

# CABINET

**MINUTES** of the meeting held on Tuesday, 14 May 2019 commencing at 2.00 pm and finishing at 2.57 pm

**Present:**

**Voting Members:** Councillor Ian Hudspeth – in the Chair  
Councillor Lawrie Stratford  
Councillor Ian Corkin  
Councillor Steve Harrod  
Councillor Lorraine Lindsay-Gale  
Councillor Yvonne Constance OBE  
Councillor David Bartholomew  
Councillor Mark Gray

**Other Members in Attendance:** Councillor Liz Brighthouse (Agenda Item 6)  
Councillor Laura Price (Agenda Item 7)  
Councillor John Sanders (Agenda Item 11)

**Officers:**

Whole of meeting Yvonne Rees (Chief Executive); Lorna Baxter, Director of Finance, Nick Graham, Director of Law & Governance; Sue Whitehead (Resources Directorate)

Part of meeting Item	Name
6 & 7	Ben Threadgold, Policy & Performance Service Manager
7	Steven Jones, Corporate Performance and Risk Manager

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

## **40/19 APOLOGIES FOR ABSENCE**

(Agenda Item. 1)

Apologies were received from Councillors Heathcoat and Reeves.

## **41/19 MINUTES**

(Agenda Item. 2)

The Minutes of the meeting held on 23 April 2019 were approved and signed as a correct record.

**42/19 PETITIONS AND PUBLIC ADDRESS**

(Agenda Item. 3)

The Leader of the Council had agreed the following requests to address the meeting: -

Item	Speaker
Item 6 – Measuring Corporate Performance: 2019-20 Outcomes Framework	Councillor Liz Brighthouse, Chairman of Performance Scrutiny Committee
Item 7 Business management & Monitoring Report	Councillor Laura Price, Opposition Deputy Leader
Item 11 – Transfer Operational Management of Oxfordshire County Council Park and Rides to Oxford City Council	Councillor John Sanders, Shadow Cabinet Member for Environment

**43/19 QUESTIONS FROM COUNTY COUNCILLORS**

(Agenda Item. 5)

Councillor Howson had given notice of the following question to Councillor Lindsay-Gale:

‘Could the cabinet member comment on what will happen to the pupils at the Bicester Technology Studio School if the school does not re-open in September?’

Councillor Lindsay-Gale replied:

“Activate Learning Education Trust who run the school have confirmed that this school will be open in September. Like any other school if we are notified that a school is not planning to re-open we would support the pupils to find alternative places as swiftly as possible. “

Supplementary: Asked that should the situation change that everything be done to ensure examination pupils are able to take their exams Councillor Lindsay-Gale stressed that they had had confirmation that the school would be open. She added that should any such situation occur at any school then the Council would support pupils to ensure that their education did not suffer.

**44/19 MEASURING CORPORATE PERFORMANCE: DRAFT OUTCOMES FRAMEWORK 2019-20**

(Agenda Item. 6)

Cabinet considered a report seeking approval of the Outcomes Framework, the mechanism by which progress towards OCC's Corporate Plan priorities is measured and reported. Cabinet had before them the draft 2019-20 version that had been revised to reflect the year's business activities and to incorporate improvements identified during routine review and engagement with members.

Councillor Brighthouse, Chairman of Performance Scrutiny Committee advised that the Committee had considered and commented on the draft Outcomes Framework but had not had the Business Management and Monitoring report (Agenda Item 7 on this agenda). The Committee had commented that overall there was a need to reconsider the information gathered to focus not on the large amount of information that the Council had but on the information that was needed. Some information was collected for other reasons and although it was right to report such information, it was not collected to ensure the Council was achieving its vision. A more critical approach to outcomes reporting was needed. Councillor Brighthouse highlighted that member engagement with residents was important and should be included in measures in the future. Member engagement, such as with casework could give an indication where things were not working quite right. The Committee had also asked that the 2018/19 target be included. Seeing the Business Management & Monitoring report it was clear that several targets were the same as 2018/19. The Committee had raised queries on individual targets and Councillor Brighthouse referred to the target for % of 5-9 passes in English and maths that was seen by the Committee as lacking ambition. For the Committee it was important that they have all the information at the Committee with the same papers to Cabinet and Performance Scrutiny Committee. This would strengthen the relation between cabinet and scrutiny and avoid councillors feeling disengaged.

Responding to a question Councillor Brighthouse suggested that as the Performance Scrutiny Committee did not meet monthly they would want to receive the most recent monthly business management & monitoring report. They had had a lengthy debate on the outcomes framework at the Committee but had not had the monthly report which would have been helpful.

Responding to a question about capturing member engagement Councillor Brighthouse stated for her it was about recognising that councillors worked in communities all the time. They were able to pick up when things were going wrong, or right. This information was being lost as the Council had not yet found a way to capture it.

Ben Threadgold, Policy and Performance Service Manager, introduced the report noting that it was an evolving process and targets and indicators

would continue to develop. He was working with Directors on the comments around individual targets such as those on attainment.

Councillor Hudspeth, moved the recommendations subject to any comments/amendments. Councillor Hudspeth added that the comments from Performance Scrutiny Committee would be considered and asked that any amendments be circulated to all councillors.

Cabinet generally welcomed the report and the level of transparency it provided. It was a useful framework to the Corporate Plan.

During discussion Cabinet:

- Asked for information on where the low target for increasing cycling had come from.
- Noted the high level of detailed reporting on matters the Council did not control, such as absence rates in primary schools. It was questioned whether this was due to statutory requirements and further information was sought to clarify this.
- Asked that the measure on rates of access to cultural services include the 8,000 children trained on musical instruments each week.
- Queried why the percentage of children with a place at their first preference school and the percentage of children at good schools and settings was 'reporting only' when the Council had all the figures.
- Suggested that given the huge amounts of data it was about how it was presented and to whom and how it was possible to drill down through the information.
- Queried whether there was sufficient ambition given the number of targets the same in the previous and coming year. Ben Threadgold replied that by not stating the current outcome achieved it was difficult to show whether the intended target was ambitious. Directors would be asked to check this.

**RESOLVED:** to:

- (a) approve the 2019-20 Outcomes Framework for use in monthly corporate reporting subject to amendments based on the comments; and
- (b) agree that the amended framework be circulated to all Councillors.

## **45/19 BUSINESS MANAGEMENT & MONITORING REPORT - MARCH 2019**

(Agenda Item. 7)

Cabinet had before them a report that demonstrated Oxfordshire County Council's (OCC'S) progress towards Corporate Plan priorities and an update on the delivery of the Medium-Term Financial Plan at the end of March 2019. This was not the final financial outturn position as year-end transactions were still being processed at the time of writing. The Provisional

Revenue Outturn 2018/19 Report will be considered by Cabinet on 18 June 2019

The report summarised “what” the Council is doing – progress towards the objectives in the Corporate Plan – and “how” the Council is doing – our organisational health.

The report covered four elements of business management: performance, risk, human resources and finance. The main body of the report summarised these elements to show how they collectively affect progress towards the achievement of outcomes in the Corporate Plan. Further detail is then provided in each of the four annexes:

- Annex A: performance
- Annex B: risk
- Annex C: human resources (HR)
- Annex D: finance

Councillor Laura Price, Opposition Deputy Leader commented that the report following on from the draft Outcomes Framework and gave more information and commentary. She asked how the objectives of the Corporate Plan could be integrated into the report and how there could be an effective conversation about transformation. Transformation had a dedicated budget. Councillor Price highlighted the red status of children’s services but stated that people were enthused and excited to see how the remodelling proposals will effect changes and noting changes were already happening.

On staffing Councillor Price was disappointed that the report seemed to be a backwards step with less detail available. She felt it was very top level and hoped it will improve as she had been told it was getting a rethink. It had been good previously to follow what was happening on agency posts by Directorate. Councillor Price stressed the need to be clear with interim posts. She understood that with the agency contract more data than ever was available and hoped that as the report evolved that detail would be there.

Councillor Hudspeth, on behalf of Councillor Heathcoat introduced the contents of the report in relation to business monitoring and HR matters, noting that Councillor Bartholomew would introduce the finance elements of the report. Councillor Hudspeth noted that the report was the first to be made monthly and would continue to develop. The new method of reporting would enhance clarity in relation to the direction of travel and against corporate objectives and would support reporting towards the transformation plan.

Councillor Hudspeth summarised the progress towards the Corporate Plan outcomes.

Councillor Bartholomew, Cabinet Member for Finance, introduced the contents of the report relating to finance.

Cabinet Members commented on individual items in the report.

**RESOLVED:** to note the contents of this report.

**46/19 APPOINTMENTS 2019/20**

(Agenda Item. 8)

Cabinet considered a report on member appointments to a variety of bodies which in different ways support the discharge of the Council's Executive functions.

**RESOLVED:** to agree appointments to the bodies set out in the Annex to these minutes.

**47/19 FORWARD PLAN AND FUTURE BUSINESS**

(Agenda Item. 9)

The Cabinet considered a list of items for the immediately forthcoming meetings of the Cabinet together with changes and additions set out in the schedule of addenda.

**RESOLVED:** to note the items currently identified for forthcoming meetings.

**48/19 EXEMPT INFORMATION**

(Agenda Item. 10)

**RESOLVED:** that the public be excluded for the duration of item 11 (since it is likely that if they were present during that item there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to that item 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 on the grounds set out in that item.

**PUBLIC SUMMARY OF PROCEEDINGS FOLLOWING THE WITHDRAWAL OF THE PRESS AND PUBLIC**

**49/19 TRANSFER OPERATIONAL MANAGEMENT OF OXFORDSHIRE COUNTY COUNCIL'S PARK AND RIDE'S TO OXFORD CITY COUNCIL**

(Agenda Item. 11)

*The report contains exempt information. The information contained in the report 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 disclosure would undermine the process to the detriment of the Council's ability properly to discharge its fiduciary and other duties as a public authority.*

The report sought approval to enter into an Agency Agreement that will transfer the operational management of Oxfordshire County Council owned Park and Ride facilities to Oxford City Council these being Thornhill and Water Eaton.

Councillor John Sanders, Shadow Cabinet member for Environment spoke in support of the proposal. He referred to other areas where there could be management co-operation between District and County Councils and suggested consideration of a liaison group to consider such proposals. Councillor Hudspeth highlighted the cross county role of the Oxfordshire Growth Board.

**RESOLVED:** to:

- (a) agree in principle to enter into an Agency Agreement that will transfer the operational management of Oxfordshire County Council owed Park and Ride facilities to Oxford City Council.
- (b) to delegate authority to the Director of Law and Governance, in consultation with the Cabinet Member for Environment, the Leader and the Strategic Director of Communities to agree appropriate terms of the agreement.

..... in the Chair

Date of signing .....

## APPOINTMENTS SCHEDULE 2017/18

ANNEX

## Joint Committees

<u>Joint Committee</u>	Frequency of meetings (FOM)	Places	Appointees for 2019/20
Thames Valley Fire Control Service		2	Deputy Leader Cabinet Member for Local Communities
Traffic Penalty Tribunal - Outside London Adjudication Committee	quarterly	1	Cabinet Member for the Environment
Growth Board		1	Leader (Deputy Leader as named substitute)
Thames Valley Collaboration Group		1	Deputy Leader
Didcot Garden Town Board	quarterly	1	Councillor Ian Hudspeth

Joint Partnership Working Group		5	Councillors Ian Hudspeth, Ted Fenton, Jeannette Matelot, Liz Brighouse and Liz Leffman
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## Joint Committee Sub-Groups

Sub-Group	Places	Basis of Member Appointment	Con Ind Alliance	Lab	Lib	Ind
					Dem	
Oxfordshire Growth Board Scrutiny Panel	3	On the nomination of the political groups according to political balance:	1 Carter	1 John Sanders	1 Emily Smith	
OGB JSSP Sub Group		Appointment nominated by the Leader of the Council	1 <b>Fox-Davies (Matelot as Sub)</b>			
OGB Infrastructure Sub-Group	1	Appointment nominated by the Leader of the Council	1 <b>Constance</b>			
OGB Housing Sub-Group		Appointment nominated by the Leader of the	1 <b>(Constance Brighouse as Sub)</b>	<b>Brighouse</b>		



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## Local Statutory Bodies

Statutory Body	FOM	Places	Basis of Member Appointment	Con Ind Alliance	Lab	Lib Dem	Ind
Adoption & Permanency Panels & Fostering Panels	3 per month  2 per month (occasionally) 3 per month	3  2	On the nomination of the political groups according to political balance:  Adoption & Permanency  Fostering	2 Cllr Mrs Fitzgerald O'Connor Vacancy  1 Cllr Bulmer	1 Cllr Begum Azad  1 Cllr Gill Sanders		0
Standing Advisory Council for Religious Education (SACRE)		3	On the nomination of the political groups according to political balance	1 Cllr Mathew	1 Cllr Phillips	1 Cllr Bob Johnston	0

## Strategic Partnerships

Partnership	FOM	Appointees for 2019/20
Oxfordshire Partnership Board	2 per annum	Leader of the Council
Thematic Partnerships:		
Health & Well Being Board	3 per annum	Leader of the Council, Cabinet Members responsible for Adult Social Care, Public Health & Children's & Family Services
Children's Trust Board	3 per annum	Cabinet Member for Children & Family Services Cabinet Member for Education & Cultural Services* Cabinet member for Adult Social Care
Health Improvement Partnership Board	3 per annum	Cabinet Member for Adult Social Care & Public Health
Better Care Fund Joint Management Group		Cabinet Member for Adult Social Care & Public Health
Oxfordshire Local Enterprise Partnership	4 per annum	Councillor Ian Hudspeth
Safer Oxfordshire Partnership	3 per annum	Councillor Kieron Mallon in his role as representative on the Thames Valley Police & Crime Panel.
Oxfordshire Stronger Communities Alliance	4 per annum	Cabinet Member for Local Communities
Oxfordshire Environmental Partnership	4 per annum	Cabinet Member for Environment
Skanska Strategic Partnership Board	4 per annum	Cabinet Member for Environment and Leader
Viridor Strategic Partnership Board	annually	Cabinet Member for Environment

## SECTION 4

## Standing Advisory Bodies

Body	FOM	Places	Basis of Member Appointment	Con Ind Alliance	Lab	Lib Dem	Ind
Music House Committee / Music Education Hub (Partnership) for Oxfordshire	3 per annum	3	On the nomination of the political groups according to political balance	2 Cllr Waine Cllr Lindsay-Gale	1 Cllr Phillips	0	0
Outdoor Centres House Committee (under review)		3	On the nomination of the political groups according to political balance	2 Cllr Waine Vacancy	1 Cllr Lygo	0	0
Schools Organisation Stakeholder Group (includes former Oxfordshire School Forum)	quarterly	5  1 observer (with no voting rights)	Non-executive County Council Members  On the nomination of the political groups according to political balance  Cabinet Member for Education & Cultural Services	3 Cllr Waine Cllr Mrs Fitzgerald-O'Connor Cllr Matelot  Cllr Lindsay-Gale	1 Cllr Brighthouse	1 Cllr Howson	
Young People's Well-Being Group	2	5	5 non-executive councillors on the nomination of the political groups according to political balance, to reflect as far as possible the geographic	3 Cllr Mrs Fitzgerald-O'Connor  Cllr Mathew  Cllr Handley	1 Cllr Turnbull	1 Cllr Emily Smith	0

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			<p>areas of the county;</p> <p>the Cabinet Member with responsibility for Children and Young People (ex officio)</p>	Cllr Harrod			
Joint Parking project Group	monthly	2	2 councillors on the nomination of the political group	1 Constance	1 John Sanders		

## SECTION 5

Working Group	FOM	Places	Basis of Appointment	Con Ind Alliance	Lab	Lib Dem	Ind
Corporate Parenting Panel	4 per annum	11	On the nomination of the political groups according to political balance, to include the Cabinet Member for Children & Family Services and the three members serving on the Fostering & Adoption Panels  Director for Children's Services, and Director for Adult Services or nominees	6 Cllr Waine Cllr Mrs Fitzgerald O'Connor Cllr Billington Cllr Bulmer Cllr Harrod Cllr Gray	3 3 of Cllr Gill Sanders, Cllr Lygo, Cllr McIlveen and Cllr Begum Azad	2 Cllr Roberts vacancy	0
Oxfordshire County Council South Africa Link Group	2/3 per annum	4	<b><i>On the nomination of the political groups according to political balance</i></b>	2 Cllr Harrod Cllr Thompson	1 Cllr Brighthouse	1 D. Turner	0
Minority Ethnic Consultative Forum.		3		1 Cllr Gray	1 Cllr Afridi	1 Cllr Buckley	
West End Steering Group	as required	2	Leader of the Council and Deputy Leader or representative	2 Hudspeth Heathcoat		0	0

## Informal Member/Officer Working Groups

### Member Champions

**Cycling:** Councillor Bartington

**Mental Health & Loneliness:** Councillor Stratford

**Military:** The Leader of the Council acts as Armed Forces Champion on behalf of the county, then each military base has a champion who acts as a point of contact:

Base	OCC Champion
<b>Bicester Garrison</b>	Councillor Sames
<b>RAF Brize Norton</b>	Councillor Handley
<b>Abingdon Station</b>	Councillor Webber
<b>Shrivenham Defence Academy</b>	Councillor Constance
<b>Vauxhall Barracks</b>	Councillor Clarke
<b>RAF Benson</b>	Councillor Atkins

**Veterans:** Councillor Atkins

### Cabinet Advisory Groups:

#### **Minerals and Waste Cabinet Advisory Group:**

Councillors: Atkins, Constance (Chair), Fenton, Gray, Johnston, Lindsay-Gale, Mathew, John Sanders and Webber

#### **Transport Cabinet Advisory Group**

Councillors: Atkins, Constance (Chair), Fenton, Fox-Davies, Johnston, Matelot, Reynolds, Roberts, John Sanders and Walker

#### **Home to School Transport for SEN Post -16**

Councillors: Atkins, Howson, Lindsay-Gale (Chair), Turnbull, Waine and Walker

**Co-opted Members:** Wendy Cliffe (SENDIASS) Support Service for Children with Special Needs and Disability; John Riches (OASSH) Oxfordshire Association of Special School Headteachers

#### **Transformation**

Councillors: Clarke, Haywood, Lygo, Matelot, Reeves (Chair), Roberts and Webber



## SECTION 6

<b>Strategic Outside Body</b>	<b>FOM</b>	<b>OCC Entitlement</b>	<b>Appointees for 2017/18</b>
County Councils Network (CCN)	Council - 2 per annum Executive – 3 per annum Annual conference	4 county councillors	Hudspeth Lindsay-Gale Heathcoat Corkin
Local Government Association (LGA)	General Assembly -1 per annum	4 county councillors (* to cast additional OCC vote)	Hudspeth* Corkin Heathcoat Lindsay-Gale
Oxfordshire Association of Local Councils	as required	1 county councillor	Matelot
Oxfordshire Care Partnership Board	as required	1 county councillor	Stratford
Oxfordshire Countryside Access Forum	2/3 per annum	1 county councillor	Vacancy
Community First Oxfordshire (formerly Oxfordshire Rural Community Council)	as required	1 county councillor	Walker