

To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Wednesday, 16 February 2011 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

February 2011

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Councillors

Membership

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 & Infrastructure</i>
Jim Couchman	- <i>Cabinet Member for Finance & Property</i>
Kieron Mallon	- <i>Cabinet Member for Police & Policy Co-ordination</i>
Louise Chapman	- <i>Cabinet Member for Children, Young People & 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 & Stronger Communities</i>

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Thursday 24 February 2011 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: 15 March 2011

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, i.e. 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 - 20)

To confirm the minutes of the meeting held on 25 January 2011 (**CA3**) and to receive for information any matters arising from them.

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. Culham Parochial Primary School (Pages 21 - 36)

Cabinet Member: Schools Improvement

Forward Plan Ref: 2011/007

Contact: Roy Leach, Strategic Lead – School Organisation & Planning Tel: (01865) 816458

Report by Director for Children, Young People & Families (**CA6**).

The viability of Culham Parochial Primary School has been called into question due to a combination of factors: inability of the governing body to recruit a headteacher, falling

pupil roll and deficit budget. Efforts have been made by the governing body, supported by the council and the Oxford Diocese, to address these issues but it has not been possible to put in place a viable recovery plan. Reluctantly, council officers, the Diocese and governors in post at the start of the 2010-11 academic year, concluded that the school does not have a future and the council has undertaken a public consultation about a proposal to close the school with effect from the end of the current academic year. The report presents the outcomes of the consultation and describes the next steps required if effect is to be given to the proposal to close the school.

The Cabinet is RECOMMENDED to:

- a) ***Consider the responses to the consultation; and***
- b) ***Determine whether, at this stage, any of the alternatives to closure are sufficiently well developed to provide a robust assurance that the Council should continue to maintain the school on its current site; or***
- c) ***Determine whether any alternatives, whilst not yet providing sufficient assurance, nevertheless merit further development and request officers to work with their proposer(s) on these, with final version(s) to be submitted by the end of April; and***
- d) ***Determine whether to proceed with the publication of a statutory notice to close Culham Parochial School with effect from 31 August 2011.***

7. Financial Monitoring - February 2011 (Pages 37 - 160)

Cabinet Member: Finance & Property

Forward Plan Ref: 2010/166

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

Report by Assistant Chief Executive & Chief Finance Officer (**CA7**).

This is the sixth financial monitoring report for the 2010/11 financial year and covers the period up to the end of December 2010. Part 1 & 2 set out the Council's forecast position for the 2010/11 financial year and include projections for revenue, balances, reserves. The capital programme monitoring and capital programme review update is included at Part 3.

The Cabinet is RECOMMENDED to note the report and approve the virement requests as set out in annex 2a.

8. Oxfordshire Minerals & Waste Development Framework: Core Strategy - Preferred Minerals Strategy (Pages 161 - 178)

Cabinet Member: Growth & Infrastructure

Forward Plan Ref: 2010/181

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

Report by Head of Sustainable Development (**CA8**).

The Minerals and Waste Core Strategy will set out the vision, objectives, spatial strategy, core policies and implementation framework for the supply of minerals and

management of waste in Oxfordshire. The report summarises the findings of a local assessment of the requirement for aggregates supply produced by consultants for the County Council. This includes locally derived figures for the levels of mineral supply that the Core Strategy should provide for, as an alternative to the top-down figures in the South East Plan.

The interim preferred strategy for mineral working agreed by Cabinet in October 2010 has been tested for deliverability using these supply levels against a preliminary assessment of potential sites. This identifies that the Radley/Nuneham Courtenay area is unlikely to be deliverable and that the Sutton Courtenay area can only provide for part of the plan period to 2030. The shortfall could not be met from additional capacity in the other interim strategy areas: Lower Windrush Valley; Eynsham/Cassington/Yarnton; and Caversham. An additional strategy area should be identified in southern Oxfordshire. Assessment indicates that, of the deliverable options available, the Cholsey area is less constrained and better located to serve local markets than the Clifton Hampden or Drayton St Leonard/Stadhampton areas.

The local assessment of aggregates supply requirements will be made available and comments invited from industry and other key stakeholders over the next two months. A formal public consultation on the preferred minerals strategy, combined with a preferred waste strategy, will be undertaken in June/July 2011.

The Cabinet is RECOMMENDED to:

- (a) ***Adopt the locally derived figures for aggregates supply requirement in paragraphs 7 and 8 of the report as the basis for the County Council's preferred spatial strategy approach for mineral working.***
- (b) ***Agree the County Council's preferred spatial strategy approach for mineral working for consultation is:***
 - i. sand and gravel – concentration of working in existing areas of working, at Lower Windrush Valley, Eynsham/ Cassington/Yarnton, Sutton Courtenay, Cholsey and Caversham;***
 - 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 that consultation on the preferred spatial strategy approach for mineral working be combined with consultation on a preferred waste spatial strategy, in June/July 2011.***

9. Procurement of Carers Support Service - Award Contract For Carers' Support CPU 570 (Pages 179 - 182)

Cabinet Member: Adult Services

Forward Plan Ref: 2010/204

Contact: John Pearce, Service Manager, Strategic Commissioning Tel: (01865) 323619.

Report by Director for Social & Community Services (**CA9**).

The report recommends the award of the Carers' Support contract to the successful bidder Age UK ,Oxfordshire.

The selection of the provider followed the procurement process outlined in the attached report. Age UK, Oxfordshire demonstrated a strong bid based on both quality and price. The bid was strong generally on approach to delivery offering a good track record of local partnerships and delivery within Oxfordshire.

The award of this contract meets the obligations the Council agreed to undertake following agreement to implement the Carers' Revised Commissioning Intentions Cabinet decision in July 2010. The current contracts with the three independent Carers' Centres will come to an end in April. The Centres are making their own decisions about their futures. However, it appears all will initially be able to support a smooth handover to the proposed provider. Further work will be undertaken to ensure the implementation is completed satisfactorily.

The Carers' Support Contract ensures that community-based outreach and support will be available to carers throughout Oxfordshire. This support may be provided in three ways: as telephony and internet support, as face-to-face support with a support worker, or from peer groups of carers supporting each other. This is one part of the total provision of services available to carers. It is the key provision for those who do not otherwise qualify for support from other social and community services or health provision. The aim is to reach many more carers with support and assistance at an earlier point in their caring roles.

The Cabinet is RECOMMENDED to:

Award Age UK Oxfordshire the contract for this service for a period of 3 years, (with two annual options to extend) on the basis of having provided the most economically advantageous bid which meets our needs.

10. Proposal to Discontinue the Service and Maintenance Contract for Stairlifts etc (Pages 183 - 186)

Cabinet Member: Adult Services

Forward Plan Ref: 2010/191

Contact: Maria Melbourne, Area Service Manager, Social Care for Adults Tel: (01865) 323275

Report by Director for Social & Community Services (**CA10**).

Stairlifts can be provided by a Disabled Facilities Grant that is means tested and available from the District Council Housing Department following an Occupational Therapist's (OT) recommendation. Once installed the lift becomes the property of the individual. The County Council has no statutory duty to maintain the stairlifts, so whilst Social and Community Care have become involved, the maintenance of these lifts remains the responsibility of the owner.

The County Council has had an arrangement in place for the last fifteen years to provide a service and maintenance contract for hoist and stair-lift equipment. This includes the provision of an emergency call out service when equipment breaks down.

One of the reasons this policy was put in place was to allow the lifts to be re-cycled and re-installed in other properties. This was discontinued approximately five years ago as it was no longer considered cost effective and the five District Councils no longer supported the arrangement.

This report addresses the current contractual arrangements to provide service, maintenance and repairs for Stairlifts, Through Floor (vertical) Lifts and Step Lifts by Social and Community Services. Proposals relate to the service provided for adults (over 18) with a physical disability or long term medical condition. No change is proposed for people under 18 years old.

The report updates members on the outcome of the consultation exercise and seeks a decision regarding the ending of the above service provision.

The Cabinet is RECOMMENDED to:

- (a) ***Consider the information provided by the Consultation and the options for the service***
- (b) ***Agree Option 3 to end the service.***

11. Integrated Risk Management Plan (IRMP) Fire & Rescue - Project (Pages 187 - 192)

Cabinet Member: Safer & Stronger Communities

Forward Plan Ref: 2010/143

Contact: Dave Etheridge, Chief Fire Officer Tel: (01865) 855205/Colin Thomas, Acting Deputy Chief Fire Officer Tel: (01865) 855206

Report by Chief Fire Officer (**CA11**).

This report proposes the projects to be included within the Fire Authority's Integrated Risk Management (IRMP) Action Plan for the fiscal year 2011-12. The proposals summarise those areas where the Service's Senior Leadership Team (SLT) believe service improvements should be made. To meet the requirements of the IRMP process each proposal is supported by evidence to validate their inclusion and justify their contribution to improved community engagement and community/fire-fighter safety.

Each proposal recognises the prevailing economic constraints.

The proposals for the 2011-12 Action Plan are as follows:

Project 1:

- Permanent removal of the second appliance from Faringdon from the Oxfordshire Fire and Rescue Service (OFRS) fleet.

Project 2:

- Implementation of the specialist appliance review of 2010/11. (Continuation of 2010/11 IRMP project 2).

Project 3:

- To review and enhance appropriate safeguarding measures throughout OFRS.

Project 4:

- To design and implement a protection and prevention strategy enabling targeted activities to those most at risk.

Project 5:

- To enhance the role of Retained Station Support Officers within their communities.

Project 6:

- Review the current provision of fire appliances to ensure operational resilience and value for money. (Continuation of 2010/11 IRMP project 2).

These proposals were approved by the Cabinet Member and commented on by Safer and Stronger Communities Scrutiny Committee. They will be adopted in the final version of the IRMP Action Plan 2011-12, dependent upon the outcome of the consultation and Cabinet approval. Each project will be subject to close monitoring, reviewed every quarter and reported to the Cabinet Member responsible for the Fire & Rescue Service.

The Cabinet is RECOMMENDED to approve the proposed projects to be included in the IRMP Action Plan 2011-12.

12. St Edburgs CE Aided Primary School (Pages 193 - 206)

Cabinet Member: Schools Improvement

Forward Plan Ref: 2010/143

Contact: Allyson Milward, Service Manager - School Organisation and Planning Tel: (01865) 816447

Report by Director for Children, Young People & Families (CA12).

St Edburg's CE (A) Primary School has a published admission number of 30 children. The current age range is 4-11 years. The proposal is directly related to the proposed development of 1585 houses at SW Bicester, now known as Kingsmere, development. A previous consultation exercise was undertaken by Governors in 2007 when it was believed the new SW Bicester development was about to commence. That consultation was in favour of the proposal to lower the age range and expand the school at the same time as relocating it to the new site to serve that new community. The proposed development did not commence as a direct result of the slowdown in the economy and therefore no statutory notice to implement the outcomes of the consultation was made. Under the provisions of the Education and Inspections Act 2006 (EIA 2006) such consultation exercises are only valid for a period of three years. The development has now commenced at a slower rate and it is anticipated that a new school will be needed as originally intended and provided for in the infrastructure agreements for the site. The first houses are likely to be ready for occupation from May 2011.

The Governors of St Edburg's CE (A) Primary school have completed a further consultation exercise on a similar proposal and the outcomes are set out in the report.

For September 2011 the school's admission number has been published as 30 but the school is not currently full and will have space to accommodate the children generated from the first phase of development on the site. This is seen as essential so that the new community has clear continuity of education provision as early as possible. Current pupils would be guaranteed places in the new school. However, once the new school is available it will serve the new community. The part of Bicester town currently served by this school will be divided between other schools in the town. Further consultation exercises to vary catchment areas will need to be brought forward by the Authority in due course. These will take into account all the large developments proposed in and around Bicester to 2026.

Funding for the new school buildings has been secured by the authority as part of infrastructure payments to be made by the developer (S.106 contributions). One of the key 'triggers' for the release of the site for the school and the infrastructure payments is the completion of the statutory procedures required by the EIA 2006. It is anticipated that the proceeds of the sale of the existing site will be used to fund any necessary expansions to provision in existing schools as a result of this proposal. Brookside Primary school has already been expanded through forward funding by the Authority to support the initial impacts of this move.

The Cabinet is RECOMMENDED to support the publication of a statutory notice for the following related proposals: (i) to expand St Edburg's CE(A) Primary School, Bicester by the school governors and (ii) to lower the age range.

13. Establishment Review - February 2011 (Pages 207 - 210)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2010/167

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

Report by Head of Human Resources (**CA13**).

This report gives an update on activity since 31 March 2010. It gives details of the agreed establishment figure at 31 December 2010 in terms of Full Time Equivalents, together with the detailed staffing position at 31 December 2010. These are shown in the report by directorate and service area.

The report also provides information on current activity and in addition there is information on grant funded posts and those vacancies which are being covered by agency staff and at what cost.

The Cabinet is RECOMMENDED to:

- (a) ***note the report***
- (b) ***confirm that the Establishment Review continues to meet requirements in reporting and managing staffing numbers.***

14. Forward Plan and Future Business (Pages 211 - 214)

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 **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.
