



To: Members of the Cabinet

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

**Tuesday, 15 October 2013 at 2.00 pm**

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

*Joanna Simons*

Joanna Simons  
Chief Executive

October 2013

Contact Officer: **Deborah Miller**  
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### **Membership**

#### *Councillors*

Ian Hudspeth	<i>Leader of the Council</i>
Rodney Rose	<i>Deputy Leader of the Council</i>
Mrs Judith Heathcoat	<i>Cabinet Member for Adult Social Care</i>
Nick Carter	<i>Cabinet Member for Business &amp; Customer Services</i>
Melinda Tilley	<i>Cabinet Member for Children, Education &amp; Families</i>
Lorraine Lindsay-Gale	<i>Cabinet Member for Cultural &amp; Community Services</i>
David Nimmo Smith	<i>Cabinet Member for Environment</i>
Arash Fatemian	<i>Cabinet Member for Finance</i>
Louise Chapman	<i>Cabinet Member for Policy Co-ordination</i>
Hilary Hibbert-Biles	<i>Cabinet Member for Public Health &amp; the Voluntary Sector</i>

*The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 23 October 2013 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: 26 November 2013*

## 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 - 10)

To approve the minutes of the meeting held on 17 September 2013 (**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. 2013/14 Financial Monitoring & Business Strategy Delivery Report - August 2013 (Pages 11 - 70)

*Cabinet Member:* Finance

*Forward Plan Ref:* 2013/081

*Contact:* Stephanie Skivington, Corporate Finance Manager Tel: (01865) 323995

Report by Assistant Chief Executive & Chief Finance Officer (**CA6**).

This report focuses on the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2013/14 – 2016/17. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of August 2013. The Capital Programme monitoring and programme update 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) approve the transfer of the Schools Amalgamations Reserve to the Academy Conversion Support Reserve as set out in paragraph 37;**
- d) approve the creation of the reserve for Job Clubs as set out in paragraph 38;**
- e) note the updated Treasury Management lending list at Annex 4;**
- f) approve the use of £0.300m revenue funding towards the capital project to increase the provision for 2 year olds as set out in paragraph 9;**
- g) approve the changes to the Capital Programme set out in Annex 7c and the full updated Capital Programme presented in Annex 8;**
- h) approve the addition of the Milton Interchange scheme in the Capital Programme as set out in paragraph 46.**

## **7. East-West Rail Local Contributions (Pages 71 - 76)**

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2013/100

*Contact:* Tom Flanagan, Service Manager – Planning & Transport Policy Tel: (01865) 815691

Report by Deputy Director for Environment & economy – Strategy & Infrastructure Planning (**CA7**).

To seek agreement to the terms of a formal agreement on local contributions for East-West Rail over a 15-year period from 2014, ahead of Oxfordshire County Council entering into the agreement with Buckinghamshire County Council and the Department for Transport by October 2013.

**Cabinet is RECOMMENDED to approve:**

- (a) the principle of the agreement with Buckinghamshire County Council, with approval of the final agreement being delegated to the Deputy Leader in consultation the Head of Legal Services and the Chief Finance Officer;**
- (b) the local contribution for Oxfordshire County of £11.06m and proposed payment profile as detailed in Annex 2.**

## 8. **Oxfordshire Customer Services (OCS) Externalisation (Pages 77 - 86)**

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2013/125

*Contact:* Andy Ball, Programme Manager Tel: (01865) 323744

Report by Deputy Director for Environment & Economy – Oxfordshire Customer Services (**CA8**).

Following the completion of soft market testing, this paper is intended to update Cabinet on the outcomes and to consider recommendations for the future direction of Oxfordshire Customer Services (OCS) and Children, Education and Families (CEF) services.

***The Cabinet is requested to endorse the following recommendations:***

- (a) a single major procurement exercise with multiple lots should be undertaken, commencing January 2014 to address the following requirements:***
  - (i) a fully outsourced service to replace existing back office Corporate facing HR and Finance Back office services;***
  - (ii) a joint venture with a national private provider OR another public sector provider to cover school back office, Schools and Learning and Foundation Years support from April 2015 –subject to (3) below;***
  - (iii) skills and learning requirements should be sourced locally if possible but otherwise we should seek a joint venture with a national provider;***
- (b) ICT should continue as an in-house service with the expectation that work to re-shape ICT will continue and thereby, ultimately, the majority of the service requirements will be commissioned;***
- (c) final decisions about schools back office and CEF services should be taken in December after there has been an opportunity during the Autumn to shape proposals with Headteachers, Governors, Schools Forum and other stakeholders. Proposals should include arrangements for school representatives to participate directly in the major procurement exercise to begin in January 2014;***
- (d) trust options for the future of the Music Service should be considered in consultation with stakeholders during the Autumn with a proposed direction of travel to be considered by Cabinet in December;***
- (e) The remaining in-house delivery to meet the Council's own skills/learning needs should cease and all future requirements should be commissioned as necessary;***
- (f) discussion should be opened now with local Oxfordshire providers first with a view to externalising qualification based learning and to determine the future of the remaining skills and learning provision.***

## 9. **Witney Transport Strategy - Phase 1** (Pages 87 - 140)

*Cabinet Member:* Environment

*Forward Plan Ref:* 2013/138

*Contact:* Roy Newton, Service Manager – Infrastructure Planning Tel: (01865) 815647

Report by Director for Environment & Economy (**CA9**).

This report puts forward detailed proposals to improve the Ducklington Lane corridor; Phase 1 of the wider Witney Transport Strategy. The scheme forms part of a package of transport infrastructure investment in Witney, identified to relieve congestion and support the planned level of growth.

The report also confirms the outcomes of a public consultation and separate Traffic Regulation Order consultation, and the subsequent changes made to the scheme design following this.

The corridor improvements include: 1) an enhanced signal control junction at the Ducklington Lane / Station Lane / Thorney Leys junction, with 3-lane approaches on all arms; 2) right-turn manoeuvres at the junction, a road safety concern raised by local drivers, will no longer be opposed as right-turn filters will be incorporated into the traffic signal phasing; 3) the southern Beechgate vehicle access is modified so that vehicles can only exit here and travel in the direction of Ducklington Lane south or the A40 on-slip; and 4) improved pedestrian and cycle crossings will also be incorporated into the Ducklington Lane / Station Lane / Thorney Leys junction design, and along Ducklington Lane (south) corridor.

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

- (a) ***note the responses received as part of the consultation;***
- (b) ***agree the proposed changes to the scheme reflected in the revised scheme drawing as well as approve the scheme for detailed design and construction; and***
- (c) ***delegate powers to the Director for Environment & Economy, in consultation with the Cabinet Member for Environment, to make minor amendments to the scheme.***

## 10. **Final Decision on Expansion of Watchfield Primary School to 2 Forms of Entry (2fe)** (Pages 141 - 164)

*Cabinet Member:* Children, Education & Families

*Forward Plan Ref:* 2013/114

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

Report by Director for Children's Services (**CA10**).

At the meeting on 16 July 2013, the Cabinet agreed to the publication of formal proposals to expand Watchfield Primary School from 1.5 form entry to 2 form entry. The report outlining the basis for this decision is available to view on Oxfordshire County Council's website under the Cabinet papers.

The statutory notice (attached at Annex 1) was published by the Authority in the Swindon Advertiser on 4 September 2013 and expired following 4 weeks of formal consultation on 2 October 2013. In accordance with legislation the notice was also posted at the school gate and sent to the local library. A copy of the full proposal (attached at Annex 2) and the notices were sent to the governing body and the Secretary of State and additionally made available on the Oxfordshire County Council website.

***The Cabinet is RECOMMENDED to approve the permanent expansion of Watchfield Primary School with effect from 1 September 2014.***

## **11. Financial Contribution towards the University Technical College Project in Didcot (Pages 165 - 184)**

*Cabinet Member:* Children, Education & Families

*Forward Plan Ref:* 2013/107

*Contact:* Roy Leach, School Organisation & Planning Manager Tel: (01865) 816458

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

The Department for Education has approved a proposal to create a 600 place University Technical College in Didcot. Subject to the outcome of a public consultation, which is currently underway, the UTC would serve a large catchment area covering the southern part of Oxfordshire. The UTC would make a substantial contribution towards the additional school places required to meet the needs of a rapidly growing Didcot and it is proposed that the Council makes available a site on the Great Western Park development.

In addition it is proposed that the Council enhances the facilities available in the UTC, to the benefit of local pupils, by making a financial contribution towards the construction costs.

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

- (a) approve the leasing of 2 hectares to the University Technology College trust; and***
- (b) make a contribution of up to £2 million towards the construction costs of the University Technology College.***

## **12. Cabinet Business Monitoring Report for Quarter 1 (Pages 185 - 188)**

*Cabinet Member:* Leader

*Forward Plan Ref:* 2013/141

*Contact:* Alexandra Bailey, Research & Major Programmes Manager Tel: (01865) 816384

Report by Assistant Chief Executive & Chief Finance Officer (**CA12**).

This report provides details of performance for quarter one for the Cabinet to consider. The report is required so that Cabinet can monitor the performance of the Council in

key service areas and be assured that progress is being made to improve areas where performance is below the expected level.

***The Cabinet is RECOMMENDED to note and discuss the performance reported in the dashboards and to make any comments necessary for performance improvements to be made.***

### **13. Forward Plan and Future Business (Pages 189 - 192)**

*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 **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.***

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