



To: **Members of the Cabinet**

Notice of a Meeting of the Cabinet

Tuesday, 19 November 2019 at 2.00 pm

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

Yvonne Rees
Chief Executive

November 2019

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 19 November 2019 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: 17 December 2019

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 15 October 2019 (**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.

In view of the cancellation of the full Council meeting in December Councillor Hudspeth has agreed that at the December and January Cabinet meetings councillors may ask up to three questions (the usual limit at Council) each with a supplementary.

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. Delegation of Enforcement Powers to City/District Councils (Pages 15 - 22)

Cabinet Member: Deputy Leader of the Council

Forward Plan Ref: 2019/155

Contact: Richard Webb, Assistant Director, Regulatory Services and Community Safety
Tel: 01865 815791

Report by Chief Fire Officer (**CA6**).

The county council and the city and district councils all have statutory responsibilities in

relation to different aspects of the regulatory framework that applies to letting agents and landlords. New legal requirements seek to raise the energy efficiency standards of rented property. For these new requirements to be effective in raising the energy efficiency of buildings in Oxfordshire a new approach is required between the county council and the city and district councils. This paper recommends that the county council delegates powers to enforce the Energy Performance of Buildings (England and Wales) Regulations 2012 and the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 to the city and district councils whilst retaining the power to also enforce these Regulations.

The Cabinet is RECOMMENDED to:

- (a) approve the delegation of specific powers from the county council to the city and district councils in relation enforcement of the legal requirements concerning domestic Energy Performance Certificates (EPCs);***
- (b) approve the delegation of specific powers from the county council to the city and district councils in relation to the enforcement of the Minimum Energy Efficiency Standards (MEES) in commercial properties; and***
- (c) authorise the Director of Community Safety and Chief Fire Officer, acting in consultation with the Director of Law & Governance, to enter the necessary agreements to implement this delegation.***

7. Statutory Notice to Close Culham Parochial CE Primary School (Pages 23 - 52)

Cabinet Member: Education & Cultural Services

Forward Plan Ref: 2019/095

Contact: Joanne Booker, School Organisation Officer Tel: 07393 001258

Report by Corporate Director for Children's Services (**CA7**).

The report follows the publication of a Statutory Notice relating to the county council's proposal to close Culham Parochial Church of England Primary School.

The proposal is to merge Culham Parochial Church of England Primary School and Clifton Hampden Church of England Primary School, leading to the formal closure of Culham Parochial Church of England Primary School.

The Cabinet is RECOMMENDED to approve the proposed closure of Culham Parochial Church of England Primary School.

8. Community Asset Transfer Policy (Pages 53 - 64)

Cabinet Member: Transformation

Forward Plan Ref: 2019/160

Contact: Claire Phillips, Asset & Investment Team Manager Tel: 07785 453260/Karen Lister, Head of Estates & Strategy Tel: 07875 441940

Report by Director of Property, Investment & Communities Facilities Management (CA8).

The report sets out the background to the community asset transfer policy and the issues that have arisen from its application in its current form, most recently through the children's services transformation. Revisions to the policy are proposed to improve the process for all parties in future, to provide greater clarity when we are working with community organisations interested in taking on council buildings.

The Cabinet is RECOMMENDED to adopt the revised Community Asset Transfer Policy.

9. Business Management & Monitoring Report - September 2019 (Pages 65 - 114)

Cabinet Member: Deputy Leader of the Council and Cabinet Member for Finance
Forward Plan Ref: 2019/088

Contact: Steven Fairhurst Jones, Corporate Performance & Risk Manager Tel: 07932 318890/Ian Dyson, Assistant Director of Finance Tel: 07393 001250

Report by Corporate Director Customers & Organisational Development and Director of Finance (CA9).

This report sets out Oxfordshire County Council's (OCC's) progress towards Corporate Plan priorities and provides an update on the delivery of the Medium Term Financial Plan from 1 September to 30 September. A summary of overall performance and description of change is contained within the report. The report contains three annexes:

- Annex A shows our current performance against targets and summarises progress towards overall outcomes set out in our Corporate Plan.
- Annex B sets out the new Leadership Risk Register which has been developed as part of the Council's work to strengthen risk and opportunities management
- Annex C sets out the current financial position, providing detailed explanations of significant budget variations and an update on the Medium-Term Financial Plan including the delivery of savings agreed by Council in February 2019

The Committee is RECOMMENDED to note the report and consider any matters for future attention by the Committee.

10. Treasury Management Mid-Term Review (2019/20) (Pages 115 - 134)

Cabinet Member: Finance
Forward Plan Ref: 2019/087

Contact: Donna Ross, Principal Finance Manager – Treasury Pension Tel: (01865) 323976

Report by Director of Finance (CA10).

The report sets out the Treasury Management activity undertaken in the first half of the financial year 2019/20 in compliance with the CIPFA Code of Practice. The report includes Debt and Investment activity, Prudential Indicator monitoring and forecast interest receivable and payable for the financial year.

Cabinet is RECOMMENDED to:

- (a) note the report, and**
- (b) recommend Council to note the Council's Mid-Term Treasury Management Review 2019/20.**

11. Oxfordshire Local Aggregates Assessment 2019 (Pages 135 - 206)

Cabinet Member: Environment

Forward Plan Ref: 2019/190

Contact: Kevin Broughton, Principal Minerals Officer Tel: 07979 704458

Report by Director of Planning & Place (**CA11**).

Under the National Planning Policy Framework, July 2018 (NPPF), mineral planning authorities should prepare an annual Local Aggregate Assessment (LAA).

The purpose of an annual Local Aggregates Assessment is to review the latest information available in order to forecast future demand as well as analysing all aggregate supply options and assessing the balance between supply and demand. The LAA sets the level of provision to be made for future supply of sand and gravel and crushed rock from quarries and the NPPF states the LAA should 'forecast future demand, based on a rolling average of 10 years' sales data and other relevant information, and an assessment of all supply options.'

The CABINET is RECOMMENDED to, subject to consideration of any advice from the South East England Aggregate Working Party,

- (a) approve the inclusion of the provision level figures in paragraph 30 of the report in the Oxfordshire Local Aggregate Assessment 2019 for use as the basis for provision for mineral working in the Oxfordshire Minerals and Waste Local Plan and for calculating the Oxfordshire landbank; and***
- (b) authorise the Director for Planning and Place in consultation with the Cabinet Member for Environment to finalise the Oxfordshire Local Aggregate Assessment 2019 and to publish it on the Council website.***

12. Forward Plan and Future Business (Pages 207 - 210)

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 **CA12**. 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.
