

To: Members of the Cabinet

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

**Tuesday, 15 December 2009 at 2.00 pm**

**County Hall, Oxford, OX11ND**

*Joanna Simons*

Joanna Simons  
Chief Executive

December 2009

Contact Officer: **Sue Whitehead**  
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<i>Councillors</i>	<b>Membership</b>
Mitchell	- <i>Leader of the Council</i>
David Robertson	- <i>Deputy Leader of the Council</i>
Jim Couchman	- <i>Cabinet Member for Adult Services</i>
Ian Hudspeth	- <i>Cabinet Member for Growth &amp; Infrastructure</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 Implementation</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 23 December 2009 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: 19 January 2010*

## 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 Section DD 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 24 November 2009 (**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 - December 2009** (Pages 11 - 82)

*Cabinet Member: Leader*  
*Forward Plan Ref: 2009/110*  
*Contact: Kathy Wilcox, Principal Financial Manager (01865 323981)*

*Report by: Assistant Chief Executive & Chief Finance Office (CA6)*

This is the seventh financial monitoring report for the 2009/10 financial year and covers the period up to the end of October 2009 for both revenue, balances, reserves and capital.

The report sets out explanations where the forecast revenue outturn is significantly different from the budget along with proposals to recover the position where

appropriate.

The in – year Directorate forecast is an overspend of £3.238m.

The current position for general balances is set out in Annex 5 and shows an unchanged forecast of £14.088m. After taking into account the forecast Directorate overspend, the consolidated revenue balances forecast is £10.850m.

The report also includes Capital monitoring against the programme agreed last month.

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

- (a) ***note the report;***
- (b) ***note the use of £0.472m one – off funding from the Highways Agency to offset the overspend in Transport (paragraph 42);***
- (c) ***approve the virements as set out in Annex 2a;***
- (d) ***agree the proposed changes to Adult Learning charges from January 2010 (paragraph 59).***

## **7. Service & Resource Planning Report for 2010/11 - 2014/15 (Pages 83 - 296)**

*Cabinet Member: Leader*

*Forward Plan Ref: 2009/136*

*Contact: Lorna Baxter, Assistant Head of Finance (01865 323971)*

*Report by: Chief Executive, Assistant Chief Executive (Strategy) and Assistant Chief Executive & Chief Finance Office (CA7)*

This is one in a series of reports on the Service and Resource Planning process for 2010/11 to 2014/15, providing councillors with information on budget issues for 2010/11 and the medium term. It follows on from reports to Cabinet on 16 September and to Strategy & Partnerships Scrutiny Committee on 25 November 2009. The report sets out the review of charges, provides an update on the Service and Resource Planning process and includes the Directorate Business Improvement & Efficiency Strategies. The strategies set out the identified pressures and priorities over the medium term and the proposals for savings.

The Council is required under the Local Government Finance Act 1992 to set a budget requirement for the authority and an amount of Council Tax. This report contains information to be considered in leading to the budget requirement and Council Tax being agreed in February 2010.

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

- (a) ***note the report;***
- (b) ***note those charges prescribed by legislation;***
- (c) ***approve those charges where there is local discretion as set out in Annex***

**4; and**

- (d) **approve those charges for which an increase will commence before April 2010.**

**8. Oxfordshire Children and Young People's Plan 2010-13 (Pages 297 - 340)**

*Cabinet Members:* Children, Young People & Families and Schools Improvement  
*Forward Plan Ref:* 2009/172

*Contact:* Sian Rodway, Lead Officer, Performance (01865 815142)/Paula Tansley, Interim Head of Commissioning Performance & Quality Assurance (01865 815212)

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

The report focuses on Oxfordshire's proposed second Children and Young People's Plan. It outlines the outcome of the formal consultation and the priorities, aims and objectives of the plan. The full plan is attached to the report.

Cabinet are asked to approve the plan, alongside all other partners in advance of the final approval by the Oxfordshire Children and Young People's Trust at its meeting in January.

***The Cabinet is RECOMMENDED to approve the Children and Young People's Plan, subject to any final editorial adjustments by the Oxfordshire Children and Young People's Trust Board in consultation with the Director for Children, Young People & Families.***

**9. Performance Management: 2nd Quarter Progress Report Against Priorities and Targets (Pages 341 - 374)**

*Cabinet Members:* Leader & Deputy Leader  
*Forward Plan Ref:* 2009/133

*Contact:* Alexandra Bailey, Corporate Performance and Review Manager (01865 816384)

*Report by:* County Council Management Team (**CA9**)

The report shows the council's performance in the four key areas of: customer, projects, finance, and people. Progress against targets is shown by directorate, including a summary of what is going well, what needs to develop, and what requires attention. This is the performance report for Quarter 2, 2009/2010.

***The Cabinet is RECOMMENDED to note this report.***

**10. Establishment Review - December 2009 (Pages 375 - 380)**

*Cabinet Member: Deputy Leader*

*Forward Plan Ref: 2009/134*

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

*Report by: Head of Human Resources (CA10)*

This report gives an update on activity since the implementation of the Establishment Review and associated Recruitment Approval process on 1 August 2005. It provides detail on the overall objectives of the review and summarises progress made against the targets which were agreed to ensure delivery of those objectives. Details of the agreed establishment figure at 30 September 2009 in terms of Full Time Equivalents is provided, together with the detailed staffing position at 30 June 2009. 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 the Cabinet's requirements in reporting and managing staffing numbers.***

## **11. Forward Plan and Future Business (Pages 381 - 384)**

*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 **CA11**. 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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