



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 17 December 2019 at 2.00 pm

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

Yvonne Rees
Chief Executive

December 2019

Committee Officer: **Sue Whitehead**
Tel: 07393 001213; E-Mail: sue.whitehead@oxfordshire.gov.uk

Membership

Councillors

Ian Hudspeth	Leader of the Council
Mrs Judith Heathcoat	Deputy Leader
Lawrie Stratford	Cabinet Member for Adult Social Care & Public Health
Ian Corkin	Cabinet Member for Cherwell Partnership
Steve Harrod	Cabinet Member for Children & Family Services
Lorraine Lindsay-Gale	Cabinet Member for Education & Cultural Services
Yvonne Constance OBE	Cabinet Member for Environment
David Bartholomew	Cabinet Member for Finance
Mark Gray	Cabinet Member for Local Communities
Eddie Reeves	Cabinet Member for Transformation

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Friday 27 December 2019 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 January 2020

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 19 November 2019 (**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.

In view of the cancellation of the full Council meeting in December Councillor Hudspeth has agreed that at the December and January Cabinet meetings councillors may ask up to three questions (the usual limit at Council) each with a supplementary.

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. ICT Strategy, Digital Strategy & Endorsement of Local Digital Declaration (Pages 11 - 86)

Cabinet Member: Transformation

Forward Plan Ref: 2019/158

Contact: Will Harper, Head of ICT (Interim) Tel: 07920 708233

Report by Head of ICT (Interim) (**CA6**).

The ICT strategy covers a 5-year period and is designed to ensure the ICT service and technology roadmap are well placed to meet the current and future needs of the

organisation, partners and residents over the lifetime of the strategy.

The ICT service undertook a health check exercise, completed in Feb 2019, with the aim of identifying the current state and the transformation activities required to ensure the service meets the needs of customers going forward.

The Digital Framework covers a 3-year period and sets out our digital vision to achieve the best outcomes for Oxfordshire's communities, residents, businesses and visitors using digital services and systems that work for all.

The Local Digital Declaration is a common aspiration for the future of local public services created in collaboration between the UK Ministry for Housing, Communities and Local Government (MHCLG), the Government Digital Service (GDS), Local Government Association (LGA) and a collection of local authorities and sector bodies from across the UK.

The Cabinet is RECOMMENDED to:

- (a) Agree the proposed Information Technology Strategy and the Framework for Digital Service Delivery; and***
- (b) Adopt the Local Digital Declaration and become a signatory.***

7. Business Management & Monitoring Report - October 2019 (Pages 87 - 136)

Cabinet Member: Deputy Leader of the Council and Cabinet Member for Finance
Forward Plan Ref: 2019/

Contact: Steven Fairhurst Jones, Corporate Performance & Risk Manager Tel: 07932 318890/Hannah Doney, Strategic Finance Manager (Assurance & Reporting) Tel: 07584 174654

Report by Corporate Director Customers & Organisational Development and Director of Finance (**CA7**).

This report sets out Oxfordshire County Council's (OCC's) progress towards Corporate Plan priorities and provides an update on the delivery of the Medium Term Financial Plan from 1 October to 31 October. A summary of overall performance and description of change is contained within the report. The report contains three annexes:

- Annex A shows our current performance against targets and summarises progress towards overall outcomes set out in our Corporate Plan.
- Annex B sets out the new Leadership Risk Register which has been developed as part of the Council's work to strengthen risk and opportunities management
- Annex C sets out the current financial position, providing detailed explanations of significant budget variations and an update on the Medium-Term Financial Plan including the delivery of savings agreed by Council in February 2019

The Cabinet is RECOMMENDED to:

- (a) note the contents of this report; and**
- (b) approve the virements set out in Annex C – 2a and note the virements set out in Annex C – 2b.**

8. Capital Programme Monitoring Report - October 2019 (Pages 137 - 166)

Cabinet Member: Finance

Forward Plan Ref: 2019/100

Contact: Hannah Doney, Strategic Finance Manager (Assurance & Reporting) Tel: 07584 174654

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

The report is the third capital programme update and monitoring report for the 2019/20 financial year and focuses on the delivery of the capital programme based on projections at the end of October 2019 and new inclusions within the overall ten-year capital programme.

The Cabinet is RECOMMENDED:

- (a) to approve the updated Capital Programme at Annex 2 and the associated changes to the programme in Annex 1c;**
- (b) In relation to the Housing & Growth Deal agree:**
 - 1. the release of the Benson Relief Road scheme with a budget of £12.0m;**
 - 2. the release of the Milton Heights Bridge scheme with a budget of £2.0m;**
- (c) In relation to Schools agree:**
 - 1. the inclusion of the New Faringdon Primary School project in the Capital Programme with a budget of £10.9m;**
 - 2. the inclusion of the New Primary School project in Wallingford in the Capital programme with a budget of £8.7m;**
 - 3. the inclusion of the expansion project at Thame, Lord Williams's School in the capital programme with a budget of £4.5m;**
 - 4. the release of the expansion project at Chalgrove Primary School in the Basic Need programme with a budget of £2.0m;**
 - 5. the release of the expansion project at John Watson Special School (Secondary) in the Basic Need programme with a budget of £3.0m;**
- (d) agree the release of the Legacy Programme with a budget of £15.0m, and report the governance of these projects at a programme level.**

9. Staffing Report - Quarter 2 - July - September 2019 (Pages 167 - 180)

Cabinet Member: Deputy Leader of the Council

Forward Plan Ref: 2019/197

Contact: Sarah Currell, HR Manager – Business Systems Tel: 07793 242888

Report by Deputy Director – Human Resources (**CA9**).

The report gives an update on staffing numbers and related activity during the period 1 July 2019 to 30 September 2019. It gives details of the actual staffing numbers at 30 September 2019 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 and a 4 year Agency Trend analysis in Appendix 2.

The Cabinet is RECOMMENDED to note the report.

10. Forward Plan and Future Business (Pages 181 - 184)

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 **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.
