



To: **Members of the Cabinet**

Notice of a Meeting of the Cabinet

Tuesday, 21 December 2021 at 2.00 pm

Council Chamber - County Hall, New Road, Oxford OX1 1ND

Please note that Council meetings are currently taking place in-person (not virtually) with Covid precautions at the venue. Meetings will continue to be live-streamed and those who wish to view them are strongly encouraged to do so online to minimise the risk of Covid-19 infection.

If you wish to view proceedings, please click on this [Live Stream Link](#). However, that will not allow you to participate in the meeting.

If you still wish to attend this meeting in person, you must contact the Committee Officer by 9am four working days before the meeting and they will advise if you can be accommodated at this meeting and of the detailed Covid-19 safety requirements for all attendees.

Please note that in line with current government guidance *all* attendees are strongly encouraged to take a lateral flow test in advance of the meeting.

A handwritten signature in blue ink, appearing to read 'Yvonne Rees'.

Yvonne Rees
Chief Executive

December 2021

Committee Officer: **Colm Ó Caomhánaigh**
Tel: 07393 001096; E-Mail:
colm.ocaomhanaigh@oxfordshire.gov.uk

Membership

Councillors

Liz Leffman	Leader of the Council
Liz Brighthouse OBE	Deputy Leader of the Council
Glynis Phillips	Cabinet Member for Corporate Services
Neil Fawcett	Cabinet Member for Community Services & Safety
Dr Pete Sudbury	Cabinet Member for Climate Change Delivery & Environment
Tim Bearder	Cabinet Member for Highways Management
Duncan Enright	Cabinet Member for Travel & Development Strategy
Calum Miller	Cabinet Member for Finance
Jenny Hannaby	Cabinet Member for Adult Social Care
Mark Lygo	Cabinet Member for Public Health & Equality

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: 18 January 2022

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 - 14)

To approve the minutes of the meeting held on 16 November 2021 (CA3) and to receive information arising from them.

4. Questions from County Councillors (Pages 15 - 16)

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

Currently council meetings are taking place in-person (not virtually) with Covid safety procedures operating in the venues. However, members of the public who wish to speak at this meeting can attend the meeting 'virtually' through an online connection. While you can ask to attend the meeting in person, you are strongly encouraged to attend 'virtually' to minimise the risk of Covid-19 infection.

Please also note that in line with current government guidance all attendees are strongly encouraged to take a lateral flow test in advance of the meeting.

Normally requests to speak at this public meeting are required by 9 am on the day preceding the published date of the meeting. However, during the current situation and to facilitate these new arrangements we are asking that requests to speak are submitted by no later than 9am four working days before the meeting i.e. 9 am on Wednesday 15 December 2021 Requests to speak should be sent to

colm.ocaomhanaigh@oxfordshire.gov.uk. You will be contacted by the officer regarding the arrangements for speaking.

If you ask to attend in person, the officer will also advise you regarding Covid-19 safety at the meeting. If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9 am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

6. Business Management & Monitoring Report - October 2021 (Pages 17 - 110)

Cabinet Member: Cabinet Member for Finance

Forward Plan Ref: 2021/128

Contact: Louise Tustian, Head of Insight & Corporate Programmes Tel: 07741 607452/
Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163

Report by Corporate Director Customers, Organisational Development & Resources and Director of Finance (**CA6**).

This report presents the October 2021 performance, risk and finance position for the Council.

Cabinet is RECOMMENDED

- a) To note the October business management and monitoring report.
- b) To agree virements set out in Annex C -2b which relate to the Covid-19 costs incurred by the directorates between July and September 2021.
- c) To note virements set out in Annex C-2c
- d) To approve the bad debt, write off in Annex C paragraph 48
- e) To approve the use of the Transformation Reserve and COVID Reserve paragraphs 80 and 81

7. Capital Programme Update and Monitoring Report - October 2021 (Pages 111 - 126)

Cabinet Member: Finance

Forward Plan Ref: 2021/126

Contact: Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163

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

Finance report on capital spending against budget allocations, including any necessary capital programme approvals.

The Cabinet is RECOMMENDED to:

- a) Agree the increase in the budget for the following schemes:

- £1.415m for the Lord Williams's School, Thame expansion by 1 form entry funded from basic need programme contingency.
- £1.198m increase to the Kennington Bridge Maintenance Scheme funded from capital programme contingency.

b) Approve the updated Capital Programme at Annex 2.

8. Workforce Report and Staffing Data - Quarter 2 - July-September 2021 (Pages 127 - 144)

Cabinet Member: Corporate Services

Forward Plan Ref: 2021/104

Contact: Karen Edwards, Director of Human Resources Tel: 07825 521526

Report by Corporate Director Customers, Organisational Development and Resources (**CA8**).

Quarterly staffing report providing details of key people numbers and analysis of main changes since the previous report.

The Cabinet is RECOMMENDED to note the report.

9. Infrastructure Funding Statement (Pages 145 - 204)

Cabinet Member: Travel & Development Strategy

Forward Plan Ref: 2021/159

Contact: Chris Stevenson, Planning Obligations Manager Tel: 07825 052782

Report by Corporate Director Environment & Place (**CA9**).

The Infrastructure Funding Statement is a statutory statement of fact to be reported annually, by 31 December 2021 on developer contributions secured, spent or received during the previous financial year, 1 April 2020 – 31 March 2021.

The Cabinet is RECOMMENDED to:

- a) Consider the content of the Infrastructure Funding Statement 2020/21.
- b) Approve the publication of the report onto the Oxfordshire County Council website.

10. Oxfordshire Safeguarding Adults Board Annual Report 2020/21 (Pages 205 - 234)

Cabinet Member: Adult Social Care

Forward Plan Ref: 2021/187

Contact: Steven Turner, OSAB Business Manager Tel: 07917 534230

Report by Corporate Director – Adult and Housing Services (**CA10**).

The OSAB report provides an overview of the work of the Safeguarding Board and its partners during 2020-21. It is a statutory requirement that an annual report is produced and shared with partners. Some partners, such as the Local Authority, have specific expectations placed upon them within the Care Act guidance about how they will respond to the report.

The Cabinet is RECOMMENDED to note the content of the report, particularly the findings of the Vulnerable Adults Mortality group (page 15), the merging findings from the Homeless Mortality Review group (page 16) and the overall summary of progress during the year including the outstanding work (page 24).

11. Oxfordshire Safeguarding Children Board Annual Report 2020/21 (Pages 235 - 262)

Cabinet Member: Deputy Leader of the Council

Forward Plan Ref: 2021/197

Contact: Lara Patel, Deputy Director of Children's Services Tel: 07917 534366

Report by Corporate Director of Children's Services (**CA11**).

This paper highlights findings from the Board's annual report on the effectiveness of local arrangements to safeguard and promote the welfare of children in Oxfordshire.

Cabinet is RECOMMENDED to note the annual report of the Oxfordshire Safeguarding Children Board senior safeguarding partners and to consider the key messages.

12. Libraries and Heritage Services: A Strategic Framework: 2021 - 2026 (Pages 263 - 306)

Cabinet Member: Community Services & Safety

Forward Plan Ref: 2021/056

Contact: Lesli Good, Assistant Director, Cultural Services Tel: 07930 617798

Report by Corporate Director of Customers and Organisational Development (**CA12**).

In April 2021 the Oxfordshire County Council Cabinet commissioned the development of a strategy for the future direction of the county's library and heritage services.

The Cabinet is RECOMMENDED to

- a) **Agree the draft Libraries and Heritage Strategy and action plan as set out in appendices 1 and 2, developed following a programme of stakeholder engagement and feedback from the Place Overview and Scrutiny Committee.**
- b) **Agree a period of 8 weeks for public consultation on the strategy on the Let's Talk Oxfordshire portal and taking place within libraries and heritage venues.**
- c) **Note the feedback provided by the Place Overview and Scrutiny Committee and that an annual review of the actions to deliver the strategy**

will be reported to the Place Overview and Scrutiny Committee in the future.

13. Youth Offer Update (Pages 307 - 312)

Cabinet Member: Deputy Leader of the Council/Cabinet Member for Children, Education & Young People's Services

Forward Plan Ref: 2021/202

Contact: Jessie Dobson, Partnership Youth Development Manager Tel: 07776 997935

Report by Corporate Director of Children's Services (**CA13**).

For information only.

The purpose of this report is to share progress of the youth offer development. It provides details about the structure for the Youth Services that the Children Education and Families Department are currently putting in place

14. Forward Plan and Future Business (Pages 313 - 316)

Cabinet Member: All

Contact Officer: Alison Bartlett, Democratic Support Officer Tel: 07741 607515

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 **CA14**. 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.