



To: Members of the Cabinet

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

**Tuesday, 24 February 2015 at 2.00 pm**

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

*Joanna Simons*

Joanna Simons  
Chief Executive

February 2015

Contact Officer: **Sue Whitehead**  
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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>
Lawrie Stratford	<i>Cabinet Member for Finance</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 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: 17 March 2015*

## 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 (01865) 815270 or [glenn.watson@oxfordshire.gov.uk](mailto: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

To approve the minutes of the meeting held on 27 January 2015 (**CA3** to be circulated separately) 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. 2014/15 Financial Monitoring & Business Strategy Delivery Report - December 2014 (Pages 1 - 44)

*Cabinet Member:* Finance

*Forward Plan Ref:* 2014/150

*Contact:* Kathy Wilcox, Chief Accountant Tel: (01865) 323981

Report by Chief Finance Officer (**CA6**).

This report focuses on the delivery of the Directorate Business Strategies that were

agreed as part of the Service and Resource Planning Process for 2014/15 – 2017/18. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of December 2014. Capital Programme monitoring is included at Part 3 and changes to Fees and Charges are set out in Part 4.

**The Cabinet is RECOMMENDED to:**

- (a) Note the report and annexes including the Treasury Management lending list at Annex 4 and changes set out in paragraphs 66 - 67;**
- (b) Approve the virements request set out in Annex 2a;**
- (c) Approve the write off of client income totalling £31,638 relating to unpaid client contributions for residential care as set out in paragraph 64 and the write of £50,002 relating to capital works at a school as set out in paragraph 65;**
- (d) Approve the creation of the Oxford Western Conveyance Reserve and the initial contribution of £0.350m as set out in paragraph 76;**
- (e) Approve the fees for hiring the Riverside Centre as set out in paragraph 93 and Annex 7;**
- (f) Approve the release of the revised capital budgets of £4.100m Cuttleslowe roundabout and £4.824m Wolvercote roundabout to proceed to detailed design and procurement as set out in paragraph 89;**
- (g) Approve the entry of the A44 – A40 Loop Farm Link Road into the capital programme and the release of a £0.676m project development budget as set out in paragraph 90;**
- (h) Approve the changes to the Capital Programme set out in Annex 8c.**

## **7. Adult Social Care Policy Framework (Pages 45 - 136)**

*Cabinet Member: Adult Social Care*

*Forward Plan Ref: 2014/157*

*Contact: Ben Threadgold, Policy & Performance Service Manager Tel: (01865) 328219*

Report by Director of Adult Services (**CA7**).

The purpose of this report is to seek agreement on the new Adult Social Care Policy framework, to highlight its impact and to request decisions on some key areas where the framework either proposes change to current practice or confirms practice not previously included in formal policy.

The policy framework has been developed to address changes coming from the Care Act 2014 alongside other relevant legislation, (including the Children and Families Act 2014 where appropriate), government directives and the council's Adult Social Care Business Strategy and commissioning strategies. Much of what is proposed consolidates the approach that is already being taken in Oxfordshire.

The policy framework is composed of five high level policies that define the council's approach to Adult Social Care in Oxfordshire:

- Assessment and Review
- Support Planning
- Contributions (paying for support and care)
- Appeals and Complaints
- Safeguarding.

***Cabinet is RECOMMENDED to agree the proposed Adult Social Care policy framework, and in particular the following specific recommendations outlined in this report:***

- ***Authorises others to carry out reviews when appropriate while retaining oversight and responsibility***
- ***It is proposed that the council charges a single, flat arrangement fee for Deferred Payment Agreements of £680***
- ***Charges interest in relation to Deferred Payment Agreements at the maximum national rate (2.6% currently) and this is adjusted to reflect any changes in this level every six months***
- ***Passes property valuation costs to the individual in relation to setting up Deferred Payment Agreements and that they have the option to pay up front and in full or to add to the loan, in which case interest will be charged at the level set for the deferred payment agreement***
- ***Charges people who pay the full cost for their support and care other than in a care home a one-off fee for arranging this. There will be two levels to this fee reflecting differing cost to the council incurred of simply negotiating a contract with a provider, or actively helping to manage the relationship between the provider and the individual:***
  - *£150 where the council acts as a broker, negotiating and agreeing care with a provider or providers on behalf of the individual*
  - *£500 where the council acts as a broker as above, and also manages the provision of the care and support on behalf of the individual (including paying the provider, quality and contract monitoring)*
- ***From 1<sup>st</sup> April 2015, backdates charges for non-residential care as well as for residential care to the point at which the person started to have the support and care, while remaining committed to assessing people as soon as possible once eligible needs have been identified***
- ***Accepts complaints from people paying for their own care and support including through a Direct Payment, accepting that this may involve asking organisations providing care to investigate or sign posting to an appropriate place to investigate (for example the Local Government Ombudsman)***

- ***Does not charge carers a contribution to the cost of their support***
- ***Continues to provide equipment free of charge before full assessment to aid independence and reduce or delay needs for care.***

## **8. Community Risk Management 2015-16 Action Plan (Pages 137 - 146)**

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2014/165

*Contact:* Nathan Travis, Deputy Chief Fire Officer Tel: (01865) 855206

Report by Chief Fire Officer (**CA8**).

The Fire and Rescue Services Act 2004 requires the Secretary of State to prepare a Fire and Rescue National Framework to which Fire Authorities must have regard when discharging their functions. The 2012 Framework requires each Fire and Rescue Authority to produce a publicly available Integrated Risk Management Plan (IRMP). Within Oxfordshire Fire and Rescue Service (OFRS) we have called this our Community Risk Management Plan (CRMP) to make it more meaningful to the public. This report proposes a number of projects to be included within the Fire Authority's CRMP for the fiscal year 2015-16.

The proposals in this report were presented to the Performance Scrutiny Committee on 25 September 2014.

The agreed proposals within this Action Plan 2015-16 have been subjected to full internal and external consultation for a period of 12 weeks. Cabinet is therefore invited to comment on the proposed Action Plan, consultation responses and management responses to the consultation responses.

Our medium term financial plan and supporting business strategy underpin the proposals within our CRMP action plan.

***Cabinet is RECOMMENDED to agree that all of the project proposals within this report are accepted and adopted in the final version of the CRMP Action Plan 2015-16.***

## **9. Staffing Report - Quarter 3 - 2014 (Pages 147 - 152)**

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2014/151

*Contact:* Sue Corrigan, County HR Manager Tel (01865) 810280

Report by Chief Human Resources Officer (**CA9**).

This report gives an update on staffing numbers and related activity during the period 1 October 2014 to 31 December 2014. It gives details of the agreed staffing numbers and establishment at 31 December 2014 in terms of Full Time Equivalents. These are also shown by directorate in Appendix 1. In addition, the report provides information on

vacancies and the cost of posts being covered by agency staff. Appendix 2 shows a breakdown by service area of agency spend.

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

***(a) note the report; and***

***(b) confirm that the Staffing Report meets the Cabinet's requirements in reporting and managing staffing numbers.***

## **10. Forward Plan and Future Business (Pages 153 - 156)**

*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 **CA**. 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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