

## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the Meeting of the  
**West Oxfordshire District Council**  
held via video conferencing at 12:30 pm on **Wednesday 28 October 2020**

### PRESENT

Councillors: Harry Eaglestone (Chairman), Jane Doughty (Vice-Chairman), Jake Acock, Joy Aitman, Alaa Al-Yousuf, Luci Ashbourne, Andrew Beaney, Richard Bishop, Rosa Bolger, Jill Bull, Mike Cahill, Nathalie Chapple, Andrew Coles, Owen Collins, Julian Cooper, Derek Cotterill, Suzi Coul, Maxine Crossland, Marilyn Davies, Duncan Enright, Hilary Fenton, Ted Fenton, Steve Good, Andy Graham, Jeff Haine, David Harvey, Gill Hill, Ed James, Richard Langridge, Liz Leffman, Nick Leverton, Dan Levy, Norman MacRae MBE, Martin McBride, Michele Mead, James Mills, Toby Morris, Kieran Mullins, Neil Owen, Elizabeth Poskitt, Alex Postan, Carl Rylett, Geoff Saul, Harry St John and Ben Woodruff.

Officers: Giles Hughes (Chief Executive); Elizabeth Griffiths (Chief Finance Officer); Frank Wilson (Executive Director Finance); Vanessa Scott (Climate Change Manager); Astrid Harvey (Community Planning Officer); Keith Butler (Head of Democratic Services); and Amy Bridgewater-Carnall (Senior Strategic Support Officer).

### 30. MINUTES

**RESOLVED:** That the minutes of the meeting of the Council held on 29 July 2020 be approved as a correct record and signed by the Chairman.

### 31. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Laetisia Carter, Louise Chapman, Nigel Colston and David Jackson.

### 32. DECLARATIONS OF INTEREST

Councillor Harvey declared an interest in Item 19 – Sealing of Documents because he was a Tenant of Newman Court.

### 33. RECEIPT OF ANNOUNCEMENTS

#### 33.1 Former Councillor Robert (Chunky) Townley

The Chairman advised the meeting of the sad news that former Councillor Robert Townley had recently passed away.

Robert, known as Chunky, had been elected to the Council for the Chipping Norton ward in 2006, serving for one term, and did not stand for re-election in 2010.

Mr Townley had served on the Economic and Social and Environment Overview and Scrutiny Committees and had been Vice Chairman of the former for two years.

#### 33.2 Oxfordshire Growth Board and LEP

The Leader, Councillor Mills, advised that he had attended recent meetings of both the Oxfordshire Growth Board and the LEP. He reminded Members of the recently established Local Nature Partnership which he felt was one of the most positive things to projects that WODC had been involved in establishing.

### 33.3 West Oxfordshire Business Awards

Councillor Morris advised that the West Oxfordshire Business Awards (WOBA's) had been held virtually and he was delighted to pass his congratulations on to Vocovo who had been announced as this year's winners.

### 33.4 Councillor Portal

Councillor Morris reminded Members of the recently launched Councillor Portal which was a central point for finding information and reporting issues for Councillors. He suggested that Members follow the link sent, and save it as a favourite which would enable them to access it quickly and keep up with important announcements. It was confirmed that the link to the portal would be circulated again.

### 33.5 Fly-Tipping – New reporting process

Councillor MacRae announced that a new process for reporting instances of Fly-Tipping had been introduced which included an interactive map which allowed the reporting person to pin-point the location of the problem more accurately.

## 34. PARTICIPATION OF THE PUBLIC

There was no participation by members of the public.

## 35. RESIGNATION AND ELECTION OF LEADER OF THE COUNCIL

Councillor James Mills announced his resignation from the position of Leader of the Council, with immediate effect.

Councillor Mills reflected on his time as a Councillor, and reminded all Members to be grateful for the patience of their families. He thanked past and present colleagues for the work they carried out, and had done together, and praised the support of officers who he had witnessed, first-hand, had gone above and beyond the call of duty over the last few months. He reminded Members that they had their greatest challenge to deal with yet in Covid-19 and assured everyone that the Council would continue to work with other Councils, community partners and voluntary groups to support the residents of West Oxfordshire. Councillor Mills wished the next Leader well and felt that although it could be a challenging and lonely role at times, this was balanced out by the knowledge of seeking to make a positive difference to the local area.

In concluding, Councillor Mills proposed Councillor Michele Mead as Leader and this was seconded by Councillor Morris.

Councillor Morris paid tribute to the outgoing Leader and wished him and his wife well for the future. He recognised the time and commitment that Councillor Mills had given to the role and stated that it had been an honour to work alongside him.

Councillor Graham addressed Members and wished to reiterate a number of the points made. As an opposition Member, Councillor Graham recognised that there had been differences of opinion but noted that Councillor Mills had often put politics aside for the greater good. Councillor Graham stated that he had seen a generosity of spirit in Councillor Mills and wished him and his family well in Bristol. He concluded by thanking him on behalf of the Liberal Democrat group.

Councillor Enright praised Councillor Mills for his hard work and recalled when he had first met James in his role as Witney Mayor. He expressed his thanks to Councillor Mills for his encouragement and stated that he had valued his input, remembering in particular the speech he delivered on Black Lives Matter which he had found to be heartfelt and moving. He wished Councillor Mills all the best for his new ventures in Bristol.

The proposal was then put to the vote, and the Council -

**RESOLVED:** That Councillor Michele Mead be elected as Leader of the Council for the remainder of her current term of office as a Councillor, i.e. to 8 May 2023.

Councillor Mead thanked Members and stated that it was an honour and a privilege to be chosen as Leader. She thanked Councillor Mills for his help and support in mentoring her over the previous months and assured Members that her door would always be open.

Councillor Bolger added her congratulations and stated that she looked forward to greater communication and cross party working in the future.

### 36. APPOINTMENT OF EXECUTIVE MEMBERS

Councillor Mead reiterated her thanks to the Council for electing her as Leader, and confirmed that her portfolio would be the same as that of her predecessor.

Councillor Mead then announced her appointment of the Deputy Leader and other Executive Members in accordance with Article 7.5 of the Constitution.

In addition to the existing members, Councillor Mead was appointing Councillors Suzi Coul and Marilyn Davies, as the Cabinet Members for Health and Leisure and Communities and Housing respectively, and the portfolio responsibilities would be as shown in the [Appendix](#) to these minutes.

**RESOLVED:** That the report from the Leader be noted.

### 37. RECOMMENDATIONS FROM THE EXECUTIVE

The Council considered the report of the Head of Democratic Services setting out two recommendations made by the Cabinet at its meetings held on 23 September and 21 October 2020 respectively.

Councillor Mead introduced the report, and proposed the recommendations as laid out, which was seconded by Councillor Morris.

Councillor Graham made reference to the Cabinet decision from 21 October 2020 relating to the Approval of the Investment Strategy and queried when the governance structures would be established to support the strategy. The Portfolio Holder for Finance advised that he would speak to the Chief Executive and report back a timeframe.

**RESOLVED:** That the recommendations made by the Cabinet at its meetings held on 23 September and 21 October 2020 be approved in relation to:-

- a) additional Capital Slippage from budget year 2019/20 in the amount of £843,108 (Minute No. CT/44(b)/2020/2021); and
- b) the adoption of the draft Investment Strategy for the recovery of West Oxfordshire and authorising the Chief Executive to establish appropriate governance structures to support the strategy (Minute No. CT/59/2020/2021).

### 38. REPORTS OF THE CABINET AND THE COUNCIL'S COMMITTEES

The reports of the meetings of the Cabinet and the Council's Committees held since 29 July 2020 were received.

#### 38.1 Financial Support for GLL Minute No. 12/UC/2020/2021

Councillor Enright asked for clarification on the current situation with GLL with particular interest in whether the agreement had been signed.

In response, Councillor Coul confirmed that the agreement was in place and the Council was working fully with GLL.

It was noted that some of the web pages on the WODC website needed updating to promote that the leisure centres were open for business. At present, a number of the 'Coronavirus' pages referred to them as being closed.

38.2 Government White Paper: Planning for the Future  
Minute No. 04/DCC/2020/2021

Councillor Rylett asked the Portfolio Holder if a response had been received from Robert Courts MP in relation to comments raised by Members.

In response, Councillor Haine advised that no response had been received as yet. Following an additional query from Councillor Enright, Councillor Haine confirmed that he would be happy to share the final covering letter and any response received.

38.3 Track & Trace App  
Minute No. 41.4/CAB/2020/2021

Councillor Graham advised that he had not had a response to his query regarding mobile phones that were unable to process QR codes and how businesses would assist those customers.

Councillor MacRae explained that there was a wealth of information on the government website regarding QR codes and advised that if a customer did not have the relevant technology, their details would be recorded manually. He also reminded Members that the new Covid Support Officer would be appointed to work with businesses whilst enforcing the guidelines. Councillor MacRae offered to circulate the organisational chart detailing the relevant officers and responsibilities.

38.4 Equality Policy  
Minute No. 06/ESO&S/2020/2021

Councillor Graham asked if confirmation could be given that training would be provided to all Councillors in relation to the Equalities Policy and asked for clarity on the wording 'later this year'

In response, Councillor Morris agreed that training would be rolled out and confirmed that it would be within this civic year.

38.5 Woodstock Infrastructure Delivery  
Minute No. 45/CAB/2020/2021

Councillor Cooper asked if there was any update on the piece of land that Councillor Poskitt had suggested be discussed for future development.

In response, Councillor Haine advised that there was no answer as yet but he would respond to Councillors Cooper and Poskitt outside of the meeting.

Under the same minute, Councillor Cooper asked if there was an update on the car parking review for Woodstock. Councillor MacRae advised that it was anticipated that a report would be forthcoming to the December Cabinet meeting.

38.6 Petition: Sewage and Sewage Discharges  
Minute No. 05/EnvO&S/2020/2021

Councillor Graham enquired if there had been any further progress on encouraging Robert Courts MP to get involved with the issues raised by the above petition. Councillor MacRae clarified the recommendations put forward at the meeting and stated that a letter

had been sent to the MP's office. An automated response had been received, and he would update Members when he heard anything further.

38.7 Community Recycling: Bring Sites in West Oxfordshire  
Minute No. 06/EnvO&S/2020/2021

Councillor Enright suggested that the charges for Bulky Waste Collection could be a factor in the increased instances of fly-tipping at Bring Sites and elsewhere. He asked if the Environment Overview & Scrutiny Committee could reconsider the charges as part of its work programme. Councillor Al-Yousuf confirmed that this could be added to the work programme and officers be requested to bring a report to the meeting.

38.8 Members Questions  
Minute No. 12/ESO&S/2020/2021

Councillor Coles asked if an answer had been received from officers in response to his question raised regarding Air Quality. Officers advised that a response had been forthcoming and would be circulated shortly.

38.9 Community Recycling: Bring Sites in West Oxfordshire  
Minute No. 06/ESO&S/2020/2021

Councillor Postan asked if any more could be done to inform the public that the Bring Sites were for recycling and not waste disposal.

38.10 Draft Covid-19 Recovery Plan for West Oxfordshire  
Minute No. 58/CAB/2020/2021

Councillor Leffman queried the finances relating to the above report as she was unclear as to where this would be funded from.

In response, Councillor Morris stated that he would respond with a full breakdown by email.

Under the same minute, Councillor Graham asked for a list to be provided detailing what parish and town councils were doing to support Youth Services. Councillor Mead explained that she had undertaken a lot of research in conjunction with the officer and the Cabinet Member, Councillor Coul would be able to share a comprehensive list of the provision within the District.

39. REVIEW OF POLITICAL BALANCE

The Council considered the previously circulated report of the Head of Democratic Services, which reviewed the allocation of seats on the Committees of the Council to the political groups and non-aligned member, as a consequence of recent changes in the membership of the Conservative and Liberal Democrat Groups and the reduction in the number of non-aligned members from two to one.

Councillor Morris introduced the report and proposed the recommendations as laid out plus the composition of the Overview and Scrutiny Committees as set out in resolution (a) below. This was seconded by Councillor Mead, and the Council -

**RESOLVED:**

- (a) That the seats on the Committees of the Council be allocated to the political groups and the non-aligned member in accordance with the rules relating to political balance, and as indicated in the Table under paragraph 2.2 of the report, with the balance of the three Overview and Scrutiny Committees to be:

<b>Committee</b>	<b>Balance</b>
Economic and Social	8 Conservative; 3 Labour & Co-op; 3 Liberal Democrat
Environment	9 Conservative; 3 Labour & Co-op; 2 Liberal Democrat
Finance and Management	9 Conservative; 2 Labour & Co-op; 3 Liberal Democrat

- (b) That as a consequence of the revised political balance figures, Councillor Richard Langridge be appointed to serve on the Development Control Committee; and
- (c) That it be noted that other changes in the membership of any Committees consequent to the above decisions would be made in accordance with the wishes of the political groups, and notified to all members of the Council.

#### 40. REVIEW OF VIDEO CONFERENCE MEETINGS AND PROCEDURES

The Council considered the previously circulated report of the Head of Democratic Services which, further to the decisions made at its meeting held 13 May 2020, reviewed the arrangements for virtual meetings, i.e. Council, Cabinet and Committee meetings held via video conferencing.

Councillor Morris outlined the report and signposted Members to the proposed changes highlighted in red. With regard to recommendation d), Councillor Morris suggested that a decision on a retention period be made at a later date due to the uncertainties surrounding Council meetings and the impact of Coronavirus.

It was noted that a number of Members felt that hybrid meetings would be the best option for the future, however, this would require investment in recording and streaming equipment.

Councillor Fenton asked if the procedure notes could be amended to include reference to voting via a show of hands where practicable. Officers agreed that this could be included.

It was -

#### **RESOLVED:**

- (a) That the report be noted;
- (b) That the Virtual Meetings Procedure Rules approved by Council on 13 May 2020 be amended in accordance with Annex 1 to the report, subject to the second paragraph in 8.1 being amended to read “*Should this option not be available for technical or other reasons, voting will be a show of hands, by consent or by roll-call, as deemed appropriate and practicable by the Chairman*”;
- (c) That no changes be made to the Councillor Protocol for Virtual Meetings in Annex 2 to the report; and
- (d) That the Council will consider a retention period for the recordings of meetings held via video conferencing at a later date.

#### 41. COVID-19 RECOVERY PLAN FOR WEST OXFORDSHIRE

The Council considered the previously circulated report of the Chief Executive, which outlined a draft plan for the Council’s approach to recovery from the impacts of Covid-19 in terms of both its leadership role working with West Oxfordshire’s communities and the Council’s own functioning.

Councillor Mead introduced the report and thanked officers and the Cabinet Advisory Group for their hard work. She advised that this would be a fluid document but any changes would be made in consultation with Councillors.

Councillor Mead proposed the recommendations and this was seconded by Councillor Morris.

Whilst broadly supportive of the document, Councillor Graham was disappointed that there were a number of elements missing from the Project Investment Schedule, such as homelessness. In response, the Cabinet Member for Communities and Housing, Councillor Davies, reassured the Council that she was satisfied that officers were well aware of the challenges surrounding homelessness and there were a number of resources being accessed including family liaison officers. She also advised that a new temporary accommodation premise was being looked into and officer recruitment was the next step.

Councillor Leffman queried the financial implications and asked if the dedicated youth support could be reconsidered as a priority.

Councillor Collins felt that the response regarding homelessness was vague and proposed that the funding made available for the plan, detailed on page 4 of the report, be amended to reduce the term of the Climate Action Officer post to twelve months, allowing the funding for a Homelessness Prevention Officer post to be brought forward by twelve months.

However, following further reassurances and explanation from Councillor Davies, Councillor Owen was satisfied and withdrew the amendment.

A number of Members were dissatisfied that the plan appeared to lack financial provision for youth services and concerns were raised that the pressures being faced by families would result in higher stress levels.

Councillor Mills reminded Members that this plan was in addition to all the other work that the Council carried out and should not be looked at in isolation.

**RESOLVED:** That the draft Recovery Plan attached as Annex I to the report be approved.

#### 42. CARBON ACTION PLAN: THE PATHWAY TO ACHIEVING CARBON NEUTRAL BY 2020

The Council considered the previously circulated report of the Climate Change Manager, which presented the Carbon Action Plan and pathway to achieving the Council's target of carbon neutral by 2030.

The report contained a framework for the how the Council would respond to the climate and ecological emergency as part of a Climate Action work programme for the District, along with an update on the action taken in response to the original recommendation relating to a residents' panel.

The report and the Action Plan, attached as Annex I to the report, had been considered by Cabinet on 21 October 2020 and the recommendation from that meeting was circulated to all members. Members had commented on a few sections of the plan at the Cabinet meeting and officers had responded to them accordingly.

Councillor Harvey introduced the report, outlined the key sections and thanked officers for their work in compiling the comprehensive document. He proposed the recommendations as laid out.

This was seconded by Councillor MacRae who commended officers and Members of the Climate Action Working Group.

Members were very supportive of the plan and were pleased at how much had been achieved to date. Councillor Mills thanked the Cabinet Member and Ness Scott for the presentation at Cabinet the previous week and made reference to the work being undertaken with the OxLEP Clean Growth Group.

Councillor Harvey concluded by advising that he had presented a list of the work being undertaken by this Council at recent community meetings, and it had been recognised how much the Council was achieving.

**RESOLVED:** That the Carbon Action Plan be formally approved, for publication, as the Council's pathway to achieving carbon neutral by 2030.

#### 43. MOTION: LIVE STREAMING OF COUNCIL AND COMMITTEE MEETINGS

The Council considered the previously circulated report of the Head of Democratic Services, which referred to the motion originally proposed at its meeting held on 23 October 2019 by Councillor Jake Acock, and seconded by Councillor Andy Graham, as below, and advised of the latest consideration of the matter and recommendation from the Finance and Management Overview and Scrutiny Committee.

*“One of the ethos of this council is to be inclusive; not exclusive. We want to welcome people in and get more and more active with local government. This council recognises we are living in an age of technology that can be used to keep in touch, improve communications and change peoples lives for the better. Therefore, in order to improve our communications, we charge that every council and committee meeting is filmed and recorded, then placed on the West Oxfordshire District Council website for West Oxfordshire residents to view and listen to our meetings. Across the country from Manchester, Wandsworth and Bath, council meetings are recorded. Therefore, this council charges that we will now record and stream live all of our council meetings and committee meetings”*

The Finance and Management Overview and Scrutiny Committee had considered the motion at its meeting on 7 October 2020 and, following a robust debate, recommended that the motion be deferred for twelve months because there were other financial priorities to consider at the present time.

As the original proposer of the motion, Councillor Acock addressed Members and signposted them to the work taking place within the Covid Recovery Plan. With that in mind, he supported the scrutiny committee's recommendation that no further action should be taken at this time. This was seconded by Councillor Beaney.

Councillor Graham expressed his disappointment as the seconder to the original proposal because he felt that the issue was still important and should be considered.

It was highlighted that a significant period of time had passed since the motion had originally been proposed, and that Members and officers were already working differently due to Coronavirus rules. Some Members felt that there were sufficient investigations taking place to implement hybrid meetings in the future and there was still a lot of uncertainty surrounding the working environment over the next six months.

There was strong feeling that democracy needed to be promoted and taking no further action at this time could be seen as excluding the public from the decision making process. Conversely, it was noted that to upgrade the technology to a sufficient level would be costly and there were other pressing financial priorities.

The proposal was put to the vote and the Council -



**RESOLVED:** That no further action be taken at this time because there were other financial priorities to consider.

44. MOTION: ELECTRONIC COMMUNICATIONS

The Council considered the previously circulated report of the Head of Democratic Services, which referred to the motion originally proposed at its meeting held on 22 January 2020 by Councillor Jake Acock, and seconded by Councillor Andy Graham, as below, and advised of the consideration of the matter and recommendation from the Finance and Management Overview and Scrutiny Committee.

*“West Oxfordshire District Council places great importance upon communications with councillors, whether that be sending out agendas for meetings or through regular email updates.*

*West Oxfordshire District Council also places great importance upon environmental credentials and cost-effective projects.*

*Therefore, this council resolves that we will no longer send paper copies of communications including agendas for all meetings and will issue every councillor with an iPad for council business.*

*This will allow the council to:*

- a) have stronger greener credentials and help to tackle the climate crisis.*
- b) be more cost and staff efficient.*
- c) be more GDPR friendly.*

*This council resolves that this will be added to the 2020 budget and that all councillors will be issued with an iPad by May 2020”.*

The Finance and Management Overview and Scrutiny Committee had considered the motion at its meeting on 7 October 2020 and recommended that the motion was not pursued at the present time. This was due to a number of factors including a lack of funds and that it may not be considered to be a sensible use of public funds during the current pandemic.

As the original proposer of the motion, Councillor Acock addressed Members and confirmed that he supported the recommendation from the scrutiny committee that no further action should be taken at the moment.

Some Members felt that it was important to continue to find ways to work more in a more environmentally friendly manner, and did not wish the sentiment of the motion to be lost. However, it was noted that officers and members had already found alternative ways of working due to the Coronavirus rules.

**RESOLVED:** That no further action be taken at this time.

45. MOTION: FIREWORK DISPLAYS

The Council considered the previously circulated report of the Head of Democratic Services, which referred to the motion originally proposed at its meeting held on 26 February 2020 by Councillor Toby Morris, and seconded by Councillor Suzi Coul, as below, and advised of the consideration of the matter and recommendation from the Environment Overview and Scrutiny Committee.

*“This Council resolves:*

- (a) To ask for all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people*

- (b) *To actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks*
- (c) *To write to the UK Government urging them to introduce legislation to limit the environmental impact and maximum noise level of fireworks to 90dB for those sold to the public for private displays*
- (d) *To encourage local suppliers of fireworks to stock climate-friendly and ‘quieter’ fireworks for public display”*

The Environment Overview and Scrutiny Committee had considered the motion at its meeting on 1 October 2020 and, after a full and detailed discussion, the Committee’s recommendation to Council was:

That the Council works with Parish and Town Councils and

- a) asks for all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people;
- b) actively promotes a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks;
- c) writes to the UK Government urging them to introduce legislation to limit the environmental impact and maximum noise level of fireworks to 90dB for those sold to the public for private displays; and
- d) encourages local suppliers of fireworks to stock climate-friendly and ‘quieter’ fireworks for public display.

As the proposer of the original motion, Councillor Morris addressed Members and thanked the Overview and Scrutiny Committee for its consideration and comments. He acknowledged that time had passed since the motion had originally been proposed and many public displays were unlikely to be taking place under the new Coronavirus rules.

Councillor Morris felt that recommendation c) could be amended because he recognised that the Government’s current priority was dealing with the pandemic and focusing on recovery. He suggested that the local MP be contacted and asked to take the issue forward on the Council’s behalf and this was supported by Councillor Coul.

Some Members felt that changing recommendation c) was not suitable because animal welfare for wild animals was important.

There was a general acknowledgement that the Council had limited powers but could work with Parish and Town Councils to seek to persuade and educate residents.

Councillor Morris agreed with the comments made by Councillor Bolger, who felt that the Council’s role was one of advocacy and education. He therefore proposed that the recommendations be approved with the amendment to c).

**RESOLVED:** That the Council works with Parish and Town Councils and

- a) asks for all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people;
- b) actively promotes a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks;

- c) writes to Robert Courts MP asking him to urge the Government to introduce legislation to limit the environmental impact and maximum noise level of fireworks to 90dB for those sold to the public for private displays, on the District Council's behalf; and
- d) encourages local suppliers of fireworks to stock climate-friendly and 'quieter' fireworks for public display.

46. MOTION: ENVIRONMENTAL AWARDS FOR BUSINESSES

The Council considered the previously circulated report of the Head of Democratic Services, which referred to the motion originally proposed at its meeting held on 26 February 2020 by Councillor Duncan Enright, and seconded by Councillor Rosa Bolger, as below, and advised of the consideration of the matter and recommendation from the Environment Overview and Scrutiny Committee.

*"In light of the climate emergency, the council will encourage businesses and organisations in the district to adopt more sustainable modes of operation. The council therefore resolves to investigate methods to encourage this by audit and award schemes to recognise good practice. These will include exploring best practice by local authorities, the inclusion of environmental measures in procurement decisions, considering awards similar to environmental health audits for food outlets, and discussion with West Oxfordshire Business Awards (WOBA) about sustainability awards."*

The Environment Overview and Scrutiny Committee had considered the motion at its meeting on 1 October 2020 and after a full and detailed discussion, the Committee's recommendation to Council was:

*"That the Council encourages businesses and organisations in the district to adopt more sustainable modes of operation. The Council should ask the Climate Action Working Group to investigate methods to encourage this by audit and award schemes to recognise good practice, including exploring best practice by local authorities, the inclusion of environmental measures in procurement decisions, considering awards similar to environmental health audits for food outlets, and discussion with West Oxfordshire Business Awards (WOBA) about sustainability awards"*.

As the original proposer of the motion, Councillor Enright addressed Members and was pleased at the warm welcome the proposal had received at the Overview and Scrutiny Committee. He was delighted at the suggestion to forward the motion to the Climate Action Working Group and proposed that this be approved.

As the Chairman of the Climate Action Working Group, Councillor Harvey welcomed the opportunity to take the motion forward and Councillor Coles seconded the recommendation.

Councillor Al-Yousuf, as Chairman of the Environment Overview and Scrutiny Committee, stated that it had been a very positive discussion at the meeting and hoped the CAWG would have similar success with the Business Awards as with the recently held Climate Change competition.

**RESOLVED:** That the Council encourages businesses and organisations in the District to adopt more sustainable modes of operation; and the Climate Action Working Group be asked to investigate methods to encourage this by audit and award schemes to recognise good practice, including exploring best practice by local authorities, the inclusion of environmental measures in procurement decisions, considering awards similar to environmental health audits for food outlets, and discussion with West Oxfordshire Business Awards (WOBA) about sustainability awards.

47. EMERGENCY AND URGENCY DELEGATIONS

The Council received the previously circulated report of the Head of Democratic Services, which specified and summarised decisions taken under the emergency and urgency delegation arrangements approved by Council on 13 May 2020.

The Leader, Councillor Mead, outlined the report, explained the reasons behind these decisions being taken and proposed the noting of the report. This was seconded by Councillor Morris.

Members acknowledged that the safety and security of residents had been paramount and decisions had to be made at pace due to the pandemic. It was noted that Group Leaders had been included in the correspondence circulating and officers were thanked for their work.

**RESOLVED:** That the report be noted.

48. SEALING OF DOCUMENTS

The Council received and noted the report of the Head of Paid Service which gave details of documents numbered 11819 to 11842A sealed since its last meeting.

The meeting closed at 3.35 pm

CHAIRMAN

**WEST OXFORDSHIRE DISTRICT COUNCIL**  
**CABINET MEMBERS AND RESPONSIBILITIES EFFECTIVE FROM 28 OCTOBER 2020**

<b>Member</b>	<b>Area of Responsibility</b>
Michele Mead ( <b>Leader</b> )	<b>Leader of the Council:</b> Policy Framework; Corporate Plan; Co-ordination of Executive functions; Representation on Regional and National Bodies; Oxfordshire Partnership Board; Oxfordshire Growth Board; Oxfordshire Local Enterprise Partnership; Oxfordshire Leaders; Economic Development; Inward Investment; Communications; Parish/Town Council Liaison
Toby Morris ( <b>Deputy Leader</b> )	<b>Resources:</b> Finance and Management; Equalities and Diversity; Customer Services; Information Technology and services; Asset Management; Council Tax and Benefits; Health and Safety; Councillor Development; Shared Services; Efficiency Agenda; Performance Management, Business Development; Visitor Economy
Suzi Coul	<b>Health and Leisure:</b> Sports and Leisure Facilities and Strategy; Healthy communities; Public Art; Community Facilities Grants; Community Revenue Grants; Community Activity Grants; Oxfordshire Health improvement; Community and Public Health
Merilyn Davies	<b>Communities and Housing:</b> Safeguarding; Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner; Voluntary sector engagement; Broadband; Assets of Community Value; Housing Allocations; Homelessness
Jeff Haine	<b>Strategic Planning:</b> Regional Spatial Strategy; Local Plan; Government planning policies and guidance; Conservation and Design; Design and Historic Environment; Landscape/Biodiversity; Strategic Housing; Provision of Affordable Housing; Sheltered Housing Accommodation; Development Management
David Harvey	<b>Climate Change</b>
Norman MacRae MBE	<b>Environment:</b> Car Parking; Waste Collection and Recycling; Street Scene (Cleansing, Litter and Grounds Maintenance); Energy Advice; Flood Alleviation; Environmental and Regulatory; Environmental Partnership