020 at a cost for the extension of £61,500 and an aggregate cost for the entire contract of £1,537,500. | To allow sufficient time for the new Contract for the Housing Related Support Assessment Centre to be procured, a short two - month extension of the existing Contract is required to enable the procurement process to be undertaken. |
| 10 October 2019 | Request for exemption from tendering under Contract Procedure Rule ("CPR") 20 for a contract in respect of a Contract for school services at Northfield School | Approved an exemption from the tendering requirements under OCC's Contract Procedure Rules in respect of a contract for the provision of school services at Northfield School by Gallery Trust at a cost of £420,000 | To provide continuity of service to ensure safe delivery of education for pupils with high level and complex special educational needs. Urgent need caused by school failing to convert to academy as anticipated. |
| 20 November 2019 | Request for exemption from tendering under Contract Procedure Rule ("CPR") 20 in respect of the award of a Contract for House Project nominations agreement with Response. | Approved an exemption from the tendering requirements under OCC's Contract Procedure Rules in respect of the award of a contract to Response in respect of the House Project for a revised period from October 2018 to September 2022 at a cost for the entire period of £212,590 | Due to the success of the project to allow the continuation of the pilot. Identification and sourcing of new properties and relatively small duration make the opportunity unattractive to other providers. |

13. Forward Plan and Future Business (Pages 605 - 606)

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 **CA13**. 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.
