



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 16 April 2013 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

April 2013

Contact Officer: **Sue Whitehead**
Tel: (01865) 810262; E-Mail: sue.whitehead@oxfordshire.gov.uk

<i>Councillors</i>	Membership
Ian Hudspeth	- <i>Leader of the Council</i>
Rodney Rose	- <i>Deputy Leader of the Council</i>
Arash Fatemian	- <i>Cabinet Member for Adult Services</i>
Nick Carter	- <i>Cabinet Member for Business & Communications</i>
Louise Chapman	- <i>Cabinet Member for Children</i>
Melinda Tilley	- <i>Cabinet Member for Education</i>
Hilary Hibbert-Biles	- <i>Cabinet Member for Growth & Infrastructure</i>
Mrs J. Heathcoat	- <i>Cabinet Member for Safer & Stronger Communities</i>
Kieron Mallon	- <i>Cabinet Member for Police & Policies</i>

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: 21 May 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 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)

(a) To approve the minutes of the meeting held on 19 March 2013 (**CA3**) and to receive information arising from them.

(b) ERRATUM to Minutes of the meeting held on 26 February 2013:

Item 19/13

Final paragraph on page 3, where it states CRMP was formerly known as the Integrated **Task** management Plan should read '**Risk**' as opposed to 'Task'

Final sentence of the first paragraph on page 4– reference to South **Oxfordshire** – should read 'South **Central Ambulance Service**'

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. 2012/13 Financial Monitoring & Business Strategy Delivery Report - February 2013 (Pages 11 - 46)

Cabinet Member: Leader

Forward Plan Ref: 2012/150

Contact: Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981

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 2012/13 – 2016/17. This is the penultimate report for the year. The Provisional Outturn Report will be considered by Cabinet on 18 June 2013. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of February 2013. Capital monitoring is included at Part 3. Fees and Charges are included in Part 4.

The Cabinet is RECOMMENDED to:

(a) note the report;

(b) Approve virements for financial year 2012/13 included in Annex 9;

(c) Agree the creation of a new reserve for the renewal of Print Machinery as set out in paragraph 37;

(d) note the Treasury Management lending list at Annex 7;

(e) approve changes to the programme in Annex 8c;

(f) approve the use of the additional Capital funding as set out in paragraphs 48 to 50;

(g) approve the charges for Environment & Economy as set out in paragraph 51 and Annex 10.

7. Option Appraisal Conclusions on Cutteslowe Primary School Foundation Stage Unit (FSU) (Pages 47 - 62)

Cabinet Member: Education

Forward Plan Ref: 2013/007

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

Report by Director for Children's Services (**CA7**).

Since starting in post, the current Headteacher of Cutteslowe Primary School, Oxford has raised a concern about the sufficiency of the FSU accommodation.

Officers consider that the school has sufficient floor area for 60 F1 pupils and up to 26fte F2 (Nursery) pupils which would be typical of a 2 Form of Entry (admission number 60) primary school. However, the Headteacher and TCSAT, wish to continue to admit up to 39 fte F2 (Nursery) pupils, which the school has chosen to do for several years. There is an over-sufficiency of childcare for this age group in the area.

An option appraisal was commissioned by Children Education & Families to investigate

the FSU area and present options on what work might be carried out, and its cost. No budget is identified to carry out any works to the FSU and so the matter has now been referred to Cabinet to make a decision on whether to allocate funds, and if so, how much.

Cabinet is recommended to:

- (a) decide whether it would wish to financially support The Cherwell School Academy Trust's aspiration to make provision for 78 (39 fte) rather than 52 (26 fte) F2 (nursery pupils); and***
- (b) if it decides so to do whether to:***
 - i. fully fund the expansion of the Cutteslowe School foundation stage area (as per Option 2 in Annex 1); or***
 - ii. make a maximum contribution towards the scheme and determine what that sum shall be.***

8. Stage One Public Consultation on Proposed Expansion of St Joseph's Catholic Primary School, Oxford (Pages 63 - 74)

Cabinet Member: Education

Forward Plan Ref: 2012/180

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

Report by Director for Children's Services (**CA8**).

The proposal is to permanently increase the school admission number at St Joseph's Catholic Primary School from 45 to 60. This means that each year group would consist of up to 60 places, taught in two classes, making a maximum total of 420 pupils.

The Governing Body has made the decision to admit up to 60 children by arrangement with Oxfordshire County Council for September 2013, however this arrangement is not permanent. This proposal is to formally change the admission number to 60 on a permanent basis from September 2014.

The current capacity of the school is 315 and the proposed capacity will be 420. The current admission number for the school is 45 and the proposed admission number will be 60.

The Cabinet is RECOMMENDED to support the Governing Body in its wish to publish a statutory notice for the expansion of St Joseph's Catholic (VA) Primary School, Oxford.

9. Stage One Public Consultation on Proposed Expansion of Wolvercote Primary School, Oxford (Pages 75 - 86)

Cabinet Member: Education

Forward Plan Ref: 2012/182

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

Report by Director for Children's Services (**CA9**).

The proposal is to permanently increase the school admission number at Wolvercote Primary School to 45 from 30. This means that each year group would consist of up to 45 places, taught in some single and some mixed year group classes, making a maximum total of 315 pupils.

This proposal is to formally change the admission number to 45 on a permanent basis from September 2014. This proposal is related to a concurrent feasibility study on how the potential additional school accommodation required might be provided.

The current capacity of the school is 210 and the proposed capacity will be 315. The current admission number for the school is 30 and the proposed admission number will be 45.

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Wolvercote Primary School, Oxford

10. Forward Plan and Future Business (Pages 87 - 88)

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 **CA10**. 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.

11. Delegated Powers of the Chief Executive - April 2013

Cabinet Member: Leader

Forward Plan Ref: 2012/151

Contact: Sue Whitehead, Committee Services Manager Tel: (01865) 810262

To report on a quarterly basis any executive decision taken by the Chief Executive under the specific powers and functions delegated to her under the terms of Part 7.4 of the Council's Constitution – Paragraph 1(A)(c)(i). It is not for scrutiny call in.

<i>Date</i>	<i>Subject</i>	<i>Decision</i>	<i>Reasons for Urgency</i>
14 March 2013	Request for exemption from the Council's Contract Procedure Rules in respect of an extension of the LINK contract for one year from 1 April 2013.	Approved an exemption from the full tendering requirements of the Council's Contract Procedure Rules	Following a procurement exercise that failed to secure a provider to run Healthwatch in Oxfordshire the contract extension is needed so that the County Council can meet its statutory functions in relation to providing a local Healthwatch.
25 March 2013	Request for exemption from the Council's Contract Procedure Rules for the novation of the existing Carer's Voice Contract to Action for Carers (Oxfordshire) Ltd and an extension on the current contract terms for a period of two years .	Approved an exemption from the full tendering requirements of the Council's Contract Procedure Rules	The novation and extension of the contract from 1 April 2013 maintains continuity of service.
26 March 2013	Scale of Election Fees and Charges 2013	Agreed the scale of election fees and charges for running the County Council Elections.	The scale needed to be in place so that District Councils who are running the elections on behalf of the County can apply this scale in their preparations