

To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 20 December 2022 at 2.00 pm

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

If you wish to view proceedings online, please click on this [Live Stream Link](#).



Stephen Chandler
Interim Chief Executive

December 2022

Committee Officer: **Colm Ó Caomhánaigh**
Tel: 07393 001096; E-Mail:
colm.oocaomhanaigh@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
Dr Pete Sudbury	Cabinet Member for Climate Change Delivery & Environment
Tim Bearder	Cabinet Member for Adult Social Care
Duncan Enright	Cabinet Member for Travel & Development Strategy
Calum Miller	Cabinet Member for Finance
Jenny Hannaby	Cabinet Member for Community Services and Safety
Mark Lygo	Cabinet Member for Public Health & Equality
Andrew Gant	Cabinet Member for Highway Management

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: 24 January 2023

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 email democracy@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 - 24)

To approve the minutes of the meetings held on 15 November 2022 (CA3a) and 29 November 2022 (CA3b) and to receive information arising from them.

4. Questions from County Councillors (Pages 25 - 26)

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

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.

To facilitate 'hybrid' meetings we are asking that requests to speak or present a petition are submitted by no later than 9am four working days before the meeting i.e., 9am on Wednesday 14 December 2022. Requests to speak should be sent to colm.ocaomhanaigh@oxfordshire.gov.uk.

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that your views are taken into account. A written copy of your statement can be provided no later than 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

6. Reports from Scrutiny Committees (To Follow)

Cabinet will receive two scrutiny reports:

- From the Place Overview & Scrutiny Committee on the Local Transport & Connectivity Plan
- From the Performance & Corporate Services Overview & Scrutiny Committee on the Consultation Budget Proposals

7. Financial Monitoring Update October 2022 (Pages 27 - 80)

Cabinet Member: Finance

Forward Plan Ref: 2022/217

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

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

Note the report and agree any specific recommendations.

The Cabinet is RECOMMENDED to

- a) **note the report and annexes**
- b) **agree the virements in Annex B-2a**
- c) **note the virements in Annex B-2b**
- d) **agree the use of a further £1.0m from the COVID-19 reserve to offset pressures in Children's Services.**

8. Capital Programme Monitoring Report - October 2022 (Pages 81 - 102)

Cabinet Member: Finance

Forward Plan Ref: 2022/094

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

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

Financial Report on capital spending against budget allocations, including any necessary capital programme approvals.

The Cabinet is RECOMMENDED to:

OCC Capital Programme

1. Approve the latest capital monitoring position for 2022/23 (Annex 1) and the associated updated capital programme at Annex 2, incorporating the changes set out in this report
2. Note the approval made under delegated authority of the Leader of the Council for:
 - a) New Heyford Primary School (paragraph 26)
 - b) Heyford Park School Expansion (paragraph 28)
3. To note:

- c) increase of £0.360m to the Active Travel Programme (Tranche 2) funded from the Budget Priorities Reserve (paragraph 34)
- d) the inclusion of the Department for Transport (DfT) grant of £32.8m into the capital programme following the Cabinet Report on 18 October 2022 as funding towards the Zero Emission Bus Regional Area (paragraph 37).
- e) progress on the Structural Maintenance 2022/23 Milestones (Annex 3):
- f) funding of £0.185m towards the Highway Tree Planting programme funded from the Budget Priorities Reserve (paragraph 52)

Re-profiling

- 4. Agree the in-year re-profiling as identified in the report and (Annex 1 and 2)

Funding

- 5. Note the following grant funding updates and allocations:
 - a) Housing & Growth Deal (paragraph 39)
 - b) Children Homes (paragraph 66),
 - c) Safer Roads (paragraphs 71),

9. Workforce Report and Staffing Data - Quarter 2 - July to September 2022 (Pages 103 - 128)

Cabinet Member: Corporate Services

Forward Plan Ref: 2022/095

Contact: Karen Edwards, Director of Human Resources

Report by Corporate Director Customers, Organisational Development & Resources (CA9).

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

10. Annual Council Greenhouse Gas Emissions Report & Climate Action Programme - Biannual Update (Pages 129 - 162)

Cabinet Member: Climate Change Delivery & Environment

Forward Plan Ref: 2022/162

Contact: Rose Sutton, Principal Officer (Service Improvement),
rose.sutton@oxfordshire.gov.uk

Report by Corporate Director Environment & Place (CA10).

This report updates Cabinet on the delivery of the 22/23 Climate Action Programme delivery plan and the annual greenhouse gas report.

The Cabinet is RECOMMENDED to

- a) **Approve the annual Greenhouse Gas Emissions report for 2021/2022 for publication on the County Council website, set out in Appendix 1.**
- b) **Note the biannual update on the delivery of the Climate Action Programme agreed by Cabinet in May (Appendix 2).**
- c) **Note the success of the Carbon Literacy Training programme and ambition to achieve bronze accreditation by March 2023 and develop a business case to move to silver accreditation.**

11. Infrastructure Funding Statement (Pages 163 - 222)

Cabinet Member: Travel & Development Strategy

Forward Plan Ref: 2022/106

Contact: Christine Stevenson, Planning Obligations Manager, 07825 052782

Report by Corporate Director Environment & Place (**CA11**).

The Infrastructure Funding Statement is a statutory statement of fact to be reported annually, by 31 December 2022 on developer contributions secured, spent or received during the previous financial year, 1 April 2021 – 31 March 2022.

The Cabinet is RECOMMENDED to

- a) **Consider the content of the Infrastructure Funding Statement 2021/22;**
- b) **Approve the publication of the report onto the Oxfordshire County Council website.**

12. Report from Local Government and Social Care Ombudsman (To Follow)

Cabinet Member: Deputy Leader (inc. Children, Education & Young People's Services)

Forward Plan Ref: 2022/247

Contact: Deborah Bell, Head of Learner Engagement, deborah.bell@oxfordshire.gov.uk

Report by Corporate Director for Children's Services (**CA12**).

For consideration by Cabinet.

13. Local Government Association Communications Peer Review: feedback report (Pages 223 - 246)

Cabinet Member: Corporate Services

Forward Plan Ref: 2022/186

Contact: Susannah Wintersgill, Director of Communications, Strategy and Insight, tel: 07554 103526

Report by Corporate Director for Customers, Organisational Development & Resources (**CA13**).

Cabinet members to approve the report from the July 2022 LGA communications peer review.

Cabinet is RECOMMENDED to note the report from the July 2022 LGA communications peer review, which is attached as Annex 1, and the council's actions taken in response to the recommendations in the report.

14. Oxfordshire Minerals and Waste Local Plan Process (Pages 247 - 256)

Cabinet Member: Climate Change Delivery & Environment

Forward Plan Ref: 2022/111

Contact: Kevin Broughton, Minerals and Waste Local Plan Team Leader, 07979704458

Report by Corporate Director Environment & Place (**CA14**).

A report to Cabinet seeking authority to pursue a new Minerals and Waste Local plan and to withdraw the current Minerals and Waste Local Plan Part 2 and the update of the Minerals and Waste Local Plan Part 1.

The Cabinet is RECOMMENDED to:

- a) **Approve the Oxfordshire Minerals and Waste Development Scheme (Thirteenth Revision) December 2022 at Annex 1, in order to have effect from 1st January 2023.**
- b) **Delegate any final detailed amendment and editing to the Corporate Director Environment and Place, in consultation with the Cabinet Member for Climate Change and Environment.**

15. Forward Plan and Future Business (Pages 257 - 266)

Cabinet Member: All

Contact Officer: Colm Ó Caomhánaigh, Committee Officer Tel: 07393 001096

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 **CA15**. 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.