



# **County Council**

**11 July 2017**

## **Agenda**

## 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](mailto: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.**

To: **Members of the County Council**

## ***Notice of a Meeting of the County Council***

**Tuesday, 11 July 2017 at 10.30 am**

**County Hall, Oxford OX1 1ND**



P.G. Clark  
Chief Executive

June 2017

Committee Officer: **Deborah Miller**  
Tel: 07920 084239; E-Mail: [deborah.miller@oxfordshire.gov.uk](mailto:deborah.miller@oxfordshire.gov.uk)

In order to comply with the Data Protection Act 1998, notice is given that Items 3, 7 and 12 will be recorded. The purpose of recording proceedings is to provide an *aide-memoire* to assist the clerk of the meeting in the drafting of minutes.

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***Members are asked to sign the attendance book which will be available in the corridor outside the Council Chamber. A list of members present at the meeting will be compiled from this book.***

***A buffet luncheon will be provided***

## **AGENDA**

### **1. Minutes (Pages 1 - 8)**

To approve the minutes of the meetings held on 16 May 2017 (**CC1**) and to receive information arising from them.

### **2. Apologies for Absence**

### 3. **Declarations of Interest - see guidance note**

Members are reminded that they must declare their interests orally at the meeting and specify (a) the nature of the interest and (b) which items on the agenda are the relevant items. This applies also to items where members have interests by virtue of their membership of a district council in Oxfordshire.

### 4. **Official Communications**

### 5. **Appointments**

To make any changes to the membership of the Cabinet, scrutiny and other committees on the nomination of political groups.

### 6. **Petitions and Public Address**

### 7. **Questions with Notice from Members of the Public**

### 8. **Questions with Notice from Members of the Council**

### 9. **Report of the Cabinet (Pages 9 - 12)**

Report of the Cabinet Meetings held on 14 March 2017, 25 April 2017, 23 May 2017 and 20 June 2017 (CC9).

### 10. **Audit & Governance Annual Report (Pages 13 - 26)**

The Annual Report sets out the role of the Audit & Governance Committee and summarises the work that has been undertaken both as a Committee and through the support of the Audit Working Group in 2016/17.

***Council is RECOMMENDED to receive the report.***

### 11. **County Council Meeting Dates (Pages 27 - 34)**

The report of the Monitoring Officer containing the schedule of meeting dates proposed for the 2018/19 Council Year is attached (CC11).

The schedule has been drawn up to reflect the various rules about frequency of meetings set out in the Council's Constitution. Attention is drawn to the following proposed changes to the usual patterns which are reflected in the attached schedule:

- 1) The constitution fixes the April meeting as the 1<sup>st</sup> Tuesday – this is 3 April 2018 and falls in the 1<sup>st</sup> week of the school holidays. It is recommended that the

- meeting be brought forward to Tuesday 27 March 2018.
- 2) The constitution fixes the budget Council meeting as the third Tuesday in February – this is 19 February 2019 and falls in the spring half term holiday. It is recommended that the meeting be brought forward to Tuesday 12 February 2019
  - 3) Planning & Regulation Committee meets every 6 weeks but this would mean that it meets in the Easter holiday 2018. It is recommended that the meeting be brought forward to Monday 26 March 2018.

***Council is RECOMMENDED to agree the schedule of meeting dates for the 2018/19 and in particular to agree to waive Rule 2.1 of the Council Procedure Rules to allow the April 2018 meeting and February 2019 budget meeting of full Council to be held on 27 March 2018 and 12 February 2019 respectively.***

## **12. Virements to Council (Pages 35 - 44)**

Report by the Chief Finance Officer (CC12)

As set out in the Provisional Revenue and Capital Outturn Report to Cabinet on 20 June 2017 given the pressures in both Special Educational Needs (SEN) Home to School Transport and Children's Social Care placements, it is proposed that the underspends in Social and Community Services, Environment & Economy and Corporate Services will be used to offset the overspends in Children, Education & Families.

***Council is RECOMMENDED to approve the virements greater than £1.0m for Children, Education & Families, Social & Community Services and Environment & Economy as set out in Annex 1.***

## **MOTIONS WITH NOTICE FROM MEMBERS OF THE COUNCIL**

***WOULD MEMBERS PLEASE NOTE THAT ANY AMENDMENTS TO MOTIONS WITH NOTICE MUST BE PRESENTED TO THE PROPER OFFICER IN WRITING BY 9.00 AM ON THE MONDAY BEFORE THE MEETING***

## **13. Motion From Councillor Ian Hudspeth**

“Oxfordshire County Council congratulates all the newly elected Oxfordshire MPs following the recent General Election. We look forward to working with them all in the future and would like to invite them to address a Council meeting in the future.

This Council asks the Chairman to write to each MP congratulating them on their successful campaign, inviting them to address a Council meeting.”

## 14. Motion From Councillor Liz Brighthouse

“This Council, wishing to ensure that governance arrangements for the County are transparent, inclusive and reflect the political situation which exists, asks the Cabinet to work with Political Group Leaders to come forward with a plan to replace the Cabinet with 3 Committees to cover each of the Strategic Directorates.

These Committees would have delegated decision making powers from the Council and would be politically balanced. The Locality Groups would become Committees for each of the District Council Areas (there is already a Locality Group for the City). These Locality Committees would be consulted on policy and budget matters by the Directorate Committees. Robust Scrutiny Structures would be put in place. The Plan to be worked on with a view to the change in the structure being put in place by May 2018.”

## 15. Motion From Councillor David Bartholomew

“At meetings of the County Planning & Regulation Committee (PRC), District or City Councillors have historically been allotted their own speaking slot. However, at District and City planning meetings, County Councillors are treated as members of the public and have to share a speaking slot with anyone else who wants to speak.

In the interest of fairness, this Council instructs the Monitoring Officer and Chairman of the PRC to write to District and City Monitoring Officers and Planning Chairmen advising them that from 1st January 2018 this Council will introduce a policy of reciprocity to ensure parity of treatment. This means that District or City Councils that allow County Councillors their own speaking slot will enjoy the same privilege for their Councillors at County PRC meetings and those that do not, will not get their own speaking slot.

Council delegates to the Monitoring Officer the authority to make the necessary changes to the Constitution to reflect the above arrangements.”

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### Pre-Meeting Briefing

There will be a pre-meeting briefing at County Hall on **Monday 10 July 2017 at 10.15 am** for the Chairman, Vice-Chairman, Group Leaders and Deputy Group Leaders

## OXFORDSHIRE COUNTY COUNCIL

**MINUTES** of the meeting held on Tuesday, 16 May 2017 commencing at 10.30 am and finishing at 12.45 pm.

**Present:**

Councillor Zoé Patrick – in the Chair

Councillors:

Sobia Afridi	Stefan Gawrysiak	Glynis Phillips
Lynda Atkins	Mark Gray	Susanna Pressel
Jamila Begum Azad	Pete Handley	Laura Price
Hannah Banfield	Jenny Hannaby	Eddie Reeves
David Bartholomew	Neville F. Harris	G.A. Reynolds
Maurice Billington	Steve Harrod	Alison Rooke
Liz Brighthouse OBE	Mrs Judith Heathcoat	Gill Sanders
Kevin Bulmer	Hilary Hibbert-Biles	John Sanders
Nick Carter	John Howson	Les Sibley
Mark Cherry	Ian Hudspeth	Emily Smith
Dr Simon Clarke	Tony Ilott	Alan Thompson
Yvonne Constance OBE	Bob Johnston	Roz Smith
Helen Evans	Liz Leffman	Michael Waine
Arash Fatemian	Lorraine Lindsay-Gale	Lawrie Stratford
Neil Fawcett	Mark Lygo	Liam Walker
Nicholas Field-Johnson	Kieron Mallon	Richard Webber
Mike Fox-Davies	Charles Mathew	

*The Council considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and decided as set out below. Except insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports, copies of which are attached to the signed Minutes.*

### **122/17 ELECTION OF CHAIRMAN FOR THE 2017/18 COUNCIL YEAR**

(Agenda Item 1)

Before inviting nominations for the office of Chairman of the Council, Councillor Michael Waine (the retiring Chairman) took the opportunity to reflect on his year in office as Chairman of the Council, and in particular his civic duties promoting Oxfordshire County Council and meeting a broad spectrum of staff. He thanked the Vice-chairman (Councillor Patrick) for her support and friendship throughout the year. He then presented his wife, his personal assistant (Sara Lenihan) and Tim Stimpson with small gifts as a token of his appreciation for their help and support during the Year.

Councillors Hudspeth, Brighthouse, Webber and Atkins paid tribute to the outgoing Chairman thanking him for his hard work and effort over the year and in particular his Championing of the children of the County.

The Monitoring Officer, Nick Graham then invited nominations for the office of Chairman of the Council for the 2017/18 Council Year.

Councillor Webber moved and Councillor Hudspeth seconded that Councillor Patrick be elected as Chairman of the Council for the 2017/18 Council Year.

There being no other nominations and no dissent, Councillor Patrick was duly declared elected by a show of hands (nem con). Upon election, Councillor Patrick read out and signed the Statutory Declaration of Acceptance of Office.

**RESOLVED:** (nem con) that Councillor Zoe Patrick be elected as Chairman of the Council for the 2017/18 Council Year.

## **123/17 ELECTION OF VICE-CHAIRMAN FOR THE 2017/18 COUNCIL YEAR**

(Agenda Item 2)

The Chairman called for nominations for the office of Vice-Chairman.

Councillor Brighthouse moved and Councillor Hudspeth seconded that Councillor Gill Sanders be elected as Vice-Chairman of the Council for the 2017/18 Council Year. There being no other nominations and no dissent, Councillor Gill Sanders was duly declared elected by a show of hands (nem con) Vice-Chairman of the Council for the 2017/18 Council Year. She read out and signed the statutory Declaration of Acceptance of Office.

**RESOLVED:** that Councillor Gill Sanders be elected Vice-Chairman of the Council of the 2017/18 Council Year.

## **124/17 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reported as follows:

Council paid tribute and held a minute's silence in Memory of Mike Allsopp, Former County Councillor of the Faringdon Division.

Council congratulated Councillor Arash Fatemian on the birth of his son.

Members were reminded that an Extraordinary Meeting and a group photo was scheduled to take place following lunch at 2.00 pm.



## **125/17 MINUTES**

(Agenda Item 3)

The Minutes of the Meeting held on 21 March 2017 were approved and signed.

## **126/17 DECLARATIONS OF INTEREST**

(Agenda Item 5)

The Chairman reminded members of the need to return the forms for notifying financial and other interests (the Register of Members Interests form) within 28 days of the date of election – i.e. by Thursday, 1st June at the latest, as failure to do so could be subject to formal investigation as a criminal offence. Returning councillors also needed to confirm in writing that their current registration was up to date and correct. An email would suffice by way of a declaration to this effect.

## **127/17 RETURNING OFFICER'S REPORT**

(Agenda Item 6)

The Council had before them a report by the Returning Officer setting out the results of the election of Councillors on 4 May 2017.

Councillor Harris indicated that that he would wish to see more detail in future returning Officer reports such as failed candidates and number of Oxfordshire County Council Staff who had worked on the elections.

Members paid tribute to Rodney Rose for his many years on the Council and in particular his contribution as Deputy Leader of the Council.

### **RESOLVED:**

- (a) to note the Returning Officer Report; and
- (b) ask the Chairman to send a card on behalf of the Council to thank Rodney Rose for his service to Oxfordshire County Council and to send him it's very best wishes for the future.

## **128/17 OFFICER SCHEME OF DELEGATION**

(Agenda Item 7)

The Council had before them a report by the Monitoring Officer (CC7) which set out the proposed changes to the Council's Officer Scheme of Delegation set out in the Constitution.

During debate, Members indicated that at some point in the future they would like a full Review of the Constitution.

**RESOLVED:** (on a motion by Councillor Patrick, seconded by Councillor Gill Sanders and carried nem con) to note the proposed amendments to Article 13 and to Part 7.2 of the Constitution and to approve the Scheme of Officer Delegation (Part 7.3) as amended.

**129/17 REVISED COMMITTEE DATES FOLLOWING THE ELECTION**

(Agenda Item 8)

The Council had before them a revised meetings schedule for 2017/18 which had been drawn up to reflect the decision taken in light of the general election, to only hold essential meetings during the purdah period. The report also sought agreement to a request received from the district councils to bring forward the budget meeting of full Council to facilitate their budget setting processes.

Councillor Patrick moved and Councillor Gill Sanders seconded that the recommendations set out in the report and on the face of the Agenda be adopted.

During debate, Members expressed disappointment that a meeting fell within the half term when there had been an agreement to avoid school holidays where possible.

Following debate, the motion was put to the vote and was carried by 38 votes to 15, with 9 abstentions.

**RESOLVED:** (by 38 votes to 15, 9 abstentions) to note the revised schedule of meetings and to agree to waive Rule 2.1 of the Council Procedure Rules to allow the February 2018 budget meeting of full Council to be held on 13 February.

**130/17 APPOINTMENTS**

(Agenda Item 9)

- (1) The Office of Leader of the Council

Councillor Heathcoat moved and Councillor Fatemian seconded Councillor Ian Hudspeth for the Office of Leader of the Council.

The Motion was put to the vote and was carried by 33 votes to 15, with 15 abstentions.

**RESOLVED:** to elect Councillor Ian Hudspeth as Leader of the Council.

- (2) to note (nem con) the following appointments to the Cabinet by the Leader of the Council for the coming year and their respective portfolios as follows;

Ian Hudspeth	Leader
Mrs J Heathcoat	Deputy Leader
Lawrie Stratford	Adult Social Care
Steve Harrod	Children & Family
Lorraine Lindsay-Gale	Property, Cultural & Community Services

Yvonne Constance	Environment
David Bartholomew	Finance
Hilary Hibbert-Biles	Public Health & Education
Mark Gray	Local Communities

(3) The Office of Leader of the Opposition

**RESOLVED:** to note that Councillor Brighthouse was the Leader of the Opposition.

**131/17 REVIEW OF POLITICAL BALANCE**

(Agenda Item 10)

The Council had before them a report CC10 which summarised the rules for the political balance on Scrutiny and other committees, together with Annex 2 confirming the political balance on the committees and Annex 3, showing the membership of all committees.

**RESOLVED:** (on a motion by Councillor Patrick, seconded by Councillor Gill Sanders and carried by 62 votes to 1) to:

- (a) confirm the political balance on committees shown in Annex 2 to the report;
- (b) appoint to committees the councillors and co-opted members shown in Annex 3, subject to any changes reported at the meeting.

**132/17 SCRUTINY COMMITTEES - ANNUAL REPORT**

(Agenda Item 11)

The Council had before them the Annual Report of the Scrutiny Committee (CC11) which set out the activity of the Council’s three scrutiny committees; Performance Scrutiny, Education Scrutiny and Health Overview & Scrutiny and the Cabinet Advisory Groups. The report highlighted the work carried out by each Committee to scrutinise service activity and performance as well as Cabinet decisions taken over the past year.

Councillor Brighthouse moved and Councillor Constance seconded that Council receive the Annual Report of the scrutiny committees.

Following debate the motion was put to the vote and was carried nem con.

**RESOLVED:** Accordingly.

..... in the Chair

Date of signing .....

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## OXFORDSHIRE COUNTY COUNCIL

**MINUTES** of the meeting held on Tuesday, 16 May 2017 commencing at 2.00 pm and finishing at 2.25 pm.

### **Present:**

Councillor Zoé Patrick – in the Chair

### Councillors:

Lynda Atkins	Mark Gray	Deborah McIlveen
Hannah Banfield	Carmen Griffiths	Glynis Phillips
Jamila Begum Azad	Tim Hallchurch MBE	Susanna Pressel
David Bartholomew	Pete Handley	Laura Price
Maurice Billington	Jenny Hannaby	Eddie Reeves
Liz Brighthouse OBE	Neville F. Harris	Judy Roberts
Paul Buckley	Steve Harrod	Alison Rooke
Kevin Bulmer	Mrs Judith Heathcoat	Dan Sames
Nick Carter	Hilary Hibbert-Biles	Gillian Sanders
Mark Cherry	John Howson	John Sanders
Dr Simon Clarke	Ian Hudspeth	Les Sibley
Yvonne Constance OBE	Tony Ilott	Emily Smith
Ian Corkin	Dr Kirsten Johnson	Roz Smith
Helen Evans	Bob Johnston	Lawrie Stratford
Arash Fatemian	Liz Leffman	Alan Thompson
Neil Fawcett	Lorraine Lindsay-Gale	Emma Turnbull
Ted Fenton	Mark Lygo	Michael Waine
Mrs Anda Fitzgerald-O'Connor	Kieron Mallon	Liam Walker
Mike Fox-Davies	Jeannette Matelot	Richard Webber
Stefan Gawrysiak	Charles Mathew	

*The Council considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and decided as set out below. Except insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports, copies of which are attached to the signed Minutes.*

### **134/17 APOLOGIES FOR ABSENCE**

(Agenda Item 1)

Apologies for absence were received from Councillors Field-Johnson and Reynolds.

**135/17 APPOINTMENT OF HONORARY ALDERMAN**

(Agenda Item 4)

The Council had before them a report (CC4), setting out Section 249(1) of the Local Government Act 1972 which allowed Councils` to confer the title of Honorary Alderman on former Councillors who have, in the opinion of the Council, rendered eminent service to the Council as past members of the Council.

(a) Reverend Tony Williamson

**RESOLVED:** (on a motion by Councillor Brighthouse, seconded by Councillor Pressel and carried nem con) to confer the title of Honorary Alderman on Reverend Tony Williamson, under section 249(1) of the Local Government Act 1972, in recognition of her significant contribution to the Council in particular and public service in general.

(b) Mr Patrick Greene

**RESOLVED:** (on a motion by Councillor Hudspeth, seconded by Councillor ? and carried nem con) to confer the title of Honorary Alderman on Patrick Green, under section 249(1) of the Local Government Act 1972, in recognition of his significant contribution to the Council in particular and public service in general.

(c) Ms Janet Godden

**RESOLVED:** (on a motion by Councillor Webber and seconded by Councillor Smith and carried nem con) to confer the title of Honorary Alderman on Janet Godden under section 249(1) of the Local Government Act 1972, in recognition of his significant contribution to the Council in particular and public service in general.

Once the Alderman had been appointed, the Chairman presented each Alderman in turn with a Certificate of Appointment.

..... in the Chair

Date of signing .....

Division(s): N/A

## COUNTY COUNCIL – 11 JULY 2017

### REPORT OF THE CABINET

#### ***Cabinet Member: Leader***

#### **1. Draft Proposal for the Future Organisation of Local Government**

*(Cabinet, 14 March 2017)*

In September 2016, Cabinet considered reports from Grant Thornton and PwC and a recommendation from the Performance Scrutiny Committee on options for reorganisation of local government within Oxfordshire. Cabinet directed officers to engage with stakeholders and the public to prepare proposals for a new unitary council to cover the whole county.

Cabinet considered a report setting out the full proposal that had subsequently been developed and agreed that the proposals be submitted to the Secretary of State for Communities and Local Government and agreed a number of follow up actions including to agree that the further development of the Area Executive Board model, through the establishment of a Joint Committee, open to all Districts and City Councils across Oxfordshire and the County Council, should be formed as early as possible and to ask officers to take steps to establish the City Convention to work with residents and local stakeholders to design the new model of governance in Oxford..

#### ***Cabinet Member: Deputy Leader***

#### **2. Final OFRS Community Risk Management Plan**

*(Cabinet, 14 March 2017)*

Cabinet considered a report that set out a new Community Risk Management Plan (CRMP) 2017-22. The plan showed how Oxfordshire Fire & Rescue Service (OFRS) had identified, assessed and evaluated the risks. The CRMP is required by the Fire & Rescue National Framework Document 2012. The report also detailed a number of projects within the Fire Authority's Community Risk Management Plan (CRMP) action plan for the fiscal year 2017-18.

Cabinet approved the CRMP 2017-22 strategic document and projects within the 2017-18 Action Plan.

#### **3. Fit For Future Progress Report**

*(Cabinet, 24 April 2017)*

Cabinet noted an update on the Council's new transformation programme, Fit for the Future. It set out the structure of the programme, progress on the programme to date and the investment funding to deliver the programme.

Cabinet agreed the creation of a £3m budget provision in the Capital Programme to support the Fit for the Future Programme.

**4. Business Management & Monitoring Report 2016/17 Quarter 3**  
*(Cabinet, 24 April 2017)*

Cabinet noted a report that provided details of performance for quarter three 2016-17 for the Cabinet to consider. The report was required so that the Cabinet could monitor the performance of the Council in key service areas and be assured that progress is being made to improve areas where performance is below the expected level.

**5. Staffing Report Quarter 4**  
*(Cabinet, 20 June 2017)*

Cabinet noted a report that gave an update on staffing numbers and related activity during the period 1 January 2017 to 31 March 2017. It gave details of the actual staffing numbers at 31 March 2017 in terms of Full Time Equivalents. In addition, the report provided information on the cost of posts being covered by agency staff.

***Cabinet Member: Children & Family Services***

**6. Adopt Thames Valley**  
*(Cabinet, 24 April 2017)*

Cabinet considered and agreed a report that sought approval for plans for Oxfordshire County Council to join and host the Regional Adoption Agency (Adopt Thames Valley) as a shared service with the other partner authorities.

***Cabinet Member: Finance***

**7. 2016/17 Financial Monitoring & Business Strategy Delivery Report - February 2017**  
*(Cabinet, 25 April 2017)*

Cabinet considered the penultimate report in a series for the 2016/17 financial year reporting on revenue and capital spending against budget allocations, including virements between budget heads and capital programme approvals.

Cabinet approved the 2017/18 virements and approve the debt write off and noted the impairment of the debt detailed in the report. Cabinet further noted the Treasury Management lending list and approve Fees and Charges; they approved changes to the Capital Programme; approved the contractual commitment for construction of the Didcot Great Western Park Primary School (Chalkhill), with a total budget of £7.150m as set out in paragraph 65; and approved the £3.3m National Productivity Investment Fund Programme set out in paragraph 67 for inclusion in the capital programme.



## **8. Provisional 2016/17 Revenue and Capital Outturn***(Cabinet, 20 June 2017)*

Cabinet considered a report that set out the provisional revenue and capital outturn position for 2016/17 and showed how actual expenditure and income for the year compared to the budgeted position. Figures shown in the report reflected those included in the Council's Statement of Accounts for 2016/17. The draft Statement of Accounts were authorised for issue on 31 May 2017, subject to external audit. The final Statement of Accounts will be submitted to the Audit and Governance Committee on 6 September 2017 following external audit and certification by the Director of Finance.

Cabinet note the provisional revenue and capital outturn for 2016/17, approved the creation of the Deprivation of Liberty Safeguards Reserve, approve virements and recommended Council to approve the virements greater than £1.0m for Children, Education & Families, Environment and Economy, Social & Community Services and Strategic Measures. Cabinet also agreed that the surplus on the On-Street Parking Account at the end of the 2016/17 financial year, so far as not applied to particular eligible purposes, be carried forward in the account to the 2017/18 financial year

N.B. The virements are included on the full Council agenda for consideration.

### ***Cabinet Member: Local Communities***

## **9. Transition Fund** *(Cabinet, 20 June 2017)*

In February 2016 the Council had 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.

Cabinet approved the recommendations of the working group that had considered the applications against the agreed criteria outlined in the guidance notes except that they deferred decisions in respect of:

- a. the proposal relating to Aflah Nursery
- b. Aspire & Nature Effect bid
- c. St Mary's Church Chipping Norton bid

with a further report to be submitted to Cabinet as soon as practicable. Nine bids were agreed plus a further two subject to buildings and leases being agreed. Cabinet further agreed the maximum 12 months' rent free period for the following buildings:

- a. Ambrosden;
- b. South Abingdon.

**IAN HUDSPETH**  
Leader of the Council

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**AUDIT &  
GOVERNANCE  
COMMITTEE  
ANNUAL REPORT  
2016/17**



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## **Chairman's Introduction**

As the Chairman of the Audit and Governance Committee I am very pleased to present this annual report which sets out the role of the Audit & Governance Committee, and summarises the work we have undertaken both as a Committee, and through the support of the Audit Working Group during the financial year 2016/17.

The Committee operates in accordance with the good practice guidance produced by the Chartered Institute of Public Finance Accountancy (CIPFA) in 2013.

The Committee continues to be well supported by Officers, providing a high standard of reports and presentations. In particular I should like to thank the Internal Audit and the External Audit teams.

I should like to take this opportunity to give my personal thanks to all the officers, Dr Geoff Jones, Chairman of the Audit Working Group, my Vice Chairman Cllr David Wilmshurst and without exception, all fellow Committee members who have contributed and supported the work of the Committee in such a meaningful and positive way throughout the past year.

**COUNCILLOR SANDY LOVATT**  
Chairman, Audit & Governance Committee

## Role of the Audit and Governance Committee

The Audit and Governance Committee operates in accordance with the “Audit Committees, Practical Guidance for Local Authorities” produced by the Chartered Institute of Public Finance and Accountancy (CIPFA) in 2013. The Guidance defines the purpose of an Audit Committee as follows:

1. Audit committees are a key component of an authority's governance framework. Their function is to provide an independent and high level resource to support good governance and strong public financial management.
2. The purpose of and Audit Committee is to provide to those charged with governance independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes. By overseeing internal and external audit it makes an important contribution to ensuring that effective assurance arrangements are in place.

The key functions of the Audit and Governance Committee are defined within the Council's Constitution; the relevant extract is attached as Annex 1 to this report. In discharging these functions the Committee is supported by the Audit Working Group, their terms of reference are attached as Annex 2 to this report.

## Key Activities

In this section the activities of the Committee during 2016/17, including the Audit Working Group, are summarised under the headings of the key functions.

### Internal Control

The Audit & Governance Committee approved the Annual Governance Statement (AGS) for 2015/16 in September 2016. This included eight actions to improve existing governance arrangements. The Committee actively monitors progress with the implementation of these actions. The eight areas for 2016/17 are:

- Management of ICT systems and supplier relationships
- Data reporting and information governance by third party partners
- Data Quality
- Finance Improvement Plan
- Commercial Services Board
- Transformation
- Health & Safety - repairs and maintenance in schools
- Corporate Security

In response to Internal Audit and Risk Management reports the Committee, through the Audit Working Group, has looked in detail at the following areas:

- Mental Health
- Capital Programme, Governance & Delivery

The Committee receives and consider regular updates in the following areas:

- Finance Improvement Plan
- Hampshire Partnership - Finance and HR updates
- Fit for the Future (transformation)

The Committee receives regular progress reports from the Chief Internal Auditor, including summaries of the outcomes from Internal Audit work. Through the Audit Working Group, the Committee monitors the progress with the implementation of management actions arising from audit reports.

### Risk Management

The Committee, through the Audit Working Group, has continued to receive regular updates from the Assistant Chief Finance Officer (Assurance) on risk management, which includes the information included within the Business Management Report which is presented to the Council's Leadership Team.

The reports reviewed have demonstrated good progress in the alignment between risk and performance reporting and the link to strategic objectives. The Strategic risk register has been reviewed and will be subject to regular ongoing review by the Audit Working Group during 2017/18. The Audit Working Group is satisfied from their

review that the process for reporting, escalating and managing risks is being maintained.

The Committee approved the Risk Management and Assurance Policy in July 2016.

### **Internal Audit**

The Committee approved the Internal Audit Strategy for 2016/17, including the annual audit plan and counter fraud plan, which provides members the opportunity to challenge and influence the plan where the Committee has identified areas of concern.

The regular update reports of the Chief Internal Auditor to both the Audit and Governance Committee and also the Audit Working Group has enabled emerging issues arising from Internal Audit activity to be considered on a timely basis, including where appropriate working with the Senior Officers to seek assurance that matters are being dealt with promptly and effectively.

The annual review of the effectiveness of the system of Internal Audit, commissioned annually by the Committee was reported and considered in April 2016. Overall the results are very favourable and demonstrated a strong level of satisfaction about the nature and effectiveness of the service. There were no issues as regards the integrity, or capability, of any of the officers of Internal Audit; the comments continue to reflect that the service is well-regarded. The next annual review is due to report again in July 2017.

The Committee has continued to monitor the resourcing of Internal Audit, and was pleased to note that the team throughout 2016/17 was fully resourced, with the exception of one member of staff who was seconded for 6 months. This however did not have a material impact on the delivery of the audit plan. A new structure was embedded from April 2016 with the previous roles of Chief Internal Auditor and Audit Manager combined.

The Internal Audit Plan was completed by April 2017 and the annual statement of the Chief Internal Auditor produced for the April 2017 Committee. Based on the evidence of the reports presented to the Audit Working Group and the Committee, the team continues to provide an effective challenge and therefore assurance on the key risk activities.

The Committee also met with the Chief Internal Auditor in a private session and are satisfied Internal Audit are free to carry out their duties without restrictions.

### **External Audit**

The Council's external auditors, Ernst and Young, attended all the committee meetings during 2016/17, providing regular updates on their work plan and any matters arising. In addition they have provided the Committee with sector updates for consideration that highlight key themes, issues and priorities for local government. These have been well received and are very helpful to the Committee. The Committee received and reviewed the External Audit Annual Letter.

The external auditors have an open invitation to attend the Audit Working Group. They do not routinely attend, but do receive all the papers.



The Committee also met with the external auditors in a private session and are satisfied they are free to carry out their duties without restrictions. We are also assured that if identified they would bring any material issues to the attention of the Committee.

### **Anti-Fraud and Corruption**

The Audit Committee and Audit Working Group receive regular updates from the Chief Internal Auditor on any reported matters of suspected fraud, including investigations. In 2016/17 there have been several instances of potential minor fraud reported.

The Council is continuing to work in collaboration with the Investigations Team in Oxford City Council who provides our counter-fraud service.

We received a report on Whistleblowing from the Monitoring Officer, that highlighted there have been very few cases. Overall the Council has a strong system of internal control so it is not unexpected there is very little fraud identified; however nationally statistics show that fraud is on the increase, so it is important that we all remain vigilant.

### **Annual Accounts Process**

The 2015/16 Accounts were prepared on time and presented to the Committee for comment. We received the External Auditors report in September 2016 when it was very pleased to note that high standards had been maintained with no material issues reported.

### **Treasury Management**

The Committee receives reports from the Treasury Management Team three times a year, exercising its stewardship role. The Committee reviewed:

- The Treasury Management Outturn Report (July 2016)
- The Treasury Management Mid-term Performance Report (Nov 2016)
- The Treasury Management Strategy Statement and Annual Investment Strategy 2017/18 (January 2017)

There were no material issues to note.

The committee members attended an industry update briefing presented by Arlingclose covering new legislation and potential risks; to help inform the review of the 2017/18 Treasury Management Strategy.

## Governance

The committee agreed the Annual Governance Statement 2015/16 that explained how the County Council had complied with the code of corporate governance. The Committee reviewed the Code of Corporate Governance (reviewed every two years) and also the constitution review.

The Committee and Audit Working Group also received the following reports, the annual report of the Monitoring Officer; the annual report of the Local Government Ombudsman; the use of the Regulation of Investigatory Powers Act 2000 (RIPA); review of scale of election fees 17/18 and, the Fire and Rescue Service Annual Statement of Assurance. There were no material issues or concerns arising.

The Committee received a report on the Senior Management Review in December 2016, considering the recommendations and proposed structure from the review. It also received regular updates on the Transformation programme.

The Committee has not received any reports in respect of investigations into allegations of misconduct under members' code of conduct. The Committee has not granted any dispensations from requirements relating to interests as set out in the code of conduct for members.

The Committee is responsible for the work of the Appeals & Tribunals Sub-Committee a panel of members that is chaired by a member of the Audit & Governance Committee\*. They carry out a range of appeals and tribunals:

Type of appeal	Number in Calendar Year 2016
<b>Member Appeals:</b>	
Appeal against dismissal	0
Appeal against redundancy selection	0
Raising concerns at work appeals	0
Disciplinary and Capability appeals	1
<b>Job Evaluation formal appeals</b>	0
<b>Home to School Transport Appeals</b>	54 Total* 10 Upheld (wholly or in part) 34 Refused 10 Withdrawn  *Appeals requested in 2016

\* Excluding Home to School Transport Appeals where the Panel is made up of one councillor, one officer and one independent person.

## **Membership, Meetings & Attendance**

### **Audit and Governance Committee**

The Audit and Governance Committee comprises of nine elected members representing the three main political parties and a Co-opted Member, Dr Geoff Jones.

The Audit Working Group, chaired by Dr Jones, comprises three elected members from the Committee, plus officers. Papers for the Audit Working Group are circulated in advance to all members of the Audit and Governance Committee. All members of the Committee can attend the working group meetings.

### **Officers**

The Audit and Governance Committee continues to be well supported by Officers, providing reports either in accordance with the Committee's work programme, or at the request of the Committee. In 2016/17 the Director of Finance, the Assistant Chief Finance Officer (Assurance), the Director of Law and Governance (& Monitoring Officer), and the Chief Internal Auditor routinely attended the meetings. These same officers also attended the Audit Working Group meeting.

### **External Audit**

The External Auditors, Ernst and Young, have attended all the Audit and Governance Committee meetings.

### **Meetings**

The Audit and Governance Committee met seven times in 2016/17 and the Audit Working Group met six times. Work programmes are used by both the Audit Committee and the Audit Working Group to ensure requirements of the Committee are fulfilled. The programmes are reviewed with officers at each meeting and added to when appropriate to ensure ad-hoc investigations instigated by the Committee are reported.

## ANNEX 1 - Audit & Governance Committee Functions

The following are the functions of the Audit & Governance Committee extracted from the Constitution – Article 8

- (1) The functions relating to elections specified in Section D of Schedule 1 to the Functions Regulations.
- (2) The functions in relation to the designation of particular officers for certain purposes specified in Paragraphs 39, 40, 43 and 44 in Section I of Schedule 1 to the Functions Regulations.
- (3) The functions in relation to the approval of the statement of accounts etc. specified in Paragraph 45 in Section I of Schedule 1 to the Functions Regulations including the Annual Governance Statement (including Statement on Internal Control).
- (4) To monitor the risk, control and governance arrangements within the Council, together with the adequacy of those arrangements and those of others managing Council resources:
  - to ensure compliance with relevant legislation, guidance, standards, codes and best practice, whether external or internal;
  - to provide assurance on the effectiveness of those arrangements both generally and for the purposes of the Annual Governance Statement, including arrangements for reporting significant risks; and
  - to ensure coordination between internal and external audit plans to maximise the use of resources available as part of a total controls assurance framework;

and to draw to the attention of the appropriate scrutiny committee any issues which in the Committee's view would benefit from a scrutiny review or further investigation.
- (5) To consider and comment on the Council's External Auditor's annual work plan, the annual audit letter and any reports issued by the Council's External Auditor. Where issues affect the discharge of executive functions, to make recommendations as appropriate to the Cabinet, and where any issues affect the discharge of non-executive functions, to make recommendations to the appropriate Council Committee.
- (6) To systematically monitor:
  - the performance and effectiveness of Internal Audit Services processes within the Council, including undertaking an annual review using key performance indicators e.g. client satisfaction, percentage of plan completed, percentage of non-chargeable time;
  - the strategic Internal Audit Services Plan and annual work plan, advising on any changes required to ensure that statutory duties are fulfilled;
  - resourcing for the service, making recommendations to the Cabinet and Council on the budget for the service;

- arrangements for the prevention and detection of fraud and corruption; and
- the system for Treasury Management

and to draw to the attention of the appropriate scrutiny committee any issues which in the Committee's view would benefit from a scrutiny review or further investigation.

- (7) To promote high standards of conduct by councillors and co-opted members.
- (8) To grant dispensations to councillors and co-opted members from requirements relating to interests set out in the code of conduct for members.
- (9) To receive report from member-officer standards panels appointed to investigate allegations of misconduct under the members' code of conduct.
- (10) To advise the Council as to the adoption or revision of the members' code of conduct.
- (11) To implement the foregoing in accordance with a programme of work agreed by the Committee annually in advance, and to report to the Council on the Committee's performance in respect of that programme.
- (12) The Committee will appoint an Appeals & Tribunals Sub-Committee which will have the following responsibilities and membership:

Responsibilities:

- (i) The determination of appeals against decisions made by or on behalf of the authority as specified in Paragraph 2 of Schedule 2 to the Functions Regulations.
- (ii) To hear and determine appeals in cases where the relevant procedure rules require this function to be performed by a formally constituted committee or sub-committee.
- (iii) To hear and determine appeals in other cases under the relevant procedure rules.

Membership:

The Appeals & Tribunal Sub-Committee will meet as needed and its membership will be:

- (i) A member of the Audit & Governance Committee (or substitute)
- (ii) Two other members of the Council (one being a Cabinet member in the case of Fire Discipline issues)

## **ANNEX 2 - Audit Working Group Terms of Reference**

### **Membership**

The Audit Working Group shall comprise of:-

The independent member of the Audit and Governance Committee who will chair the Group, together with three members of the Audit and Governance Committee, one of whom shall be the Chairman of the Committee. There will also be up to three named members of the Audit and Governance Committee who will deputise as required.

The Director of Finance and/or Assistant Chief Finance Officer (Assurance), Director of Law and Governance (& Monitoring Officer), and the Chief Internal Auditor, or their representatives shall attend the Group meetings.

Members of the Group and their deputies should have suitable background and knowledge to be able to address satisfactorily the complex issues under consideration and should receive adequate training in the principles of audit, risk and control.

All members of the Audit and Governance Committee can attend Audit Working Group Meetings as observers.

### **Role**

The Audit Working Group shall:

act as an informal working group of the Audit and Governance Committee in relation to audit, risk and control to enable the Committee to fulfil its responsibilities effectively in accordance with its terms of reference (Article 8 of the Constitution);

routinely undertake a programme of work as defined by the Audit and Governance Committee;

consider issues arising in detail as requested by the Audit and Governance Committee;

receive private briefings on any matters of concern;

at least annually hold a private session with the External Auditors not attended by any officers, and a further private session on Internal Audit matters with the Chief Internal Auditor only.

## **Reporting**

The Director of Finance will report to the Audit and Governance Committee on matters identified by the Group following consultation with the Chairman and members of the Group.

## **Meeting**

The Group shall meet regularly in cycle with the Audit and Governance Committee. The Group may invite any officer or member of the Council to attend its meetings to discuss a particular issue and may invite any representative of an external body or organisation as appropriate.

## **Confidentiality**

The Group will meet in private to allow full and frank consideration of audit, risk and control issues.

All matters discussed and papers submitted for the meetings including minutes of the previous meeting must be treated as confidential. Papers will be circulated in advance to all members of the Audit and Governance Committee for information whether attending the Group or not.

Where any other member wishes to inspect any document considered by the Group and believes that s/he has a "need to know" as a County Councillor, the procedure in the Council's Constitution relating to Members Rights and Responsibilities (Part 9.3) shall apply.

Updated .....April 2017

Review Date.....April 2018

Officer Responsible      Sarah Cox, Chief Internal Auditor  
Telephone 07393 001246  
[sarah.cox@oxfordshire.gov.uk](mailto:sarah.cox@oxfordshire.gov.uk)

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## **COUNCIL, COMMITTEE DATES 2018/19**

### **CC – County Council**

#### **2018**

Tues 27 March 10.30 am\*\*  
Tues 15 May 10.30 am\*  
Tues 10 July 10.30 am  
Tues 11 September 10.30 am  
Tues 6 November 10.30 am  
Tues 11 December 10.30 am

#### **2019**

Tues 12 February 10.30 am  
\*Annual Council meeting  
\*\*N.B There is no April date in 2018/19 as full Council is recommended to bring it forward to March 2018 to avoid the Easter school holidays.

### **CA - Cabinet**

#### **2018**

Tues 17 April 2.00 pm  
Tues 15 May 2.00 pm  
Tues 19 June 2.00 pm  
Tues 17 July 2.00 pm  
Tues 18 September 2.00pm  
Tues 16 October 2.00 pm  
Tues 20 November 2.00 pm  
Tues 18 December 2.00 pm

#### **2019**

Tues 22 January 2.00 pm  
Tues 26 February 2.00 pm  
Tues 19 March 2.00 pm

### **CMD: ASC, Cabinet Member Delegated Decisions: Adult Social Care,**

#### **2018**

Tues 17 April 9.00 am  
Tues 15 May 9.00 am  
Tues 19 June 9.00 am  
Tues 17 July 9.00 am  
Tues 18 September 9.00 am  
Tues 16 October 9.00 am  
Tues 20 November 9.00 am  
Tues 18 December 9.00 am

#### **2019**

Tues 22 January 2.00 pm  
Tues 26 February 2.00 pm  
Tues 19 March 2.00 pm

**CMD: LC, L, F, DL; Cabinet Member Delegated Decisions: Local Communities, Leader, Finance, Deputy Leader**

**2018**

Tues 17 April 4.00 pm\*  
Tues 22 May 4.00 pm\*  
Tues 19 June 4.00 pm\*  
Tues 17 July 4.00 pm\*  
Tues 18 September 4.00 pm\*  
Tues 16 October 4.00 pm\*  
Tues 20 November 4.00 pm\*  
Tues 18 December 4.00 pm\*

**2019**

Tues 22 January 4.00 pm\*  
Tues 26 February 4.00 pm\*  
Tues 19 March 4.00 pm\*

\*or on the rising of Cabinet whichever is the later

**CMD: CS, CPCS: Cabinet Member Delegated Decisions: Children & Family Services, Property & Cultural Services**

**2018**

Mon 16 April 12.00  
Mon 21 May 12.00  
Mon 18 June 12.00  
Mon 16 July 12.00  
Mon 17 September 12.00  
Mon 15 October 12.00  
Mon 12 November 12.00  
Mon 17 December 12.00

**2019**

Mon 14 January 12.00  
Mon 11 February 12.00  
Mon 11 March 12.00

**CMDPHE - Cabinet Member Delegated Decisions: Public Health & Education**

**2018**

Wed 25 April 10.00am  
Wed 16 May 10.00am  
Wed 13 June 10.00am  
Wed 18 July 10.00am  
Wed 19 September 10.00am

Wed 17 October 10.00am  
Wed 14 November 10.00am  
Wed 19 December 10.00am

**2019**

Wed 16 January 10.00am  
Wed 13 February 10.00am  
Wed 13 March 10.00am

**CMDE - Cabinet Member Delegated Decisions: Environment**

**2018**

Thurs 12 April 10.00 am  
Thurs 10 May 10.00 am  
Thurs 7 June 10.00 am  
Thurs 12 July 10.00 am  
Thurs 13 September 10.00 am  
Thurs 11 October 10.00 am  
Thurs 15 November 10.00 am  
Thurs 20 December 10.00 am

**2019**

Thurs 17 January 10.00 am  
Thurs 14 February 10.00 am  
Thurs 28 March 10.00 am

**PSC- Performance Scrutiny Committee**

**2018**

Thurs 24 May 10.00 am  
Thurs 5 July 10.00 am  
Thurs 6 September 10.00 am  
Thurs 8 November 10.00 am  
Thurs 13 December (budget scrutiny meeting)

**2019**

Thurs 10 January 10.00 am  
Thurs 14 March 10.00 am

**ESC - Education Scrutiny Committee**

**2018**

Wed 18 April 2.00 pm  
Wed 27 June 2.00 pm  
Wed 19 September 2.00 pm  
Wed 28 November 2.00 pm

**2019**

Wed 6 February 2.00 pm

## **HOSC - Joint Health Overview & Scrutiny Committee**

Thurs 19 April 10.00am  
Thurs 21 June 10.00am  
Thurs 20 September 10.00am  
Thurs 29 November 10.00am

### **2019**

Thurs 7 February 10.00am

## **AG - Audit & Governance Committee**

### **2018**

Weds 25 April 2.00pm  
Weds 25 July 2.00pm  
Weds 12 September 2.00pm  
Weds 14 November 2.00pm

### **2019**

Weds 9 Jan 2.00pm  
Weds 6 March 2.00pm

## **PF - Pension Fund**

### **2018**

Fri 8 June 10.00am  
Fri 14 September 10.00am  
Fri 7 December 10.00am

### **2019**

Fri 8 March 10.00am

## **PLAN - Planning & Regulation Committee**

### **2018**

Mon 26 March 2.00 pm  
Mon 14 May 2.00 pm  
Mon 2 July 2.00 pm  
Mon 10 September 2.00 pm  
Mon 29 October 2.00 pm  
Mon 10 December 2.00 pm

### **2019**

Mon 21 January 2.00 pm  
Mon 4 March 2.00 pm

## **RC - Remuneration Committee**

**2019**

Tues 15 January 4.00 pm

**HWB - Oxfordshire Health & Wellbeing Board**

**2018**

Thurs 19 July 2.00pm

Thurs 15 November 2.00pm

**2019**

Thurs 21 March 2.00pm

RC – Remuneration Committee

**2019**

Tues 15 January 10.00 am

**TJC - OCC & Teachers Joint Consultative Committee**

**2018**

Thurs 14 June 2.00pm

Thurs 1 November 2.00 pm

**2019**

Thurs 28 February 2.00 pm

**EMJCC - OCC & Employees Joint Consultative Committee**

**2018**

Thurs 28 June 2.00pm

Thurs 27 September 2.00 pm

Thurs 6 December 2.00 pm

**2019**

Thurs 8 March 2.00 pm

**FIRCC - OCC Joint Consultative Committee for Uniformed Members of the Fire Service**

**2018**

Fri 15 June 10.00 am

Fri 21 September 10.00 am

Fri 14 December 10.00 am

**2019**

Fri 15 March 10.00 am

## **LPB - Local Pension Board**

### **2018**

Fri 20 April 10.30am

Fri 13 July 10.30 am

Fri 27 October 10.30 am

### **2019**

Fri 18 January 10.30 am

# MEETING DATES MARCH 2018 - MARCH 2019

Year/ Month	S/ S	MON	TUES	WED	THUR	FRI	S/ S	MON	TUES	WED	THUR	FRI	S/ S	MON	TUES	WED	THUR	FRI	S/ S	MON	TUES	WED	THUR	FRI	S/ S	MON	TUES	WED	THUR	FRI	S/ S	Year/ Month
2018 MAR					1	2	3/ 4	5	6	7 <i>CMDPH AG</i>	8 <i>CMDE EMJCC</i>	9 <i>PF</i>	10/ 11	12	13	14 <i>ESC</i>	15 <i>PSC</i>	16 <i>FIRCC</i>	17/ 18	19 <i>CMD: CEF, PCCS</i>	20 <i>CMDASC CA CMDL, CMDF, CMDLC, CMDDL</i>	21	22 <i>HWB</i>	23	24/ 25	26 <i>PLAN</i>	27 <i>CC</i>	28	29	30	31	2018 MAR
APR		2	3	4	5	6	7/ 8	9	10	11	12 <i>CMDE</i>	13	14/ 15	16 <i>CMDCS, CMDPCS</i>	17 <i>CMDASC CA CMDL, CMDF, CMDLC, CMDDL</i>	18 <i>ESC</i>	19 <i>HOSC</i>	20	21/ 22	23	24	25 <i>PHE, AG</i>	26	27 <i>LPB</i>	28/ 29	30					APR	
MAY			1	2	3	4	5/ 6	7	8	9	10 <i>CMDE</i>	11	12/ 13	14 <i>PLAN</i>	15 <i>CC</i>	16 <i>PHE</i>	17	18	19/ 20	21 <i>PLAN</i>	22 <i>CMDASC CA CMDL, CMDF, CMDLC, CMDDL</i>	23	24 <i>PSC</i>	25	26/ 27	28	29	30	31	MAY		
JUN					1	2	3/ 4	5	6	7 <i>CMDE</i>	8 <i>PF</i>	9/ 10	11	12	13 <i>PHE</i>	14 <i>TJC</i>	15 <i>FIRCC</i>	16/ 17	18 <i>CMDCS, CMDPCS</i>	19 <i>CMDASC CA CMDL, CMDF, CMDLC, CMDDL</i>	20	21 <i>HOSC</i>	22	23/ 24	25	26	27 <i>ESC</i>	28 <i>EMJCC</i>	29	30/ 31	JUN	
JUL		2 <i>PLAN</i>	3	4	5 <i>PSC</i>	6	7/ 8	9	10 <i>CC</i>	11	12 <i>CMDE</i>	13 <i>LPB</i>	14/ 15	16 <i>CMDCS, CMDPCS</i>	17 <i>CMDASC CA CMDL, CMDF, CMDLC, CMDDL</i>	18 <i>PHE,</i>	19 <i>HWB</i>	20	21/ 22	23	24	25 <i>AG</i>	26	27	28/ 29	30	31				JUL	
AUG				1	2	3	4/ 5	6	7	8	9	10	11/ 12	13	14	15	16	17	18/ 19	20	21	22	23	24	25/ 26	27	28	29	30	31	AUG	
SEP		3	4	5	6 <i>PSC</i>	7	8/ 9	10 <i>PLAN</i>	11 <i>CC</i>	12 <i>AG</i>	13 <i>CMDE</i>	14 <i>PF</i>	15/ 16	17 <i>CMDCS, CMDPCS</i>	18 <i>CMDASC CA CMDL, CMDF, CMDLC, CMDDL</i>	19 <i>PHE, ESC</i>	20 <i>HOSC</i>	21 <i>FIRCC</i>	22/ 23	24	25	26	27 <i>EMJCC</i>	28	29/ 30						SEP	

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**KEY**

		Time
CC	Council	10.30am
CA	Cabinet	2.00pm
CMD:	Cabinet decisions	
L	Leader	3.00pm
DL	Deputy Leader	11.00am
F	Finance	3.00pm
CS	Children & Family Services	12.00pm
PCS	Property & Cultural Services	12.00pm or at the rising of 9.00am
AS	Adult Services	
LGB	Local Communities	3.00pm
PH	Public Health & Education	10.00am
E	Environment	2.00pm

		Time
<b>Scrutiny Committees</b>		
PSC	Performance	10.00am
ESC	Education	2.00pm
HOSC	Oxfordshire Joint Health	10.00am

		Time
<b>Council Committees</b>		
AG	Audit & Governance	2.00pm
PLAN	Planning & Regulation	2.00pm
PF	Pension Fund	10.00am
HWB	Oxfordshire Health & Wellbeing Board	2.00pm

		Time
<b>Consultative Bodies</b>		
TJC	Teachers Joint Committee	2.00pm
EMJCC	Employees Joint	2.00pm
FIRCC	Fire Services Joint	
LPB	Local Pension Board	10.30am

- = schools holidays
- = prov school hols
- =bank hols

*Dates in italics in March 2018 previously agreed by Council*

# MEETING DATES MARCH 2018 - MARCH 2019

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Year/ Month	S/ S	MON	TUES	WED	THUR	FRI	S/ S	MON	TUES	WED	THUR	FRI	S/ S	MON	TUES	WED	THUR	FRI	S/ S	MON	TUES	WED	THUR	FRI	S/ S	MON	TUES	WED	THUR	FRI	S/ S	Year/ Month
OCT		1	2	3	4	5	6/ 7	8	9	10	11 CMDE	12	13/ 14	15 CMDCS, CMDPCS	16 CMDASC CA CMDL, CMDF, CMDLC, CMDL	17 PHE	18	19 LPB	20/ 21	22	23	24	25	26	27/ 28	29 PLAN	30	31				OCT
NOV					1 TJC	2	3/ 4	5	6 CC	7	8 PSC	9	10/ 11	12 CMDCS, CMDPCS	13	14 PHE AG	15 CMDE HWB	16	17/ 18	19	20 CMDASC CA CMDL, CMDF, CMDLC, CMDL	21	22	23	24/ 25	26	27	28 ESC	29 HOSC	30	1/ 2	NOV
DEC		3	4	5	6 EMJCC	7 PF	8/ 9	10 PLAN	11 CC	12	13 PSC	14 FIRCC	15/ 16	17 CMDCS, CMDPCS	18 CMDASC CA CMDL, CMDF, CMDLC, CMDL	19 PHE	20 CMDE	21	22/ 23	24	25	26	27	28	29/ 30	31						DEC
JAN 2019			1	2	3	4	5/ 6	7	8	9 AG	10 PSC	11	12/ 13	14 CMDCS, CMDPCS	15 RC	16 PHE	17 CMDE	18 LPB	19/ 20	21 PLAN	22 CMDASC CA CMDL, CMDF, CMDLC, CMDL	23	24	25	26/ 27	28	29	30	31			JAN 19
FEB						1	2/ 3	4	5	6 ESC	7 HOSC	8	9/ 10	11 CMDCS, CMDPCS	12 CC	13 PHE	14 CMDE	15	16/ 17	18	19	20	21	22	23/ 24	25	26 CMDASC CA CMDL, CMDF, CMDLC, CMDL	27	28 TJC			FEB
MAR					1	2/ 3	4 PLAN	5	6 AG	7 EMJCC	8 PF	9/ 10	11 CMDCS, CMDPCS	12	13 PHE	14 PSC	15 FIRCC	16/ 17	18	19 CMDASC CA CMDL, CMDF, CMDLC, CMDL	20	21 HWB	22	23/ 24	25	26	27	28 CMDE	29			MAR

**KEY**

		Time
CC	Council	10.30am
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		Time
<b>Scrutiny Committees</b>		
PSC	Performance	10.00am
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		Time
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		Time
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EMJCC	Employees Joint	2.00pm
FIRCC	Fire Services Joint	
LPB	Local Pension Board	10.30am

- = schools holidays
- = prov school hols
- =bank hols



Division(s): N/A
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## COUNCIL – 11 JULY 2017

### 2016/17 - REQUESTS FOR VIREMENTS

#### Report by the Director of Finance

#### Virement Requests Requiring Council Approval

1. As set out in the Provisional Revenue and Capital Outturn Report to Cabinet on 20 June 2017, given the pressures in both Special Educational Needs (SEN) Home to School Transport and Children’s Social Care placements, it is proposed that the underspends in Social and Community Services and Environment & Economy will be used to offset the overspends in Children, Education & Families.
  
2. Some of the virements required to offset over and underspends within and between directorates are larger than £1.0m and require approval by Council under the council’s Financial Procedure Rules. Council is recommended to approve the virements set out in Annex 1. A summary of the virements proposed between Directorates is shown in the table below.

Service Area	Directorate Variation underspend - overspend + £000	Virement of Variation Other Directorate £000	Virement of Variation Corporate Reserves £000	Total Proposed Carry Forward £000
Children, Education & Families	6,638	-5,026	-1,612	0
Social & Community Services	-2,245	2,245	0	0
Environment & Economy	-3,023	3,023	0	0
Corporate Services	242	-242	0	0
Strategic Measures - Corporate Reserves	-2,598	0	2,598	0
<b>Total</b>	<b>-986</b>	<b>0</b>	<b>986</b>	<b>0</b>

#### RECOMMENDATION

3. Council is **RECOMMENDED** to approve the virements greater than £1.0m for Children, Education & Families, Social & Community Services and Environment & Economy as set out in Annex 1.

**LORNA BAXTER**  
Director of Finance

Background papers: 2016/17 Provisional Outturn Report to Cabinet on  
20 June 2017.

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July 2017

Proposed Virement of Variations Between Directorates and General Fund Balances

Budget Book Ref	Directorate	Directorate Variation	Virement of Variation	Virement of Variation	Total Carry Forward
(1)	(2)	underspend - overspend + £000 (3)	Other Directorate £000 (4)	Corporate Reserves £000 (5)	Surplus - Deficit + £000 (6)
CEF	Children, Education & Families	6,638	-5,026	-1,612	0
SCS	Social & Community Services	-2,245	2,245		0
EE	Environment & Economy	-3,023	3,023		0
CEO	Corporate Services	242	-242		0
PH	Public Health	0	0		0
SM	Strategic Measures - Corporate Reserves	-2,598	0	2,598	0
		<b>-986</b>	<b>0</b>	<b>986</b>	<b>0</b>

Proposed Virement of Variations Between Directorates and General Fund Balances

Budget Book Ref 2016/17  (1)	Service Area  Non-DSG  (2)	Variation  underspend - overspend + £000 (3)	Virement of Carry Forward			Total proposed Carry Surplus - Deficit + £000 (7)
			Within Directorate £000 (4)	Other Directorate £000 (5)	Corporate Reserves £000 (6)	
	<b>Education &amp; Learning</b>					
CEF1-1	Management & Central Costs	-130	130			0
CEF1-2	Additional & Special Educational Needs	0				0
CEF1-4	Education	-222	222			0
CEF1-5	Organisation & Planning	2,228	-352	-1,876		0
<b>CEF1</b>	<b>Total Education &amp; Learning</b>	<b>1,876</b>	<b>0</b>	<b>-1,876</b>	<b>0</b>	<b>0</b>
	<b>Children's Social Care</b>					
CEF2-1	Management & Central Costs	898		-898		0
CEF2-3	Social Care	4,223	-2,008	-603	-1,612	0
CEF2-4	Locality & Community Support Services	-183	183			0
CEF2-5	Family Solutions Service	817		-817		0
CEF2-6	Education, Employment & Training	-177	177			0
CEF2-7	Early Intervention	-1,648	1,648			0
<b>CEF2</b>	<b>Total Children's Social Care</b>	<b>3,930</b>	<b>0</b>	<b>-2,318</b>	<b>-1,612</b>	<b>0</b>
	<b>Total Children's Social Care</b>					
CEF3-2	Corporate Parenting	104		-104		0
CEF3-3	Safeguarding	191		-191		0
CEF3-4	Services for Disabled Children	413		-413		0
CEF3-5	Youth Offending Service	40		-40		0
<b>CEF3</b>	<b>Total Childrens Social Care Countywide Services</b>	<b>748</b>	<b>0</b>	<b>-748</b>	<b>0</b>	<b>0</b>

Proposed Virement of Variations Between Directorates and General Fund Balances

Budget Book Ref 2016/17  (1)	Service Area  Non-DSG  (2)	Variation  underspend - overspend + £000 (3)	Virement of Carry Forward			Total proposed Carry Surplus - Deficit + £000 (7)
			Within Directorate £000 (4)	Other Directorate £000 (5)	Corporate Reserves £000 (6)	
	<b>Schools</b>					
CEF4-1	Delegated Budget	0				0
CEF4-2	Nursery Education Funding (EY)	0				0
CEF4-3	Non-Delegated School Costs	-21	21			0
CEF4-4	School Support Non-Negotiable Recharges	0				0
CEF4-5	Capitalised Repairs & Maintenance	0				0
<b>CEF4</b>	<b>Total Schools</b>	<b>-21</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Children, Education &amp; Families (CEF) Central Costs</b>					
CEF5-1	Management & Administration	391	-307	-84		0
CEF5-2	Premature Retirement Compensation	-286	286			0
CEF5-3	Joint Commissioning Recharge	0				0
<b>CEF5</b>	<b>Total Children, Education &amp; Families (CEF) Central Costs</b>	<b>105</b>	<b>-21</b>	<b>-84</b>	<b>0</b>	<b>0</b>
	<b>Directorate Total</b>	<b>6,638</b>	<b>0</b>	<b>-5,026</b>	<b>-1,612</b>	<b>0</b>

Proposed Virement of Variations Between Directorates and General Fund Balances

Budget Book Ref 2016/17  (1)	Service Area  (2)	Variation  underspend - overspend + £000 (3)	Virement of Carry Forward			Total proposed Carry Surplus - Deficit + £000 (7)
			Within Directorate £000 (4)	Other Directorate £000 (5)	Corporate Reserves £000 (6)	
	<b>Adult Social Care</b>					
SCS1-1	Pooled Budget Contributions	1,365	-1,365			0
SCS1-2	Adult Protection & Mental Capacity	550	-550			0
SCS1-3	Provider & Support Services	27	-27			0
SCS1-4	Domestic Violence & Abuse Support Services	0				0
SCS1-5	Housing Related Support Services	47	-47			0
SCS1-6	Other Funding	-2,534	2,082	452		0
SCS1-7	Adult Social Care Recharges	0				0
SCS1-8	Holding Accounts	-34		34		0
<b>SCS 1</b>	<b>Total Adult Social Care</b>	<b>-579</b>	<b>93</b>	<b>486</b>	<b>0</b>	<b>0</b>
<b>SCS2</b>	<b>Total Joint Commissioning</b>	<b>93</b>	<b>-93</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Community Safety and Fire &amp; Rescue Service</b>					
SCS3-1	Fire & Rescue Service	-1,508		1,508		0
SCS3-2	Emergency Planning	-44		44		0
SCS3-3	Gypsy & Traveller Service	-146		146		0
SCS3-4	Trading Standards	-60		60		0
<b>SCS3</b>	<b>Total Community Safety and Fire &amp; Rescue Service</b>	<b>-1,759</b>	<b>0</b>	<b>1,759</b>	<b>0</b>	<b>0</b>
	<b>Directorate Total</b>	<b>-2,245</b>	<b>0</b>	<b>2,245</b>	<b>0</b>	<b>0</b>

Provisional Outturn Report 2016/17

Council - 11 July 2017

Proposed Virement of Variations Between Directorates and General Fund Balances

Budget Book Ref 2016/17  (1)	Service Area  (2)	Variation  underspend - overspend + £000 (3)	Virement of Carry Forward			Total proposed Carry Surplus - Deficit + £000 (7)
			Within Directorate £000 (4)	Other Directorate £000 (5)	Corporate Reserves £000 (6)	
	<b>Strategy &amp; Infrastructure</b>					
EE1-1	Strategy & Infrastructure Management	-10	10			0
EE1-2	Planning Regulation	-12	12			0
EE1-3	Economy & Skills	0				0
EE1-4	Localities, Policy & Programme	-17	17			0
EE1-5	Strategic Infrastructure Planning Resource Management	0				0
EE1-6	Local Enterprise Partnership	0				0
EE1-7	Flood Defence Levy	0				0
	<b>Total Strategy &amp; Infrastructure</b>	<b>-39</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Commercial Services</b>					
EE2-1	Commercial Services Management	533	-533			0
EE2-2	Property & Procurement	-2,267	666	1,601		0
EE2-3	Network & Asset Management	-771		771		0
EE2-4	Delivery	71	-71			0
EE2-5	Highways, Transport & Waste	-651		651		0
EE2-6	Major Infrastructure Delivery	101	-101			0
	<b>Total Commercial Services</b>	<b>-2,984</b>	<b>-39</b>	<b>3,023</b>	<b>0</b>	<b>0</b>
	<b>Directorate Total</b>	<b>-3,023</b>	<b>0</b>	<b>3,023</b>	<b>0</b>	<b>0</b>

Provisional Outturn Report 2016/17

Council - 11 July 2017

Proposed Virement of Variations Between Directorates and General Fund Balances

Budget Book Ref 2016/17  (1)	Service Area  (2)	Variation  underspend - overspend + £000 (3)	Virement of Carry Forward			Total proposed Carry Surplus - Deficit + £000 (7)
			Within Directorate £000 (4)	Other Directorate £000 (5)	Corporate Reserves £000 (6)	
<b>CEO1</b>	<b>Total Corporate Services Business Support</b>	<b>-93</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CEO2</b>	<b>Total Human Resources</b>	<b>-71</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CEO3</b>	<b>Total Corporate Finance &amp; Internal Audit</b>	<b>-54</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b><u>Law &amp; Governance</u></b>					
CEO4-1	Legal Services	0	0			0
CEO4-2	Governance	-25	25			0
CEO4-3	Coroner's Service	-11	11			0
CEO4-4	Registration Service	-77	77			0
CEO4-6	Music Service	0	0			0
<b>CEO4</b>	<b>Total Law &amp; Governance</b>	<b>-114</b>	<b>114</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CEO5</b>	<b>Total Policy</b>	<b>-179</b>	<b>179</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CEO6</b>	<b>Total Corporate and Democratic Core</b>	<b>-77</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b><u>Transformation</u></b>					
CEO7-1	Transformation Management & Funding	-150	150			0
CEO7-2	Education Support Service	0	0			0
CEO7-3	ICT	957	-715	-242		0
CEO7-4	Business Development	133	-133			0
CEO7-5	Customer Service Centre	0	0			0
CEO7-6	Cultural Services	80	-80			0
CEO7-7	Strategy, Performance & Public Engagement	-190	190			0
<b>CEO7</b>	<b>Total Transformation</b>	<b>830</b>	<b>-588</b>	<b>-242</b>	<b>0</b>	<b>0</b>
	<b>Directorate Total</b>	<b>242</b>	<b>0</b>	<b>-242</b>	<b>0</b>	<b>0</b>



Proposed Virement of Variations Between Directorates and General Fund Balances

Budget Book Ref 2016/17  (1)	Service Area  (2)	Variation  underspend - overspend + £000 (3)	Virement of Carry Forward			Total proposed Carry Surplus - Deficit + £000 (7)
			Transfer to Public Health Reserve £000 (4)	Other Directorate £000 (5)	Corporate Reserves £000 (6)	
	<b>LA Commissioning Responsibilities – Nationally Defined</b>					
PH1-1	Sexual Health	169	-169			0
PH1-2	NHS Health Check Programme	-184	184			0
PH1-3	Health Protection	-9	9			0
PH1-4	National Child Measurement Programme	0	0			0
PH1-5	Public Health Advice	0	0			0
PH1-6	0 - 5 year olds	-26	26			0
<b>PH 1</b>	<b>Total LA Commissioning Responsibilities – Nationally Defined</b>	<b>-51</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>LA Commissioning Responsibilities – Locally Defined</b>					
PH2-1	Obesity	-116	116			0
PH2-2	Physical Activity	-8	8			0
PH2-3	Public Health General	-41	41			0
PH2-4	Smoking and Tobacco Control	-57	57			0
PH2-5	Children's 5-19 Public Health Programmes	-31	31			0
PH2-6	Other Public Health Services	-11	11			0
PH2-7	Drugs and Alcohol	-490	490			0
<b>PH2</b>	<b>Total LA Commissioning Responsibilities – Locally Defined</b>	<b>-755</b>	<b>755</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PH3</b>	<b>Total Public Health Recharges</b>	<b>-60</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PH4</b>	<b>Grant Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Directorate Total</b>	<b>-866</b>	<b>866</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Proposed Virement of Variations Between Directorates and General Fund Balances

Budget Book Ref 2016/17  (1)	Service Area  (2)	Variation  underspend - overspend + £000 (3)	Virement of Carry Forward			Total proposed Carry Surplus - Deficit + £000 (7)
			Within Directorate £000 (4)	Other Directorate £000 (5)	Corporate Reserves £000 (6)	
	<b>Strategic Measures</b>					
SM	Capital Financing	-581			581	0
SM	Interest on Balances	-142			142	0
SM	Unringfenced Government Grants	-186			186	0
SM	Contingency	-892	750		142	0
SM	Public Health Saving Recharge	750	-750			0
	<b>Total Strategic Measures</b>	<b>-1,051</b>	<b>0</b>	<b>0</b>	<b>1,051</b>	<b>0</b>
	<b>Contributions to/from corporate reserves &amp; balances</b>					
SM	Contributions to (+) / from (-) reserves	5	-5			0
SM	Contributions to (+) / from (-) balances	-1,473	5		1,468	0
	<b>Total Contributions to/from corporate reserves &amp; balances</b>	<b>-1,468</b>	<b>0</b>	<b>0</b>	<b>1,468</b>	<b>0</b>
	<b>Funding</b>					
SM	Revenue Support Grant	0				0
SM	Business Rates Top-Up Grant	0				0
SM	Business Rates	-240	161		79	0
SM	Council Tax Requirement	0				0
SM	Council Tax Surpluses	161	-161			0
	<b>Total Funding</b>	<b>-79</b>	<b>0</b>	<b>0</b>	<b>79</b>	<b>0</b>
	<b>Total Strategic Measures</b>	<b>-2,598</b>	<b>0</b>	<b>0</b>	<b>2,598</b>	<b>0</b>