



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 16 October 2018 at 2.00 pm

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

Yvonne Rees
Chief Executive

October 2018

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

Membership

Councillors

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

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 24 October 2018 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: 20 November 2018

Declarations of Interest

The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, **or**

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

List of Disclosable Pecuniary Interests:

Employment (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines.

<http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Glenn Watson on **07776 997946** or glenn.watson@oxfordshire.gov.uk for a hard copy of the document.

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

AGENDA

1. Apologies for Absence

2. Declarations of Interest

- guidance note opposite

3. Minutes (Pages 1 - 14)

To approve the minutes of the meeting held on 18 September 2018 (**CA3**) and to receive information arising from them.

4. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet's delegated powers.

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 and Medium Term Financial Plan Delivery Report - August 2018 (Pages 15 - 46)

Cabinet Member: Finance

Forward Plan Ref: 2018/091

Contact: Katy Jurczynsyn, Strategic Finance Manager (Finance, Strategy & Monitoring)

Tel: 07584 909518

Report by Director of Finance (**CA6**).

The purpose of this report is to set out the forecast position of the revenue budget as at the end of August 2018. This report also includes an update on the delivery of savings, plus forecast reserves and balances.

The Cabinet is RECOMMENDED to:

- (a) note the report;***
- (b) note the virements set out in Annex 2b;***
- (c) approve the supplementary estimates set out in Annex 2c and paragraph 10;***
- (d) approve the bad debt write-offs as set out in paragraphs 21 and 22.***

7. Capital Programme Monitoring Report - August 2018 (Pages 47 - 72)

Cabinet Member: Finance

Forward Plan Ref: 2018/092

Contact: Katy Jurczynszyn, Strategic Finance Manager (Finance, Strategy & Monitoring)

Tel: 07584 909518

Report by Director of Finance (**CA7**).

This is the second separate capital programme update and monitoring report and focuses on the delivery of the 2018/19 capital programme based on projections at the end of August 2018 and new inclusions within the overall ten-year capital programme.

The Cabinet is RECOMMENDED to:

- (a) note the report;***
- (b) approve the updated Capital Programme at Annex 2 and the associated changes to the programme in Annex 1c;***
- (c) approve the stage 0 budget requirement of £2.5m towards the expansion at Radley School within the Basic Need Programme with funding options considered at Stage 1 gateway.***
- (d) approve the stage 0 budget requirement of £1.5m towards the expansion at Bardwell School within the Basic Need Programme.***
- (e) approve the additional budget requirement of £3.5m towards the Eastern Arc Phase 1: Access to Headington Project, for an overall budget provision of £14.5m.***

8. Director of Public Health Annual Report XI (Pages 73 - 166)

Cabinet Member: Adult Social Care & Public Health

Forward Plan Ref: 2018/160

Contact: Alan Rouse, Business & Planning Manager Tel: 07785 744846

Report by Strategic Director for People and Director of Public Health (**CA8**).

The annual report summarises key issues associated with the Public Health of the County. It is an independent report about the health and wellbeing of Oxfordshire

residents in the broadest terms.

It uses science and fact to describe the health of Oxfordshire and to make recommendations for the future.

The report covers the following areas:

Chapter 1: The Demographic Challenge

Chapter 2: Creating Healthy Communities

Chapter 3: Breaking the Cycle of Disadvantage

Chapter 4: Lifestyles and Preventing Disease Before it Starts

Chapter 5: Promoting Mental Wellbeing and Positive Mental Health

Chapter 6: Fighting Killer Diseases

The report has also been considered at the Oxfordshire Health Overview & Scrutiny Committee meeting on 13 September 2018.

Cabinet is RECOMMENDED to RECOMMEND Council to receive the report and note its recommendations.

9. Operating Model: Implementation Strategy

Cabinet Member: Leader

Forward Plan Ref: 2018/141

Contact: Robin Rodgers, Strategy Manager Tel: 07789 923206

Report by Chief Executive (**CA9 – to be circulated separately**).

In September 2018, Cabinet endorsed a new Operating Model as the basis for transformation of the whole Council to support the delivery of the Thriving Communities vision. Cabinet also agreed a set of delivery principles and directed the Chief Executive to bring further proposals for implementation of the Operating Model back to Cabinet for decision.

The Business Case reviewed by Cabinet in September set out the new design for the Operating Model and the potential benefits delivered through its adoption. The Business Case also considers savings that could be generated through commercialisation and measures to improve the value for money of contracts and other third party spend.

This report goes on to set out the scale of change that implementing the Operating Model and associated workstreams will represent. It sets out a proposed strategy for delivering that change that recognises that the programme can only be successful with full ownership by the Council's members and staff and with clear accountability for delivery sitting with the Council's senior managers. It recommends that to supplement the skills and capacity of the Council's own staff and to provide a tested methodology for change, that the Council works with a strategic partner, noting that other suppliers may be required over the life-time of the programme to work alongside the Council to deliver benefits in the most effective way.

The report also considers decision making on costs and initial funding arrangements

and the required approach towards staff, resident and partner engagement is reviewed. Finally, the report makes recommendations with respect to ensuring appropriate member oversight of this strategic, long-term programme.

The CABINET is RECOMMENDED to:

- (a) Review and approve the approach for implementation set out in paragraph 9;***
- (b) Agree the recommended option for resourcing the approach through supplementing internal capacity with a strategic partnering arrangement (in accordance with the access agreement entered into with PwC, following Cabinet's approval in July 2018) and alternative commissioned support as required, as set out from paragraph 29;***
- (c) Agree to the proposals for funding programme expenditure within 2018/19 from the Transformation Reserve as set out in paragraph 77;***
- (d) Note the outline future investment requirement set out from paragraph 72, and ask the Director of Finance to bring forward further analysis and proposals for approval through the Service and Resource Planning process;***
- (e) Delegate to the Chief Executive in consultation with the Directors of Finance and of Law and Governance, the Leader, and the Cabinet Member for Transformation, the commercial negotiation and agreement of initial and any required future draw-down of support from PwC in accordance with the August 2018 work order, and the appointment of additional commissioned support, in accordance with normal decision-making procedures;***
- (f) Agree to the establishment of a Cabinet Advisory Group on the Fit for the Future Programme and to delegate finalisation of the group's specific remit to the Director of Law and Governance in consultation with the Leader and the Cabinet Member for Transformation.***

10. Performance Scrutiny Young Carers Deep Dive Recommendations (Pages 167 - 180)

Cabinet Member: Children & Family Services

Forward Plan Ref: 2018/140

Contact: Katie Read, Senior Policy Officer Tel: 07584 909530

Report by Policy & Performance Service Manager (**CA10**).

To consider and respond to the recommendations from the Performance Scrutiny Committee deep dive into how the Council identifies and supports young carers to reduce the inequalities they face.

The Cabinet is RECOMMENDED to:

- (a) Consider the findings of the Performance Scrutiny Committee's deep dive into young carers.***

- (b) **Agree which of the following recommendations the Cabinet will accept:**
- i. **Explore ways of funding the unique support to young carers provided by Be Free Young Carers.**
 - ii. **The timescales for completing statutory young carers' assessments and delivering support are reviewed and improved.**
 - iii. **There are examples of good practice in identifying and supporting young carers in some schools, e.g. opportunities for young carers to complete homework on school premises. This good practice needs to be recognised, captured and shared.**
 - iv. **Ensure Oxfordshire's health and social care system specifically considers the impact of its drive to deliver more community-based care on young carers.**
 - v. **Identify a Young Carers Councillor Champion to help people understand the needs of young carers and promote the identification and support of young carers.**
- (c) **Ask the Director of Children's Services, in consultation with the Cabinet Member for Children and Family Services, to prepare a response for a future meeting of the Performance Scrutiny Committee.**

11. Business Management & Monitoring Report for Quarter 1 - October 2018 (Pages 181 - 196)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2018/072

Contact: Ian Dyson, Assistant Director of Finance Tel: 07393 001250

Report by Assistant Chief Finance Officer (Assurance) (**CA11**).

This report demonstrates the state of Oxfordshire County Council's (OCC's) business as regards progress towards Corporate Plan priorities at the end of Quarter 1 2018-19. This is the first report using the new OCC Corporate Plan and Outcomes Framework, and the first to focus fully on the high priority outcomes rather than the underlying measures.

Cabinet is RECOMMENDED to note the report.

12. Delegated Powers - October 2018

Cabinet Member: Leader

Forward Plan Ref: 2018/114

Contact: Sue Whitehead, Principal Committee Officer Tel: 07393 001213

To report on a quarterly basis any executive decisions taken under the specific powers and functions delegated under the terms of Part 7.2 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c)(i). It is not for Scrutiny call-in.

13. Forward Plan and Future Business (Pages 197 - 200)

Cabinet Member: All

Contact Officer: Sue Whitehead, Committee Services Manager Tel: 07393 001213

The Cabinet Procedure Rules provide that the business of each meeting at the Cabinet is to include "updating of the Forward Plan and proposals for business to be conducted at the following meeting". Items from the Forward Plan for the immediately forthcoming meetings of the Cabinet appear in the Schedule at **CA13**. This includes any updated information relating to the business for those meetings that has already been identified for inclusion in the next Forward Plan update.

The Schedule is for noting, but Cabinet Members may also wish to take this opportunity to identify any further changes they would wish to be incorporated in the next Forward Plan update.

The Cabinet is RECOMMENDED to note the items currently identified for forthcoming meetings.

14. EXEMPT ITEM

In the event that any Member or Officer wishes to discuss the information set out in the Annex to Item 15, the Cabinet will be invited to resolve to exclude the public for the consideration of that Annex by passing a resolution in relation to that item in the following terms:

"that the public be excluded during the consideration of the Annex since it is likely that if they were present during that discussion there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below the item in the Agenda".

NOTE: The report does not contain exempt information and is available to the public. The exempt information is contained in the confidential annex.

THE ANNEX TO THE ITEM NAMED HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.

THIS IS FOR REASONS OF COMMERCIAL SENSITIVITY.

THIS ALSO MEANS THAT THE CONTENTS SHOULD NOT BE DISCUSSED WITH OTHERS AND NO COPIES SHOULD BE MADE.

15. Updated Financial and Resource Contribution Towards The Swan Free School Project in Oxford (Pages 201 - 208)

Cabinet Member: Education & Cultural Services

Forward Plan Ref: 2018/168

Contact: Allyson Milward, Strategic Lead for Education Sufficiency Tel: 07733 003540

Report by Director for Children's Services and Director for Capital Investment & Delivery (**CA15**).

The information contained in the annexes is exempt in that it falls within the following prescribed category:

3. *Information relating to the financial or business affairs of any particular person (including the authority holding that information);*

and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that the disclosure could affect both the outcome of the current planning application for delivery of the school and the conduct of the Education Skills and Funding Agency (ESFA).

The paper with annex is produced to provide Members with information on progress with provision of the above school to meet demand for secondary school places In Oxford from September 2019 and to ensure that the county council is in a position to respond quickly to whatever planning decision is taken by Oxford City Council on 15 October 2018.

The project programme has slipped considerably but the stated aim is still to provide the required basic need places required for September 2019 in Oxford. The ESFA team leading the project have Indicated that a revised programme of transfer of assets from the Council will be required to ensure the need for places in 2019 can be met. This requires further approval of Cabinet.

Cabinet is RECOMMENDED to approve one of the alternative options set out in the confidential annex in relation to this project.
