



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 22 November 2016 at 2.00 pm

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

Peter Clark
County Director

November 2016

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 Local Government, Business, ICT & Customer Services</i>
Melinda Tilley	<i>Cabinet Member for Children & Family Services</i>
Steve Harrod	<i>Cabinet Member for Education</i>
Lorraine Lindsay-Gale	<i>Cabinet Member for Property, Cultural & 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</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: 20 December 2016

County Hall, New Road, Oxford, OX1 1ND

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 - 10)

To approve the minutes of the meeting held on 18 October 2016 (**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. Transition Fund (Pages 11 - 36)

Cabinet Member: Finance

Forward Plan Ref: 2016/113

Contact: Sarah Jelley, Senior Policy & Performance Officer Tel: 07554 103437

Report by the Chief Policy Officer (**CA6**).

In February 2016 the council agreed to set aside £1m for creating a 'one off' fund to provide pump priming to support Children's Centres. It was agreed that a cross party

group of county councillors would consider maximum benefit of this fund and bring proposals back to Cabinet for decision.

The working group have considered the applications under the first round of bids against the criteria outlined in the guidance notes with recommendations to Cabinet.

The Cabinet is RECOMMENDED to

(a) approve for funding the following bids:

- a. Butterfly Meadows***
- b. Carterton Town Council***
- c. Botley Bridges***
- d. Grandpont Nursery***
- e. St Nicholas Primary School***
- f. Sharing Life Trust***

(b) ask that further work is conducted to develop more robust business plans and reapply for funding under the next round of applications:

- a. Barton Community Association***
- b. Employment Action Group***
- c. Chalgrove Primary School***
- d. Cutteslowe Primary School***
- e. The Nature Effect***
- f. Magpies Pre-School***
- g. Friends of Maple Tree Children's Centre & Wheatley Nursery School***
- h. Oxfordshire Play Association***

(c) decline for funding the following bids:

- a. Donnington Doorstep***
- b. The Happy Hub***
- c. Lord Williams School***

7. Exempt Item

In the event that any Member or Officer wishes to discuss the information set out in the Annexes 3 and 4 to Item 8, the Cabinet will be invited to resolve to exclude the public for the consideration of those Annexes by passing a resolution in relation to that item in the following terms:

"that the public be excluded during the consideration of the Annexes since it is likely that if they were present during that discussion there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below the item in the Agenda".

NOTE: The report does not contain exempt information and is available to the public. The exempt information is contained in the confidential annexes.

ANNEXES 3 & 4 TO THE ITEM NAMED HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.

THIS IS FOR REASONS OF COMMERCIAL SENSITIVITY.

THIS ALSO MEANS THAT THE CONTENTS SHOULD NOT BE DISCUSSED WITH OTHERS AND NO COPIES SHOULD BE MADE.

8. Household Waste Recycling Centre Management and Revised Waste Acceptance Policy (Pages 37 - 170)

Cabinet Member: Environment

Forward Plan Ref: 2016/067

Contact: Andrew Pau, Strategic Manager for Waste & Transport Tel: (01865) 815967

Report by Acting Director for Environment & Economy (**CA8**).

The information contained in the annex is exempt in that it falls within the following prescribed category:

3. *Information relating to the financial or business affairs of any particular person (including the authority holding that information);*

and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that disclosure would distort the proper process of open competition and would prejudice the position of the authority in the process of the transaction and the Council's standing generally in relation to such transactions in future, to the detriment of the Council's ability properly to discharge its fiduciary and other duties as a public authority.

Oxfordshire currently operates seven Household Waste Recycling Centres (HWRCs). The sites accept approximately 49,000 tonnes of household residual and recyclable material each year with an average recycling rate of around 60%.

On 15 December 2015 Cabinet approved a strategy for the future provision of HWRC services. A programme is in place to implement the strategy. One of the projects is to procure a new HWRC management contract to secure the continued HWRC service after the existing contract expires on 30 September 2017. In order to carry out the procurement, the HWRC Waste Acceptance Policy has been reviewed following public consultation on proposed changes to make savings or generate income.

The purpose of this report is to seek approval for the revised Waste Acceptance Policy and authority to procure the new HWRC management contract.

The Cabinet is RECOMMENDED to

- (a) Agree the proposed changes to the HWRC Waste Acceptance Policy described in the report and the draft policy in Annex 2;***
- (b) Approve the procurement of the HWRC management contract on the basis of the service described in the report and the draft specification in Annex 3;***
- (c) Delegate authority to the Director for Environment and Economy in consultation with the Cabinet Member for Environment for;***

- i) final editing of the service specification and Waste Acceptance Policy prior to and during procurement,*
- ii) finalisation of the Waste Acceptance Policy following the procurement provided any changes are in accordance with the principles set out in the report, and*
- iii) approval of the award of the HWRC management contract following completion of the procurement process.*

9. Oxford Workplace Parking Levy (Pages 171 - 180)

Cabinet Member: Environment

Forward Plan Ref: 2016/081

Contact: Martin Kraftl, Principal Infrastructure Planner; Tel: 07920 084336

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

The report outlines the benefits of introducing a Workplace Parking Levy (WPL) in Oxford, along with a timetable and costs for the work required to develop and implement a WPL. The proposed programme of work includes the development of an outline and then full business case. In addition, the reports sets out the need for proper and effective consultation and engagement. It is proposed to develop the outline business case between April and October 2017 and so a decision is required on whether to proceed on this basis including approval to allocate funding to this.

The Cabinet is RECOMMENDED to approve the overall approach proposed, including the programme at Annex 1, as the basis for further work and to allocate £100,000 from reserves to the development of an outline business case by October 2017.

10. Treasury Management Mid Term Review (2016/17) (Pages 181 - 196)

Cabinet Member: Finance

Forward Plan Ref: 2016/059

Contact: Donna Ross, Principal Finance Manager – Treasury Pension Tel: (01865) 323976

Report by Chief Finance Officer (**CA10**).

The report sets out the Treasury Management activity undertaken in the first half of the financial year 2016/17 in compliance with the CIPFA Treasury Management Code of Practice. The report includes Debt and Investment activity, Prudential Indicator monitoring and forecasts for interest receivable and payable for the financial year.

The Cabinet is RECOMMENDED to note the report and to RECOMMEND Council to note the Council's Mid-Term Treasury Management Review 2016/17.

11. Senior Management Review (Pages 197 - 212)

Cabinet Member: Leader

Forward Plan Ref: 2016/017

Contact: Steve Munn, Chief HR Officer Tel: (01865) 815191

Report by County Director (**CA11**).

This report asks Cabinet to note progress made with the Senior Management Review and to agree to the implementation of the proposed structure (subject to receiving views of Audit & Governance Committee, a Members Briefing and County Council), in line with the principles outlined in the report. The report references associated work carried out on the unitary debate as well as transformation of services and identifies potential savings to be gained from reductions in senior management posts.

The Cabinet is RECOMMENDED to:

- (a) note the progress made to date on the Senior Management Review***
- (b) ask for the views of Members attending the Senior Management Review briefing on the 9th December 2016 on whether the structure will contribute to good performance***
- (c) ask for the views of Audit & Governance Committee to review governance***
- (d) ask for views from County Council; and***
- (e) request officers to bring a final version of the report back to Cabinet on 20 December reflecting feedback from those committees and meetings***

12. Adopt Thames Valley (Pages 213 - 244)

Cabinet Member: Children & Family Services

Forward Plan Ref: 2016/068

Contact: Hannah Farncombe, Deputy Director – Corporate Parenting & Safeguarding
Tel: (01865) 815273

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

In June 2015 the Government published a paper titled Regionalising Adoption setting out proposals for the creation of Regional Adoption Agencies (RAA). An RAA is a service delivering adoption services across multiple local authority areas. There is no definitive expectation on the type of organisation that will deliver the RAA functions, but original guidance has referred to four potential models:

- Local authority shared service
- Local authority owned company
- Joint venture between local authorities and voluntary adoption agencies
- Commissioned service (out sourced to a VAA)

Most RAAs across the country are opting for a local authority based shared service and this is the option agreed by Adopt Thames Valley (ATV).

The Government has stated that it expects every local authority to be part of an RAA or to have delegated their adoption functions to one by 2020. They have also said that they will use the powers of the Education and Adoption Act 2016 to require authorities to do this from 2017 if insufficient progress is being made towards this aim.

This report sets out the background to and seeks approval in principle for a proposal that Oxfordshire should both join and host ATV.

CABINET is RECOMMENDED to

- (a) agree to joining Adopt Thames Valley and approve the recommendation of the Adopt Thames Valley Project Board that Oxfordshire County Council should, in principle, become the host authority for the planned new shared service (subject to satisfactory financial arrangements being agreed with the other partner local authorities); and***
- (b) agree that a further report setting out the detailed financial and staffing implications be presented to Cabinet in the Spring of 2017, prior to a final decision being taken***

13. Staffing Report - Quarter 2 - 2016 (Pages 245 - 248)

Cabinet Member: Deputy Leader
Forward Plan Ref: 2016/060
Contact: Sue James, HR Officer, 07393001069

Report by Chief Human Resources Officer (**CA13**).

This report gives an update on staffing numbers and related activity during the period 1 July 2016 to 30 September 2016. It gives details of the actual staffing numbers at 31 March 2016 in terms of Full Time Equivalents. These are shown by directorate in Appendix 1. In addition, the report provides information on the cost of posts being covered by agency staff.

The Cabinet is RECOMMENDED to note the report.

14. Forward Plan and Future Business (Pages 249 - 250)

Cabinet Member: All
Contact Officer: Sue Whitehead, Committee Services Manager Tel: 07393 001213

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.
