



County Council

21 May 2019

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 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, 21 May 2019 at 10.30 am

Council Chamber - County Hall, New Road, Oxford OX1 1ND



Yvonne Rees
Chief Executive

May 2019

Committee Officer: **Deborah Miller**
Tel: 07920 084239; E-Mail: 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.

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. Election of Chairman for the 2019/20 Council Year**
- 2. Election of Vice-Chairman for the 2019/20 Council Year**
- 3. Minutes (Pages 1 - 34)**

To approve the minutes of the meeting held on 2 April 2019 (CC1) and to receive information arising from them.

4. Apologies for Absence

5. 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.

6. Official Communications

7. Petitions and Public Address

8. Report of the Cabinet (Pages 35 - 38)

Report of the Cabinet Meetings held on 23 April 2019, 19 March 2019 and 14 May 2019 (1 item) (**CC8**).

9. Scrutiny Committee Annual Report (Pages 39 - 60)

The Scrutiny Annual report (**CC9**) provides a summary of the work of the Council's overview and scrutiny function in 2018-19. This function includes the council's three Overview and Scrutiny Committees and any joint scrutiny arrangements. The report has been considered by the Audit and Governance Committee and the Performance Scrutiny Committee prior to Council.

Council is RECOMMENDED to receive the report.

10. Audit & Governance Committee Annual Report to Council 2018 (Pages 61 - 76)

Report by the Chairman of the Audit & Governance Committee (**CC10**).

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 2018/19.

Council is RECOMMENDED to receive the report.

11. Committees and Review of Political Balance (Pages 77 - 90)

Report by the Director of Law & Governance & Monitoring Officer (**CC11**).

The Council is required by the Local Government & Housing Act 1989 to review the political balance on its committees on an annual basis. The report sets out how the

rules operate and seeks approval for adjustments which are necessary to achieve the balance across and within committees to comply with the rules.

The Council is RECOMMENDED:

- (a) ***to confirm the political balance on committees shown in Annex 2 to the report;***
- (b) ***to appoint to committees the councillors and co-opted members shown in Annex 3, subject to any changes reported in any amended schedule and at the meeting; and***
- (c) ***to note the executive appointments in Annex 3 in relation to Oxfordshire Growth Board scrutiny arrangements and advisory sub groups.***

12. Committee Dates 2020/21 (Pages 91 - 98)

A schedule of meeting dates proposed for the 2020/21 Council Year is attached (CC12).

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 change to previous patterns:

Move the April Meeting of Council so that it falls outside of the School Holidays.

Council is RECOMMENDED to agree the schedule of meeting dates for 2020/21 and in particular to agree to waive Rule 2.1 of the Council Procedure Rules to allow the April 2020 meeting of full Council to be held on 31 March 2021 to avoid the Easter School holiday.

13. Cabinet Membership and Delegation of Cabinet Functions

Report by the Leader of the Council (CC13) – to be published with the Schedule of Business.

Council is RECOMMENDED to note the delegations made by the Leader of the Council with regard to the functions of the Cabinet.

14. Officer Scheme of Delegation (Pages 99 - 122)

Report by the Director of Law & Governance (CC14)

At its Annual Meeting, Council is required to agree the officer scheme of delegation within the Council's Constitution.

Since the approval of the officer scheme of delegation at last year's Annual Meeting (May 2018), the Council has entered into a partnership with Cherwell District Council. Certain changes have been made to the senior management team as a result of this

partnership or through natural succession following changes in personnel. Some of the titles have changed since the last scheme of delegation was approved, however the actual scheme of delegation remains essentially the same.

The Council's Transformation Programme may also have some implications for delegated activity later in the year but not at this time: questions of delegation would be considered as part of the governance implications of any such decisions.

Council is RECOMMENDED to approve the Officer Scheme of Delegation (Part 7.2 of the Constitution) as in the Annex 2 to this report.

Pre-Meeting Briefing

There will be a pre-meeting briefing at County Hall on **Monday 20 May 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, 2 April 2019 commencing at 10.30 am and finishing at 4.05 pm.

Present:

Councillor Gill Sanders – in the Chair

Councillors:

Sobia Afridi	Stefan Gawrysiak	Jeannette Matelot
Lynda Atkins	Mark Gray	Charles Mathew
Jamila Begum Azad	Carmen Griffiths	Glynis Phillips
David Bartholomew	Pete Handley	Susanna Pressel
Dr Suzanne Bartington	Jane Hanna OBE	Laura Price
Tim Bearder	Jenny Hannaby	Eddie Reeves
Liz Brighthouse OBE	Neville F. Harris	G.A. Reynolds
Paul Buckley	Steve Harrod	Judy Roberts
Kevin Bulmer	Damian Haywood	Alison Rooke
Nick Carter	Mrs Judith Heathcoat	Dan Sames
Mark Cherry	Hilary Hibbert-Biles	John Sanders
Dr Simon Clarke	John Howson	Les Sibley
Yvonne Constance OBE	Ian Hudspeth	Emily Smith
Ian Corkin	Tony Ilott	Roz Smith
Arash Fatemian	Bob Johnston	Alan Thompson
Neil Fawcett	Liz Leffman	Emma Turnbull
Ted Fenton	Lorraine Lindsay-Gale	Michael Waive
Nicholas Field-Johnson	Mark Lygo	Liam Walker
Mrs Anda Fitzgerald-O'Connor	D. McIlveen	Richard Webber
Mike Fox-Davies	Kieron Mallon	

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.

8/19 MINUTES
(Agenda Item 1)

The Minutes of the Meeting held on 12 February 2019 were approved and signed as an accurate record.

9/19 APOLOGIES FOR ABSENCE

(Agenda Item 2)

Apologies for absence were received from Councillors Banfield, Billington and Stratford.

10/19 DECLARATIONS OF INTEREST

(Agenda Item 3)

Councillor Arash Fatemian declared a pecuniary interest in Agenda Item 10 (Independent Remuneration Panel on Members' Allowances) by virtue of his position as Chairman of HOSC.

11/19 OFFICIAL COMMUNICATIONS

(Agenda Item 4)

Council paid tribute and held a minute's silence in Memory of Alderman Tony Williamson.

12/19 APPOINTMENTS

(Agenda Item 5)

Council noted the appointment of Councillor Lynda Atkins as Military Veterans' Champion.

13/19 PETITIONS AND PUBLIC ADDRESS

(Agenda Item 6)

Council received the following Petitions and Public address:

Ms Margaret Wareing presented a petition of 220 signatures requesting that the Council provide a safe crossing in the form of a zebra Crossing on Oxford Road, Littlemore for adults and children on the basis that it was a residential with constant heavy traffic due to being the main road into Littlemore and a rat-run for traffic seeking to avoid Heyford Hill Roundabout.

Ms Helen Marshall spoke on behalf of the Council for the Preservation for Rural England (CPRE) against the Oxford-Cambridge Expressway on the basis that CPRE were not satisfied that the environmental harm of the scheme would be outweighed by the benefits, that the priority should be for investment in local sustainable schemes, that the Expressway would cause air and light pollution and that the rate of housing growth proposed with the scheme would impair the rural nature of the County and put a great strain on the County's resources. Referring to the lack of Consultation around the project and the seven billion hole in infrastructure in the current plans, she urged the Council to call on Government to hold a parliamentary Select Committee Inquiry, a strategic environmental assessment and a full public consultation.

Ms Sarah Lasenby, spoke against the Oxford-Cambridge Expressway and in support of the Climate Change Motion at Agenda Item 17, highlighting the

negative impact of building the Expressway in terms of environment and pollution and in terms of traffic and infrastructure in Oxford City.

Ms Hazel Dawe spoke against the Oxford-Cambridge Expressway on the basis that it would increase traffic, pollution, noise, ill health and worsen climate change. She believed it would not solve Oxford's traffic problems but would exacerbate them, would cut through areas of outstanding natural beauty and Green Belt causing degradation to biodiversity and that the carbon emitted to build the project would negate any carbon efforts already made. She urged the Council to join the City Council in unanimously voting against the proposed Expressway.

Mr David Williams spoke in support of Motion 17 by Councillor Damian Haywood on Climate Change. He urged Councillors to vote for the motion and accept that there was a Climate Emergency right now. Over 70 authorities had already declared a Climate Emergency. He further urged Council to lobby Government who needed to accept that there was a Climate Emergency now and that the current level of action currently undertaken by the Government was not appropriate for the situation we were in now, heading towards a 3- or 4-degree Celsius rise in the earth's temperature.

Ms Nell Davies-Small spoke in relation to Motion 17 (Climate Change) urging the Council to take action, questioning why, when so many people had tried to raise this issue, including 15,000 young people in 60 towns and cities getting up and walking out of classrooms, had nobody been heard? Why young people had been openly criticised for marching, why more importance was given to deaths from hate crime than death from climate pollution? Why is was not recognised that Climate Change affected the most vulnerable people in Society? She believed climate change was as much as a social issue as it is a scientific one and that climate change was on our doorstep. She urged the Council to protect future teenagers and do something about the Climate now.

14/19 QUESTIONS WITH NOTICE FROM MEMBERS OF THE PUBLIC

(Agenda Item 7)

Council received the following Questions with Notice from Members of the Public:

Mr John Paine, Secretary, Oxfordshire National Pensioners' Convention Group had given notice of the following question to Councillor Yvonne Constance:

In 2016 OCC announced that, in relation to the Westgate Shopping Centre development – then under construction - it intended to ban bus routes running through Queen Street. At the County Council meeting in July 2016 Oxfordshire NPC Group suggested that OCC first carry out a survey into the possible effects such a ban on buses using Queen Street may have.

OCC refused and subsequently the Department for Transport was not prepared to ratify the OCC scheme banning bus use of Queen Street. Instead the DfT asked OCC to undertake investigations to establish what impact a possible ban on buses using Queen Street would have. Since late 2017 OCC has carried out an extensive data-collecting and monitoring exercise, which covers Queen Street and other central Oxford streets.

Can we now be given a date when the results of that OCC information-gathering will be made public?

Allied to this, how does OCC intend to carry out further public consultation as to how Queen Street will feature in the pattern of bus routes through central Oxford?

Within its COMMUNITIES: TRANSPORT CAPITAL PROGRAMME Oxfordshire County Council has a total allocation of £1,470,000 for Pedestrianisation of Queen Street. About half of this has been spent whilst £734,000 is shown as allocated expenditure in the current 2019/20 financial year.

How, and with whom, does OCC intend to consult on what that Queen Street pedestrianisation work will entail?

Councillor Constance Replied:

Officers plan to report to Cabinet in the summer about the future of Queen Street in the light of analysis of the monitoring of Queen Street and other nearby streets since the Westgate Centre reopened in October 2017. The report will make a recommendation about whether buses should remain in the street and therefore whether it should be pedestrianised.

If it is recommended that buses remain in the street, an experimental TRO would be made for the street which would serve as a formal public consultation for whether buses should be removed on a permanent basis. Any objections received during this consultation would need to be considered by a council committee before a final decision is made on buses in Queen Street. The decision that Cabinet makes in the light of the report will determine the level of spend on the Queen Street project.

Supplementary:

When asked whether she would need to get approval from the Department of Transport if the recommendation was that continued bus use of Queen Street should stop, Councillor Constance replied that it would be dependent on an experimental Traffic Regulation Order which fell under the responsibilities of the County Council and therefore she believed it would not need approval from the Department of Transport.

Ms Joanna Gill, Extinction Rebellion had given notice of the following question to Councillor Yvonne Constance:

Do you agree that Climate Change presents such a significant threat that, in the words of David Attenborough, “If we don’t take action, the collapse of our civilisations and the extinction of much of the natural world is on the horizon”? If this is true, surely the responsibility to act lies with all of us as individuals and also with government at all levels. When there is a financial crisis, governments step in to support the economy.

Do you agree that our responsibility to our children and grandchildren means we must do the same for our environment and recognise and act on an emergency when one arises? And will you therefore support the motions calling for the declaration of a Climate Emergency, as over 40 other local authorities of all political colours have done?

Councillor Constance replied:

Oxfordshire County Council has a long history of activity on sustainability and emissions reduction:

- We have led the way nationally in driving waste reduction and recycling and are rated best county council for recycling in the UK.
- We have commissioned the Community Action Group project for over a decade: supporting our communities to develop innovative projects and business models to drive sustainability in Oxfordshire. Now supporting 65 groups, this is the biggest network of its kind in the UK.
- We have reduced emissions on our own estate by an average of 6% per year and have recently committed investment to replace all remaining streetlights with LED which will reduce our overall carbon footprint by a further 25%.
- We work with a wide range of partners in the County to position Oxfordshire at the forefront of the low carbon transition. Alongside the City Council we declared the world’s first zero emission zone in Oxford. We are a long-term supporter of the work of not for profit ‘Low Carbon Hub’ which has just seen the 20th solar array installed on our maintained schools. Alongside partners we will also be announcing a ground breaking 3-year project to demonstrate how a new energy system; fit for electric vehicles and renewable generation can operate in Oxfordshire.

The October 2018 report released by the Intergovernmental Panel on Climate Change (the United Nations body for assessing the science related to Climate Change) was, however, very clear. It explained that in order to avoid the most catastrophic impacts of climate change we must limit average global temperature increase to below 1.5°C degrees, *requiring rapid, far-reaching and unprecedented changes in all aspects of society*. The report states that global emissions need to be halved in 11 years and hit ‘net zero’ by 2050.

Moving towards ‘net zero’ emissions will require intervention from all levels of government. However, we recognise we have an important role and there is more to do. We will therefore be supporting the motion to call a ‘Climate

Emergency' but also looking at ways we can practically take action. This will include reviewing our carbon targets in 2019 and asking officers to investigate an Environmental Management System to further embed consideration of carbon reduction and sustainability across our business practices.

Supplementary:

When asked about the findings of the Climate Committee's report to Parliament in June 2018 on transport which was now the largest emitting sector of the UK economy and the fact that we were significantly off track to meet our targets under the Paris agreement and whether building a trunk road could not be compatible with tackling climate issues and therefore whether the County Council should be opposing the Oxford to Cambridge expressway, Councillor Constance responded that she did not agree with her but agreed that traffic and traffic congestion was a major issue and that implementing zero emissions zones in all towns across the County would provide better air quality.

Dr Alison Chisholm had given notice of the following question to Councillor Yvonne Constance

Do you agree that ensuring a swift and orderly transition to a clean energy future that preserves clean air, stable weather systems and secure access to food and water for our children and grandchildren is a goal that people from across the political spectrum would wish to pursue? Councillors in the Vale of White Horse District Council appear to: their climate emergency declaration was passed in February with unanimous cross-party support. Leader of the Council, Cllr Roger Cox, said "By declaring a climate emergency we are sending a clear message to the Government that we urgently need more support to tackle climate change. We can no longer simply ask people to 'do their bit.' We now need to see national policy and support from government which will allow us to implement significant changes to ensure we can achieve the emission reduction targets."

Voters of all political hues are already anxious about climate breakdown and will support action if you, our political leaders, spell out what we can do to reverse this emergency and commit to taking action. Will you join your Conservative colleagues elsewhere in the country to support the climate emergency motion to preserve the security of today's Oxfordshire residents and of generations to come?"

Councillor Constance replied:

Oxfordshire County Council has a long history of activity on sustainability and emissions reduction:

- We have led the way nationally in driving waste reduction and recycling and are rated best county council for recycling in the UK.
- We have commissioned the Community Action Group project for over a decade: supporting our communities to develop innovative projects and business models to drive sustainability in Oxfordshire. Now supporting 65 groups, this is the biggest network of its kind in the UK.

- We have reduced emissions on our own estate by an average of 6% per year and have recently committed investment to replace all remaining streetlights with LED which will reduce our overall carbon footprint by a further 25%.
- We work with a wide range of partners in the County to position Oxfordshire at the forefront of the low carbon transition. Alongside the City Council we declared the world's first zero emission zone in Oxford. We are a long-term supporter of the work of not for profit 'Low Carbon Hub' which has just seen the 20th solar array installed on our maintained schools. Alongside partners we will also be announcing a ground breaking 3-year project to demonstrate how a new energy system; fit for electric vehicles and renewable generation can operate in Oxfordshire.

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Moving towards 'net zero' emissions will require intervention from all levels of government. However, we recognise we have an important role and there is more to do. We will therefore be supporting the motion to call a 'Climate Emergency' but also looking at ways we can practically take action. This will include reviewing our carbon targets in 2019 and asking officers to investigate an Environmental Management System to further embed consideration of carbon reduction and sustainability across our business practices.

Supplementary:

When asked if she would consider requesting the Pension Fund Committee to stop investing in Fossil Fuel Companies as it was incompatible with declaring a Climate Emergency, Councillor Constance replied that it was the remit of that Committee to decide to invest in all companies that operate legally within this Country.

15/19 QUESTIONS WITH NOTICE FROM MEMBERS OF THE COUNCIL

(Agenda Item 8)

13 questions with Notice were asked. Details of the questions and answers and supplementary questions and answers will be set out in the annex to the minutes.

In relation to question 1 (Question from Councillor Turnbull to Councillor Lindsay-Gale) Councillor Lindsay-Gale undertook to do all she could to improve the situation of Section 17 Children having access to free school meals.

In relation to question 2 (Question from Councillor Howson to Councillor Constance) Councillor Constance gave an assurance that the Council would be responding to the 16-19 Bursary consultation.

In relation to question 4 (Question from Councillor Howson to Councillor Constance) Councillor Constance undertook to provide Councillor Howson with an answer outlining the next steps of the Cowley Branch line re-opening once it was available in the Autumn.

In relation to question 6 (Question from Councillor Reynolds to Councillor Constance) Councillor Constance undertook to instruct officers to put temporary traffic orders in place in the event of rat running/traffic problems on minor roads as a result of the HS2 construction.

In relation to question 9 (Question from Councillor Bartington to Councillor Hudspeth) Councillor Hudspeth undertook to provide an update on the Shores Green Junction to the localities meeting to be held at the end of April if it is available.

In relation to question 11 (Question from Councillor Pressel to Councillor Constance) Councillor Constance undertook to apply a sense of urgency in export what is learned in Oxford City to other towns as soon as possible and to encourage districts to do all they can now.

In relation to question 12 (Question from Councillor Pressel to Councillor Constance) Councillor Constance undertook to keep members up to date with a quarterly report.

16/19 REPORT OF THE CABINET

(Agenda Item 9)

The Council received the report of the Cabinet.

In relation to paragraph 4 of the report (Question from Councillor Afridi to Councillor Ian Hudspeth) Councillor Hudspeth undertook to ask Councillor Stratford to provide a written answer detailing when there would be an update to all members on the innovation fund for the cohort from the first session last year.

In relation to paragraph 4 of the report (Question from Councillor Turnbull to Councillor Lindsay-Gale) Councillor Lindsay-Gale undertook to write to all members with the timetable for the transformation of Northfield School, the funding application for Didcot and the future plans which are in the SEND efficiency Strategy.

In relation to paragraph 7 of the report (Question from Councillor Johnston to Councillor Constance) Councillor Constance undertook to consider appointing extra consultations if further slippage is threatened to ensure the plans stay on schedule.

In relation to paragraph 8 of the report (Question from Councillor Mathew to Councillor Constance) Councillor Constance undertook to report the progress or delay in the Flood Channel Plan construction and its cost to Council.

17/19 INDEPENDENT REMUNERATION PANEL ON MEMBERS' ALLOWANCES

(Agenda Item 10)

Councillor Fatemian declared a direct pecuniary Interest and she left the Council Chamber until the debate and vote was concluded.

With the consent of Council, Councillor Gill Sanders moved, and Councillor Les Sibley seconded the recommendations, amended at the suggestion of Councillor Howson as shown below in underline and strikethrough:

Council is RECOMMENDED to endorse the following recommendations from the Independent Remuneration Panel for amendments to the Scheme of Allowances and the future operation of the Panel:

- 1. a Special Responsibility Allowance (SRA) should be paid to the Chairman of Horton Health Overview and Scrutiny Committee and that the allowance should be 75% of the SRA for the Chairman of a (permanent) scrutiny committee;***
- 2. an SRA should be paid to an Oxfordshire County Council representative ~~who is~~ if they are Chairman of the Thames Valley Police and Crime Panel equivalent to the allowance for the Chairman of a (permanent) scrutiny committee;***
- 3. the uplift for allowances for 2019/20 should be at the same rate as the annually agreed pay award for staff; and***
- 4. the Panel should conduct its next review in the autumn of 2019 and it should meet annually after that or whenever structural changes are made;***
- 5. the next recruitment process should create a pool of seven panel members.***

Following debate, the recommendations as amended were put to the vote and were agreed nem con.

RESOLVED: (nem con) to endorse the following recommendations from the Independent Remuneration Panel for amendments to the Scheme of Allowances and the future operation of the Panel:

- (1) a Special Responsibility Allowance (SRA) should be paid to the Chairman of Horton Health Overview and Scrutiny Committee and that

the allowance should be 75% of the SRA for the Chairman of a (permanent) scrutiny committee;

- (2) an SRA should be paid to an Oxfordshire County Council representative if they are Chairman of the Thames Valley Police and Crime Panel equivalent to the allowance for the Chairman of a (permanent) scrutiny committee;
- (3) the uplift for allowances for 2019/20 should be at the same rate as the annually agreed pay award for staff; and
- (4) the Panel should conduct its next review in the autumn of 2019 and it should meet annually after that or whenever structural changes are made;
- (5) the next recruitment process should create a pool of seven panel members.

18/19 MOTION BY COUNCILLOR TIM BEARDER

(Agenda Item 11)

Councillor Tim Bearder sought the approval of Councillor to accept the amendment to his motion.

Following some dissent, Council put the motion to the vote and it was lost by 31 votes to 29.

Councillor Tim Bearder moved, and Councillor Bob Johnston seconded the following Motion:

“Most people accept that building more roads creates more traffic. What is certain is that building an Expressway to connect a million new homes, in what will become the country’s first linear conurbation, will definitely bring more traffic. What it will not do is relieve the congestion on the A34. It is obvious that any temporary, short-term relief that might occur on the A34 is being used as a “stalking horse” to railroad through a much bigger project designed to create the UK’s own Silicon Valley in an arc outside the M25 and between our two prominent University cities. This radical experiment, together with all the building that will be needed to pay for it will impact on the local environment, existing infrastructure and the climate, and is deeply concerning for Oxfordshire residents.

Council instructs that the Leader and Cabinet Member for Environment to jointly write to the Minister for Housing, Communities and Local Government – demanding that a full consultation is carried out asking local residents if they want an Expressway and associated construction before any route is considered.

The Leader and Cabinet Member should also ask the Minister whether the million extra houses outlined in the National Infrastructure Commission’s

vision for housing along the route of the arc are, in addition to, or included in, the 100,000 houses planned for by the Oxfordshire authorities outlined in the growth deal.”

Councillor John Sanders moved, and Councillor Liz Brighthouse seconded an amendment as shown in bold italics/strikethrough below:

~~“Most people accept that building more roads creates **causes** more traffic. What is certain is that building an Expressway **between Oxford and Cambridge** to connect a million new homes, in what will become the country’s first linear conurbation, will definitely bring more traffic. What it will not do is relieve the congestion on the A34. It is obvious that any temporary, short-term relief that might occur on the A34 is being used as a “stalking horse” to railroad through a much bigger project designed to create the UK’s own Silicon Valley in an arc outside the M25 and between our two prominent University cities. This radical experiment, together with all the building that will be needed to pay for it will impact on the local environment, existing infrastructure and the climate, and is deeply concerning for Oxfordshire residents.~~

~~Council instructs that the Leader and Cabinet Member for Environment to jointly write to the Minister for Housing, Communities and Local Government —demanding that a full consultation is carried out asking local residents if they want an Expressway and associated construction before any route is considered.~~

~~The Leader and Cabinet Member should also ask the Minister whether the million extra houses outlined in the National Infrastructure Commission’s vision for housing along the route of the arc are, in addition to, or included in, the 100,000 houses planned for by the Oxfordshire authorities outlined in the growth deal.”~~

1. Bring more traffic to Oxfordshire;
2. Add further pressures to existing infrastructure; and
3. Have a negative effect on Carbon output and the lives of Oxfordshire residents.

Spending vast sums connecting up communities would be done more effectively and at lower cost by improving rail provision.

Following debate, the amendment was put to the vote and was lost by 31 votes to 29.

Councillor Arash Fatemian moved and Councillor Eddie Reeves seconded the following amendment as set out in bold italics/strikethrough below:

~~“Most people accept that building more roads creates more traffic. What is certain is that building an Expressway to connect a million new homes, in what will become the country’s first linear conurbation, will definitely bring more traffic. What it will not do is relieve the congestion on the A34. It is~~

~~obvious that any temporary, short-term relief that might occur on the A34 is being used as a “stalking horse” to railroad through a much bigger project designed to create the UK’s own Silicon Valley in an arc outside the M25 and between our two prominent University cities. This radical experiment, together with all the building that will be needed to pay for it will impact on the local environment, existing infrastructure and the climate, and is deeply concerning for Oxfordshire residents.~~

Council instructs that the Leader and Cabinet Member for Environment to jointly write to the Minister for Housing, Communities and Local Government – demanding that a ~~full~~ **fuller** consultation is carried out asking local residents if they want an Expressway and associated construction before any route is considered.

The Leader and Cabinet Member should also ask the Minister whether the million extra houses outlined in the National Infrastructure Commission’s vision for housing along the route of the arc are, in addition to, or included in, the 100,000 houses planned for by the Oxfordshire authorities outlined in the growth deal.”

Following debate, the amendment was put to the vote and was carried by 32 votes to 28.

The motion as amended was put to the vote and was carried by 47 to 0, with 13 abstentions.

RESOLVED: (47 votes to 0, 13 abstentions)

“Most people accept that building more roads creates more traffic. Council instructs that the Leader and Cabinet Member for Environment to jointly write to the Minister for Housing, Communities and Local Government – demanding that a fuller consultation is carried out asking local residents if they want an Expressway and associated construction before any route is considered.

The Leader and Cabinet Member should also ask the Minister whether the million extra houses outlined in the National Infrastructure Commission’s vision for housing along the route of the arc are, in addition to, or included in, the 100,000 houses planned for by the Oxfordshire authorities outlined in the growth deal.”

19/19 MOTION BY COUNCILLOR JOHN SANDERS

(Agenda Item 12)

Councillor John Sanders moved and Councillor Liz Brighthouse seconded the following motion:

“This Council opposes the Oxford to Cambridge Expressway project on the grounds that it will not benefit the people of Oxfordshire causing damage to the countryside and unnecessary cost without reducing the impact of traffic in

the area and therefore the Council asks the Leader of the Council to Lobby Government to cancel this unnecessary project.”

The Motion was put to the vote and was lost by 31 votes to 29.

20/19 MOTION BY COUNCILLOR DR SIMON CLARKE

(Agenda Item 13)

With the consent of Council, Councillor Clarke moved, and Councillor Emma Turnbull seconded his motion amended at the suggestion of Councillor Emma Turnbull as shown in bold italics and strikethrough below:

“This Council is proud to have been part of the East-West rail partnership that will deliver phase 2 of the programme by 2023, linking Oxford to Milton Keynes. This will remove a large number of freight vehicles from the A34, but the road will still be at capacity in places, with substandard lay-by facilities and poor layout of some junctions.

This Council recognises that more work needs to be done to ~~improve capacity~~ **reduce congestion and pollution and improve** safety on the A34 to avoid the gridlock that frequently happens, causing problems for businesses, commuters, towns and villages along the route as drivers try to find alternate routes.

This Council calls upon the Cabinet Member for Environment to work with Central Government and its agencies to improve the A34, ***by promoting green transport infrastructure, improving public transport networks, strengthening road safety measures, and transferring freight from road to railway***”

Councillor Bob Johnston moved and Councillor John Howson seconded an amendment as shown below in bold italics below:

“This Council is proud to have been part of the East-West rail partnership that will deliver phase 2 of the programme by 2023, linking Oxford to Milton Keynes. This will remove a large number of freight vehicles from the A34, but the road will still be at capacity in places, with substandard lay-by facilities and poor layout of some junctions.

This Council recognises that more work needs to be done to improve capacity and safety on the A34 to avoid the gridlock that frequently happens, causing problems for businesses, commuters, towns and villages along the route as drivers try to find alternate routes.

This Council calls upon the Cabinet Member for Environment to work with Central Government and its agencies to improve the A34: ***and provide alternatives. These could include the re-opening of the Wantage/Grove station and a feasibility study into the re-opening of the Didcot to Winchester railway line. the latter would provide the capacity to take much intermodal traffic going from Southampton to the midlands off the A34 altogether.***”

Following debate, the amendment was put to the vote and was carried by 30 votes to 29 (the Chairman having exercised her casting vote):

The substantive motion as amended was carried unanimously (58 votes to 0).

RESOLVED: (58 votes to 0)

“This Council is proud to have been part of the East-West rail partnership that will deliver phase 2 of the programme by 2023, linking Oxford to Milton Keynes. This will remove a large number of freight vehicles from the A34, but the road will still be at capacity in places, with substandard lay-by facilities and poor layout of some junctions.

This Council recognises that more work needs to be done to reduce congestion and pollution and improve safety on the A34 to avoid the gridlock that frequently happens, causing problems for businesses, commuters, towns and villages along the route as drivers try to find alternate routes.

This Council calls upon the Cabinet Member for Environment to work with Central Government and its agencies to improve the A34, by promoting green transport infrastructure, improving public transport networks, strengthening road safety measures, and transferring freight from road to railway” including providing alternatives. These could include the re-opening of the Wantage/Grove station and a feasibility study into the re-opening of the Didcot to Winchester railway line. the latter would provide the capacity to take much intermodal traffic going from Southampton to the midlands off the A34 altogether.”

21/19 MOTION BY COUNCILLOR EDDIE REEVES

(Agenda Item 14)

Councillor Eddie Reeves moved and Councillor Arash Fatemian seconded the following Motion:

“This Council welcomes the £150 million improvement works to be delivered by March 2023 as part of the Oxfordshire Housing and Growth Deal, which will accelerate the delivery of 6,500 new homes across the county and have a positive impact in providing much-needed infrastructure to support these new homes and ensure that they and their communities are sustainable places in which to live and work.

This Council welcomes the excellent work of Cherwell District Council in delivering new homes at a record rate and further welcomes the Oxfordshire Growth Board’s planned improvement works for Tramway and Hennef Way, which will serve to improve traffic circulation in and around Banbury’s bus and train stations, access to and from the M40 to the North of the town centre and support the creation of new homes.

This Council notes the historic problems associated with traffic circulation to the South of Banbury town centre which would be ameliorated by the creation of a J10A to alleviate the flow of traffic from and to the M40 to the South of Banbury town centre and which could assist the creation of further sustainable growth across the broader 'Banburyshire' area, if delivered.

This Council calls on the Cabinet Member for Environment to lobby the Ministry for Housing, Communities and Local Government, Highways England and the Department for Transport with a view to ascertaining what further funding and progress can be made to deliver a J10A and the sustainable growth to which such a project could lead.”

Following debate, the Motion was put to the vote and was carried by 46 to 0, with 14 abstentions.

22/19 MOTION BY COUNCILLOR MARK CHERRY

(Agenda Item 15)

With the consent of Council, Councillor Cherry moved, and Councillor Mark Lygo seconded his motion, amended at the suggestion of Councillor Eddie Reeves as shown in bold italics and strikethrough below:

“***Oxfordshire County Council along with*** Cherwell District Council and Oxford City Council are phasing in electric vehicles in their Council fleet of vehicles. Council calls upon the Cabinet Member for Environment including Transport to ***continue*** ~~commission a costed study for~~ the introduction of electric vehicles and the phasing out of diesel vehicles ***where practicable over the next five years as soon as possible.***”

Following debate, the Motion as amended was put to the vote and was carried unanimously (59 votes to 0).

RESOLVED: (unanimous)

“Oxfordshire County Council along with Cherwell District Council and Oxford City Council are phasing in electric vehicles in their Council fleet of vehicles. Council calls upon the Cabinet Member for Environment including Transport to continue the introduction of electric vehicles and the phasing out of diesel vehicles where practicable as soon as possible.”

23/19 MOTION BY COUNCILLOR SUZANNE BARTINGTON

(Agenda Item 16)

With the consent of Council, Councillor Bartington Withdrew her Motion on the grounds that it would appear on the July Agenda.

24/19 COUNCILLOR DAMIAN HAYWOOD

(Agenda Item 17)

Councillor Hayward sought the permission of Council to amend his motion at the suggestion of Councillor Fatemian.

Following some dissent, the motion to amend was put to the vote and was carried by 44 votes to 14.

With the consent of Council, Councillor Damian Haywood moved, and Councillor Bob Johnston seconded his motion amended at the suggestion of Councillor Arash Fatemian as shown in bold italics and strikethrough below:

"The Intergovernmental Panel on Climate Change (IPCC) in their October report stated that if the planet wants to avert dangerous climate breakdown, we need to cut emissions in half by 2030, and hit zero by the middle of the century.

Oxfordshire is already doing its bit: we are committed to reducing emissions from our own estate and activities by 3% a year. Unfortunately, our current plans are not enough. The IPCC's report suggests that the world has just a dozen years left to restrict global warming to 1.5°C above pre-industrial levels. Should they increase by 2°C, humanity's capacity to prevent catastrophic food shortages, floods, droughts, extreme heat and poverty will be severely impaired. Limiting Global Warming to 1.5°C may still be possible, but only with ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities. Furthermore, bold climate action can deliver economic benefits in terms of new jobs, economic savings and market opportunities.

Oxfordshire County Council calls on the Leader to:

1. ~~Declare~~ **acknowledge** a 'Climate Emergency **and call for action**';
2. Pledge to make Oxfordshire County Council carbon neutral by 2030, taking into account both production and consumption emissions;
3. Call on Westminster to provide the powers and resources to make the 2030 target possible;
4. Continue to work with partners across the county and region to deliver this new goal through all relevant strategies;
5. Report to Council within six months with the actions the Council will take to address this emergency."

Following debate, the motion as amended was put to the vote and was agreed unanimously (57 votes to 0).

RESOLVED: (unanimous)

"The Intergovernmental Panel on Climate Change (IPCC) in their October report stated that if the planet wants to avert dangerous climate breakdown, we need to cut emissions in half by 2030, and hit zero by the middle of the century.

Oxfordshire is already doing its bit: we are committed to reducing emissions from our own estate and activities by 3% a year. Unfortunately, our current plans are not enough. The IPCC's report suggests that the world has just a dozen years left to restrict global warming to 1.5°C above pre-industrial levels. Should they increase by 2°C, humanity's capacity to prevent catastrophic food shortages, floods, droughts, extreme heat and poverty will be severely impaired. Limiting Global Warming to 1.5°C may still be possible,

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Oxfordshire County Council calls on the Leader to:

1. Acknowledge a 'Climate Emergency and call for action';
2. Pledge to make Oxfordshire County Council carbon neutral by 2030, taking into account both production and consumption emissions;
3. Call on Westminster to provide the powers and resources to make the 2030 target possible;
4. Continue to work with partners across the county and region to deliver this new goal through all relevant strategies;
5. Report to Council within six months with the actions the Council will take to address this emergency."

25/19 MOTIONS BY COUNCILLOR BOB JOHNSTON AND COUNCILLOR JOHN HOWSON

(Agenda Item 18)

The time being after 4.00 pm, these motions were considered dropped in accordance with Council Procedure Rule 15.1.

..... in the Chair

Date of signing

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QUESTIONS WITH NOTICE FROM MEMBERS OF THE COUNCIL

Questions	Answers
<p>1. COUNCILLOR EMMA TURNBULL</p> <p>What is this Council's policy in terms of enabling access to free school meals for pupils whose parents have no recourse to public funds? Many children in such families grow up in exceptional poverty. Would the Cabinet Member consider making funds available to help families in this position?</p>	<p>COUNCILLOR LORRAINE LINDSAY-GALE, CABINET MEMBER FOR EDUCATION & CULTURAL SERVICES</p> <p>It has been very many years since Oxfordshire County Council had any role or responsibility in the administration of Free School Meals (FSM) for schools in the County. As such OCC does not have a policy on FSM.</p> <p>FSM are administered by individual schools, reported through School Census to the DfE and attract additional funding through this process.</p> <p>Access to Pupil Premium additional funding is available to schools under a variety of criteria, eligibility for FSM being the most common. Pupil Premium funding is intended by Government to off-set the impacts of poverty, vulnerability and disadvantage and be used by schools to close the attainment gaps that poverty and disadvantage are shown to create. Access to FSM can also make financial support for transport and uniform accessible.</p> <p>Many schools report that a number of families opt to not declare themselves as eligible for FSM. Many schools actively promote and encourage families to step forward to access their FSM entitlement.</p> <p>All children in reception, year 1 and year 2 in England can receive free school meals.</p> <p>Beyond that, any child whose parents receive one of the following 'qualifying benefits' is eligible for free school meals:</p> <ul style="list-style-type: none"> • Income Support • Income-based Jobseeker's Allowance • Income-related Employment and Support Allowance • Asylum support (under section 95)

Questions	Answers
	<ul style="list-style-type: none"> • The guaranteed element of Pension Credit • Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) • Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit • Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get) <p>Asylum seekers receiving asylum support under section 95 are also eligible for free school meals.</p> <p>The scale of the school aged population in Oxfordshire from families with no recourse to public funds is not known as it is not captured in any available data set and, locally, would not be reliable as based on self-declaration only.</p> <p>Without a framework for systematically and fairly identifying all the families in Oxfordshire that Cllr. Turnbull is concerned with, any consideration of additional funding from local sources, as opposed to making a case to the Department for Education, could not reasonably be calculated.</p>
<p>SUPPLEMENTARY QUESTION</p> <p>Thank you Chair and thank you for this answer. I am really concerned that children of migrants without recourse to public funds are going hungry and I feel that we have a duty of care to these children, not just to the children who are currently eligible to free school meals. I do not accept that we don't know who all these children are we do know the children we are currently supporting under Section 17 of the Children Act and I feel that access to free school meals would make a</p>	<p>SUPPLEMENTARY ANSWER</p> <p>Thank you for that Councillor Turnbull. Yes, we are trying very hard to encourage families to register, all families who are eligible. It is a social issue, it is outside our control as you are aware, but we will do everything we can to improve the situation. I know that Central Government is aware of this too and they are trying to bring forward policies that will help and enable these groups to benefit from some of the things that they are eligible for but don't claim.</p>

Questions	Answers										
<p>really big difference for these families. So, I would like to ask the Cabinet Member whether she would write to Central Government to request a change of policy specifically asking for children from these families to be given free school meals and whether she will write to Chairs of Governors to encourage them to do what they can within their own schools.</p>											
<p>2. COUNCILLOR JOHN HOWSON</p> <p>What help with transport to post-16 education institutions are provided for pupils attending the 11-16 secondary schools in the county, and has the county agreed any changes to previous provision?</p>	<p>COUNCILLOR LORRAINE LINDSAY-GALE, CABINET MEMBER FOR EDUCATION & CULTURAL SERVICES</p> <p>The Council operates a spare seat scheme under the terms of its Home to School transport policy. The “Spare Seat Scheme” operates on contracted routes that are operated for the benefit of those who are entitled to free transport to and from school. If there is an available home to school transport route operated on behalf of Oxfordshire County Council, students who are not of statutory school age and who are aged 16 to 18, may use the Spare Seat Scheme to purchase a seat on that route to enable access to their school or college.</p> <p>When there are more requests to pay for seats on a specific route than there are seats available, they will be allocated in the descending order of priority</p> <table border="0"> <thead> <tr> <th>Priority</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Those with an Education, Health and Care Plan naming the school</td> </tr> <tr> <td>2.</td> <td>Looked After Children</td> </tr> <tr> <td>3.</td> <td>Years 12 and 13 (if there is no available service bus route)</td> </tr> <tr> <td>4.</td> <td>Children in receipt of Free School Meals or whose parent /parents are in receipt of the maximum of Working Tax Credit</td> </tr> </tbody> </table>	Priority	Category	1.	Those with an Education, Health and Care Plan naming the school	2.	Looked After Children	3.	Years 12 and 13 (if there is no available service bus route)	4.	Children in receipt of Free School Meals or whose parent /parents are in receipt of the maximum of Working Tax Credit
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Questions	Answers
	<p>5. Those who travelled on the route the previous term</p> <p>6. By year group, in ascending order of priority from Reception to Year 11 (or to Year 13 if there is an available service bus route)</p> <p>On 17 July 2018 the Cabinet confirmed the decision to end subsidised travel for Post 16 students to Henley College. It also confirmed that this change was to be implemented from September 2018. There are no students receiving OCC funded subsidised travel to Henley College at this time except one SEND student. There are three pending requests for free travel on SEND grounds.</p>
<p>SUPPLEMENTARY QUESTION</p> <p>Thank you very much for the answer, as you know I have been interested in the transport for children over the age of 16 in Oxfordshire and the lack of funding since the raising of the learning leaving age from 16 to 18 which particularly affects children in places like Carterton and Watlington where there are the two 11-16 schools in this County. Can I have reassurance from the Cabinet Member that the current consultation opened by the Government into the replacement of the 16-19 bursary, which replaced the Education Maintenance Allowance in a rather hurried way under the coalition Government, will be responded to by the County Council because there is a very significant part of that consultation which relates to the problems of transport in rural areas and ways in which that might be over-come by Central Government.</p>	<p>SUPPLEMENTARY ANSWER</p> <p>Thank you, Councillor Howson, yes, we are aware of this situation and we are aware of the consultation. I have already discussed this with officers and we will be responding. We are very anxious to help support these children, well young adults to get to their places of education and I accept everything that you have said.</p>

Questions	Answers
<p>3. COUNCILLOR JOHN HOWSON</p> <p>What estimate has been made of the reduction in the number of car journeys to Oxford station in a typical week since the opening of Oxford Parkway Station?</p>	<p>COUNCILLOR YVONNE CONSTANCE, CABINET MEMBER FOR ENVIRONMENT</p> <p>Unfortunately, the officer who deals with this matter has been on sick leave. I will endeavour to get a response to you as soon as possible.</p>
<p>SUPPLEMENTARY QUESTION</p> <p>Oxford Parkway Station has now been open for quite a considerable amount of time, I am sure the officer has not been on sick leave for the whole of that time and I am surprised that there is no data available. Can the Cabinet Member give me some indication as to when this data might be available?</p>	<p>SUPPLEMENTARY ANSWER</p> <p>No, I can't give you an indication, but what I will give you is an assurance that you will get the answer.</p>
<p>4. COUNCILLOR JOHN HOWSON</p> <p>Following the statement in the Leader's budget speech about the preparation of a business case for the Cowley Branch line re-opening to passenger traffic, can the Cabinet Member please provide a time line for when the business case will be completed and what the next steps would then be to ensure the line was re-opened for passenger traffic. I note that it was in 2014 that the Leader of this council was photographed taking a DMU trip on the line.</p>	<p>COUNCILLOR YVONNE CONSTANCE, CABINET MEMBER FOR ENVIRONMENT</p> <p>This depends on the outcome of the current phase of work being done on the Cowley Branch Line as part of the Oxfordshire Rail Corridor Study, but we will not know the outcome (and therefore the scope and timescale for what happens next) until September.</p>

Questions	Answers
<p>SUPPLEMENTARY QUESTION</p> <p>In view of the discussions from those people that we have heard from today about the Expressway mass transit systems such as the Cowley branch, are quite important in both moving people quickly and reducing climate emissions. I noted that the Growth Board in January discussed the Cowley Branch as a potential workstream and I am surprised that their deliberation and timescale was not included in the answer. Can the Cabinet Member please indicate how the various groups that a working towards this dovetail together?</p>	<p>SUPPLEMENTARY ANSWER</p> <p>You are aware from the answer that the Rail Corridor Study is being done, there will be an answer by the Autumn of this year and we will get back to you at that stage.</p>
<p>5. COUNCILLOR DR SIMON CLARKE</p> <p>Could the Leader give details of the recent successful Housing Infrastructure Fund bid for the Didcot area.</p>	<p>COUCILLOR IAN HUDSPETH, LEADER OF THE COUNCIL</p> <p>Oxfordshire County Council has been successful in securing £218m from the Housing Infrastructure Fund (HIF) towards vital infrastructure to deliver and unlock new homes and economic growth in the Didcot Garden Town area. The funding is towards a total scheme package of £234m and includes:</p> <ul style="list-style-type: none"> • A4130 widening from A34 Milton Interchange towards Didcot • A new “Science Bridge” over the A4130, Great Western Railway Line and Milton Road into the former Didcot A Power Station site • A new Culham to Didcot river crossing between the A415 and A4130 • A Clifton Hampden Bypass <p>All elements will include segregated cycling and walking infrastructure. The funding will unlock around 13,000 new homes and will support the delivery of more than 18,000 new homes and thousands of new jobs. OCC is currently agreeing with Government the exact details surrounding the funding to deliver the infrastructure by March 2024. A map showing the package of measures in relation to Didcot is available from Aron.Wisdom@Oxfordshire.gov.uk .</p>

Questions	Answers
<p>6. COUNCILLOR GEORGE REYNOLDS</p> <p>Now the specific post acting as first point of call for HS2 has been made redundant, without telling local councillors or parish councils, can I be assured there is sufficient officer time and finance to deal with the problems that may emerge as the project moves into the construction stage. We have been told to expect up to 500 two-way lorry trips for several years on several main roads in the north of the County which almost certainly result in road damage especially in winter.</p>	<p>COUNCILLOR YVONNE CONSTANCE, CABINET MEMBER FOR ENVIRONMENT</p> <p>Good communication with Councillors and Parish or Town Council's is vital, and I have asked officers to ensure that key changes in key staff contacts are properly communicated. Understanding who to go to is important and I am pleased to report that the recent "Highway Maintenance – Who does what factsheet" for Members and Parish and Town Councils has gone down very well and I have requested more of this type of communication.</p> <p>I can confirm that there is sufficient and appropriate officer time being placed on working with HS2 during the construction stage. HS2 have their own obligation and requirements with regard to engaging with local communities on their issues and concerns and one that we will ensure is acted upon. We will of course keep resource levels under review.</p>
<p>SUPPLEMENTARY QUESTION</p> <p>Thank you, madam Chairman. The Cabinet Member and officers clearly have more faith in HS2's ability to keep to their promises. Can she assure me that should the minor roads become rat runs that we will put in temporary traffic orders, in order to prevent the roads being destroyed and villagers being upset?</p>	<p>SUPPLEMENTARY ANSWER</p> <p>The straight answer is yes of course. Quite clearly, as the need arises, those issues will be presented to the County and officers will implement temporary traffic orders as required.</p>
<p>7. COUNCILLOR GEORGE REYNOLDS</p> <p>Please can the Cabinet Member do something about the attitude of those doing work on the highway to minimise the time closures or part closures that are in operation. This especially</p>	<p>COUNCILLOR YVONNE CONSTANCE, CABINET MEMBER FOR ENVIRONMENT</p> <p>As the Local Highway Authority, we take seriously our responsibility to balance the needs to ensure traffic is able to effectively move around the highway network with the need to maintain the safety of workers and road users during roadworks. Our dedicated Network Management Team work to actively maintain this balance on all</p>

Questions	Answers
<p>applies to traffic lights that are erected very early and not removed until way after the works have finished.</p>	<p>works on the highway.</p> <p>We work very closely with all those wishing to temporarily occupy a part of the highway to ensure that all activities are considerately planned, and most appropriate traffic management used to ensure the minimum of inconvenience to the public whilst enabling essential work to take place. There may be times however when it is not obvious to road users why closures are still in place (i.e. whilst hot tarmac is cooling and therefore not suitable for traffic) and the service will investigate how we can communicate more effectively during these times if needed. There are also times when third parties do not do what is agreed and when this happens we can and do impose punitive financial penalties.</p> <p>If specific instances where it is believed activity on the network has been poorly or inadequately managed, then please make us aware via our customer service centre; so that we may review the matter and where necessary take the appropriate action.</p>
<p>8. COUNCILLOR SUZANNE BARTINGTON</p> <p>Given the inconsistency between a commitment to achieving a Strategic Active Travel Network as approved with unanimous support of Council on 13 November 2019 and the recent decision to remove the B4044 Community Path from the Housing Infrastructure Bid for West Oxfordshire, could the Leader please confirm what actions were taken to reverse this decision and what will now be done to secure funding at the earliest opportunity?</p>	<p>COUCILLOR IAN HUDSPETH, LEADER OF THE COUNCIL</p> <p>When government officials told us if we included the B4044 cycle path in the HIF 2 bid then it would be likely that it would be unsuccessful we questioned the methodology but were unable to change the approach being applied to the HIF assessment process. We then contacted the local MPs, so they were aware of the position at an early stage. I took advantage of a meeting regarding Oxford City cycling with the Minister Jesse Norman, to make him aware of the situation to allow us to be able to submit with the scheme involved.</p> <p>We had to take the difficult decision to submit the bid without the B4044 scheme included as we could not risk losing all the funding for the A40 Smart corridor which has needed investment for many years. I can confirm we have submitted the bid for £102 million to improve this vital road corridor which includes upgrading of cycle path along the route.</p>

Questions	Answers
	<p>I attach a copy of my letter to the minister which asks that the B4044 cycle path scheme is considered as a standalone bid.</p> <p>I remain committed to the B4044 cycle path scheme and will do everything possible to secure funding for it.</p>
<p>SUPPLEMENTARY QUESTION</p> <p>I was very disappointed about the recent decision to remove the B4044 community path from the West Oxfordshire housing infrastructure fund bid, although very much appreciate that this is due to the challenges regarding the underlying funding formula. I thank the Leader of the Council for taking action in this regard, but I would like to know if we do not have funding forthcoming from the Department for Transport, which other sources of funding will he examine, and will this be done as a matter of urgency?</p>	<p>SUPPLEMENTARY ANSWER</p> <p>I can assure Councillor Bartington that we are looking at all funding sources available. As you know, I was on the inaugural run of the actual campaign. I support the whole scheme, it is very unfortunate that it wasn't part of the A40 Smart Corridor bid however, I have got to say that the A40 Corridor Bid contains good segregated path pedestrian/cycleways as well. It must be remembered in all this, that it is not just about a road scheme, there is improvements to the cycle paths as well, so it will be an addition. However, I urge everybody to write to Jesse Norman and ask for this B4044 to be a stand alone bid and if the number of people that have already written to me then write to him as well, there will be quite a large in the box. Then perhaps he can take notice and we don't have to look at another funding stream and perhaps he can find it from underspends in other areas.</p>
<p>9. COUNCILLOR SUZANNE BARTINGTON</p> <p>Bridge Street, Witney has annual average levels of Nitrogen Dioxide which exceed EU legal limits and are known to be harmful to human health. Approximately 29,000 vehicles use this route daily, the only through link between East and West Witney. Please could the Cabinet Member provide an update on the progress for delivery of slips roads at the Shores Green interchange to move through traffic away from residential areas</p>	<p>COUNCILLOR YVONNE CONSTANCE, CABINET MEMBER FOR ENVIRONMENT</p> <p>Funding has been allocated towards this scheme from the Housing & Growth Deal which will enable design work to get underway in the new financial year. Officers have been discussing the modelling and design work with West Oxfordshire District Council officers, as well as engaging with the East Witney developer. A combination of developer funding and the Growth Deal allocation will be required to deliver the scheme on the ground. The programme for the scheme is:</p> <ul style="list-style-type: none"> • Options and feasibility design work – 2019/20 • Preliminary design work – 2020/21

Questions	Answers
and improve quality of life for those living in Witney?	<ul style="list-style-type: none"> • Construction will depend on the agreement over the delivery of the works with landowners and developers and all funding being in place but is provisionally programmed for 2022/23. <p>Regular updates will be brought to the Locality Meetings.</p>
<p>SUPPLEMENTARY QUESTION</p> <p>Thank you and I thank the Cabinet Member for the answer to this question. I would like to specifically ask whether there will be an update on the Shores Green junction to be brought to the localities meeting to be held at the end of April 2019.</p>	<p>SUPPLEMENTARY ANSWER (by Councillor Ian Hudspeth)</p> <p>I am sure that if Councillor Bartington wants an update we can get an update, a lot of that depends on actually the development and the progress, because Shores Green is actually based upon the development and the S106 proposals as opposed to the HIF funding bid, which following on the successful £218 millions for Didcot, we have put in for the A40 smart corridor, but that specific point about Shores Green is related to the housing delivery.</p>
<p>10. COUNCILLOR SUSSANA PRESSEL</p> <p>With concern growing about poor air quality and congestion, would the Cabinet member agree that it's not just the City that would benefit from "congestion control management", but also several other parts of Oxfordshire?</p>	<p>COUNCILLOR YVONNE CONSTANCE, CABINET MEMBER FOR ENVIRONMENT</p> <p>The current congestion management programme in Oxford proposes measures to improve air quality and reduce traffic levels in and around Oxford – the Zero Emission Zone, a congestion charge, workplace parking levy and access restrictions, and the further roll-out of Controlled Parking Zones. If implemented, this is likely to have benefits across the county, particularly given a large amount of traffic coming into Oxford originates from other parts of Oxfordshire.</p> <p>The roll out of further congestion management programmes in other parts of the county may be able to be implemented to benefit air quality, with any such measures carefully selected and applied to each location. Once the measures have been fully assessed, confirmed and implementation has begun for Oxford, this is the point when it is appropriate to consider their wider application across the county. It is anticipated that we will be able to begin this process from 2021. Oxfordshire County Council is undertaking considerable other work that will contribute to air</p>

Questions	Answers
	quality and traffic congestion improvements including healthy place shaping, active and healthy travel, and helping residents move to electric vehicles.
<p>SUPPLEMENTARY QUESTION</p> <p>Thank you. Would Yvonne agree that she desperately needs to develop a sense of urgency in this matter, after all we have heard so far this morning, surely, we can get a move on with this. We passed a motion in this chamber five years ago to look at work place parking levies and congestion charging. We have seen nothing so far and about the other County towns, Witney has got terrible air quality, Henley has got terrible air quality and they are asked to wait until 2021, it says in this answer. Please will Yvonne develop a sense of urgency?</p>	<p>SUPPLEMENTARY ANSWER</p> <p>Thank you so much for your question, it is the first time I have agreed with totally. Congestion really is a priority in this County and in the City and all our Cities. The sense of urgency is difficult to generate when you are not able to demonstrate the benefits for all the towns in Oxfordshire and we are working on that front. Your question therefore is really a very important one. What we learn in Oxford City we can export to other cities and towns in the County and I think that is a very important part of making progress on this front. For instance, the zero-emission requirement for taxis by 2025 could be implemented by the District Councils now. The District Councils could bring forward civil parking enforcement now. There are many things we are learning in the City that you could do in the districts, if we once get the districts to accept that there are changes that they can make and that there is an urgency about this. We are looking at building not just the 25,000 houses already built in Oxfordshire but 75,000 more by 2031, and if we don't develop a proper public transport system, we are not going to be able to move on any road into, through and around the cities. We are going to have to look at this, we are looking at it, we hope to bring plans to you later this year.</p>
<p>11. COUNCILLOR SUSANNA PRESSEL</p> <p>Since transport is the main source of air pollution in the County, please can we have a regular report on moves to switch our fleet to fewer polluting vehicles?</p>	<p>COUNCILLOR YVONNE CONSTANCE, CABINET MEMBER FOR ENVIRONMENT</p> <p>An annex to the internal Energy Strategy is due to go Member for Environment Delegated Decisions in April committing the council to move all cars and vans to electric as they come up for renewal where this is operationally viable.</p> <p>The Council has already put in place a programme to support teams with moving to electric vehicles including trials of vehicles, support with assessing whole lifecycle costs and a programme to install charging points at corporate sites. To date this work has resulted in the following vehicles in operation, on order and currently being</p>

Questions	Answers																					
	<p>trialled.</p> <ul style="list-style-type: none"> • 2 fully electric Cars fire service (operating) • 7 fully electric Vans fire service (operating) • 3 fully electric pool cars (on order – arriving late Spring) • 1 fully electric accessible minibus (on order) • 1 fully electric car Kingfisher team (on order) • Trails of electric cars are currently taking place in Adult Social Care and Print Services prior to an order. <p>Charging points have been installed as Table 1 below. A pipeline of a further 12 sites is due to be installed in Q2/3 2019.</p> <p>Table 1:</p> <table border="1" data-bbox="889 772 1951 1050"> <thead> <tr> <th>Phase 1 Sites Installed</th> <th>Type</th> <th>Quality</th> </tr> </thead> <tbody> <tr> <td>County Hall</td> <td>22kW Dual Wall mount Unit</td> <td>2</td> </tr> <tr> <td>Speedwell</td> <td>22kW Dual Free-Standing Post Unit</td> <td>2</td> </tr> <tr> <td>Grandpont</td> <td>7kW Dual Free-Standing Post Unit</td> <td>2</td> </tr> <tr> <td>Samuelson House</td> <td>22kW Dual Free-Standing Post Unit</td> <td>2</td> </tr> <tr> <td>Banbury Fire Station</td> <td>22kW Dual Free-Standing Post Unit</td> <td>2</td> </tr> <tr> <td>Kidlington Fire Station</td> <td>22kW Dual Free-Standing Post Unit</td> <td>2</td> </tr> </tbody> </table> <p>A separate piece of work; ‘One Fleet’ is assessing how to bring all the council’s fleet together into a single point of control. This work is due to report at the end of Q3 and will help the council to further identify the forward pipeline of electric vehicles.</p> <p>Officers can update Members quarterly on progress installing charging and moving vehicles to electric.</p>	Phase 1 Sites Installed	Type	Quality	County Hall	22kW Dual Wall mount Unit	2	Speedwell	22kW Dual Free-Standing Post Unit	2	Grandpont	7kW Dual Free-Standing Post Unit	2	Samuelson House	22kW Dual Free-Standing Post Unit	2	Banbury Fire Station	22kW Dual Free-Standing Post Unit	2	Kidlington Fire Station	22kW Dual Free-Standing Post Unit	2
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Questions	Answers
<p>SUPPLEMENTARY QUESTION</p> <p>Yes, thanks for the answer, unfortunately it shows that we have made a very late start and we are making very slow progress. Can officers update members quarterly about progress and how we are going to be told.</p>	<p>SUPPLEMENTARY ANSWER</p> <p>I can make the commitment that we will keep you up to date with a quarterly progress report. I can't promise what the progress will be in any quarter, but we will certainly report on it.</p>
<p>12. COUNCILLOR SUSANNA PRESSEL</p> <p>Would the Cabinet member like to join me in congratulating one of our apprentices, Nairne Barker, on being awarded the title of Apprentice of the Year at a recent ceremony in the Town Hall?</p>	<p>COUCILLOR JUDITH HEATHCOAT, DEPUTY LEADER OF THE COUNCIL</p> <p>I would like to congratulate not only Nairne Barker being awarded the title of "Apprentice of the Year" but also others shortlisted for the "Oxfordshire Apprenticeship Awards".</p> <p>Nairne's received the nomination for this award by her line managers because of her great work ethic, her enthusiasm, her exceptional ability to listen, learn and then act. Nairne works with vulnerable children and families.</p> <p>Nairne recently became an Apprenticeship Ambassador via a scheme coordinated by OxLEP, a role that involves attending events on behalf of the Council, talking to young people about the opportunity an apprenticeship provides, thereby playing an important role in recruiting our future workforce. As an aside, Nairne will be attending an event at the House of Commons on Monday 1st April as part of the national Youth Apprenticeship Ambassador network. She will be meeting Gillian Keegan MP (Con, Chichester) who has been appointed as an MP Apprenticeship Ambassador by the Skills Minister Anne Milton. I am proud of Nairne and pleased that she has been given this exciting opportunity to represent the Council at this event.</p> <p>Whilst noting Nairne's success and congratulating her – she is also shortlisted along with other apprentices for several awards at the forthcoming "Oxfordshire Apprenticeship Awards" and they are as follows: -</p>

Questions	Answers
	<p>Intermediate Apprentice of the Year - Robin Morrisen, Business Admin Apprentice Advanced Apprentice of the Year – Nairne Barker, Business Admin Apprentice Special Recognition Award – Frederika Kaja, Data Analyst Apprentice Shining Star Award - Adam Barrett, Technical Highways Engineer Winners will be revealed on 4th April.</p>
<p>SUPPLEMENTARY QUESTION</p> <p>This is a lovely answer. It is great news and we have done very well. I think we can be very proud of our apprenticeships scheme and how well our apprentices are doing. Is there somewhere we can celebrate their achievements internally?</p>	<p>SUPPLEMENTARY ANSWER</p> <p>Thank you very much Councillor Pressel. I think the diversity of the apprenticeships we offer as a County Council are suburb across the piece and I was thrilled to see that there are the names at the back of my questions of those receiving awards. I think that the reward enough in itself for them that their efforts and that the work they have done has been recognised.</p>
<p>13. COUNILLOR JANE HANNA</p> <p>The Women’s Cycling Tour will be one of the events encouraged and supported by our County Council Cycling Champion this year. Can Councillor Suzanne Bartington and other County Councillors with specified responsibility to act as a County Council Champion provide a full list of events attended in the last six months to be made available to all Councillors?</p>	<p>COUCILLOR IAN HUDSPETH, LEADER OF THE COUNCIL</p> <p>The champions do an excellent job of representing the Council at various events in a voluntary role. I would not want to make this an over bureaucratic role however I will discuss with them how we report their meetings.</p>
<p>SUPPLEMENTARY QUESTION</p> <p>Thank you Councillor Hudspeth for taking this up. I would just like to ask about the excellent opportunity from Women’s Cycling Tour. The opportunity to build a real legacy to support local</p>	<p>SUPPLEMENTARY ANSWER</p> <p>I think it is for all Councillors to champion a legacy of this event. It is not just reliant on one Councillor, although Councillor Bartington is the Cycling champion. It is a wonderful opportunity for celebrate cycling and particularly Women Cycling in Oxfordshire and this is not just a one off it is for three years, so it will be going</p>

Questions	Answers
<p>cyclist and to help take cars off the roads. Given the concerns for congestion that have been expressed already today, could Councillor Hudspeth also discuss and update Councillors on how Suzanne Bartington plans to champion a legacy from this really great event.</p>	<p>around the County which is a good thing and all the Districts and City are involved in this. One of the key aims, is that we are going to be working with local schools along the route so that they can take part and be active in the whole process, so it really will be an excellent event bringing the best out in Oxfordshire. We already have a £2 billion tourism agenda in Oxfordshire, this will increase this as more people see Oxfordshire and want to return, and hopefully return cycling. I am sure Councillor Bartington will be promoting this excellent event, but I urge all Councillors to get behind this because this is not just about one Councillor but it's about all Councillors celebrating cycling and the wonderful area of Oxfordshire.</p>

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Division(s): N/A

COUNTY COUNCIL – 21 MAY 2019

REPORT OF THE CABINET

Cabinet Member: Deputy Leader

1. Business Management & Monitoring Report for Quarter 3 - 2018/19

(Cabinet, 19 March 2019)

Cabinet noted a report that demonstrated the state of Oxfordshire County Council's progress towards Corporate Plan priorities at the end of Quarter 3, 2018-19.

Business Management & Monitoring Report - March 2019

(Cabinet, 14 May 2019)

Joint Responsibility with the Cabinet Member for Finance

By the time of the County Council meeting Cabinet will have considered 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 that will be considered by Cabinet on 18 June 2019

The report was the first of a monthly reporting cycle, replacing the previous quarterly cycle. This report concerns the month ending 31 March 2019.

The report covered four elements of business management: performance, risk, human resources and finance.

2. Community Risk Management Plan (CRMP) Action Plan 2019-20

(Cabinet, 19 March 2019)

The Fire and Rescue Services Act 2004 requires the Secretary of State to prepare a Fire and Rescue National Framework to which Fire Authorities must have regard when discharging their functions. The 2018 Framework required each Fire and Rescue Authority to produce a publicly available Integrated Risk Management Plan (IRMP). Within Oxfordshire Fire and Rescue Service (OFRS) this is named a Community Risk Management Plan (CRMP) to make it more meaningful to the public. In April 2017 OFRS published the CRMP 5-year strategy of Oxfordshire, this will cover the period from 2017 to 2022.

Each year the fire authority creates an action plan which proposes projects to support the CRMP 5-year strategy.

Cabinet approved a report that outlined the projects for 2019-20 and the consultation that had been undertaken on those projects.

Cabinet Member: Adult Social Care

3. Home Care Options Appraisal

(Cabinet, 19 March 2019)

The Care Act places a duty on the Council to maintain an efficient and effective care market for the population of Oxfordshire, including people funding their own care

Between Autumn 2016 – Spring 2017 five home care agencies in Oxfordshire exited the care market. To explore this issue in more detail full council passed a motion asking officers to explore the feasibility of establishing a small flexible home care service

A comprehensive review of all options has been undertaken ranging from the Council becoming a large provider of home care, establishing a small home care service, to continuing with the status quo.

Cabinet considered a report on the work of the review. The report also reflected the work done locally and regionally to strengthen the Council's assessment of the care market and ability to effectively respond when provider failure occurs.

Cabinet agreed to continue with the current care purchasing and provision arrangements and whilst doing so to support and develop the home care market by creating a new partnership model; develop alternative models of home care and to improve outcomes for people receiving reablement and reviewing our arrangements for contingency.

4. Older People's Strategy

(Cabinet, 19 March 2019)

Cabinet considered a report seeking support for the final version of 'Living Longer, Living Better: Oxfordshire's Older People's Strategy', and the 'Report of the Older People's Strategy Consultation'

Cabinet approved the final version of 'Living Longer, Living Better: Oxfordshire's Older People's Strategy', subject to the addition of a paragraph on the advantages of cultural activities for older people such as book clubs, choirs and the home library service, and supported the report of the Older People's Strategy Consultation. Both of which were also submitted for approval at the Health & Wellbeing Board in March 2019.

5. Innovation Fund for Daytime Support Grant Awards - March 2019

(Cabinet, 19 March 2019)

The Innovation Fund for Daytime Support 2018-19 was open to applications from all community and voluntary organisations to deliver new innovative projects for daytime support in Oxfordshire. The aim of the funding is to

provide one-off funding to support the development of self-sustaining projects, delivering new opportunities for adults in Oxfordshire.

Cabinet considered a report setting out the recommendations of a cross party working group and agreed the allocation of the fund.

Cabinet Member: Cherwell Partnership

6. Review of S113 Agreement - Update from the Oxfordshire County and Cherwell District Councils Partnership Working Group

(Cabinet, 23 April 2019)

Cabinet considered an update on the progress of the joint working partnership between Cherwell District and Oxfordshire County Councils.

Cabinet endorsed the recommendations of the Joint Partnership Working Group and agreed (subject to agreement by Cherwell District Council Executive) to establish a project team to develop the next phase of partnership working.

Cabinet Member: Environment

7. Compulsory Purchase Powers for Acquisition of Land Required for Delivery of Schemes

(Cabinet, 23 April 2019)

The Council is proposing to deliver a programme of major transport infrastructure projects, to support and enable housing and economic growth in Oxfordshire. To progress with the delivery of proposed major transport infrastructure schemes, the use of Compulsory Purchase Powers may have to be used for the acquisition of land required for the construction work.

Cabinet had before them a report that detailed the schemes which may require CPOs to proceed, as well as schemes identified as likely to require CPO in future, but which are still in early feasibility stages where exact parcels of land have not yet been identified. Cabinet approved the use of CPO powers.

8. Reg 18 Consultation on the Oxfordshire Plan 2050 and the Sustainability Appraisal Scoping Report: County Council Response to the Consultation

(Cabinet, 19 March 2019)

On 11 February the Oxfordshire Plan 2050 (Vision, Aspirations and Objectives) was published for public consultation for a period of six weeks to 25 March.

Cabinet approved the County Council's response to the consultation, together with a response on the accompanying Sustainability Appraisal Scoping Report.

9. OVO Energy Women's Cycling Tour

(Cabinet, 23 April 2019)

The OVO Energy Women's Cycling Tour have approached Oxfordshire to act as hosts for Britain's prestigious cycle race over the next three years. Following a leaders' meeting on 4 March all council's across Oxfordshire have agreed, in principle, to host the event for years 2019, 2020 and 2021.

Cabinet approved a report seeking support to Oxfordshire being a host venue for the next three years.

10. Affinity Water: Water Resource Management Plan Consultation to April 2019 Relating to Proposed Reservoir in Oxfordshire

(Cabinet, 23 April 2019)

Affinity Water was consulting on its Revised Draft Water Resources Management Plan (WRMP) 2019 which looked ahead to 2080. The consultation documents outlined the preferred demand management and water supply options for Affinity Water in the context of the wider South East region.

Cabinet considered a report that set out how the Affinity Water consultation related to consultations by Thames Water in 2018 and advised on progress since then. Concerns raised with Thames Water in respect of the reservoir proposal were repeated in the response to Affinity Water approved by Cabinet that would make it clear that the County Council expects the Affinity Water proposal to go to public enquiry as well as the Thames Water Revised Draft Water Resource Management Plan.

Cabinet Member: Finance

11. Capital Programme Monitoring Report - January 2019

(Cabinet, 19 March 2019)

Cabinet considered a report that focused on the delivery of the 2018/19 capital programme based on projections at the end of January 2019 and new inclusions within the overall ten-year capital programme. The programme also included all changes approved by Council in February 2019 as part of the Service & Resource Planning process.

Cabinet noted the recent successful £218m bid for Didcot Garden Town projects; and approved the changes to the programme



**OXFORDSHIRE
COUNTY COUNCIL**

Scrutiny Annual Report

2018-2019

Foreword

Overview and Scrutiny forms an integral part of the Council's operations, with its influence being seen in the budget setting process, policy development, performance monitoring and the drive for continuous service improvement. The Council continues to face ongoing budget pressures and is embarking on an ambitious transformation programme. This means that it is vital to ensure that we have strong overview and scrutiny arrangements to ensure robust challenge and transparent decision making.

The recent Peer Challenge highlighted that the overview and scrutiny function was strong and valued by the organisation. This annual report highlights some of the challenges that the function has proactively taken on, to address current and emerging concerns and to deliver improved services for the residents of Oxfordshire. Our aim has been to provide challenge and insight to ensure that the Council's and the NHS's proposals serve the residents of Oxfordshire as fully as possible.

This year has seen the establishment of two joint committees. Firstly, the Horton Joint Health Overview and Scrutiny Committee which has been set up in response to advice from the Secretary of State and Independent Reconfiguration Panel (IRP) to oversee changes to obstetric services at the Horton General Hospital. Secondly, the Joint Transformation Sub-Committee which has brought together Councillors from the Performance Scrutiny and Audit and Governance Committees to oversee and monitor the delivery of the Council's transformation programme.

The committees have continued to undertake a considerable amount of work via committee meetings, working groups and visits. Through the information received, scrutiny committees have made recommendations to Cabinet and partners in the NHS for policy changes and service improvements.

We are proud of the achievements that the scrutiny committees have made this year and look forward to building on this. We hope you find this report interesting and informative.



Cllr Liz Brighthouse OBE
Chairman of the
Performance Scrutiny
Committee



Cllr Arash Fatemian
Chairman of the
Oxfordshire Joint Health
Overview and Scrutiny
Committee



Cllr Michael Waine
Chairman of the
Education Scrutiny
Committee

Executive Summary

Overview and scrutiny play a crucial role in holding decision makers to account, enabling the voice and concerns of the public and driving service improvement.

In 2018-19, the County Council's three overview and scrutiny committees focused on areas where they could have the greatest influence on outcomes for the people of Oxfordshire and overseeing significant service redesign across the Council.

The **Performance Scrutiny Committee** has continued to use business monitoring reporting as a key way to identify and scrutinise high priority service areas across the Council. This has included completing deep dives into recycling rates, young carers and another on highways.

The Committee has scrutinised key partnerships throughout the year including Oxfordshire Safeguarding Children and Safeguarding Adults Boards; Thames Valley Police and the Police and Crime Commissioner; and Oxfordshire Local Enterprise Partnership. The Committee has also received a report from Healthwatch, commissioned by the County Council, into the redesign of daytime support services across the County.

Oxfordshire Joint Health Overview and Scrutiny Committee (HOSC) has met formally five times in 2018/19 and in addition, carried out its first Task and Finish Group on Muscular Skeletal (MSK) Services. A new joint Health Overview and Scrutiny Committee has been established to scrutinise the Horton Hospital proposals. Over 2018/19 HOSC has agreed a new protocol aimed at improving working relationships between HOSC and health partners.

HOSC has continued to seek reassurances about the timescales surrounding the future of Wantage Community Hospital and following a presentation from the Clinical Commissioning Group in November 2018 has established a Task and Finish group to monitor the delivery of the Local Health Needs Assessment Framework in Wantage.

The **Education Scrutiny Committee** has continued its focus on previously identified key areas of concern through 'deep dive' committee working groups. The Committee received a progress report on the implementation of recommendations from the exclusions deep dive, completed a deep dive into secondary school attendance and is due its third deep dive into educational attainment.

Another key area in which the committee's scrutiny has had an impact included the proposed Home to School Transport Policy in June 2018, particularly as it related to arrangements for children with SEND, post-16.

1. Introduction

- 1.1 The Scrutiny Annual Report summarises the activities of the Council's three Overview and Scrutiny Committees between April 2018 and March 2019. Membership of the Scrutiny Committees is included at annex 1.
- 1.2 The report highlights key areas of work each committee has undertaken over the last year and where the influence of scrutiny has been greatest.
- 1.3 This year the scrutiny chairmen have continued to build on the practical steps that were implemented following a light touch review of the function that was completed last year. Chairmen have sought to balance the committees' time between performance monitoring, deep dives into topics of concern, policy development and scrutiny of partnership arrangements.

2. The Role of Scrutiny

- 2.1 Overview and scrutiny arrangements were established under the Local Government Act 2000. They are a mechanism for non-executive Councillors to examine the policies and decisions of Cabinet and other executive decision makers, identify problem areas and issue reports. Overview and scrutiny also has additional roles to scrutinise crime and disorder issues, flood risk management and health.
- 2.2 Specifically, the powers and functions of overview and scrutiny committees include the ability to:
 - Hold inquiries and produce reports and recommendations to the cabinet
 - Require cabinet members and officers to appear before them; and
 - Require a response to its reports within two months
- 2.3 Scrutiny provides the opportunity to challenge policy and decision makers through an evidence based investigative process that aims to resolve problems in the public interest and drive service improvements. It does this by holding the cabinet and senior officers to account but also through constructive dialogue between the public and councillors. The Centre for Public Scrutiny (CfPS) stated that scrutiny has four principles:
 - Provides 'critical friend' challenge to executive policy-makers and decision makers,
 - Enables the voice and concerns of the public
 - Is carried out by 'independent minded governors' who lead and own the scrutiny process,
 - Drives improvement in public service.
- 2.4 HOSC has specific health scrutiny powers governed by statute. Chief among these powers is the ability to:
 - Require officers of NHS bodies to attend committee meetings.

- Require the local NHS to provide information about the planning, provision and operation of the health service in the area.
- Make reports and recommendations to NHS bodies.
- Refer proposals for substantial changes to health services to the Secretary of State for decision if the committee believes the consultation has been inadequate, if there were inadequate reasons for not consulting, or if the proposals would not be in the interests of the local health service.
- The NHS is obliged to consult the HOSC on any substantial changes it wants to make to local health services, in addition to its wider responsibility to involve and consult the public. The Committee and local NHS have an agreed process to help both parties determine if a proposal constitutes a substantial change, known informally as 'the toolkit'.

3. Performance Scrutiny Committee

3.1 The Performance Scrutiny Committee has a membership of 11 county councillors and is chaired by Cllr Liz Brighthouse OBE and Cllr Jenny Hannaby is the deputy chairman. The committee met seven times during 2018-19.

3.2 The committee's key functions, as outlined in the constitution, include:

- Scrutinising the performance of the council;
- Providing a focused review of corporate performance and, directorate performance;
- Scrutinising financial reporting and budgets;
- Raising queries or issues of concern that may occur over decisions being taken in relation to adult social care, to provide a specific committee for addressing such queries;
- Discharging the Council's scrutiny responsibilities under the Police and Justice Act 2006; to review and scrutinise decisions made, or actions taken by community safety partners
- In addition scrutiny has a role in developing and revising Council policies

Call-In:

3.3 The call-in procedure allows the Performance Scrutiny Committee to compel the Cabinet to reconsider a decision made by its members but not yet implemented. The committee considered one call-in during 2018/19 into Post-16 Home to School Transport provision for children with Special Educational Needs or Disabilities (SEND), in July 2018. Nine councillors requested that the committee consider the call-in on the grounds that further information was needed in relation to how the policy would be implemented and requesting further assurances about the effectiveness of the proposed changes. The committee heard representations from the lead call-in councillor, Cabinet member for Children and Family Services and the Director of Children's Services. The committee agreed to refer the decision back to Cabinet for further consideration. The matter is currently subject of a Cabinet Advisory Group who are due to report in Summer 2019.

Performance Management:

- 3.4 The committee has continued to use the Business Management report as a means for holding the Council to account for the pledges it makes in the Corporate Plan and for determining future areas for scrutiny. Through examining overall performance, the committee plays an important role in driving improvement across some of the Council's highest priority areas. The Committee welcomes the move from quarterly to monthly reporting from April 2019 onwards as this will allow the it to receive more timely information.

Deep Dives:

- 3.5 The Performance Scrutiny Committee has undertaken three deep dives during the past year:
- 3.6 *Household Recycling:* This deep dive was completed in May 2018 and was commissioned after a performance report highlighted that household recycling rates were below target, particularly in relation to composting and dry recycling. The deep dive highlighted that there is a countywide Joint Waste Management Strategy between the county and districts and city councils. The deep dive made eight recommendations to Cabinet, six of which were accepted. The accepted recommendations included promoting the 'reduce, re-use, recycle' message, recognising the importance of working with local collective authorities to create greater synergy in waste collection services and creating a joint communication strategy for residents and manufactures about recycling.
- 3.7 *Young Carers:* An initial report for this deep dive was completed in September 2018 and was started in response to the Committee reviewing the implementation of the Health Inequalities Commission report into health inequalities in the county. The deep dive looked at the profile and number of young carers in Oxfordshire, the challenges they face, access to support and services and how the Young Carers Service work in partnership to identify and support young carers. The deep dive identified that the number of young carers in the county continues to grow. The deep dive highlighted that because of their caring role, around a third of young carers in the county have school attendance below 85%. It also highlighted that the biggest challenge that the Council faces is identifying young carers, as they are often isolated and may not see their role as anything out of the norm. The Council's Young Carers Service was incorporated into the Family Solutions Service in June 2018 to work with a much wider range of vulnerable families. The working group noted that whilst a number of young carers had been identified, more work was needed on effective practice in provision of support for young carers. Further work is being undertaken to meet with young carers and the deep dive will report to Cabinet in the new council year.
- 3.8 *Highways:* This deep dive was completed in January 2019 after the committee recognised that the condition of roads has a significant impact on levels of public satisfaction with the Council and the local area. The deep dive investigated the factors affecting public perception and experience of highways

and the Council's approach to improving this. The group worked with officers to identify opportunities for improving the condition of the road network, tackling congestion, better managing the impact of street works and adapting our approach to maintenance contracts and partnership working on the highway.

- 3.9 Thames Valley Police Delivery Plan 2018-19:** The Chief Constable of Thames Valley Police attended a Committee meeting to discuss the Thames Valley Police delivery plan. The committee noted that although crime rates had increased, the numbers were still relatively low. It was also reported to the Committee that there had been a noticeable increase in knife crime which appeared to mirror the reduction in the number of 'stop and searches'. The committee also questioned the Chief Constable over capacity issues with the 101 service, the Chief Constable noted that there had been a big increase in the number of people reporting 101 issues online but acknowledged that there were capacity issues with the service.
- 3.10 Community Safety Services Annual Report 2017-18:** Councillors considered the Community Safety Services Annual Report 2017-18 in September 2018. The report is produced for the County Council, Councillors and the public to provide them with a review of the Service's performance over the last financial year. Highlights from the report included proactive referrals to Safeguarding when interacting with the public around wellbeing and vulnerability, with 246 referrals which is an increase on the previous year. The committee also noted improvements in wholetime staff sickness rates. The committee asked questions of the Chief Fire Officer that enabled it to gain a greater understanding of the community work that the service does particularly around smoking and alcohol campaigns, Safe and Well Visits and highways safety. Councillors also asked questions about the memorandum of understanding agreed in relation to unauthorised encampments across the county.
- 3.11 Transformation Programme:** The committee has received regular updates on the Council's transformation programme. In September 2018, the committee asked questions of officers and the Council's delivery partner for this stage of the delivery programme. Councillors sought reassurances that the public and Councillors had been consulted during the design phase to ensure that systems worked for them. Councillors also sought reassurances that anticipated savings could be delivered with minimal staff redundancies. The committee requested that further engagement with Councillors was undertaken. This has led to the establishment of a joint sub-committee between the Performance Scrutiny Committee and the Audit and Governance Committee to specifically look at the transformation programme.
- 3.12 Community Safety Risk Management Plan:** The Community Safety Risk Management Plan (CRMP) is an integrated risk register that Fire Authorities are required to publish under the Fire and Rescue Services Act 2004. There are a number of requirements of the Plan including an up-to-date risk analysis of the local area that demonstrates how prevention, protection and response activities are used to prevent incidents. The committee commented on a draft of the CRMP in November 2018 and was pleased to see a project that sought to

improve standards in rented housing in conjunction with Trading Standards. The committee also heard that local officers were attending Town and Parish Council and other local meetings to engage the public in the development of the plan. The committee were pleased to see that improvements had been made in improving diversity of the service in terms of gender but noted that further work was required to engage with black and minority ethnic (BME) communities.

- 3.13 Safeguarding Adults Annual Report:** The independent Chairman of the Oxfordshire Safeguarding Adults Board presented its annual report to the Committee in November. The committee was pleased that more public engagement had been involved in the production of the report and that there had been a 9% decrease in safeguarding concerns being referred to the authority and felt that this reflected enhanced partnership working.
- 3.14 Safeguarding Children's Annual Report:** Local Safeguarding Children Boards were setup under the Children Act 2004 and co-operate with each other to safeguard children and promote their welfare. The Board has representation from all six Oxfordshire local authorities, the probation service, community rehabilitation, Thames Valley Police, Oxfordshire Clinical Commissioning Group, health trusts and schools. The independent Chairman of the Board attended to present the report of the Oxfordshire Safeguarding Children's Board. The Committee noted that academisation of schools had made it more challenging to deal with exclusions, students on part-time timetables and elective home education. All schools are required to return data and reports which help to identify where additional support is needed. Child and Adolescent Mental Health Services (CAMHS) waiting times had initially improved but were still challenging.
- 3.15 Commissioning of Mental Health Social Work Services:** In November, the committee received an update on the new partnership arrangements with the provider of mental health assessments. The social welfare aspects of the service were taken back by the Council in September 2018. The Committee learnt that around 50 cases were taken back and any staff who were transferred have not had the terms and conditions of their employment changed. The Committee requested to be kept updated on these cases during the next Council year.
- 3.16 Service and Resource Planning 2019/20 – 2022/23:** The committee undertook its annual scrutiny of the Council's service and resource planning process. This year the committee made a number of overarching points on the pressures and savings including being keen to scrutinise the impact of work to meet the Council's transformation programme savings. The committee also wants to understand how the development of a new model for children's social care will impact on outcomes for children and families and the implications from the liquidation of Carillion on revenue budgets. The committee also expressed concerns about the proposed changes to the Council's contribution to the Mental Health Outcomes Based Contract, which was subsequently deferred for further consideration by the Cabinet.

- 3.17 In relation to the capital budget proposals, the committee requested further information about the location of housing associated with the Housing and Infrastructure Fund (HIF). The committee wanted to understand the relationship between capital investment and revenue savings and asked if real examples could be used to illustrate this in the future.
- 3.18 **Healthwatch review of Daytime Support Services:** In March, representatives from Healthwatch attended to present the findings from its investigation into the Council's daytime support services. Age UK Oxfordshire also attended with Healthwatch. The committee welcomed the review into the service following a significant re-design in 2017. The report highlight that the short implementation period had been stressful for service users and their families/carers. Officers also noted that a number of lessons had been learnt from the process including that consultation discussions had been too broad and increasing levels of communication during the change process would have benefitted service users and their families. Age UK noted that grants for voluntary services had also been reduced whilst these changes were implemented which made the situation particularly challenging, however it was important to continue to be innovative to bring forward new ideas to support older people and those with learning disabilities.

Forward Plan:

- Business Management reporting will move from a quarterly to a monthly reporting cycle which will allow the Committee to scrutinise performance information in a timely way.
- Oxfordshire Local Enterprise Partnership (OxLEP) will attend in July to answer questions about the work of the Skills Board
- The Committee will undertake scrutiny of the Mental Health Outcomes Based Contract and Section 117 Contracts in November in conjunction with HOSC
- The Committee will be receiving an update on the implementation of the recycling deep dive recommendations.
- The new Chief Constable and Police and Crime Commissioner will be attending in the autumn to scrutinise progress against the Police and Crime Plan 2017-2021 and to discuss performance of the Thames Valley Police Service.
- The Committee also intend to review the outcomes from the LGA Peer Review
- A follow-up to the SEND HTST call-in to consider the recommendations from the Cabinet Advisory Group

4. Joint Transformation Sub-Committee:

- 4.1 In October 2018 the Cabinet agreed an implementation strategy for the Council's new operating model. The Performance Scrutiny Committee and Audit and Governance Committee have both taken active roles in the development of the transformation programme. To continue these roles, both committees agreed to establish a joint sub-committee for transformation so that focussed and timely reviews of complex issues around the transformation process can be scrutinised. The Committee is co-chaired by the Performance Scrutiny Committee Chairman

(Cllr Liz Brighthouse) and the Audit and Governance Committee Chairman (Cllr Nick Carter) and is a politically proportionate Committee of eight councillors.

4.2 In terms of performance, the sub-committee will review:

- Delivery and performance of the programme;
- Impacts of the programme outcomes for residents i.e. Corporate Plan priorities;
- Impacts on service performance;
- Impacts on changes of staff;
- Predicted costs and savings as compared to actual costs and realised savings;
- Predicted non-financial savings.

4.3 In terms of governance, audit and internal control, the sub-committee will consider:

- Risks identified, and mitigations proposed and actioned;
- Systems of internal control to include assurance that a robust framework is in place;
- Governance of the process;
- Any ethical governance processes.

4.4 The sub-committee is scheduled to meet prior to Cabinet meetings on a quarterly basis. Thus far the Committee has met in January and will meet in April 2019.

4.5 In the January 2019 meeting, the committee received an overview of the programme to date from the interim Transformation Programme Director and a presentation from the Director of Finance on anticipated financial implications associated with the Service and Resource Planning process.

4.6 The next meeting of the sub-committee will be in April 2019 and will include a performance report and an overview of governance arrangements for the programme.

5. Education Scrutiny Committee

5.1 The Education Scrutiny Committee has a membership of seven county councillors, and two non-voting co-opted members and is chaired by Cllr Michael Waine. The deputy chairman is Cllr John Howson. The county councillor membership is politically proportionate to the membership of the Council. The committee met six times in 2018/19.

5.2 The Education Scrutiny Committee provides a county wide view of the provision of all the schools in Oxfordshire. As stated in the Terms of Reference of the committee, its key functions include:

- To assist the Council in its role of championing good educational outcomes for Oxfordshire's children and young people;
- To provide a challenge to schools and academies and to hold them to account for their academic performance;

- To promote joined up working across organisations in the education sector within Oxfordshire;
- To review the bigger picture affecting academic achievement in the county so as to facilitate the achievement of good outcomes;
- To represent the community of Oxfordshire in the development of academic achievement across the county, including responding to formal consultations and participating in inter-agency discussions;
- To contribute to the development of educational policy in the county.

School Exclusions Deep Dive Six-Month Update

5.3 The committee received a report on the work to date implementing the recommendations approved by Cabinet in April 2018, following the committee working group investigation into rising rates of exclusions in schools. The work is led by the new Head of Learner Engagement and was presented at the committee's meeting in February 2019. Councillors requested a report in future on the impact of this work in reducing exclusions at a point when results could meaningfully be evaluated.

Elective Home Education

5.4 The committee completed an investigation into elective home education (EHE) in Oxfordshire after it had identified that there had been a 21% increase in the county and a 40% increase nationally. The group met with officers in the service area and parents who have chosen to home educate. The group discovered that for 2016-17, the peak years for EHE were Years 5 and 9 and that concentrations of EHE were higher in urban areas of the county compared to rural. It also found that children with SEND or an EHCP were more likely to be home educated. The parents that the working group spoke to said that EHE had been a positive choice for them and felt that there are excellent networks of parents in the county to support those who home educate, though the working group remained concerned that this may not be the case for all parents and recommended that further work is undertaken to understand this area. The recommendations were reported to Cabinet in July 2018 and the Committee will request an update on the recommendations in the next Council year.

Home to School Transport Policy

5.5 In June 2018 the committee scrutinised the proposed Home to School Transport policy in an extraordinary meeting a day ahead of it going to Cabinet for decision. The committee raised a number of significant issues where were forwarded to Cabinet. The Cabinet decision was subsequently called in by a group of councillors due to concerns about the proposed withdrawal of free transport to school for some children with SEND at post-16, and a concern that it did not reflect views given by Headteachers of special schools. The decision was referred back to Cabinet in July, resulting in the establishment of a Cabinet Advisory Group on Home to School Transport for SEND Post-16 children. This CAG continues to meet and will report its recommendations to Cabinet this summer.

Oxfordshire High Needs Block Funding

5.6 The committee remains unhappy about the challenges facing the County arising from the High Needs Block Funding formula. The Chairman and Lead Cabinet Member for Education and Cultural Services wrote to the Department for Education in November 2018 to highlight that the County has seen a 22% increase in High Needs Learners since 2014-15 and are concerned that the funding formula cannot cover the costs of this increased demand. They urged the government to review the funding formula for all local authorities encouraging fairness in distribution.

Carillion Recovery Plan

5.7 In June 2018, the committee received an update on how the County Council had responded to the liquidation of Carillion in relation to provision of services to schools and building maintenance. The committee was advised that the Council had identified major school building works which had stalled because of the liquidation and that new contractors and timescales were in the process of being identified. An update on the recovery from Carillion's collapse remains in the Forward Plan for the committee.

5.8 **Ofsted Regional Director for the South East** attended a question and answer session with the committee meeting in March 2019. The committee met to plan the questions to be put to him. The committee asked questions around the new Ofsted Framework for Inspection, the focus on disadvantaged pupils' attainment and the timing interval between school inspections.

Forward Plan

5.9 The following items are on the committee's Forward Plan for discussion and will be scheduled as the year goes on.

- Secondary School Attainment: A committee working group will conduct a deep dive investigation into secondary school attainment focusing on particular groups of vulnerable learners.
- Special Educational Needs and Disabilities Strategy: to receive a report on the new SEND strategy, and how it is being implemented in education across Oxfordshire.
- Children & Family Centres and Locality Community Support Services – to receive a monitoring report following on from a presentation on the work of these services in July 2018.
- New school buildings programme: to receive a report and discuss concerns around readiness

6. Joint Health Overview and Scrutiny Committee

- 6.1 The Oxfordshire Joint Health Overview and Scrutiny Committee (HOSC) is a joint committee comprising 12 non-executive voting members (seven county councillors and five district/city councillors) and three co-opted non-voting members. During 2018/19 the Committee has been chaired by Cllr Arash Fatemian. The committee met formally five times in 2018/19 and in addition, carried out its first Task and Finish Group on Muscular Skeletal (MSK) Services.
- 6.2 Following a referral by Oxfordshire HOSC to the Secretary of State on the closure of obstetrics at the Horton General Hospital in 2017, a new Health Overview and Scrutiny Committee was established to scrutinise these specific proposals. The initiation and activity of the 'Horton HOSC' during 2018/19, is reported in the section below.
- 6.3 HOSC has a statutory role in reviewing or scrutinising, health services commissioned or delivered in Oxfordshire, or jointly with any other local authority where such services are commissioned outside Oxfordshire but are delivered to the inhabitants of the county. HOSC holds health scrutiny powers, which include the ability to request information and the attendance of health commissioners and providers to the committee. HOSC is also able to make referrals to the Secretary of State where it is not satisfied that:
- Consultation on any proposal for a substantial change or development has been adequate in relation to content or time allowed (NB. The referral power in these contexts only relates to the consultation with the local authority, and not consultation with other stakeholders).
 - That the proposal would be in the interests of the health service in Oxfordshire.
 - A decision has been taken without consultation and it is not satisfied that the reasons given for not carrying out consultation are adequate.
- 6.4 The following describes some of the items considered by the Committee in 2018/19:

HOSC and Health Ways of working

- 6.5 At its first meeting of the 2018/19 financial year, HOSC agreed a protocol aimed at improving working relationships between HOSC and health partners. The protocol was developed after a recommendation from the Secretary of State that local stakeholders work better together to command confidence of the public. The document was developed with HOSC Members and representatives from across the health system using best practice examples from elsewhere in the county, combining this with what local stakeholders felt was important to reflect about the priorities in Oxfordshire.

CQC System review

- 6.6 HOSC first considered the CQC system wide review at its meeting in April 2018. The system review took place in November 2017, where a number of recommendations were made to improve system-wide working. HOSC

reviewed health and social care system's response to the outcomes of the CQC inspection and requested additional information for its June 2018 meeting on areas of innovation, best practice, and housing and workforce initiatives. HOSC also requested an evaluation framework for actions arising from the review to improve the understanding of progress against the action plan.

- 6.7 In June 2018, system leaders reported that no evaluation framework existed nationally and so in September 2018, they brought a proposed evaluation framework to HOSC which was based around the whole health and social care system and aimed to also encompass the CQC Action Plan. HOSC was encouraged by seeing that a local evaluation framework was in development and asked that progress be reported back in a year. However, a further CQC visit occurred in November 2018 and HOSC therefore received a report on this visit at its meeting in February 2019. HOSC was pleased to hear about the positive outcome of the visit and the progress made by the system in the year since its original review.

Wantage Community Hospital and a 'Local Health Needs Assessment Framework'

- 6.8 In July 2018, the HOSC Chairman wrote to request greater clarity from Oxfordshire Clinical Commissioning Group (OCCG) and Oxford Health Foundation Trust over the future options for Wantage Community Hospital (which has been temporarily closed since July 2016) and the likely timescale for such options to be available for public consultation. OCCG and Oxford Health FT committed to presenting a paper at the 20th September HOSC meeting. The report set out an emerging framework for all localities in Oxfordshire, to determine the health and care needs of the population and how they can be met. This approach is termed the 'Local Health Needs Assessment Framework'.
- 6.9 OCCG presented a draft of the Local Health Needs Assessment to HOSC in September, along with a draft timetable for rolling this framework out in Wantage and the surrounding area which would include consideration of the future of Wantage Community Hospital. HOSC was supportive of the framework as a comprehensive way of assessing the health needs of a population but were concerned that the timetable for the roll out in Wantage was too long. HOSC therefore requested that OCCG return to the committee meeting in November 2018 with a revised timetable to bring a swifter conclusion to the future of Wantage Community Hospital. In November 2018, the timetable was re-presented as the means through which a comprehensive assessment and therefore more effective set of options for the future was possible. A marginally shorter timeframe was identified which would only answer a question about overnight hospital beds in Wantage and not look at wider issues. HOSC remained concerned about the timetable and insisted that all conceivable action was taken to accelerate the comprehensive approach.
- 6.10 To provide closer and more frequent scrutiny input into the roll out of the Local Health Needs Assessment in Wantage and the surrounding areas (OX12)

HOSC agreed the establishment of a Task and Finish Group. The work of this Group will begin from April 2019 and will run through the duration of the assessment work in OX12; it will reflect upon the process as a whole, reporting to HOSC accordingly.

Health and Wellbeing Board and Strategy

- 6.11 In November 2018, the committee received a report on the new governance arrangements and strategy for the Health and Wellbeing Board. The committee particularly scrutinised the membership of the Board and its democratic accountability. HOSC also requested an increased level of transparency around some of the sub-groups of the Health and Wellbeing Board. In February 2019, HOSC received a report to describe in more detail how the membership of the Board had been determined and how the voice of the voluntary sector was represented at the Board and its sub-groups. HOSC was pleased to note that the level of transparency with sub-groups of the Board would be increased through the publishing of the notes of meetings. HOSC was presented with the draft Health and Wellbeing Strategy at both the meeting in November 2018 and February 2019 for comment before it was agreed by the Health and Wellbeing Board in March 2019.

Health visitors and school nurses

- 6.12 At its meeting in November 2018, HOSC heard from those providing health visiting and school nursing services across the county. The committee were very impressed to hear of the excellent work going on in the services which to provide early support and prevention activities with children and families that need this support. HOSC heard how work has been undertaken to support the local workforce too by retaining services within local providers, working to recruit locally and developing new roles within services. HOSC were also pleased to hear of the focus on mental wellbeing throughout the services. HOSC offered its thanks and support to those working in school nursing or health visiting in Oxfordshire as they seek to maintain and develop these services for the county's families.

Stroke Rehabilitation

- 6.13 At its meeting in September 2017, HOSC considered a proposal to pilot the relocation of stroke rehabilitation beds from Witney to Abingdon. The committee therefore requested that an evaluation report was presented back to HOSC in June 2018. The information presented at that meeting did not provide sufficient evidence of the benefits to patients and their families of the pilot and so in September 2018, HOSC received a business case for longer-term changes following the stroke rehabilitation services pilot with a fuller evaluation of the pilot which included data and analysis to show impact on staff and patient outcomes (including detailed patient feedback). HOSC was satisfied in September that there was sufficient evidence of the benefits of the pilot for patients and endorsed the changes to be made permanently.

MSK Services

- 6.14 In response to concerns raised by residents and patients about long waiting times and poor communication, in February 2018, HOSC agreed to establish a Task and Finish Group to look in detail at Musculoskeletal Services (MSK) across Oxfordshire. The aim of the Task and Finish Group was to provide assurance that:

MSK services for people in Oxfordshire are provided in a way that achieves the highest possible quality within the available resources.

- 6.15 The Task and Finish Group had three HOSC members and worked from June 2018 through to January 2019 to produce a collaborative report, co-produced between the Task Group, the commissioner of the service, Oxfordshire Clinical Commissioning Group (OCCG) and the provider of the service, Healthshare. The Task Group grounded its 22 recommendations in the information provided throughout the review; these recommendations were about learning the lessons from the recommissioning of the MSK contract. They focused on the commissioning and transition process, triage process and governance of MSK services, performance and learning for HOSC itself in using Task and Finish Groups as a way of working. At its meeting on the February 2019 meeting, HOSC agreed all the recommendations and to ensure delivery against the areas needed for improvement, the Committee has requested a progress report in June 2019.

Other items for 2018/19:

- 6.16 The following items have also been considered at HOSC throughout 2018/19:
- Potential changes to Cogges Surgery (Witney)
 - Director of Public Health's Annual Report
 - Response by the Health and Wellbeing Board to the Health Inequalities Commission report
 - Managing the impact of winter on Oxfordshire's health system

HOSC Visit to the Churchill Hospital

- 6.17 In July 2018, four members of the HOSC, took up an invitation from Oxford University Hospitals Foundation Trust (OUHFT), which was made at HOSC's February 2018 meeting, to attend the Churchill Hospital to visit its Cancer and Haematology Services.
- 6.18 HOSC's members were warmly welcomed at 'Maggie's Centre' at the Churchill Hospital, where they heard how the charity Maggie's offered non-clinical support and a dedicated environment for cancer patients. Members noted how valuable these services are for Oxfordshire patients and that such support is not available in all places.
- 6.19 Committee members were shown around the Oncology and Haematology Outpatients service, the Day Treatment Unit, Radiotherapy Services and

Early Phase Clinical Trial unit. All Committee members noted the professionalism and compassion of the staff they encountered.

- 6.20 Members heard how the world-leading research of OUHFT and Oxford University is helping to understand more about cancer and cancer treatments; for patients now and in the future.
- 6.21 During the visit, Committee members had the opportunity to understand more about some of the workforce challenges faced by the local health and social care system. This included uncertainty created by exiting the European Union, the cost of living in Oxfordshire and local transport and parking issues. They also heard about some of the initiatives being used by OUHFT and partners across the system to tackle these issues. These included, investing in the back-office to free clinical and care staff from administration, using technology to help with more effective scheduling, being flexible with recruitment and where appropriate, increasing the use of chemotherapy at home.
- 6.22 HOSC personally and formally thanked the team involved at OUTFT for the informative and moving visit.

Co-opted members

- 6.23 Throughout February and March 2019, HOSC undertook a review of its co-opted members in accordance with the terms for co-optees. A process was subsequently followed to advertise, shortlist and interview candidates for co-opted members. There was strong interest from members of the public in being a member of HOSC and following interviews Barbara Shaw was appointed on to the Committee to serve for two years.

Forward Plan

- 6.24 In the coming months, amongst other issues, the committee intends to scrutinise the following:
- Dentistry: The committee will review dentistry services in Oxfordshire, both the services provided by the NHS but also through Public Health.
 - Health and Wellbeing Annual Report: members will scrutinise the Health and Wellbeing Board's activities across the year, including an understanding of how well the revised membership arrangements are working.
 - GP appointments and GP Federations: The committee intends to examine availability, demands and costs of GP appointments, it will also review how effective GP Federations are at delivering high-quality, accessible and sustainable services for residents across Oxfordshire.

7. Horton Joint Health Overview and Scrutiny Committee

7.1 Following a decision by Oxfordshire Clinical Commissioning Group (OCCG) to permanently close obstetrics at the Horton General Hospital in Banbury (as part of Phase one of its Transformation Programme), the Oxfordshire Joint Health Overview and Scrutiny Committee (HOSC) referred the decision to the Secretary of State. The referral was on the basis of:

- Regulation 23(9)(c) - the decision is not in the best interests of the health service or local residents; and
- Regulation 23(9)(a) – the content of the two-phase consultation is inadequate.

7.2 In response to the committee's referral of the CCG's decision, the Secretary of State passed the matter to the Independent Reconfiguration Panel (IRP) for initial assessment. The Secretary of State received the IRP report on the permanent closure and wrote to HOSC in March 2018 to state that "The Panel considers each referral on its merits and concludes that further action is required locally before a final decision is made about the future of maternity services in Oxfordshire".

HOSC response

7.3 The Secretary of State confirmed his support of the following recommendations in relation to HOSC:

- HOSC and the CCG to work together to invite stakeholders from surrounding areas that are impacted by these proposals to participate in this debate going forward. This should include the consideration of forming a joint oversight and scrutiny committee covering a wider area (for example all of the local authorities that took part in the consultation) which would help meet the concerns expressed in the IRP's report of their review.
- Where the CCG consults more than one local authority about a proposal, they must appoint a joint overview and scrutiny committee for the purposes of the consultation.

7.4 At its meeting of the in April 2018 HOSC considered its response to the Secretary of State. At that meeting OCCG confirmed its intention to consult on consultant-led obstetric services at the Horton General Hospital. Oxfordshire HOSC gave its support to establish a separate Joint Health Overview and Scrutiny Committee to scrutinise the proposals on the patient flow area in question; Oxfordshire, Northamptonshire and Warwickshire.

7.5 The proposal required Oxfordshire County Council and its counterpart authorities in Warwickshire and Northamptonshire to delegate powers of health scrutiny of this specific issue to a new joint committee. All three county councils agreed the proposal to establish a 'Horton HOSC' in May 2018.

- 7.6 Membership of the new committee reflects the patient flow for the services under scrutiny and is politically balanced in-line with the upper-tier authorities with health scrutiny powers. The Horton HOSC is a time-limited committee and will operate until such time as the process has concluded.

Meetings

- 7.7 The first meeting of the Horton HOSC took place on September 2018 at Banbury Town Hall. OCCG and Oxford University Hospital Foundation Trust set out their proposed approach to addressing the Secretary of State's recommendations in response to the referral of proposed changes to obstetric services at the Horton General Hospital. Further meetings took place in November and December 2018 and again in February 2019. The following summarises the content of those meetings.
- 7.8 **Monday 26th of November.** During this meeting, OCCG and Oxford University Hospital Foundation Trust presented a paper which set out a revised and updated programme plan following the initial Horton HOSC meeting in September 2018. It included an Engagement Plan for stakeholder engagement and a revised timeline for the work which altered the planned timeline for presenting options to the committee to June 2019. The committee also considered a paper on the key issues around recruitment and retention of staff.
- 7.9 **Wednesday 19th of December 2018.** During this extended, information-gathering meeting, Horton HOSC members heard from many interested parties around obstetric services at the Horton General Hospital. This included members of the public, MP's, Council Leaders and Cabinet members, NHS England, South Central Ambulance Service, the Royal College of Midwives and the Keep, the Horton General campaign group. The purpose of this session was to inform the Committee's future scrutiny as the work progresses and options are proposed.
- 7.10 **Monday 25th of February 2019.** Detailed updates and information were provided to the committee on: public and stakeholder engagement, service description, activity and population modelling, travel and access data/information, option appraisal, recruitment and retention of staff at OUH.

Appointment of a stakeholder engagement supplier

- 7.11 As part of the work to address the Secretary of State recommendations, OCCG and Oxford University Hospitals FT established a number of workstreams, including one on engagement. As part of that workstream information on patient experience since the closure of the Horton obstetric unit on 1st October 2016 is being gathered. Horton HOSC members were invited to take part in a working appoint a provider to conduct a patient survey and focus groups to gather this information.

- 7.12 The group met in November 2018 to discuss what the survey needed to capture and to design the scoring criteria for supplier bids. Companies were invited to bid for the work in early December, the group then assessed bids to shortlist suppliers and then assessed presentations. The group recommended a preferred supplier to the CCG who was subsequently appointed to conduct the work (Pragma).
- 7.13 The working group then met with the successful supplier to review the survey, approach and the timetable. The survey was issued to all women that gave birth within the two-year period from the closure of the obstetrics unit at the Horton Hospital in October 2016, to October 2018. It was sent to all those in Oxfordshire, and those in the Horton catchment area in South Northamptonshire and South Warwickshire. In addition, qualitative data was gathered from focus groups and one-to-one sessions. The results of this work are anticipated by the end of April 2019.

Forward Plan:

- 7.14 The Horton HOSC is a time-limited committee and the further meetings planned throughout 2019 will continue to address the Secretary of State and IRP recommendations. Meetings have been planned for the 11th of April to hear details of the financial implications of the proposed model and June to consider the proposed options. The following meetings are planned:
- 7.15 A decision on the proposed solution is expected at the OCCG's Board in September 2019.

Annex 1 – Scrutiny Committees

This report covers the time period from April 2018 – March 2019 and the membership listed below corresponds to that time period

Performance Scrutiny Committee:

Cllr Liz Brighthouse OBE (chairman)
Cllr Jenny Hannaby (deputy chairman)
Cllr Nick Carter
Cllr Mike Fox-Davies
Cllr Tony Illot
Cllr Liz Leffman
Cllr Charles Mathew
Cllr Glynis Phillips
Cllr Judy Roberts
Cllr Michael Waine
Cllr Liam Walker

Joint Transformation Sub-Committee:

Cllr Liz Brighthouse (co-chairman)
Cllr Nick Carter (co-chairman)
Cllr Paul Buckley
Cllr Mike Fox-Davies
Cllr Tony Illot
Cllr Liz Leffman
Cllr Charles Mathew
Cllr Glynis Phillips

HOSC:

Cllr Arash Fatemian (chairman)
Cllr Neil Owen – West Oxfordshire District Council* (deputy chairman)
Cllr Mark Cherry
Cllr Dr Simon Clarke
Cllr Mike Fox-Davies
Cllr Hilary Hibbert-Biles
Cllr Laura Price
Cllr Alison Rooke
Cllr Nigel Champken-Woods – South Oxfordshire District Council*
Cllr Sean Gaul – Cherwell District Council*
Cllr Monica Lovatt – Vale of White Horse*
Cllr Susanna Pressel – Oxford City Council
Dr Alan Cohen (non-voting co-optee)
Dr Keith Ruddle (non-voting co-optee)
Anne Wilkinson (non-voting co-optee) – until January 2019

** District council elections are scheduled to take place at these authorities in May 2019*

Horton HOSC:

Cllr Arash Fatemian (Chairman)
Cllr Fiona Baker (Deputy Chairman & Northamptonshire County Cllr)
Cllr Sean Gaul (District Cllr)
Cllr Keiron Mallon
Cllr Neil Owen (District Cllr)
Cllr Wallace Redford (Warwickshire County Cllr)
Cllr Barry Richards
Cllr Alison Rooke
Cllr Sean Woodcock (District Cllr)
Dr Keith Ruddle – co-opted member

Education Scrutiny Committee:

Cllr Michael Waine (chairman)
Cllr John Howson (deputy chairman)
Cllr Ted Fenton
Cllr Anda Fitzgerald-O'Connor
Cllr Jeannette Matelot
Cllr Gill Sanders
Cllr Emma Turnbull
Carole Thompson – Oxfordshire Governors Association (non-voting co-optee)
Ian Jones – Council of Oxfordshire Teachers' Organisation (non-voting co-optee) –
until March 2019
Donald McEwan - Council of Oxfordshire Teachers' Organisation (non-voting co-
optee) – from March 2019 onwards

**AUDIT &
GOVERNANCE
COMMITTEE
ANNUAL REPORT
2018/19**

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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 2018/19.

The Committee operates in accordance with the good practice guidance produced by the Chartered Institute of Public Finance Accountancy (CIPFA) in 2018.

The Committee continues to be well supported by Officers, providing a high standard of reports and presentations. I would also like to thank the Internal Audit and the External Audit teams for their input.

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 Tony Ilott 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 NICK CARTER

Chairman, Audit & Governance Committee

Role of the Audit & 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 2018. 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.

Our work in 2018/19

In this section the activities of the Committee during 2018/19, 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 2017/18 in April 2018. This included actions for 2018/19, within the following areas, to improve existing governance arrangements. The Committee actively monitors progress with the implementation of the actions.

- Mental Health
- GDPR
- Transformation
- Corporate Security
- Financial Management
- Property
- External Reports
- Procurement

In response to Internal Audit reports the Committee/Audit Working Group, has looked in detail at the following areas:

- Mental Health – A follow up audit in this area was finalised in April 2018, 18 months after the completion of the previous audit. The overall conclusion remained graded as Red as there had been insufficient progress in addressing the weaknesses identified. The Committee / Audit Working Group have therefore closely monitored the implementation of the action plan. The responsibility for the delivery of social work provision for the over 65's has been brought back from Oxford Health to the OCC teams. The Committee / Audit Working Group have noted the significant improvements made and continue to monitor the remaining outstanding actions in relation to the under 65s.
- Health & Safety – The Committee / Audit Working Group noted weaknesses with the governance structure and assurance arrangements for the management of health and safety across the Council following an audit, finalised in October 2018, with an overall grading of Red. The action plan and implementation progress has been reviewed and monitored by the Committee / Audit Working Group. Significant progress has been made to improve governance and controls in this area.
- Highways Payments – following several audits (graded Amber) which highlighted weaknesses with the contractor's cost management system and promised developments to the system not being progressed satisfactorily, the contractor was invited to attend the Committee. The challenge offered by the Committee has supported OCC officers with the escalation of the issues with the contractor to ensure proper resolution. A recent audit, finalised at the beginning of April 2019, has concluded that the contractor's improvement plan to address the system weaknesses identified has been implemented and the Committee / Audit Working

Group noted the significant improvement in terms of cost transparency and data capture. The Committee / Audit Working Group will continue to monitor this whilst the new system is fully embedded into business as usual processes.

- Business Continuity – The audit report finalised in January 2019, had an overall grading of Red. The Committee / Audit Working Group have reviewed the weaknesses identified and continue to regularly monitor the implementation of the action plan, noting recently that actions are on track for full implementation and good progress already made to improve the governance and controls within this area.
- Contingency Care – Following the audit finalised in December 2018, the Committee / Audit Working Group have reviewed the weaknesses and action plan in place to address. There is now a review of contracting arrangements and good progress with the implementation of required improvements.
- Security Bonds (Developer-S106 and S38/S278 bond agreements) – since the audit report was finalised in April 2018, there has been regular monitoring by the Committee / Audit Working Group to ensure the actions for improvement have been implemented.
- Safer Recruitment – Following an audit completed near the end of 2017/18, the Committee and Audit Working Group noted concerns with accuracy of records held in relation to Disclosure and Barring Service (DBS) ensuring that checks are up-to-date. The Committee / Audit Working Group reviewed the weaknesses identified and monitored the implementation of the actions, which have all now been addressed.
- GDPR – The Committee / Audit Working Group have monitored the implementation of actions from the audit, graded Amber, finalised in September 2018. Improvements have been made in line with target dates.
- Capital Programme – The Committee / Audit Working Group have continued to monitor the implementation of the action plan following a 2016/17 audit, graded as Red, noting key weaknesses around the governance structure in place in relation to the delivery of schemes, including strategic oversight and lack of clarity of roles and responsibilities. A recent follow up audit has concluded good progress in addressing the governance weaknesses previously identified, including the set up of new Boards and improving the oversight and challenge of the capital programme.

The Committee/Audit Working Group receives and has also considered updates from Officers in the following areas:

- Northamptonshire Inspection Report
- Treasury Management – Impact of Brexit
- Cherwell District Council Working Arrangements (including the Committee's review of S113)
- Carillion Recovery Plan
- Transformation
- GDPR (General Data Protection Regulations)
- Highways Partnership Contract
- Implementation of the new Children's IT system

- Financial Management Action Plan
- Governance of the Housing and Growth Deal

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.

Key Achievements:

- Material weaknesses identified from the internal audit reports were reviewed by the Committee and Audit Working Group, with Senior Managers attending to provide assurance on how the issues were being addressed. This has supported the implementation of the actions plans to deliver the required improvements in several key areas for the Council, for example Business Continuity and Highways Payments.
- The Committee are pleased to particularly note the significant progress and improvements in the areas of Health & Safety and Mental Health. For Mental Health, Adult Social Care can evidence excellent examples where the improved governance and control environment has led to achieving better and more efficient outcomes for their service users.
- Monitoring of management actions applied by the Committee to ensure that significant weaknesses in the system of internal control are being prioritised.

Risk Management

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

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 subject to detailed review by the Audit Working Group during 2018/19. The Audit Working Group is satisfied from their review that the process for reporting, escalating and managing risks is being maintained and acknowledge the ongoing work and strategic direction being provided by the Chief Executive to improve and properly embed risk management as a routine part of OCC's everyday work. The Audit Working Group resumed a cyclical programme of reviewing the Directorate risk registers during the year.

Internal Audit

The Committee in April 2018 approved the Internal Audit Strategy for 2018/19, 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 March 2019. 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.

Internal Audit were also externally assessed during 2017/18 by Cipfa for compliance with the Public Sector Internal Audit Standards. The assessment outcome was very positive with only a small number of minor improvements to documentation required. The review concluded that “The service is highly regarded within the Council and provides useful assurance on its underlying systems and processes”. The completion of the action plan to address the minor issues identified was reviewed and signed off as completed at the July 2018 meeting.

The Committee has continued to monitor the resourcing of Internal Audit. The Committee recognise the challenges in recruitment in this area and continue to be updated regarding the recruitment and retention strategies being adopted.

The Internal Audit Plan was completed by April 2019 Committee and the annual statement of the Chief Internal Auditor produced for the May 2019 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 during September 2018 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 2018/19, providing regular updates on their work plan and any matters arising. 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 in September 2018 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 & Governance Committee and Audit Working Group receive regular updates from the Chief Internal Auditor on any reported matters of suspected fraud, including investigations. Outcomes of investigations are reported to and monitored by the Audit & Governance Committee. The Committee plays a key role in monitoring the effectiveness of the Council's counter fraud arrangements.

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 2017/18 Accounts were prepared on time and presented to the Committee for comment. We received the External Auditors report in September 2018 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 2018)
- The Treasury Management Mid-term Performance Report (Nov 2018)
- The Treasury Management Strategy Statement and Annual Investment Strategy 2019/20 (January 2019)

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 2019/20 Treasury Management Strategy.

Governance

The committee agreed the Annual Governance Statement 2017/18 that explained how the County Council had complied with the code of corporate governance. The Committee reviewed the Code of Corporate Governance (May 2019 meeting).

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 and, the Fire and Rescue Service Annual Statement of Assurance. There were no material issues or concerns arising.

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 2018
Member Appeals:	
Appeal against dismissal	3
Appeal against redundancy selection	2
Raising concerns at work appeals	0
Disciplinary and Capability appeals	0
Job Evaluation formal appeals	3

Home to School Transport Appeals	50 appeals were scheduled to be heard (11 were heard as a group appeal of families in one village) 10 Upheld (wholly or in part) 30 Refused (11 of which were in the unsuccessful group appeal) 10 Withdrawn
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* 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 four 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 2018/19 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 2018/19 and the Audit Working Group met five times. Work programmes are used by both the Audit & Governance 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

AUDIT WORKING GROUP TERMS OF REFERENCE

Membership

The Audit Working Group shall consist of:-

The independent member of the Audit and Governance Committee who will chair the Group, together with four members of the Audit and Governance Committee, one of whom shall be the Chairman of the Committee. There will also be up to four named members of the Audit and Governance Committee who will deputise as required. Where the Chairman of the Audit and Governance Committee cannot attend the Audit Working Group, the Deputy Chair of the Audit and Governance Committee will be the named deputy.

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.

UpdatedApril 2019

Review Date.....April 2020

Officer Responsible:
Sarah Cox, Chief Internal Auditor
Telephone 07393 001246
sarah.cox@oxfordshire.gov.uk

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Division(s): N/A

COUNTY COUNCIL – 21 MAY 2018

COMMITTEES & REVIEW OF POLITICAL BALANCE

Report by the Director of Law & Governance and Monitoring Officer

1. The Council is required by the Local Government & Housing Act 1989 to review the political balance on its committees on an annual basis. A note is attached (**Annex 1**) which summarises how the rules operate. This note also outlines the co-opted members.
2. A schedule is attached (**Annex 2**) showing the initial arithmetical product of the rules for the Council's committees. The figures in brackets show the adjustments which are necessary to achieve the balance across and within committees to comply with the rules. These are the same as in the previous year.

In summary the changes necessary are:

- (a) To obtain balance across the scrutiny committees, the Liberal Democrats have an additional seat.
 - (b) To obtain balance across the other committees of the Council and overall the Labour Group loses a seat the Liberal Democrat Group gets an additional seat. The 2 seats that then remain unfilled must be offered to the independent members.
3. Last year the Liberal Democrat Group took the unfilled seat on Performance Scrutiny ((a)above). The Labour Group gave up a seat on Planning and Regulation Committee ((b) above) meaning there were two unfilled seats on it. Of the three unfilled seats, two on Planning and Regulation Cttee and one on Remuneration Committee the Liberal Democrat Group chose to take the other additional seat on Planning and Regulation. This gave the Independent Group places on Planning & Regulation Committee and Remuneration Committee.
4. The rules relating to political balance do not apply to the three Joint Consultative Committees but so far as is possible political balance is sought.
5. A schedule is attached (**Annex 3**) showing the present committees and their membership together with any notified changes. Where changes are notified prior to the Schedule of Business being published these will be included in an amended Annex 3. Also included for information are appointments to a Scrutiny Panel for the Oxfordshire Growth Board and advisory sub groups
6. Appointments to the Joint Partnership Working Group will be made by Cabinet through the delegation to Nick Graham as Director of Law & Governance, and the parent Committees of the Audit & Governance and Performance Scrutiny

(Transformation) Sub Committee will make appointments to that Sub-Committee.

RECOMMENDATIONS

7. **The Council is RECOMMENDED:**
- (a) **to confirm the political balance on committees shown in Annex 2 to the report;**
 - (b) **to appoint to committees the councillors and co-opted members shown in Annex 3, subject to any changes reported in any amended schedule and at the meeting; and**
 - (c) **to note the executive appointments in Annex 3 in relation to Oxfordshire Growth Board scrutiny arrangements and advisory sub groups.**

NICK GRAHAM

Director of Law & Governance and Monitoring Officer

Background Papers:

Nil

Contact Officers:

Sue Whitehead, Principal Committee Officer

May 2019

Tel: 07393 001213

ANNEX 1**Local Government & Housing Act 1989 - Political Balance****General Description of the Rules**

1. For most local authority committees and sub-committees and for certain other appointments, the 1989 Act requires the Council to allocate seats to political groups in accordance with the groups' proportionate strength on the Council as a whole.
2. The political balance requirement applies only where political groups have been set up, but where it does apply the allocation to committees has to be reviewed annually. A review is also required on the formation of a new political group or if requested by a member newly joining a group.
3. A committee must review the allocation of seats on its sub-committees following any change in the committee's membership as a result of a 1989 Act review.

The Allocation

4. The allocation process depends on the proportionate strengths of the political groups and the nature of the committee, sub-committee or other body concerned. The following rules apply:
 - (i) Where a group has an overall majority on the Council, that group is entitled to a majority of the seats on each committee and sub-committee. For this purpose only, the calculation must include seats occupied by voting co-optees on a scrutiny committee or sub-committee concerned with education.
 - (ii) Each political group is entitled to its proportion of the total number of seats on all the committees added together, according to the ratio of the number of members of the group to the number of members of the Council.¹
 - (iii) Subject to (i) and (ii) above, each group is entitled to its proportion of the number of seats on each individual committee.
 - (iv) For sub-committees and some other bodies, a group is entitled to its proportion of the number of seats regardless of the total number of seats involved (but still subject to the majority rule in (i) above).
 - (v) The allocations of seats to political groups are rounded up or down to the nearest whole number. Where the allocations leave a seat or seats unfilled on a committee, sub-committee or other body those seats must be allocated to any independent members of the Council.
5. Except where a "no dissent" alternative (as described below) is adopted, application of these principles, "so far as reasonably practicable", is

¹ The Council has in the past sought so far as possible to apply this principle to the total seats on scrutiny committees and "other" committees also, but this is not a legal requirement

mandatory. Once the allocations have been agreed under this procedure, the appointment of individual members must then be made in accordance with the wishes of the respective groups.

Alternatives where “No Dissent”

6. The requirement to allocate seats according to political groups’ proportionate strengths can be overridden by some other arrangement, either in relation to all committees, sub-committees and other bodies or in relation to any individual committee, sub-committee or other body, provided that no councillor votes against the alternative arrangement when it is proposed.

Co-opted members on Committees

7. A number of Committees have co-opted members:

Audit & Governance Committee – One representative of the Business Community (nominee on Annex 3)

Pension Fund Committee – 2 voting co-opted members representing the District Councils – 2 District Councillors appointed by the District Council.

Oxfordshire Joint Health Overview & Scrutiny Committee – Under Section 8(2)(a) of the Health and Social Care Act 2001, as amended by by Section 28 of the Health & Social Care Act 2012, 5 District Councillors are appointed by the District Councils. By agreement with all partners of the joint committee there are also 3 non-voting co-opted members in order to assist it in its work.

Education Scrutiny Committee – Under the Localism Act 2000 there are 4 voting co-optees who vote only on matters relating to education functions representing:

The Church of England – nominated by the relevant Diocesan Board of Education;

The Roman Catholic Church – nominated by the Bishop of the relevant Diocese;

Primary Schools Parent Governors – by advert and election process

Secondary and Special Schools Parent Governors – by advert and election process.

ANNEX 2**Political Proportionality : Product of Local Government & Housing Act Formula****Committees subject to Proportionality Rules**

	Seats	Cons & Inds	Lab	Lib Dem	Ind	Total	Balance	Further Adjustment required
Performance Scrutiny Committee	10 (11)	5 (6)	2	2	0	9	-1	Additional 1 seat allocated to Conservative Independent Alliance Group to preserve majority on 11 person committee *
Education Scrutiny Committee	7	4	2	1	0	7	0	
Sub-Total	17	9	4	3(4)	0(1)	16(18)	1	
Notional Entitlement	17	9	4	4	1	18	1	
Balance		0	0	-1	-1	-1		

Planning & Regulation Committee	12(13)	6(7)	3	2	0	11	-1	Additional 1 seat allocated to Conservative Independent Alliance Group to preserve majority on 13 person committee
Pension Fund Committee	7(9)	4(6)	2	1	0	7	0	Additional 2 seats allocated to Conservative Independent Alliance Group to preserve majority on 11 person committee (when voting co-optees counted)
Audit & Governance Committee	9	5	2	2	0	9	0	
Remuneration Committee	6 (7)	3 (4)	1	1	0	5	-1	Additional 1 seat allocated to Conservative Independent Alliance Group to preserve majority on 7 person committee
Sub-Total	34	18	8	6(7)	0(1)	32(34)	0	
Notional Entitlement	34	18	8	7	1	34	0	
Balance		0	0	-1	-1	-2		

Overall Total	51	27	12	9	0	48	-3	
Legal Entitlement	51	27	11	11	2	51	0	
Balance		0	1	-2	-2	-3		

Nominations to Joint Committees and Other Bodies

	Seats	Cons & Ind	Lab	Lib Dem		Ind	Total	Balance
Health Overview & Scrutiny Joint Committee	7	4	2	1		0	7	0
Oxfordshire Growth Board Scrutiny Panel	3	1	1	1			3	0
Infrastructure Sub-Group	1							
Housing Sub-Group	1							
JSSP Sub-Group	1							

Informal Joint Consultative Bodies

Proportionality is not mandatory for the following, but may be applied to the councillor appointees if desired

	Seats	Cons plus Inds	Lab	Lib Dem	Ind	Total	Balance
OCC & Teachers Joint Committee	5	3	1	1	0	5	0
OCC & Employees Joint Consultative Committee	7	4	2	1	0	7	0
OCC & Uniformed Fire Service Consultative Committee	7	4	2	1	0	7	0

Membership of Committees and Sub-Committees

Audit & Governance Committee (10)

Conservative Independent Alliance (5)	Ind (0)	Labour (2)	Liberal Democrat (2)
Carter		Phillips	Buckley
Clarke		McIlveen	Roz Smith
Ilott			
Matelot			
Mathew			
Sibley			

Non-Voting Co-opted Members (3)

Representative of the Business Community:

Dr Geoff Jones,

Independent Members (Complaints handling) (2)

Dr Sadie Reynolds

1 vacancy

Appeals & Tribunals Sub-Committee* (3)

Three Councillors one of whom must be a Member of the Audit & Governance Committee (*when hearing home to school transport appeals, the Sub-Committee consists of an elected member, an officer and an independent person.)

Appointment Sub-Committee (Variable) (6)

Six Councillors at least one of whom must be a member of the Cabinet

Fire Service Discipline Sub-Committee (3)

Three Councillors at least one of whom must be a member of the Cabinet

Oxfordshire Health & Wellbeing Board *

Comprising: Leader of the County Council – Chairman
 Clinical Chair of Oxfordshire Clinical Commissioning Group - Vice-Chair
 3 District/City Council representatives as per the current arrangements
 Cabinet Members of the County Council with responsibility for Adult Social Care, Children & Family Services and Public Health
 Accountable Officer Oxfordshire Clinical Commissioning Group
 C/E Oxford University Hospitals NHS Foundation Trust
 C/E Oxford Health NHS Foundation Trust
 C/E Oxfordshire County Council
 A Healthwatch representative
 The Director for Children’s Services
 The Director for Adult Social Care
 The Director of Public Health
 An NHS England representative
 1 Clinical General Practitioner provider representative from Oxfordshire’s General Practice Federations.

Pension Fund Committee (11)

Conservative Independent Alliance (6)	Ind (0)	Labour (2)	Liberal Democrat (1)
Bulmer		Lygo	Howson
Corkin		John Sanders	
Field-Johnson			
Mathew			
Stratford			
Thompson			

Voting Co-opted Members (2)
District Council Representatives:

Planning & Regulation Committee (13)

Conservative Independent Alliance (7)	Ind (1)	Labour (2)	Liberal Democrat (3)
Fitzgerald-O'Connor	Gawrysiak	Phillips	Webber
Fox Davies		Sanders	Johnston
Matelot			Roberts
Reynolds			
Thompson			
Sames			
Sibley			

Remuneration Committee (7)

Conservative Independent Alliance (4)	Ind (1)	Labour (1)	Liberal Democrat (1)
Bulmer	Atkins	Brighthouse	Webber
Heathcoat			
Hudspeth			
Mathew			

Pension Benefits Sub-Committee ()

Three Councillors at least one of whom must be a member of the Remuneration Committee

Membership of Scrutiny Committees

Education Scrutiny Committee (8)

Conservative Independent Alliance (4)	Ind (0)	Labour (2)	Liberal Democrat (1)
Fenton		Gill Sanders	Howson
Fitzgerald-O'Connor		Turnbull	
Matelot			
Waine			

Voting Co-optees (1 currently + 3 vacancies)
Representing the Church of England: Vacancy
Representing the Roman Catholic Church: Vacancy

Parent Governor Representatives:
Primary: Vacancy
Secondary and Special: Vacancy

Performance Scrutiny Committee (11)

Conservative Independent Alliance (6)	Ind (0)	Labour (2)	Liberal Democrat (3)
Carter		Brighthouse	Hannaby
Fox-Davies		Phillips	Leffman
Ilott			Roberts
Mathew			
Waine			
Walker			

Joint Committees

Oxfordshire Joint Health Overview & Scrutiny Committee (15)

Conservative Independent Alliance (4)	Ind(0)	Labour (2)	Liberal Democrat (1)
<i>Clarke</i>		Cherry	Rooke
Fatemian		Price	
Fox-Davies			
Hibbert-Biles			
<i>Matelot</i>			

District Council Representatives (5)

Co-optees Members (3)

Dr Alan Cohen

Dr Keith Ruddle,

Mrs B. Shaw,

Oxfordshire Horton Joint Overview & Scrutiny Committee

CIA	Lib Dem(1)	Lab
Fatemian Mallon	Rooke	

Representing OCC

Sean Gaul (CIA)

Neil Owen(CIA)

Sean Woodcock (Lab)

Barry Richards (Lab & Co-operative)

Representing Northamptonshire County Council

Adil Sadygov

Representing Warwickshire County Council

Wallace Redford

Co-opted: Dr Keith Ruddle

Other Bodies

Thames Valley Police & Crime Panel (1)

Conservative Independent Alliance (1)	Green (0)	Labour (0)	Liberal Democrat (0)
Mallon			

Oxfordshire Growth Board (OGB) Scrutiny Panel (3)

Conservative Independent Alliance (1)	Ind(0)	Labour (1)	Liberal Democrat (1)
Carter		John Sanders	Emily Smith

OGB JSSP Sub Group (1): Fox-Davies

OGB Infrastructure Sub-Group (1): Constance

OGB Housing Sub-Group (1): Constance

County Council Representatives on Staff Consultative Bodies

Oxfordshire County Council Joint Consultative Committee for Uniformed Members of the Fire Service (7)

Conservative Independent Alliance (4)	Ind(0)	Labour (2)	Liberal Democrat (1)
Bartington		Lygo	Webber
Griffiths		Pressel	
Handley			
Heathcoat			

Oxfordshire County Council & Teachers' Joint Committee (5)

Conservative Independent Alliance(3)	Ind (0)	Labour (1)	Liberal Democrat (1)
Fenton		Howson	Pressel
Thompson			
Waine			

Oxfordshire County Council & Employees Joint Consultative Committee (7)

Conservative Independent Alliance (4)	Ind (0)	Labour (2)	Liberal Democrat (1)
Bartholomew		Begum Azad	Webber
Handley		Price	
Heathcoat			
Reeves			

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MEETING DATES APRIL 2020 - MARCH 2021

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	Year/ Month						
APR 2020			31 Mar CC	1 CMDECS	2	3	4/5	6	7	8	9	10	11/12	13	14	15	16	17	18/19	20 PLAN	21 CMD: ASC,LC,L,DL, F, T AND CP CA	22 ESC	23 HOSC	24	25/26	27 CMDCFS	28	29 AG	30 CMDE		APR 2020	
MAY				1	2	1 LPB	2/3	4	5	6	7	8	9/10	11	12 CC	13 CMDECS	14	15	16/17	18 CMDCFS	19 CMD: ASC,LC,L,DL, F, T AND CP CA	20	21 CMDE	22	23/24	25	26	27	28	29	30/31	MAY
JUN		1 PLAN	2	3	4 EMJCC	5 PF	6/7	8	9	10 CMDECS	11 TJC	12 FIRCC	13/14	15	16 CMD: ASC,LC,L,DL, F, T AND CP CA	17	18 HWB CMDE	19	20/21	22 CMDCFS	23	24 ECS	25 HOSC	26	27/28	29	30		30/1	JUN		
JUL				1	2	3	4/5	6	7	8 CMDECS	9 PSC	10	11/12	13 CMDCFS	14 CC	15 AG	16 CMDE	17 LPB	18/19	20 PLAN	21 CMD: ASC,LC,L,DL, F, T AND CP CA	22	23	24	25/26	27	28	29	30	31	1/2	JUL
AUG		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	29/01	31				30/1	AUG	
SEP			1	2	3 EMJCC	4	5/6	7 PLAN	8 CC	9 CMDECS AG	10 PSC	11 PF	12/13	14 CMDCFS	15 CMD: ASC,LC,L,DL, F, T AND CP CA	16	17 CMDE	18	19/20	21	22	23 ESC	24 HOSC	25 FIRCC	26/27	28	29	30			SEP	

KEY

		Time
CC	Council	10.30am
CA	Cabinet	2.00pm
CMD:	Cabinet decisions	
L	Leader*	3.00pm
DL	Deputy Leader*	3.00pm
F	Finance*	3.00pm
CEF	Children & Family Services	12.00pm
ECS	Education & Cultural Services	10.00am
ASC	Adult Services & Public Health	9.00am
LC	Local Communities*	3.00pm
T	Transformation*	3.00 pm
E	Environment	10.00am
CP	Cherwell Partnership*	3.00 pm

		Time
Scutiny Committees		
PSC	Performance	10.00am
ESC	Education	1.00pm
HOSC	Oxfordshire Joint Health	10.00am

		Time
Council Committees		
AG	Audit & Governance	2.00pm
PLAN	Planning & Regulation	2.00pm
PF	Pension Fund	10.00am
RC	Remuneration	4.00pm
HWB	Oxfordshire Health & Wellbeing Board	2.00pm

		Time
Consultative Bodies		
TJC	Teachers Joint Committee	2.00pm
EMJCC	Employees Joint	2.00pm
FIRCC	Fire Services Joint	10.00am
LPB	Local Pension Board	10.30am

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

MEETING DATES APRIL 2020 - MARCH 2021

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 HWB	2	3/4	5	6	7	8 CMDE	9	10/11	12 CMDCFS	13 CMD: ASC,LC,L,DL, F, T AND CP CA	14 CMDECS	15 TJC	16	17/18	19 PLAN	20	21	22	23 LPB	24/25	26	27	28	29	30	31/1	OCT
NOV		2	3 CC	4	5	6	7/8	9	10	11 CMDECS AG	12 PSC	13	14/15	16 CMDCFS	17 CMD: ASC,LC,L,DL, F, T AND CP CA	18	19 CMDE	20	21/22	23	24	25 ESC	26 HOSC	27	28/29	30					NOV	
DEC			1	2	3 EMJCC	4 PF	5/6	7 PLAN	8 CC	9	10 PSC	11 FIRCC	12/13	14 CMDCFS	15 CMDASC,P H,LC,L,DL,F, AND CP CA	16 CMDECS	17 CMDE HWB	18	19/20	21	22	23	24	25	26/27	28	29	30	31		DEC	
JAN 2021				1	2	3	4/5	6	7	8	9	10	11/12	13	14	15	16/17	18 CMDCFS	19 CMD: ASC,LC,L,DL, F, T AND CP CA	20	21 CMDE	22 LPB	23/24	25 PLAN	26	27	28	29	30/31	JAN 20		
FEB		1	2	3 ESC	4 HOSC	5	6/7	8	9	10 CMDECS	11	12	13/14	15	16 CC?	17	18	19	20/21	22 CMDCFS	23 CMD: ASC,LC,L,DL, F, T AND CP CA	24	25 CMDE TJC	26	27/28					FEB		
MAR		1	2	3 AG	4 EMJCC	5 PF	6/7	8 PLAN	9	10 CMDECS	11 PSC	12 FIRCC	13/14	15	16 CMD: ASC,LC,L,DL, F, T AND CP CA	17	18 HWB	19	20/21	22 CMDCFS	23	24	25 CMDE	26	27/28	29	30	31		MAR		

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E	Environment	10.00am
CP	Cherwell	3.00 pm

		Time
Scutiny Committees		
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TJC	Teachers Joint Committee	2.00pm
EMJCC	Employees Joint	2.00pm
FIRCC	Fire Services Joint	10.00am
LPB	Local Pension Board	10.30am

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

COUNCIL, COMMITTEE DATES 2020/21

CC – County Council

2020

Tues 31 March 10.30 am
Tues 12 May 10.30 am*
Tues 14 July 10.30 am
Tues 8 September 10.30 am
Tues 3 November 10.30 am
Tues 8 December 10.30 am

2021

Tues 16 February 10.30 am

*Annual Council meeting

CA - Cabinet

2020

Tues 21 April 2.00 pm
Tues 19 May 2.00 pm
Tues 16 June 2.00 pm
Tues 21 July 2.00 pm
Tues 15 September 2.00pm
Tues 13 October 2.00 pm
Tues 17 November 2.00 pm
Tues 15 December 2.00 pm

2021

Tues 19 January 2.00 pm
Tues 23 February 2.00 pm
Tues 16 March 2.00 pm

CMD: ASC, Cabinet Member Delegated Decisions: Adult Social Care & Public Health,

2020

Tues 21 April 9.00 am
Tues 19 May 9.00 am
Tues 16 June 9.00 am
Tues 21 July 9.00 am
Tues 15 September 9.00 am
Tues 13 October 9.00 am
Tues 17 November 9.00 am
Tues 15 December 9.00 am

2021

Tues 19 January 9.00 am
Tues 23 February 9.00 am

Tues 16 March 9.00 am

CMD: LC, L, F, DL, T, CP; Cabinet Member Delegated Decisions: Local Communities, Leader, Finance, Deputy Leader; Transformation, Cherwell Partnership

2020

Tues 21 April 3.00 pm*
Tues 19 May 3.00 pm*
Tues 16 June 3.00 pm*
Tues 21 July 3.00 pm*
Tues 15 September 3.00 pm*
Tues 13 October 3.00 pm*
Tues 17 November 3.00 pm*
Tues 15 December 3.00 pm*

2021

Tues 19 January 3.00 pm*
Tues 23 February 3.00 pm*
Tues 16 March 3.00 pm*

*or on the rising of Cabinet whichever is the later

CMD: CFS: Cabinet Member Delegated Decisions: Children & Family Services,

2020

Mon 27 April 12.00
Mon 18 May 12.00
Mon 22 June 12.00
Mon 13 July 12.00
Mon 14 September 12.00
Mon 12 October 12.00
Mon 16 November 12.00
Mon 14 December 12.00

2021

Mon 18 January 12.00
Mon 22 February 12.00
Mon 22 March 12.00

CMDESC - Cabinet Member Delegated Decisions: Education & Cultural Services

2020

Wed 1 April 10.00am
Wed 13 May 10.00am
Wed 10 June 10.00am

Wed 8 July 10.00am
Wed 9 September 10.00am
Wed 14 October 10.00am
Wed 11 November 10.00am
Wed 16 December 10.00am

2021

Wed 6 January 10.00am
Wed 10 February 10.00am
Wed 10 March 10.00am

CMDE - Cabinet Member Delegated Decisions: Environment

2020

Thurs 30 April 10.00 am
Thurs 21 May 10.00 am
Thurs 18 June 10.00 am
Thurs 16 July 10.00 am
Thurs 17 September 10.00 am
Thurs 8 October 10.00 am
Thurs 19 November 10.00 am
Thurs 17 December 10.00 am

2021

Thurs 21 January 10.00 am
Thurs 25 February 10.00 am
Thurs 25 March 10.00 am

PSC- Performance Scrutiny Committee

2020

Thurs 7 May 10.00 am
Thurs 9 July 10.00 am
Thurs 10 September 10.00 am
Thurs 12 November 10.00 am
Thurs 10 December (budget scrutiny meeting)

2021

Thurs 14 January 10.00 am
Thurs 11 March 10.00 am

ESC - Education Scrutiny Committee

2020

Wed 22 April 1.00 pm
Wed 24 June 1.00 pm
Wed 23 September 1.00 pm
Wed 25 November 1.00 pm

2021

Wed 3 February 1.00 pm

HOSC - Joint Health Overview & Scrutiny Committee

2020

Thurs 23 April 10.00am
Thurs 25 June 10.00am
Thurs 24 September 10.00am
Thurs 26 November 10.00am

2021

Thurs 4 February 10.00am

AG - Audit & Governance Committee

2020

Weds 29 April 2.00pm
Weds 15 July 2.00pm
Weds 9 September 2.00pm
Weds 11 November 2.00pm

2021

Weds 13 Jan 2.00pm
Weds 3 March 2.00pm

PF - Pension Fund

2020

Fri 5 June 10.00am
Fri 11 September 10.00am
Fri 4 December 10.00am

2021

Fri 5 March 10.00am

PLAN - Planning & Regulation Committee

2020

Mon 20 April 2.00 pm
Mon 1 June 2.00 pm
Mon 20 July 2.00 pm
Mon 7 September 2.00 pm
Mon 19 October 2.00 pm
Mon 7 December 2.00 pm

2021

Mon 25 January 2.00 pm
Mon 8 March 2.00 pm

RC - Remuneration Committee

2021

Tues 12 January 4.00 pm

HWB - Oxfordshire Health & Wellbeing Board

2020

Thurs 18 June 2.00pm

Thurs 1 October 2.00pm

Thurs 17 December 2.00pm

2021

Thurs 18 March 2.00pm

TJC - OCC & Teachers Joint Consultative Committee

2020

Thurs 11 June 2.00pm

Thurs 15 October 2.00 pm

2021

Thurs 25 February 2.00 pm

EMJCC - OCC & Employees Joint Consultative Committee

2020

Thurs 4 June 2.00pm

Thurs 3 September 2.00 pm

Thurs 3 December 2.00 pm

2021

Thurs 4 Mar 2.00 pm

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

2020

Fri 12 June 10.00 am

Fri 25 September 10.00 am

Fri 11 December 10.00 am

2021

Fri 12 March 10.00 am

LPB - Local Pension Board

2020

Fri 1 May 10.30am

Fri 17 July 10.30 am

Fri 23 October 10.30 am

2021

Fri 22 January 10.30 am

DRAFT

Division(s): N/A

COUNCIL – 21 MAY 2019

OFFICER SCHEME OF DELEGATION

Report by the Director of Law & Governance

RECOMMENDATION

Council is RECOMMENDED to approve the Officer Scheme of Delegation (Part 7.2 of the Constitution) as in the Annex 2 to this report.

Introduction

1. At its Annual Meeting, Council is required to agree the officer scheme of delegation within the Council's Constitution.

Scheme of Delegation

2. The scheme of officer delegation is contained in Part 7.2 of the Council's Constitution. The Scheme of Delegation itself gives delegated authority to the Head of Paid Service, directors and other chief officers whose titles and/or areas of responsibility are set out in Part 2, Article 13 of the Constitution. Copies of both Article 13 and Part 7.2 are included as annexes to this report as Annexes 1 and 2 respectively).
3. Since the approval of the officer scheme of delegation at last year's Annual Meeting (May 2018), the Council has entered into a partnership with Cherwell District Council. Certain changes have been made to the senior management team as a result of this partnership or through natural succession following changes in personnel. Some of the titles have changed since the last scheme of delegation was approved, however the actual scheme of delegation remains essentially the same.
4. The Council's Transformation Programme may also have some implications for delegated activity later in the year but not at this time: questions of delegation would be considered as part of the governance implications of any such decisions.

NICK GRAHAM

Director of Law & Governance and Monitoring Officer

Background papers: Nil

Contact Officer: Glenn Watson, Principal Governance Officer: 07776 997946

May 2019

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Officers

1. Management Structure

- (a) The full Council may engage staff (referred to as officers) as it considers necessary to carry out its functions.
- (b) The Council will engage persons for the following chief officer posts:

Post	Principal Areas of Service
Chief Executive	Head of the Council's paid service; overall corporate management and promotion of the Council's strategic objectives.
Assistant Chief Executive	Strategic partnerships and the sustainable community strategy; Transformation Programme; media and communications; performance management; Human Resources information and communications technology; Oxfordshire Customer Services.
Director of Finance	Corporate financial management and administration; internal audit; procurement.
Director of Law and Governance	Legal services and advice; support for councillors and the democratic process; governance; information governance.
Director for Public Health) ¹	Promoting the health of the local population; commissioning public health services; health improvement; planning for public health incidents; monitoring uptake of screening/immunisations.

1 The Director of Public Health is also the designated Chief Medical Adviser for the provision of emergency medical advice to the Council for the purposes of the Mental Health Act 1983

Post	Principal Areas of Service
Director for Adult Services ²	Adult social services; residential and nursing care; supported living; intermediate care; home support; assessment and re-ablement; occupational therapy; sensory impairment; mental health; carers services; translation and interpretation; adult learning; community safety; consumer protection and animal welfare; gypsy and traveller service; emergency planning.
Director for Children's Services ³	Children's services; early years and childcare; family support; fostering and adoption; looked-after children; residential and leaving care; asylum seekers; child protection; school performance; resourcing and support for schools; school governor support; school admissions; school transport (policy); special educational needs; behaviour support; teenage pregnancy; drugs and alcohol; youth service; youth justice
Strategic Director Communities and Chief Fire Officer	Fire and rescue services; and trading standards and areas of service managed by: <ul style="list-style-type: none"> • Director for Infrastructure Operations • Director for Planning and Place •
Director for Infrastructure Operations	Highways; network management; road safety and travel planning; transport development control; mainstream school and special needs transport; bus services; countryside and rights of way services; archaeological service; economic development; environmental and climate change policies; cultural services; libraries; heritage services and museums; music service; the arts; estates and valuation; property services; corporate security.

2. Full title: Director for Social & Community Services and Director of Adult Social Services

3.. Full title: Director for Children, Education & Families and Director of Children's Services

Post	Principal Areas of Service
Director for Planning and Place	Development plans and developer funding; strategic development schemes; spatial and minerals and waste planning; waste management

- (c) **Head of Paid Service, Monitoring Officer and Chief Finance Officer**
The Council will designate officers to perform these statutorily prescribed roles as follows:

Designation	Officer
Head of the Council's Paid Service	Chief Executive
Monitoring Officer	Director for Law and Governance
Chief Finance Officer	Director of Finance

The duties associated with these designations are set out in paragraphs 2 - 4 below.

- (d) For the avoidance of doubt, the officers under (b) and (c) are also to be regarded as Directors for the purposes of this Constitution, in addition to any specific duties and delegations attaching to their posts.

2. Functions of the Chief Executive

- (a) **Discharge of functions by the Council.** The Chief Executive will report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.
- (b) **Restrictions on functions.** The Chief Executive may not be the Monitoring Officer but may hold the post of Chief Finance Officer if a qualified accountant.

3. Functions of the Monitoring Officer

- (a) **Maintaining the Constitution.** The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is available to councillors, staff and the public.
- (b) **Ensuring lawfulness and fairness of decision making.** After consulting with the Chief Executive and Chief Finance Officer, the Monitoring Officer will report to the full Council or, in the case of an executive function, to the Cabinet, if he or she considers that any

proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.¹

- (c) **Supporting the Audit & Governance Committee.** The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support and advice to the Audit & Governance Committee.
- (d) **Receiving complaints.** The Monitoring Officer will receive and act on complaints about Councillor conduct.
- (e) **Reviewing complaints.** The Monitoring Officer will review complaints in accordance with the Council's arrangements for dealing with member complaints.
- (f) **Proper officer for access to information.** The Monitoring Officer will ensure that decisions, together with the reasons for those decisions and relevant officer reports and background papers are made publicly available as soon as possible.
- (g) **Advising whether executive decisions are within the budget and policy framework.** The Monitoring Officer will advise whether decisions of the Cabinet are in accordance with the budget and policy framework.
- (h) **Providing advice.** The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors.
- (i) **Restrictions on posts.** The Monitoring Officer cannot be the Chief Finance Officer or the Chief Executive.
- (j) **Issue of Guidance.** The Monitoring Officer will issue guidance from time to time on the discharge of the above functions.

4. Functions of the Chief Finance Officer

- (a) **Ensuring lawfulness and financial prudence of decision making.** After consulting with the Chief Executive and the Monitoring Officer, the Chief Finance Officer will report to the full Council or, in the case of an executive function, to the Cabinet, and to the Council's external auditor, if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.
- (b) **Administration of financial affairs.** The Chief Finance Officer will have responsibility for the administration of the financial affairs of the Council.²

¹ Section 5 of the Local Government & Housing Act 1989

² Section 151 of the Local Government Act 1972

- (c) **Contributing to corporate management.** The Chief Finance Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.
- (d) **Providing advice.** The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors and will support and advise councillors and officers in their respective roles.
- (e) **Giving financial information.** The Chief Finance Officer will provide financial information to the media, members of the public and the community.

5. **Duty to Provide Sufficient Resources to the Monitoring Officer and Chief Finance Officer**

The Council will provide the Monitoring Officer and Chief Finance Officer with such officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

6. **Deployment and Management of Staff in General**

- (a) The recruitment, selection and dismissal of officers will comply with the Officer Employment Rules set out at Part 8.4 of this Constitution.
- (b) The Head of Paid Service will determine and publicise a description of the overall structure of the paid service of the Council showing the management structure and deployment of officers. This is set out at Part 7.1 of this Constitution.

7. **Powers Exercisable by Officers**

Officers may exercise functions of the Council, the Cabinet and committees of the Council to the extent and subject to the conditions specified in the Officer Delegations set out in Part 7 of this Constitution.

8. **Sub-Delegation to Designated Officers**

The Chief Executive's, Directors' and other officers' powers conferred by this Section and its Appendices, including any proper officer functions, may be exercised by other officers designated in writing by the Chief Executive, relevant Director or other officer, either generally or in specific circumstances.

9. **Conduct of Officers**

Officers will comply with the Officers' Code of Conduct and the Protocol on Member/Officer Relations.

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Scheme of Delegation to Officers

1. Introduction

- 1.1. This scheme of delegation authorises the relevant officers to exercise the functions of the council as set out in this scheme and the Constitution. For the purpose of this scheme, 'officers' includes the Chief Executive, directors and other officers whose titles and/or areas of responsibility are set out in Part 2, Article 13 of the Constitution.
- 1.2. This scheme is without prejudice to the exercise of the council's functions by the council, the Cabinet, the council's committees and sub-committees and their own powers of delegation and by the officers mentioned within 1.1 above.
- 1.3. For the avoidance of doubt anything which is not covered by this scheme, including the appointment of a proper officer for the purpose of any statutory function, will be determined by the Chief Executive.
- 1.4. The council has given a general indemnity to any officer acting in the purported discharge of any authority delegated to him for any action, costs, claim or liability incurred by him or her.
- 1.5. For the avoidance of doubt:
 - (a) the Chief Executive has over all other officers the powers which they are entitled to exercise under this Scheme;
 - (b) an officer may refer any matter to the Council, the Cabinet, or a committee of the Council as appropriate either:
 - (i) in lieu of exercising his/her powers in relation to that matter; or
 - (ii) for consultative purposes before exercising those powers;
 - (c) the power to exercise any function includes the power to exercise that function in a positive or negative manner or to refuse to exercise the function;
 - (d) nothing in this Scheme prevents the Council, the Cabinet or a committee of the Council from exercising a function in place of an officer;
 - (e) in this Scheme references to the Cabinet shall be taken to include the relevant Cabinet Member, a committee of the Cabinet or an area committee insofar as the function concerned has for the time being been delegated to such member or committee;

- (f) any exercise of delegation making incorrect references to any part of the Constitution, relevant statute, legislation or bylaw shall not of itself invalidate the authorised delegation.

2. Principles of Delegation

- 2.1. The Chief Executive and other officers (as defined in paragraph 1.1 of this Scheme) – known as ‘directors’ for the purposes of this Scheme of Delegation - are empowered to make decisions on behalf of the council in accordance with the following general principles:
- (a) If a function, power or responsibility has not been specifically reserved to the council, a committee, or the Cabinet, the director within whose remit the matter falls is authorised to act.
 - (b) The council, its committees and the Cabinet will make decisions on matters of significant policy. The Chief Executive and the directors have express authority to take all necessary actions to implement council, committee and Cabinet decisions that commit resources, within agreed budgets in the case of financial resources, as necessary and appropriate.
 - (c) The Chief Executive and the directors are empowered to take all operational decisions, within agreed policies, in relation to the services for which they are responsible.
 - (d) The Chief Executive and the directors are empowered to take all necessary decisions in cases of emergency¹.
 - (e) In relation to all delegated authority conferred on the directors by this scheme, the Chief Executive may allocate or re-allocate responsibility for exercising particular powers to any officer of the council in the interests of effective corporate management as he or she thinks fit.
 - (f) Where a director is absent from the workplace for a period of time that requires others to exercise delegated authority in the director’s absence, another officer should be nominated by the Chief Executive. This nomination should be formally recorded in writing.
 - (g) Where there is doubt over the responsibility for the exercise of a delegated power, the Chief Executive or their nominee is authorised to act;
 - (h) All directors are empowered to act as deputies of the Chief Executive in his/her absence, subject to the following:
 - (i) In the first instance, the person deputised to act will be the director named on the duty rota operated by the Council

¹ For the purposes of this scheme, emergency shall mean any situation in which the relevant officer believes that failure to act would seriously prejudice the Council’s or the public’s interests. Such interests are to be interpreted widely and include (but are not limited to) the risk of damage to property or threat to the health or well being of an individual.

- (ii) In the absence of both the Chief Executive and the duty rota director, any other director may deputise for the Chief Executive in consultation with the County Solicitor and Chief Finance Officer.
 - (i) Anything delegated to a director is also delegated to the Chief Executive;
 - (j) These delegations should be interpreted widely to aid the smooth running of the organisation, the effective deployment of resources, the efficient delivery of services, and the achievement of the council's goals.
 - (k) The exercise of delegated functions shall be in accordance with the managerial requirements of the Chief Executive otherwise than in matters of professional expertise, and subject to the legal requirements of the Director of Law and Governance and the financial requirements of the Director of Finance.
- 2.2. In deciding whether or not to exercise such delegated powers, the Chief Executive and the directors should consider whether to consult the appropriate Cabinet member(s) or committee chairman and have regard to their views. Officers shall always be entitled to refer matters for decision to the appropriate member body where they consider it expedient to do so.
- 2.3. The Chief Executive and the officers may authorise officers in their service areas to exercise, on their behalf, powers delegated under this scheme.

3. Recording of Delegations and Decisions

- 3.1. All delegations conferred under this scheme must be recorded in writing by the Chief Executive and the directors in such a form as the Director of Law and Governance may prescribe (including for the avoidance of doubt any delegation under paragraph 2.1(e) above). Any decision taken under such authority shall remain their responsibility, and must be taken in their name.
- 3.2. Each director will maintain a separate record of sub-delegations pertaining to his/her directorate and will provide copies to the Director of Law and Governance for retention.
- 3.3. The Director of Law and Governance will maintain a central record of all delegations under this scheme and make this available for public inspection. The record shall be kept up to date according to any additions or other variations to the powers and functions which are delegated to officers.
- 3.4. Any decision of an officer having substantive effect shall be recorded in such a manner that all those who may have an interest in that decision have certain knowledge of its effect. Any key decision shall be recorded as required by the

Access to Information Rules and notification given in accordance with the Scrutiny Procedure Rules at Part 6.2 of this Constitution.

4. Scope of Powers

- 4.1. In exercising these delegated powers the officers concerned shall have broad discretion, subject to complying with all relevant legislation, the council's constitution, including its contract and financial procedures and regulations, and overall council policy, to use the most efficient and effective means available, including the deployment of staffing and other resources within their control and the procurement of other resources necessary, whether within or outside the council.
- 4.2. Without prejudice to the generality of the foregoing the Chief Executive and directors shall have the power:
- (a) to take all lawful action consistent with overall council policy to deliver agreed strategy, plans and policy within their area of responsibility and within approved budgets. This shall include, but not exhaustively:
 - (i) invitation and acceptance of tenders, subject to the Contract Procedure rules at Part 8.3 of this Constitution;
 - (ii) preparation and submission of bids for external funds or grants for purposes related to the provision of services and acceptance of such funds and grants on such terms and conditions as may be agreed, subject to consulting the Director of Law and Governance where contractual obligations are involved;
 - (iii) write-off of irrecoverable amounts (including bad debts) up to such limit as may for the time being be prescribed by the Financial Procedure Rules at Part 8.2 of this Constitution subject in each case to the written approval of the Director of Finance (or of a member of his/her staff nominated by him/her for that purpose) and to such approval being shown in the accounting records;
 - (iv) virement (within the budget framework);
 - (v) disposal and acquisition of assets;
 - (vi) subject to the requirements of the Director of Law and Governance given either generally or in a particular case, the issue of formal notices, orders, instructions and instruments required under any legislation relating to his/her functions and areas of service or otherwise to give legal effect to the exercise of the powers set out above;
 - (vii) authorising the institution, defence or appearance in criminal or civil proceedings in relation to any legislation which they are responsible for monitoring, enforcing or otherwise implementing

on behalf of the council, subject to authorisation by the Director of Law and Governance;

- (viii) the negotiation of agreements or arrangements with other directorates of the Council or other companies or organisations relating to the provision of services for his/her directorate;
- (b) to put in place management arrangements, which define the area of responsibility of all officers under their area of responsibility;
- (c) in the case of any overspend to notify the Director of Finance in the role of Section 151 officer in accordance with the financial procedure rules and regulations;
- (d) subject to the Officer Employment Rules set out at Part 8.4 of this Constitution, to determine staffing arrangements within his or her directorate within approved budgets (except for staff employed in schools with delegated budgets), including:
 - (i) appointments, unless the power to appoint to a particular post rests with the Council or a committee of the Council;
 - (ii) dismissal of any employee subject to the concurrence of the Director of Human Resources (except where the power of dismissal is vested by law in the Director);
 - (iii) the transfer of posts within the total establishment of his/her directorate;
 - (iv) all disciplinary matters;
 - (v) granting ex-gratia payments up to a limit determined by the Director of Law and Governance to employees who have suffered loss of, or damage to, personal property in the course of their work;
 - (vi) extending an employee's sick leave on half pay for a period not exceeding the equivalent period of half pay already received; and
 - (vii) granting up to 10 days' additional paid leave on compassionate grounds, or up to twelve months unpaid leave;
 - (viii) granting unpaid leave beyond twelve months, and any other exceptional request for leave, subject to the agreement of the Director of Human Resources and the Director of Finance.
- (e) to take all action to recruit, appoint, develop, manage and reward employees, in accordance with legislation and within approved council policies and procedures (including operation of policies for voluntary severance, early retirement, redundancy and redeployment) and relevant conditions of service for staff.

5. Delegation in Practice

- 5.1. In taking any decision, the officer concerned must be satisfied that the following issues have been properly considered and completed where appropriate. All of these issues should be considered at the earliest possible stage:
- (a) a key decision should be taken in accordance with the relevant requirements (including the requirements for the recording of such decisions under Rule 18 of Part 8.1 of this Constitution);
 - (b) the views of the relevant Cabinet member(s) and committee chairman following the application of the consultation criteria set out in paragraph (c) below;
 - (c) the implication of any council policy, initiative, strategy or procedure. Officers need to be aware of any potential impact of a delegated decision in other services. In such cases, consultation with officers, relevant Cabinet member(s) or committee chairmen from any affected portfolio and local members, where the issue relates to a specific area, should take place;
 - (d) consultation in accordance with the council's consultation strategy and the views emanating from that process;
 - (e) the range of available options;
 - (f) the staffing, financial and legal implications;
 - (g) the assessment of any associated risks in accordance with the council's risk management strategy;
 - (h) the involvement of appropriate statutory officers and/or other directors;
 - (i) the relevance of any regional or national guidance from other bodies;
 - (j) the council's constitution, including the Forward Plan, its contract and financial procedures and regulations, all relevant guidance, legislation, codes of practice and protocols.
- 5.2. Any member may request that executive decisions taken by officers under delegated powers are scrutinised by the appropriate scrutiny committee.

6. Specific Powers and Functions

- 6.1. Subject to the foregoing and without prejudice to the general effect of this scheme, the Chief Executive and directors designated for the purpose may exercise such specific powers and functions:

- (a) in the capacity of proper officer; or
- (b) otherwise on behalf of the Council, the Cabinet or a committee of the Council

as may be delegated to them from time to time. The powers and functions which are for the time being delegated to the Chief Executive, Director of Law and Governance and the Director of Finance are listed in this section.

6.2. The Director of Law and Governance shall keep this scheme of delegation up to date according to any additions or other variations to the powers and functions of the Chief Executive, Director of Law and Governance, the Director of Finance and directors.

6.3. The **Chief Executive** is authorised to undertake:

- (a) The functions under Section 4 of the Local Government and Housing Act 1989 as the Head of Paid Service of the Council, and in accordance with Article 13 of this Constitution.
- (b) Allocation of accommodation for the purposes of the Council, the Cabinet, committees, sub-committees and members.
- (c) Any function of the Cabinet or of a Council committee or sub-committee, after consultation with the appropriate Director and thereafter:
 - (i) in the case of an executive function, with the Leader of the Council or, in his/her absence, the Deputy Leader of the Council; or
 - (ii) in any other case, with the Chairman of the relevant committee or sub-committee or, in his/her absence, the Deputy Chairman of the relevant committee or sub-committee.

Any exercise of these functions shall be reported to the Cabinet or other relevant committee or sub-committee and shall be published on the website as soon as possible.

- (d) Following consultation with employees' representatives and with the Cabinet Member having responsibility for human resources and any other member(s) of the Cabinet whose responsibilities include a service particularly affected, approval of amendments to the County Council's personnel policies and procedures, subject to reference being made to the Cabinet where either:
 - (i) they would have material budget implications; or
 - (ii) material concerns about them have been expressed by the employees' representatives.

- (e) The powers and duties of County Returning Officer for the purposes of Section 35 of the Representation of the People Act 1983.

- 6.4. The Director of Law and Governance is authorised to:
- (a) take any action to implement any decision taken by or on behalf of the council, including the signature and service of statutory and other notices and any document; and authority to apply the Common Seal of the County Council to deeds in order to execute them;
 - (b) institute, defend, settle or participate in any legal proceedings or disputes in any case where such action is necessary to give effect to decisions of the council or in any case where the Director of Law and Governance considers that such action is necessary to protect the council's interests;
 - (c) consult with and instruct counsel, solicitors and other experts for legal proceedings, public inquiries, and other matters involving the council, and the negotiation and settlement of legal disputes on behalf of the Council, the Cabinet, committees of the Council or officers and arrangements for their representation in any court, public inquiry or other forum where he/she considers formal representation to be proper, including the incurring of such fees in respect thereof as may be appropriate;
 - (d) authorisations under Section 223 of the Local Government Act 1972 (appearance by persons other than solicitors in legal proceedings);
 - (e) acting as trustee on behalf of the Council in respect of any matter whereon he/she considers such action to be appropriate;
 - (f) enter objections to any proposal affecting the county, the council or the inhabitants of the county;
 - (g) undertake the following proper officer functions of the Council under the Local Government Act 1972:
 - (i) Declaration of Acceptance of Office (Section 83);
 - (ii) Notice of Resignation of Office (Section 84);
 - (iii) Convening of and Summonses to Meetings (Section 88 & Schedule 12);
 - (iv) Filling of Casual Vacancies (Section 89);
 - (v) General Notices regarding Pecuniary Interest (Section 96);
 - (vi) Ordnance Survey (Section 191);
 - (vii) Charitable Trusts (Section 210);
 - (viii) Deposit of Documents (Section 225);
 - (ix) Certificate of Photographic Copies of Documents (Section 229);
 - (x) Authentication of Documents (Section 234);
 - (xi) Procedure etc. for Bye-Laws (Section 236);
 - (xii) Evidence of Bye-Laws (Section 238);
 - (xiii) Enactments relating to Town & Country Planning (Schedule 16)

- (xiv) Adaptations, Modifications and Amendments of Enactments (Schedule 29);

- (h) the functions of Monitoring Officer within the meaning of Section 5 of the Local Government and Housing Act 1989 and in accordance with Article 13 of this Constitution;
- (i) the proper officer functions of the Council for the purposes of giving public notice of the receipt of a report from the Local Commissioner, for the purposes of Part III of the Local Government Act 1974;
- (j) following consultation with the Director of Finance and with the Leader and Deputy Leader of the Council, approval of new or amended operational policies and procedures for the governance of the Council, subject to reference being made to the Cabinet where either:
 - (i) they would have material budget or substantive policy implications; or
 - (ii) material concerns about them have been expressed by the employees' representatives;
- (k) such proper officer functions of the Council other than those specified in this section as are not specifically delegated to any other officer;
- (l) the functions under Section 16(1) and Section 16(2) of the Local Government and Housing Act 1989 to give effect to the wishes of the political groups as regards membership of scrutiny committees and committees of the Council;
- (m) the proper officer functions of the Council for the purposes of Part VA of the Local Government Act 1972 (Access to Information);
- (n) making of appointments to outside bodies in accordance with the Council's published arrangements relating to representation on outside bodies;
- (o) making of appointments to school admission and exclusion appeal panels;
- (p) to adjust the terms of reference of a scrutiny committee to reflect detailed changes in the remits of individuals or bodies which are specified in those terms of reference, subject to the concurrence of the Scrutiny Co-ordinating Group in each case;
- (q) authorisation of the reproduction or display of the Council's armorial bearings or any part thereof;
- (r) as Monitoring Officer, the functions of the 'qualified person' under the Freedom of Information Act 2000 (Section 36(5)(o)(iii)) for determining whether the exemptions under Section 36 are engaged.

6.5. The **Director of Finance** is authorised to undertake:

- (a) The proper officer functions of the Council for the purposes of Section 115 of the Local Government Act 1972 (Receipt of Money) and for the administration of the Council's financial affairs under Section 151 of the Act, and in accordance with Article 13 of this Constitution.
- (b) The proper officer functions of the Council for the purposes of Section 146 of the Local Government Act 1972 - Transfer of Securities.
- (c) The functions of 'responsible officer' for the purposes of financial administration under the Local Government Finance Act 1988.
- (d) Functions as the officer responsible for maintaining an adequate and effective system of internal audit.
- (e) Implementation of pay awards made nationally or locally under procedures recognised by the Council.
- (f) The making of investments of the County Pension Fund in accordance with the policies determined by the Pension Fund Committee.
- (g) Determination of cases of whether the education or training should be treated as continuous where an eligible child for the payment of a dependent's pension benefit under the Local Government Pension Scheme Regulations is over 17 and has been engaged continuously in full-time education or in training for a trade, profession or vocation has taken a gap year, subject to a report to the Pension Fund Committee on such determinations.

6.6. **Directors**

Each director is authorised to act on behalf of the Council in relation to any operational matters within the service areas for which s/he is responsible as set out in Article 13, subject to the provisions of Part 7.2 of this Constitution. The director will maintain a separate record of sub-delegations pertaining to his/her directorate and will provide copies to the Director of Law and Governance for retention under this Schedule.

6.7. For the avoidance of doubt, the delegation to the Director for Planning and Place includes the power, jointly with the Director of Law and Governance, to determine applications for certificates of lawfulness of existing or proposed use or development.

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