

To: **Members of the Cabinet**

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

**Tuesday, 19 October 2010 at 2.00 pm**

**County Hall, Oxford, OX11ND**

*Joanna Simons*

Joanna Simons  
Chief Executive

October 2010

Contact Officer: **Sue Whitehead**  
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<i>Councillors</i>	<b>Membership</b>
Keith R. Mitchell CBE	- <i>Leader of the Council</i>
David Robertson	- <i>Deputy Leader of the Council</i>
Arash Fatemian	- <i>Cabinet Member for Adult Services</i>
Ian Hudspeth	- <i>Cabinet Member for Growth &amp; Infrastructure</i>
Jim Couchman	- <i>Cabinet Member for Finance &amp; Property</i>
Kieron Mallon	- <i>Cabinet Member for Police &amp; Policy Co-ordination</i>
Louise Chapman	- <i>Cabinet Member for Children, Young People &amp; Families</i>
Michael Waine	- <i>Cabinet Member for Schools Improvement</i>
Rodney Rose	- <i>Cabinet Member for Transport</i>
Mrs J. Heathcoat	- <i>Cabinet Member for Safer &amp; Stronger Communities</i>

*The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 27 October 2010 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: 2 November 2010*

County Hall, New Road, Oxford, OX1 1ND

[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk) Fax: 01865 783195 Media Enquiries 01865 815266

## Declarations of Interest

This note briefly summarises the position on interests which you must declare at the meeting. Please refer to the Members' Code of Conduct in Part 9.1 of the Constitution for a fuller description.

### **The duty to declare ...**

You must always declare any "personal interest" in a matter under consideration, ie where the matter affects (either positively or negatively):

- (i) any of the financial and other interests which you are required to notify for inclusion in the statutory Register of Members' Interests; or
- (ii) your own well-being or financial position or that of any member of your family or any person with whom you have a close association more than it would affect other people in the County.

### **Whose interests are included ...**

"Member of your family" in (ii) above includes spouses and partners and other relatives' spouses and partners, and extends to the employment and investment interests of relatives and friends and their involvement in other bodies of various descriptions. For a full list of what "relative" covers, please see the Code of Conduct.

### **When and what to declare ...**

The best time to make any declaration is under the agenda item "Declarations of Interest". Under the Code you must declare not later than at the start of the item concerned or (if different) as soon as the interest "becomes apparent".

In making a declaration you must state the nature of the interest.

### **Taking part if you have an interest ...**

Having made a declaration you may still take part in the debate and vote on the matter unless your personal interest is also a "prejudicial" interest.

### **"Prejudicial" interests ...**

A prejudicial interest is one which a member of the public knowing the relevant facts would think so significant as to be likely to affect your judgment of the public interest.

### **What to do if your interest is prejudicial ...**

If you have a prejudicial interest in any matter under consideration, you may remain in the room but only for the purpose of making representations, answering questions or giving evidence relating to the matter under consideration, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

### **Exceptions ...**

There are a few circumstances where you may regard yourself as not having a prejudicial interest or may participate even though you may have one. These, together with other rules about participation in the case of a prejudicial interest, are set out in paragraphs 10 – 12 of the Code.

### **Seeking Advice ...**

It is your responsibility to decide whether any of these provisions apply to you in particular circumstances, but you may wish to seek the advice of the Monitoring Officer before the meeting.

**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 confirm the minutes of the meeting held on 21 September 2010 (**CA3**) and to receive for information any matters arising therefrom.

## 4. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am on the working day 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. Financial Monitoring - October 2010 (Pages 11 - 154)

*Cabinet Member:* Finance & Property

*Forward Plan Ref:* 2010/091

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

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

This is the third financial monitoring report for the 2010/11 financial year and covers the period up to the end of August 2010. Part 1 & 2 set out the Council's forecast position for the 2010/11 financial year and include projections for revenue, balances, and

reserves. The capital programme monitoring and update is dealt with at Part 3. Part 4 includes the proposed changes to Fees and Charges for the Alert Service in Social and Community Services.

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

- (a) ***note the report and approve the virements as set out in annex 2a;***
- (b) ***approve the Supplementary Estimate requests as set out in annex 2f and the return of £0.071m by CYP&F as set out in paragraph 19;***
- (c) ***approve transfer to reserves as set out in paragraph 14;***
- (d) ***approve the Capital Programme included at Annex 7;***
- (e) ***note the Capital Programme Review Update as set out in paragraph 99 & 100;***
- (f) ***note the reduction of £2.774m in Sure Start, Early Years and Children's Centres (SSEYCC) grant funding and agree the effect on Early Years and Children's Centre projects as summarised out in paragraph 88; and***
- (g) ***approve the proposed fees and charges for the Alert Service as set out in Part 4.***

**7. Oxfordshire Minerals and Waste Development Framework: Core Strategy - Preferred Minerals Strategy (Pages 155 - 228)**

*Cabinet Member: Growth & Infrastructure*

*Forward Plan Ref: 2010/108*

*Contact: Peter Day, Minerals & Waste Policy Team Leader Tel: (01865) 815544*

Report by Head of Sustainable Development (**CA7**).

The Minerals and Waste Development Framework will set out how minerals will be supplied and waste managed in the county. The Core Strategy will include a vision and strategic objectives, spatial strategy, core policies and a monitoring and implementation framework. The report includes a set of principles to underpin the minerals part of the Core Strategy. It describes the current pattern of mineral working in Oxfordshire and explains the development of, consultation on, and assessment and testing of options for the location of sand and gravel, soft sand and crushed rock workings over the next 15 to 20 years.

A preferred spatial strategy for mineral working needs to be selected for public consultation, as the next stage in preparation of the minerals part of the Core Strategy. The recommendation of the Minerals and Waste Plan Working Group on a preferred strategy approach and timetable for consultation is reported. This takes into account work that is to be carried out over the next two months to establish a locally derived assessment of the requirement for aggregates supply in Oxfordshire over the plan period.

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

- (a) ***agree the guiding principles for the minerals strategy (paragraphs 3 to 5 of Annex 1);***
- (b) ***agree that the County Council's preferred approach for mineral working in the short to medium term is:***
  - (i) ***sand and gravel – concentration of working in existing areas of working, at Lower Windrush Valley, Eynsham/Cassington/Yarnton, Radley, Sutton Courtenay and Caversham, subject to the ability of these areas to provide for the medium to longer term being re-assessed when the requirement for sand and gravel supply has been established and consideration being given to new areas of working if the re-assessment indicates this is necessary;***
  - (ii) ***soft sand – working in three existing areas: south east of Faringdon; Tubney/Marcham/Hinton Waldrist; and Duns Tew;***
  - (iii) ***crushed rock – working in three existing areas: north of Bicester to the east of the River Cherwell; south of the A40 near Burford; and south east of Faringdon;***
- (c) ***agree the next steps set out in paragraph 19 of this report, including public consultation on the preferred minerals strategy in spring 2011.***

**8. Progress Report on CLA and Leaving Care (Pages 229 - 234)**

*Cabinet Member: Children, Young People & Families*

*Forward Plan Ref: 2010/093*

*Contact: Fran Fonseca, Strategic Lead CLA Tel: (01865) 323098*

Report by Director for Children, Young People & Families (**CA8**).

This is one of a number of regular reports to Cabinet and Council on its role as legal "Corporate Parent" to the Children and Young People Looked After by the Council, and those Leaving Care to live independently.

The report addresses Council-wide improvements in Corporate Parenting, including enhanced accountability for this highly vulnerable group. It also reports on the progress and challenges posed in caring for the County's most vulnerable young people.

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

- (a) ***continue to support the Corporate Parenting Strategy; and***
- (b) ***note the information on outcomes for Looked After Children and the associated service performance measures.***

## 9. Format of County Council Meeting (Pages 235 - 240)

*Cabinet Member:* Leader

*Forward Plan Ref:* 2010/161

*Contact:* Peter Clark, Head of Legal & Democratic Services Tel: (01865) 323907

Report by Head of Legal & Democratic Services (**CA9**).

In 2009, the County Council made several changes to the Constitution, including the introduction of themed debates at Council meetings. It was agreed that the changes be reviewed after twelve months. This report reviews the effectiveness of the changes, including the themed debates. It also suggests further changes, in the interests of efficiency, which Cabinet may wish to recommend to Council.

***Cabinet is RECOMMENDED to consider the potential amendments to the constitution outlined in this report and to recommend Council to approve any changes agreed, including the cessation of themed debates and the proposal for ending meetings of full Council at 3.30 p.m.***

## 10. Corporate ICT Strategy (Pages 241 - 254)

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2010/147

*Contact:* Ben Threadgold, Senior Policy Officer Tel: (01865) 328219

Report by Head of Strategy (**CA10**).

A draft of the Corporate ICT Strategy is provided for approval by Cabinet.

The Corporate ICT Strategy reflects the current corporate priorities and challenges facing the organisation and our partners, and the central role ICT plays in supporting our business strategy and overarching strategic objectives. It sets both a strategic approach to provision of ICT moving forward, and actions by which this will be achieved in the short to medium term.

The strategy sets our commitment to maximise the strategic and operational value of ICT in delivering our strategic objectives, driving business efficiency and supporting service delivery.

***The Cabinet is RECOMMENDED to agree the draft Corporate ICT Strategy, and to receive quarterly updates on its implementation in line with the action plan.***

## 11. Customer Service Strategy (Pages 255 - 270)

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2010/115

*Contact:* Tracy Luck, Head of Strategy Tel: (01865) 816383

Report by Head of Strategy (**CA11**).

The purpose of this report is to seek approval from Cabinet for the Oxfordshire County Council Customer Service Strategy.

The Customer Service Strategy forms an important part of our commitment to delivering better public services. It sets both a strategic approach to embedding excellent customer service across the Council and actions by which this will be achieved in the short to medium term.

More explicit Customer Focus, including managing our reputation, is one of the individual streams of work within the County Council's Business Strategy. We aim to put customers at the heart of everything we do, and will use this focus on customers to make cost savings.

***The Cabinet is RECOMMENDED to approve the Customer Service Strategy and its 18-month action plan.***

## 12. The Future of the Council Magazine 'Oxon News' (Pages 271 - 274)

*Cabinet Member:* Leader/Deputy Leader

*Forward Plan Ref:* 2010/149

*Contact:* James Clark, Head of Communications, Marketing & Public Affairs

Report by Assistant Chief Executive (Strategy) (**CA11**).

To consider options for the future of the Council magazine 'Oxon News'.

***The Cabinet is RECOMMENDED to discontinue 'Oxon News' at the end of 2010.***

## 13. Forward Plan and Future Business (Pages 275 - 278)

*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.***

#### **14. Delegated Powers of the Chief Executive - October 2010**

*Cabinet Member:* Leader

*Forward Plan Ref:* 2010/093

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

Schedule below reporting on a quarterly basis any executive decisions 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.

<b>Date</b>	<b>Subject</b>	<b>Decision</b>	<b>Reason for Urgency</b>
22/09/2010	Premature retirement	Approved the early retirement of a member of staff in accordance with regulations.	A decision was required urgently due to the proposed leaving date prior to the next scheduled meeting of the Pension Benefits Sub-Committee.

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