

Democratic Services

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9 September 2020

SUMMONS TO ATTEND

MEETING: ECONOMIC AND SOCIAL OVERVIEW & SCRUTINY COMMITTEE
PLACE: TO BE HELD VIA VIDEO CONFERENCING BECAUSE OF SOCIAL DISTANCING REQUIREMENTS AND GUIDANCE (see [note](#))
DATE: THURSDAY 17 SEPTEMBER 2020
TIME: 6:30 PM

Members of the Committee:

Councillors: Andrew Beaney (Chairman), Laetisia Carter (Vice-Chairman), Joy Aitman, Luci Ashbourne, Jill Bull, Julian Cooper, Suzi Coul, Jane Doughty, Harry Eaglestone, Hilary Fenton, Andy Graham, Nick Leverton, Neil Owen and Carl Rylett

RECORDING OF MEETINGS

The law allows the council's public meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Officer know before the start of the meeting.

A G E N D A

- 1. Minutes of the meeting held on 27 February 2020 ([attached](#))**
- 2. Apologies for Absence and Temporary Appointments**
- 3. Declarations of Interest**

To receive any declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Council's Local Code of Conduct, and any from Officers.
- 4. Participation of the Public**

Purpose:
To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
- 5. Chairman's Announcements**

Purpose:
To receive any announcements from the Chairman of the Committee.

6. **Committee Work Programme 2019/2020 (Report from Democratic Services – [copy attached](#))**
- Purpose:
To provide the Committee with an updated Work Programme for 2020/2021 and request adopting a revised format.
- Recommendation:
That the Committee notes the work programme, provides comment where needed and adopts the new style format.
7. **Approval of Equality Policy (Report from Democratic Services – [copy attached](#))**
- Purpose:
To advise of the legal obligations under the Equality Act 2010 and put forward a policy and action plan for approval.
- Recommendation:
That the Committee considers the recommendation to Cabinet to approve the Equality Policy 2020-2024 attached at Annex A and the Action Plan at Annex B and comments as appropriate.
8. **Start Time of Meetings (Report from Democratic Services – [copy attached](#))**
- Purpose:
To consider the start time for meetings of the Committee for the remainder of the 2020/2021 municipal year.
- Recommendation:
That the Committee agrees the start time of its meetings for the remainder of the 2020/2021 municipal year.
9. **Notice of Motion – Tenants Forum**
- Purpose:
To consider the Notice of Motion proposed by Councillors Saul and Enright at the Council meeting in February 2020 ([copy attached](#))
- Recommendation:
That the Committee decide how to proceed.
10. **Council Priorities and Service Performance Report 2020-21 – Quarter One (Report from the Chief Executive – [copy attached](#))**
- Purpose:
To provide details of the Council's progress towards achieving its aim and priorities set out in the Council Plan 2020-2024, and service performance during Quarter One.
- Recommendation:
That the Committee reviews, and challenges as appropriate, performance for 2020-21 Q1.
11. **Cabinet Work Programme (Report from Democratic Services – [copy attached](#))**
- Purpose:
To give the Committee the opportunity to comment on the Cabinet Work Programme published on 25 August 2020.

Recommendation:

That the Committee decides whether to express a view to the Cabinet on relevant issues in its Work Programme.

12. Members' Questions

Purpose:

To receive questions from Members relating to the work of the Economic & Social Overview and Scrutiny Committee. In order to ensure that appropriate information is to hand at the meeting, Members may wish to give notice of any questions through the Committee Officer.

Recommendation:

That Members' questions be dealt with as appropriate.



Chief Executive

This agenda is being dealt with by Amy Bridgewater-Carnall Tel: (01993) 861522
Email: democratic.services@westoxon.gov.uk

Note: Councillors will be sent an invitation to the remote meeting via Cisco Webex. Members of the public may view the meeting via [Facebook Live](#). A Facebook account is not required.

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Economic and Social Overview & Scrutiny Committee**
held in Committee Room 1, Council Offices, Woodgreen, Witney,
at 6.30pm on **Thursday 27 February 2020**

PRESENT

Councillors: Andrew Beaney (Chairman); Laetisia Carter (Vice Chairman); Jake Acock, Joy Aitman, Luci Ashbourne, Jill Bull, Jane Doughty, Harry Eaglestone, Andy Graham, Nick Leverton, Neil Owen and Carl Rylett

Also in attendance: Councillors Julian Cooper and Jeff Haine.

Officers in Attendance: Giles Hughes (Chief Executive); Jon Dearing (Group Manager for Resident Services); Chris Hargraves (Planning Policy Manager); and Keith Butler (Head of Democratic Services).

59. MINUTES

RESOLVED: That the minutes of the meeting of the Committee held on 23 January 2020 be approved as a correct record and signed by the Chairman.

60. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Suzi Coul.

61. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers in items to be considered at the meeting.

62. CHAIRMAN'S ANNOUNCEMENT

The Chairman advised the Committee that (i) at its meeting on 2 April, the County Council's Lead Officer would be in attendance to explain the county-wide work being undertaken; and (ii) arrangements were being made for an awareness session open to all councillors to take place after the local elections in May, hopefully late in May or early in June.

63. PARTICIPATION OF THE PUBLIC

Janet Wilkinson of Rollright Parish Council and John Chaplin of Swerford Parish Council each addressed the Committee in relation to the agenda item concerning resources in the Planning Enforcement section.

Mrs Wilkinson referred to 30 years of concerns over a particular issue in her parish and stated that staff turnover and a lack of coherent responses to the parish council had not been helpful. She considered that more explanations were necessary as to why enforcement action was or was not taken, and referred to promises of information as to timescales which had not been kept.

The submission made by Mr Chaplin is attached to the original copy of these minutes, and the Group Manager Resident Services undertook to reply to some specific questions which were posed.

The Committee thanked Mrs Wilkinson and Mr Chaplin for their contributions.

64. GARDEN VILLAGE AREA ACTION PLAN (AAP) UPDATE

The Committee received and considered the report of the Planning Policy Manager, which provided a brief update on the progress of the Oxfordshire Cotswolds Garden Village Area Action Plan (AAP).

In speaking to the report, the Planning Policy Manager referred to the consultation exercises which had taken place in 2018 and 2019, and the many positive responses received, particularly in 2019 with good support for the proposed vision and thematic structure of the document. He further explained that the draft AAP: (i) would be considered by Cabinet and Council in April; and (ii) would then be subject to a six-week statutory consultation process, following which submissions would be forwarded to and considered by an independent Inspector. It was anticipated that the Inspector's hearing would take place in the summer, with a view to adoption of the AAP in the autumn; and noted that an outline planning application was expected to be submitted in the reasonably near future.

Queries were then raised about infrastructure and the Community Infrastructure Levy (CIL), and the Planning Policy Manager explained that the viability work relating to CIL was separate from the AAP process, and reminded the Committee of the consideration of CIL at the Council meeting the previous day, that evidence relevant to the Council's decisions would be available during the consultation on CIL, and that there would be a process of independent examination before the matter was finalised.

In response to further queries from Councillor Rylett, the Planning Policy Manager:

- explained that work was being carried out to seek to ensure that the garden village would have as low a carbon impact as possible. Evidence in relation to this would support AAP policies, and would be considered through the examination process
- agreed that the affordability of housing was a recurring theme, and that the AAP would seek to secure a balance of different affordable housing options, including with reference to local incomes. This would of course have a bearing on overall viability considerations
- stated that, in relation to community ownership of land, an adviser had been appointed to give advice on the potential for different options, including Community Land Trusts

Councillor Graham enquired whether it would be possible for a briefing on the AAP to be arranged for all Councillors prior to its consideration by Cabinet and Council, in order to ensure maximum understanding of the various issues, and the Chief Executive undertook to look into that possibility as soon as possible.

Comments were then made about the ongoing issue of congestion on the A40, and a request made that highways input into any Councillor briefing would be useful in that context. This was acknowledged, and the Planning Policy Manager referred to close working with county highways, and the need for the AAP to knit in with county proposals for the short and long term future of the A40 as effectively as it could, as well as facilitating opportunities for more home working and a much greater degree of walking and cycling with less focus on the use of the private car.

Finally, the desirability of the garden village being as accessible as possible in all respects was asserted.

RESOLVED: That the content of the report and the proposed next steps in relation to the progression of the Area Action Plan be noted.

65. RESOURCES IN THE HOUSING AND PLANNING ENFORCEMENT SERVICES

The Committee received and considered the report of the Group Manager for Resident Services, which reminded it of the request for a meeting to consider the level of staffing resources in these two service areas. The Group Manager gave a presentation in relation to each of the areas, in which he outlined the main services and functions which they undertook, and explained the current staffing structure.

During consideration of planning enforcement, the Group Manager referred to the plans for improvements, in particular to reduce the proportion of staff time which was spent dealing with queries about progress on existing cases, and to improve communications with complainants, the subjects of complaints, councillors and town and parish councils. He also advised that a high proportion of complaints did not result in a conclusion that there was a breach of planning control, and confirmed that the enforcement function was not a service which was shared with other authorities within the Publica partnership.

It was suggested that there was a perception that the enforcement function was failing, but the Chief Executive stressed that judgments as to whether enforcement action was appropriate needed to be made on a case by case basis, stated that where enforcement action was taken it was subsequently possible to prosecute for non-compliance and, in relation to applications for retrospective planning permission, explained that it was often the case that imposing conditions on a permission would overcome objections or concerns about specific aspects.

In response to a question about the recruitment and retention of staff, the Group Manager stated that planning enforcement staff often moved on into other areas of development control, and that there were active steps in hand to seek for the future to develop staff in-house and to include apprenticeship and graduate schemes. He also acknowledged a point made that communications and language were important considerations, and confirmed that those aspects were part of the current review of the service and its processes.

In conclusion, the Group Manager considered that the staffing levels and structure were sufficient, and that the proposed improvements would greatly increase the efficiency and effectiveness of the service; and the Committee was reminded that details of the current staffing structure had been circulated to all members of the Council following the meeting of the Council on 22 January.

In relation to housing, the staffing structure was more complex, and included officers working at different sites, and the Group Manager reported that there were a number of staff who were specific to West Oxfordshire and, in response to a question, stated that he considered that the staff in the service did receive sufficient support in the carrying out of their duties. Councillor Doughty expressed concerns about support and the well-being of staff, and also considered that communications were not adequate, and there was too much jargon used and not enough clear explanation of situations for customers. The Group Manager did not agree with those comments, and emphasised the intensive work involved in housing matters and the provision of associated support, including a very high number of face to face meetings and visits. He considered the staffing levels to be sufficient.

During further consideration, the Group Manager answered a number of detailed questions which related to the services provided and the management and maintenance of the housing waiting list, as opposed to the level of resources, and some Councillors requested the future availability of more information and statistics to assist with the monitoring of the services provided.

The Group Manager was thanked for his attendance and input, and the Committee –

RESOLVED: That the reports on the Planning Enforcement and Housing Services be noted.

66. PROPOSED CLOSURE OF RYEGRASS, WOODSTOCK AND ST MARYS COURT, WITNEY

The Group Manager for Resident Services updated the Committee on Cottsway Housing's decisions to close the above and seek to redevelop the sites, explaining that it had not been possible for Cottsway to be represented at the meeting because of its own meeting taking place the same evening. He undertook to try to answer questions which members might have, and to seek responses from Cottsway for any others.

Introducing the matter, he (i) commented that these were clearly decisions for Cottsway to take, but that the Council was working closely with Cottsway and would continue to do so; and (ii) advised that these processes usually took round two years to complete, for the obvious reasons of the need for sensitivity and to get things right for all tenants who were to be re-housed.

Councillor Cooper was grateful for this matter being included on the agenda, and for the answers given to the questions he had raised at the meeting of the Council held on the previous day. However, he was concerned at the impact of the proposals on senior citizens who were very worried and expressing concerns, and queried whether consultations had taken place with other Housing Associations, the extent of the examination of other options for the site, and whether refurbishment would be possible. In response, the Group Manager confirmed that Cottsway had carried out an extensive assessment of the options, before reaching its conclusion that redevelopment was the preferred option, and undertook to seek additional information on that aspect.

Councillor Doughty expressed disappointment at the proposed closure of St Mary's Court, and the fact that Ward Councillors had not been advised, and the Group Manager clarified the understandable Cottsway policy to inform tenants first, and its obligation to take their wishes into account.

Councillor Leverton referred to the previous closure of a site in Carterton, and the fact that it appeared to have been well-managed, and the tenants well looked after and satisfied.

RESOLVED: That the report and update be noted, and that Cottsway's responses to issues to be raised with them be circulated to members of the Committee in due course.

The meeting closed at 8:30 pm

Chairman



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	Economic and Social Overview and Scrutiny Committee – Thursday 17 September 2020
Report Number	Agenda Item No. 6
Subject	Committee Work Programme 2020/2021
Wards affected	All
Accountable member	Cllr Andrew Beaney Chairman Economic and Social Overview and Scrutiny Committee Email: andrew.beaney@westoxon.gov.uk
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: keith.butler@westoxon.gov.uk
Summary/Purpose	To provide the Committee with an update on the recent review of the Work Programme for 2019/2020.
Annexes	Annex 1 – Approved work programme for 2019/20 Annex 2 - Work Programme for 2020/21
Recommendation	That the Committee notes the progress with regard to its 2020/2021 Work Programme.
Corporate priorities	To enable the Committee to review its Work Programme and support the Council's priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services.
Key Decision	No
Exempt	No
Consultees/ Consultation	None

1. BACKGROUND

- 1.1. At the Committee's meeting in May 2019 it gave consideration to the development of its Work Programme for the year 2019/2020 having regard to the changes to the approach to scrutiny work adopted by Council on 22 October 2008.

2. MAIN POINTS

- 2.1. 2.1 Following a number of cancelled meetings earlier in the year due to Covid-19, officers have taken the opportunity to look at the work programmes for each scrutiny committee with a view to making them more focused and relevant.
- 2.2. It had become apparent that there were a number of 'historic' items that may no longer be relevant or there was little that could be done to influence them.
- 2.3. In addition, officers hoped to enable Members to recognise the influence that scrutiny could have on decision making, particularly with a large number of projects and recovery programmes moving forwards.
- 2.4. Attached at [Annex 1](#) is the old style Work Programme for 2019/2020 for discussion and explanation as to which items can be removed and/or progressed further.
- 2.5. Attached at [Annex 2](#) is a new style Work Programme for 2020/2021 for discussion and approval.
- 2.6. In addition to the items contained in the Work Programme there will still be the opportunity to bring forward one-off reports and papers on particular issues of interest to the Committee but it will also be necessary to maintain a general overview of the ways in which external agencies are responding to community concerns. The inclusion of a standing agenda item for Members' questions also provides the opportunity to raise relevant issues.

3. FINANCIAL IMPLICATIONS

- 3.1. There are no financial implications arising directly from this report.

4. LEGAL IMPLICATIONS

- 4.1. None

5. RISK ASSESSMENT

- 5.1. Not applicable

6. CLIMATE CHANGE IMPLICATIONS

- 6.1. Whilst there may be climate change implications arising from specific items within the Work Programme, there are none arising directly from this report.

7. ALTERNATIVES/OPTIONS

- 7.1. In accordance with the Constitution of the Council, Committee has the power to investigate any matters it considers relevant to its work area, and to make recommendations to the Council, the Executive or any other Committee or Sub-Committee of the Council as it sees fit.

8. BACKGROUND PAPERS

- 8.1. None

Work Area		Comments	Meeting / Anticipated Completion Date	Originator
1	RAF Brize Norton	<p>Meetings of the Liaison Group are on-going. Update reports will be submitted as appropriate, particularly in respect of the redevelopment of the Forces Accommodation at REEMA North.</p> <p>The business model proposed for the housing to be provided on this site is currently progressing through the necessary parliamentary process, which is expected to take several months. A progress update was given to officers on 3 December 2019. This was briefly reported on at the meeting of the Committee on 23 January 2020 and as promised at that meeting a briefing note was emailed to members of the Committee on 10 February.</p> <p>Add to 'As Required'</p>	On-going for periodic updates	E & S
2	Health Care Provision in Oxfordshire	<p>Reports will be submitted as appropriate.</p> <p>This could remain as an update for Covid Recovery Purposes</p>	On-going for periodic updates	E & S

Work Area		Comments	Meeting / Anticipated Completion Date	Originator
3	Leisure Management Contract Working Party	<p>At the conclusion of consideration of the procurement of the leisure management contract and delivery of the current service it was agreed that the Working Party would be held in abeyance but that further meetings could be arranged to address specific issues on a 'task and finish' basis should the need arise.</p> <p>Remove - this can be added should there be a need to update Members in the future, bearing in mind the recent issues raised following Covid.</p>	In abeyance	E & S
4	Oxfordshire Garden Village Area Action Plan	<p>The Committee considered the Oxfordshire Garden Village Area Action Plan Issues Paper at the June 2018 meeting and the preferred options consultation paper at a special meeting held on 10 October 2019.</p> <p>The Committee considered an update report at its meeting on 27 February 2020, and the pre-submission draft Garden Village Area Action Plan will be considered by the Cabinet and Council in April.</p> <p>As requested at the February meeting, a member briefing has been arranged prior to the Cabinet and Council consideration, which is scheduled for Tuesday 7 April. All Councillors have been invited.</p> <p>Remove - completed</p>	Completed	E & S

Work Area		Comments	Meeting / Anticipated Completion Date	Originator
5	Citizens Advice West Oxfordshire	<p>At the meeting on 28 June 2018 it was agreed that the Committee give consideration to the work of Citizens Advice West Oxfordshire and the impact of the Council's adoption of a commissioning approach to funding the organisation.</p> <p>Cabinet agreed in October 2019 to a further tendering exercise for the services provided by CAWO, as the current contract expires on 31 March 2020, and agreed to award the contract to CAWO at its meeting on 18 March 2020. It is suggested that this Committee's consideration of the impact of this approach should therefore be postponed until later in 2020.</p> <p>Update from relevant officer to conclude, then remove</p>	Autumn 2020	E & S

Work Area		Comments	Meeting / Anticipated Completion Date	Originator
6	Community Infrastructure Levy	<p>At the meeting on 28 June 2018 it was agreed that progress on the introduction of the Community Infrastructure Levy and arrangements for determining the distribution of funds be included within the Work Programme.</p> <p>A briefing note was provided to members in relation to CIL in January 2019.</p> <p>Following a review of the viability assessment Council agreed on 26 February to undertake consultation on a revised charging schedule.</p> <p>The Committee will have the opportunity to have input into the implementation of CIL once the examination has taken place and the schedule has been approved.</p> <p>Remove - this can be considered at a future meeting prior to any reports going to Cabinet.</p>	To be considered in due course after the CIL charging schedule has been approved.	E & S
7	Affordable Housing	<p>At the meeting on 22 November 2018 the Committee asked for “a further report exploring potentially more innovative ways in which affordable housing could be delivered” to be presented to a future meeting.</p> <p>At the May 2019 meeting it was agreed that, rather than submit a report to this Committee, a series of seminars, open to all Members, would take place.</p> <p>Remove – seminars can be held as necessary</p>	The first of these seminars was held on 11 July and a further seminar on the ‘Blenheim Model’ took place on 30 October. A further seminar is expected to take place during 2020, possibly primarily relating to Community Land Trusts	E & S
8	Enforcement Powers in the Housing and Planning Act	In November 2018 it was agreed that a report be submitted to a future meeting regarding the operation of the Council’s Policy in relation to its powers under	A report will be submitted at the appropriate juncture, likely to be in autumn 2020	E&S

Work Area		Comments	Meeting / Anticipated Completion Date	Originator
		the Housing and Planning Act. Schedule for future meeting – need advice on how work on the Policy has been impacted due to Covid		
9	Vulnerable Persons' Resettlement Scheme	At the July meeting it was agreed to establish a Working Party to consider issues regarding the operation of the scheme. The Working Party met on 15 July and 10 September 2019 and 17 February 2020. An update report is included elsewhere on this agenda. Remove - completed	This will be the subject of periodic update reports.	E & S
10	Homes for All	Representatives of 'Homes for All' met with the Chairman and Vice-Chairman of the Committee and Councillors Doughty and Graham, together with the appropriate Officers on 21 August. Deborah Robson-Grey of Homes for All attended the meeting of the Committee on 23 January 2020. Issues arising have been referred to the Cabinet Member with responsibility for Community Safety. Update and remove	Report to be submitted to the Committee later in 2020 following consideration of the issues raised.	E & S

Work Area		Comments	Meeting / Anticipated Completion Date	Originator
11	Cotswolds Area of Outstanding Natural Beauty Management Plan 2018-2023	<p>In March 2019 the Committee considered the call-in request relating to Cabinet minute no. 96 of 16 January 2019 in respect of the Council's response to the Cotswolds Area of Outstanding Natural Beauty Management Plan 2018-2023. It was agreed that consideration of the matter be deferred pending the receipt of further information and the item be added to the Committee Work Programme.</p> <p>Following publication of the Glover report, a meeting of the lead members from all local authorities in the AONB took place on 24 January and an update will be given at the meeting.</p>	Officers will continue to monitor the position and a report will be submitted once further information regarding the AONB Board's proposals becomes available.	E & S
12	Annual Local Plan Monitoring Report	<p>The Committee considers the Local Plan Monitoring Report on an annual basis, and a report is included elsewhere on the agenda for this meeting.</p> <p>If annual reporting – add to relevant month</p>	Completed. (Next in early 2021)	
13	Police, Community Safety and CDRP	<p>The Committee receives an annual update from the local Police Area Commander regarding policing priorities for the area.</p> <p>If annual reporting – add to relevant month</p>	Superintendent Mark Johns and Chief Inspector John Batty attended the September 2019 meeting	
14	Equal Opportunities Policy	<p>At the October meeting it was agreed that consideration of the review of the Council's Equal Opportunities Policy be added to the Committee's Work Programme.</p> <p>In addition, Members were invited to raise any issues they may have in relation to the existing Policy with Officers, and the existing Policy was subsequently sent to all members of the Committee with that request on 11 February 2020.</p>	28 May / 2 July 2020	E&S

Work Area		Comments	Meeting / Anticipated Completion Date	Originator
15	Oxford to Cambridge Expressway	<p>At the July meeting it was noted that Homes England was to conduct a public consultation on potential options in the autumn and agreed that the matter be considered as part of the consultation process.</p> <p>Whilst it was anticipated that a report would be brought to the November meeting, public consultation has been delayed. A report will be brought forward at the appropriate juncture, although it remains unclear as to whether or when there will be a consultation. Council resolved on 22 January 2020 to oppose an Expressway, whatever the proposed route.</p> <p>Move to 'As Required'.</p>	Removal from work programme suggested, in view of Council decision to oppose an Expressway	E&S
16	Domestic Violence	<p>At the September meeting it was noted that Members of the Committee had met with Officers to discuss issues relating to domestic violence. It was agreed that a report on the issues arising at that meeting in relation to the countywide provision of domestic abuse support should be included within the Committee's Work Programme.</p> <p>Sarah Carter, Strategic Lead Domestic Abuse at Oxfordshire County Council is due to give a presentation at this meeting; and arrangements are in hand for an all member awareness session to take place in June.</p> <p>Schedule for future meeting – need advice on how work on the Policy has been impacted due to Covid – update from officer & arrange all Member training</p>	April 2020	E&S

Work Area		Comments	Meeting / Anticipated Completion Date	Originator
17	Strategic Review of the Council's Markets	<p>In 2019, the Environment Overview and Scrutiny Committee considered a report regarding the way in which the recommendations made by the review group established in 2012 to conduct a review of the Council's markets had been carried forward and requested this Committee to consider whether it would wish to recommend the allocation of resources to review and assess the future strategic direction of the markets. This is now suggested for the 28 May meeting, in view of the volume of business for this one.</p> <p>Schedule for future meeting – need advice on how work on the Policy has been impacted due to Covid – could form part of future recovery work</p>	28 May 2020	ENV
18	European Union Nationals – 'Settled Status'	<p>At the November 2019 meeting the Committee gave consideration to the Notice of Motion regarding European Union Nationals referred to the Committee by the Council.</p> <p>At that meeting it was agreed that a Working Party be established to undertake an audit of what action the Council was taking to advise European Union nationals to apply for 'Settled Status' and what was being done elsewhere.</p> <p>The Working Group met on 15 January and an update was given to the Committee on 23 January. A further meeting of the Working Party will be convened when updated Home Office guidance is available.</p> <p>Remove - completed</p>	Ongoing	E&S

Work Area		Comments	Meeting / Anticipated Completion Date	Originator
19	Staffing Levels in Housing and Planning Enforcement Services	<p>At the last meeting it was agreed that a special meeting be held to undertake a review of staffing levels in the Housing and Planning Enforcement services. That meeting took place on 27 February</p> <p>Remove - completed</p>	Completed	
20	Presentation by representatives of GLL Better (Greenwich Leisure Limited), the Council's Leisure Services Provider.	<p>Arrangements were previously made for representatives of GLL Better (Greenwich Leisure Limited) to attend this meeting to provide performance information and respond to Members' questions.</p> <p>In view of the volume of business for this meeting, this is now intended for later in 2020.</p> <p>Request update from officers & remove – this can be considered at a future meeting prior to any reports going to Cabinet.</p>	28 May or 2 July 2020	E&S

New Style Work Programme – Economic and Social**SEPTEMBER 2020**

	Title	Format	Lead Officer / Cabinet Member	Next report / Anticipated Completion Date	Comments
1	Citizens Advice West Oxfordshire	Verbal Update	Jon Dearing / Mandy Fathers		To provide an update on the service
3	Enforcement Powers in the Housing and Planning Act	Verbal Update	Jon Dearing / Phil Shaw / Councillor Haine	Autumn 2020	In November 2018 it was agreed that a report be submitted to a future meeting regarding the operation of the Council's Policy in relation to its powers under the Housing and Planning Act. Need advice on how work on the Policy has been impacted due to Covid
4	Presentation by representatives of GLL Better (Greenwich Leisure Limited), the Council's Leisure Services Provider.	Presentation & Q&A	Stuart Wilson / Councillor Mead		To update on work before, during & after Covid. (previously an annual update)
5	Approval of Equalities Policy	Cabinet Report			To consider the new policy due to be discussed at Cabinet on 23.09
6	Upgrade to WO public space CCTV provision & monitoring arrangements	Cabinet report	Councillor MacRae / Andy Barge	November 2020	NoM from Cllrs Enright & Carter to be included in discussion

NOVEMBER 2020

	Title	Format	Lead Officer / Cabinet Member	Next report / Anticipated Completion Date	Comments
1	Police, Community Safety and CDRP – Strategic Update	Presentation & Q&A	Councillor MacRae (Superintendent Mark Johns and Chief Inspector John Batty attended the September 2019 meeting)	Annual report	The Committee receives an annual update from the local Police Area Commander regarding policing priorities for the area – specific incidents are not to be discussed.
2	Policing in West Oxfordshire	Discussion	Councillor MacRae		This will enable the Committee to discuss the motion proposed at Council in February 2020 and make comments back to Council
3	Domestic Violence	Verbal update	Councillor MacRae / Heather McCulloch (Sarah Carter, Strategic Lead Domestic Abuse at Oxfordshire County Council was due to give a presentation at this meeting)	Future all Member Briefing to be arranged to raise awareness and guide Councillors.	Awaiting information on Commissioning details, homelessness statistics. Update since Covid and discussion of proposal from Emma Kennedy at February Council.
4	Strategic Review of the Council's Markets	Report	Was planned for 28 May 2020 Matt Shirley, ERS / PH		Committee to consider whether it would wish to recommend the allocation of resources to review and assess the future strategic direction of the markets. Need advice on how work has been impacted due to Covid.

New Style Work Programme – Economic and Social


	Title	Format	Lead Officer / Cabinet Member	Next report / Anticipated Completion Date	Comments
5	Health Care Provision in Oxfordshire	Verbal update		Ongoing	To provide an update on the impact since Covid and how it will be looked at in recovery work & impact of PHE removal in September

JANUARY 2021

	Title	Format	Lead Officer / Cabinet Member	Next report / Anticipated Completion Date	Comments
1	Annual Local Plan Monitoring Report	Written report	Phil Shaw / Councillor Haine	Annual report	The Committee considers the Local Plan Monitoring Report on an annual basis, and a report is included elsewhere on the agenda for this meeting.

Other Reports

Report Title	Frequency	Reason
Council Priorities and Service Performance Report 2020-21 Quarter One	Quarterly	Quarter 1 – September Quarter 2 – tbc Quarter 3 – tbc Quarter 4 - tbc
RAF Brize Norton	As required	Business model for housing on site – last update given January 2020 and briefing note circulated February 2020.
Oxford to Cambridge Expressway	As required	

 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	Economic and Social Overview and Scrutiny Committee: Thursday 17 September 2020
Report Number	Agenda Item No. 7
Subject	Equality Policy
Wards affected	All
Accountable member	Councillor Toby Morris, Deputy Leader of the Council Email: toby.morris@westoxon.gov.uk
Accountable officer	Claire Hughes, Business Manager Corporate Responsibility Email: claire.hughes@publicagroup.uk
Summary/Purpose	This report provides detail on our legal obligations under the Equality Act 2010 and how we can comply as we continue to work in partnership. Adoption of an Equality Policy is a good foundation to facilitate this.
Annexes	Annex A - Equality Policy 2020 - 2024 Annex B - Action Plan Annex C - Equal Opportunities and Dignity at Work Guide
Recommendation	That the Committee considers the recommendation to Cabinet to approve the Equality Policy 2020-2024 attached at Annex A and Action Plan at Annex B and comments as appropriate.
Corporate priorities	Ensure that all services delivered by the Council are delivered to the highest standard Help residents, businesses and communities access the support they need to achieve their ambitions
Key Decision	No
Exempt	No
Consultees/ Consultation	None

1. BACKGROUND

- 1.1. The Equality Act came into force from October 2010 and imposes a duty on public authorities. The duty requires all public bodies and private bodies that deliver a public function, to consider the needs of protected groups when designing and delivering services. It ensures that public bodies consider the needs of all individuals in their day to day work, in shaping policy, in delivering services and in relation to their own employees.
- 1.2. The Equality Duty is also supported by specific duties, set out in regulations which came into force on 10 September 2011. The specific duties require public bodies to publish relevant, proportionate information demonstrating their compliance with the Equality Duty; and to set themselves specific, measurable equality objectives.

2. MAIN POINTS

- 2.1. The aim of this policy is to reduce any inequality and to ensure equality of opportunity both in providing services and as an employer. It aims to provide clear outcomes that intend to improve our approach to equality and diversity and aid in meeting our legal requirements and overall be a great place to live, work and visit.
- 2.2. The policy covers both the Council and Publica as to provide a comprehensive overview and action plan it needs to cover both the service provider and employer elements. As such it seeks to clarify Publica and the council's responsibilities in relation to the general Equality duty and the specific duty, specifically members will note that Publica's position on dignity in the workplace is included at [Annex C](#) of this report.
- 2.3. In order for the council and Publica to comply with its legal obligations a number of practices have been introduced or emphasised, this includes the use of equality impact assessments which should be used to inform decision making at all levels.
- 2.4. To enable us to record, monitor and track our progress three equality objectives were introduced within the 2017 policy. In reviewing the objectives it was suggested that these remain the same but that we provide updated detailed actions to support each objective ([Annex B](#)).
- 2.5. The non-legally binding working definition of antisemitism has been adopted and incorporated into the Policy.
- 2.6. The report and attachments are due to be considered by Cabinet at its meeting on 23 September, and the Committee is invited to make comments, which will be reported at that meeting.

3. FINANCIAL IMPLICATIONS

- 3.1. None

4. LEGAL IMPLICATIONS

- 4.1. The Council has a duty to comply with the Equality Act 2010 and Public Sector Equality Duty.

5. RISK ASSESSMENT

- 5.1. If the Council does not comply with the Act they could be subject to legal challenge.

6. ALTERNATIVE OPTIONS

- 6.1. Cabinet may decide not to implement the Policy but in doing so could put the Council at risk

7. BACKGROUND PAPERS

- 7.1. None



Equality Policy

2020

Version Control:	
Document Name:	Equality Policy
Version:	Version 1
Responsible Officer:	Business Manager - Corporate Responsibility
Portfolio Holder:	Leader of the Council
Approved by:	Cabinet
Date First Approved:	23 September 2020
Next Review Date	September 2022
Retention	6 months after policy review or replacement

Introduction

The Council is committed to ensuring that we, and Publica as the employer of many of our staff, treat everyone who lives, works and visits our districts with dignity and respect. We understand and respect that people are unique and have individual differences, we celebrate this diversity and encourage positive relationships between people with differing needs. The aim of this policy is to reduce any inequality and to ensure equality of opportunity both in providing services and as an employer. It aims to provide clear outcomes that intend to improve our approach to equality and diversity and aid in meeting our legal requirements.

The policy is intended to apply to both the Council and Publica. Where the words “we” or “us” appear, where the context permits this should be deemed to include both the Council and Publica.

Equality is the responsibility of every Councillor, employee and any other person or organisation employed or engaged by us. To ensure that we all understand our responsibilities all staff and Councillors are required to complete equality training and as part of any procurement or commissioning process we ensure that anyone who is engaged to provide services either has its own legally compliant equality and diversity policy/policies or commits to adhere to the policies that we have in place.

Our Legal Responsibilities - Public Sector Equality Duty (PSED)

We acknowledge and welcome our legal duties as set out within the Equality Act 2010 and will ensure that all legal duties are adhered to by using the legislation and national guidance as a framework to improve standards and be accountable to the people we serve. However, we are not only driven by legislation, our policy and the work we do goes further. We also make sure that no other group or individual is treated unfairly for any other reason, such as their social class, political beliefs, income levels, responsibility for dependants, appearance, geographical area (rural location) or criminal record. We are committed to ensuring that hate crime or domestic violence are not tolerated within our communities.

The Equality Act 2010 states that public authorities must comply with the Public Sector Equality Duty. The Equality Duty requires all public bodies and private bodies that deliver a public function, to consider the needs of protected groups when designing and delivering services. It ensures that public bodies consider the needs of all individuals in their day to day work, in shaping policy, in delivering services and in relation to their own employees.

The Equality Duty protects people from discrimination on the basis of the following nine protected characteristics;

- Race
- Disability
- Gender
- Gender reassignment
- Sexual orientation
- Marriage and civil partnership

- Age
- Religion and belief
- Pregnancy and maternity

Under the act we must have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the act
- Advance equality of opportunity between people who share a protected characteristic and those who do not; and
- Foster good relations between different groups including those who share a protected characteristic and those who do not.

Having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to protected characteristics
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low
- Tackling prejudice and promoting understanding between different communities

Specific Duties

The Equality Duty is supported by specific duties which came into force in September 2011 and requires public bodies to;

- Set and publish specific, measurable equality objectives and review them at least every 4 years;
- Publish relevant, proportionate information demonstrating our compliance with the Equality Duty at least annually;

Public bodies must publish information to show that they consciously thought about the three aims of the Equality Duty as part of the process of decision-making.

Equality objectives and actions

To enable us to record, monitor and track our progress we have developed three equality objectives. Our equality objectives have been developed using evidence and information collected from various national, county and local sources; including Office of National Statistics data; county council data and local knowledge. The objectives as introduced in 2017 and reviewed in June 2020 are:

- Ensuring our employment practices are equal and fair.
- Improving access to our services.

- Understanding our communities and customers' needs.

These objectives form the basis of equality action plans.¹ These plans identify specific tasks that will support the achievement of the objectives. We will monitor, review and report on the progress against these plans at least quarterly.

Equality Impact Assessment (EIA)

An equality impact assessment involves assessing the likely or actual effects of policies or services on people with protected characteristics. It helps us to make sure the needs of the community are taken into account when we develop and implement a new policy or service, or when we make a change to a current policy or service. We constantly strive to deliver services that are easily accessible by all who need them, and to support people to participate in public life. The EIA will look at the overall policy or service and decide if it has a positive or negative impact on any particular group

An impact assessment will be carried out at the earliest opportunity and ideally before the service, policy or strategy is developed. This ensures that any impacts are clearly identified at the outset and provides an opportunity to mitigate any negative impacts. Depending on the extent of the policy or service it may be necessary to undertake a further assessment as the change is implemented so that any areas of concern can be identified and addressed quickly.

If the assessment identifies a negative impact on a particular group or sector of the community, where possible this should be eliminated, minimised or counterbalanced by other measures. An action plan to minimise, reduce or eliminate negative impact should be developed and kept under review. Help and advice will be provided by the manager responsible for corporate equality and diversity and where appropriate will have input from our legal and human resources departments. We will publish completed assessments on our website.

Antisemitism

We have also adopted the non-legally binding working definition of antisemitism: demonstrating our clear intention that no one should be treated unfairly.

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities”

¹ Actions plans can be accessed via the Council website

Employing, supporting and developing our workforce

We are committed to being a fair and supportive employer, developing the skills and talent within our workforce so that employees are able to deliver high quality services to everyone. To achieve this we will:

- Carry out recruitment fairly
- Provide training to employees so that they can implement this policy
- Treat all employees fairly, with dignity and respect at all times
- Tackle unacceptable behaviour in the workplace
- Provide employees with opportunities to influence the development of our policies and practice
- Reward all employees fairly and provide employment conditions which support them to do a good job
- Promote a good work-life balance and opportunities to work flexibly
- Support disabled employees by making reasonable adjustments

Our employment practice is guided by the principles of equality and fairness. This includes recruitment, terms and conditions, appraisals, learning and development, promotion and when ending employment.

As stated in our specific commitments, all employees and elected members should be treated with respect and dignity in the workplace. The Council will not tolerate unacceptable behaviour in any form.

Equality Information

The Equality Duty requires public bodies with over 150 employees to record information relating to employees who share protected characteristics. As the Council itself has less than 150 employees we are unable to publish this data without the possibility of compromising individuals anonymity. The Council will uphold its duty to protect an individual's right to privacy, and will not publish information that could identify an individual. Nor will the information be used to identify an individual or make a decision about them purely on the grounds of the information that has been provided in relation to their protected characteristics. All personal data will be processed in accordance with GDPR. However, the Council acknowledges the importance of the accessibility of workforce data and will therefore work with Publica to ensure that Publica records and publishes this data.

Gender Pay Gap

The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 require all organisations with 250 or more employees to publish data on the gender pay gap within each organisation. Like the workforce data the Council itself does not meet this threshold however, this data will be published by Publica.

Conclusion

This policy clearly sets out our legal duties and how we comply with the requirements. However, a policy is a very small part of embedding equality and diversity and we are committed to ensuring that everyone who lives, works or visits our district is treated fairly and with dignity and respect, by our actions as both a service provider and employer.

West Oxfordshire District Council Equality Action Plan 2020 - 2021

Outcome 1 - Ensuring employment practices are equal and fair

Number	Action	Due Date	Responsible Team	Progress Updates
1	Refresh equality and diversity policy to include further information regarding equality in practise.	September 2020	Corporate	Going to cabinet for approval in September
2	Work with recruitment team to introduce mandatory training for all staff	August 2020	Corporate / Recruitment	Rolled out - to date 63% of staff have completed the training
3	Work with corporate responsibility business manager to ensure equalities training is included in the member induction programme.	October 2020	Corporate	
4	Enhance communication and involvement with Cabinet Member by ensuring that there is regular opportunity to comment and provide feedback on the equality policy and procedures including the review of the action plan.	Ongoing	Corporate	
5	Ensure all relevant staff are aware of the requirements of when and how to complete an Equality Impact Assessments.	June 2020	Corporate	Completed - published on portal

Outcome 2 – Improving access to our services

Number	Action	Due Date	Responsible Team	
1	Implement the new regulations regarding virtual councils, ensuring that the public have access to ensure transparency in decision making	July 2020	Democratic services / Corporate	Completed
2	Continue to provide alternatives to self-serve, including sign posting to organisations which may be able to provide further support such as befriending services.	Ongoing	Client support officer	
3	Continue to provide support from particular groups, e.g. use of translation services including British Sign Language.	Ongoing	All departments	
4	Implement a new system for complaints which ensures that any which relate to equalities can be easily identified and actioned .	September 2020	Corporate	Completed

Outcome 3 – Understanding our communities and customer needs

Number	Action	Due Date	Responsible Team	
1	Improve the use of customer survey information in relation to equality and diversity issues.	Ongoing		
2	Explore the possibility of setting up local customer groups to understand the needs of different groups and developing a joint community consultations strategy.		All services	
3	Analyse and publish the population profile to all staff in order to gain a better understanding of our communities.	Annually	Corporate	
4	Work in partnership with GARAS to support Syrian refugees.	Ongoing	Customer enabling	
5	Support people to live independently in their own home for longer through the use of disabled facility grants	Ongoing	Customer enabling	
6	Enable 274 affordable homes to be delivered across the district	April 2021	Housing planning and regeneration	

Equal opportunities and dignity at work guidelines

Introduction

Our commitment

Publica and its member Councils are committed to ensuring that we treat everyone who lives, works and visits our districts with dignity and respect. We understand and respect that people are unique and have individual differences, we celebrate this diversity and encourage positive relationships between people with differing needs. The aim of these Guidelines is to reduce any inequality and to ensure equality of opportunity both in providing services and as an employer. They aim to provide clear outcomes that intend to improve our approach to equality and diversity and aid in meeting our legal requirements

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

It is unlawful for an employer to fail to make reasonable adjustments to its requirements, working practices or the physical features of the workplace where these put a disabled job applicant or employee at a substantial disadvantage. It is also unlawful discrimination where a disabled employee is at a substantial disadvantage due to the employer's unreasonable failure to provide an auxiliary aid or service to the disabled employee.

It is generally unlawful to discriminate directly or indirectly, harass or victimise a member of the public based on any of the protected characteristics in the provision of services, goods or facilities. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and make reasonable adjustments to address any barriers that may impede disabled people from accessing a service.

Recruitment

We are committed to being fair and supportive employers, developing skills within our workforces so that employees are able to deliver high quality services to everyone. Equality and diversity is fundamental to both the recruitment process and the ongoing employment within the organisation. Publica and its member Councils are members of the National Disability Confident Scheme. As such we guarantee to interview all disabled applicants who meet the minimum criteria for any vacancy.

Dignity at work

Publica and its member Councils are committed to creating a work environment free of harassment and bullying, where everyone is treated with dignity and respect.

Some harassment is unlawful discrimination and serious harassment may be a criminal offence.

Bullying is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure the person on the receiving end. Examples of bullying would include picking on someone or setting them up to fail or making threats or comments about someone's job security without good reason.

Harassment is unwanted conduct related to relevant protected characteristics, which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age, that:

- has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- is reasonably considered by that person to have the effect of violating their dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them, even if this effect was not intended by the person responsible for the conduct.

Examples of harassment would include: physical conduct ranging from unwelcome touching to serious assault; unwelcome sexual advances; demeaning comments about a person's appearance; unwelcome jokes or comments of a sexual or racial nature or about an individual's age; excluding an individual because they are associated or connected with someone with a protected characteristic, e.g. their child is gay, spouse is black or parent is disabled; repeated name calling related to an individual's religion or belief, ignoring an individual because they are perceived to have a protected characteristic (whether or not they do, in fact, have that protected characteristic), e.g. an employee is thought to be Jewish, or is perceived to be transgender; the use of obscene gestures; and the open display of pictures or objects with sexual or racial overtones, even if not directed at any particular person or relating to their actual or perceived protected characteristic, e.g. magazines, calendars or pin-ups.

Conduct may be harassment whether or not the person behaving in that way intends to offend. Something intended as a "joke" may offend another person. Everyone has

the right to decide what behaviour is acceptable to them and to have their feelings respected by others. Behaviour that any reasonable person would realise would be likely to offend will be harassment without the recipient having to make it clear in advance that behaviour of that type is not acceptable to them, e.g. sexual touching. It may not be so clear in advance that some other forms of behaviour would be unwelcome to, or could offend, a particular person, e.g. certain "banter", flirting or asking someone for a private drink after work. In these cases, first-time conduct that unintentionally causes offence will not be harassment but it will become harassment if the conduct continues after the recipient has made it clear, by words or conduct, that such behaviour is unacceptable to them.

A single incident can be harassment if it is sufficiently serious.

If you think you are being bullied or harassed, you may be able to sort out matters informally. The person may not know that their behaviour is unwelcome or upsetting. You may feel able to approach the person yourself, or with the help of someone else from either Publica or your respective Council. You should tell the person what behaviour you find offensive and unwelcome, and say that you would like it to stop immediately.

If an informal approach does not resolve matters, or you think the situation is too serious to be dealt with informally, you can make a formal complaint by using the Publica or respective Council's grievance procedure [Bullying and Harassment procedure]. In the case of grievances about bullying or harassment, the normal grievance procedure is modified so that you can choose whether to raise your grievance with your Line Manager or with another Manager if necessary. Alternatively you can seek advice and guidance from your respective HR Business Member Councils.

All complaints will be investigated promptly and thoroughly. If appropriate, disciplinary proceedings will be brought against the alleged harasser. You will have the right to be accompanied by a fellow worker or trade union official of your choice at any meeting dealing with your grievance. You will be kept informed of the general progress of the process of investigation and, subject to data protection requirements, the outcome of any disciplinary proceedings.

Publica and its member Councils will treat complaints of bullying and harassment sensitively and maintain confidentiality to the maximum extent possible.

You have a right not to be victimised for making a complaint in good faith, even if the complaint is not upheld. However, making a complaint that you know to be untrue may lead to disciplinary action being taken against you.

Employees responsibilities

Every employee is required to assist Publica or its member Councils to meet their commitment to provide equal opportunities in employment and avoid unlawful discrimination.

Employees can be held personally liable as well as, or instead of, Publica or its member Councils for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under Publica's or its member Councils Disciplinary procedure. Conduct of this type will often be considered gross misconduct which can lead to dismissal without notice.



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	Economic and Social Overview and Scrutiny Committee: Thursday 17 September 2020
Report Number	Agenda Item No. 8
Subject	Start Time of Meetings 2020/2021
Wards affected	All
Accountable member	Cllr Andrew Beaney, Chairman Economic and Social Overview and Scrutiny Committee; Email: andrew.beaney@westoxon.gov.uk
Accountable officer	Not applicable
Summary/Purpose	To consider the start time for meetings of the Committee for the remainder of the 2020/2021 municipal year.
Annexes	None
Recommendation	That the Committee agrees the start time of its meetings for the remainder of the 2020/2021 municipal year.
Corporate priorities	Not applicable
Key Decision	No
Exempt	No
Consultees/ Consultation	None

1. BACKGROUND AND MAIN POINTS

- 1.1. At the meeting of the Council held on 22 January 2020 a programme of meetings for the Committees and Sub-Committees of the Council was agreed for 2020/2021.
- 1.2. The following dates were approved for this Committee:
 - Thursday 28 May 2020 (subsequently cancelled)
 - Thursday 2 July 2020 (subsequently cancelled)
 - Thursday 17 September 2020
 - Thursday 19 November 2020
 - Thursday 21 January 2021
 - Thursday 8 April 2021
- 1.3. It was further resolved that the times for the first meetings of the Overview and Scrutiny Committees in the new civic year be as set out in the appendix, 6.30pm in the case of this committee, but that each be invited to consider the timing of its subsequent meetings during the year.
- 1.4. In the 2019/2020 municipal year the Committee resolved to convene its meetings at 6.30pm.

2. FINANCIAL IMPLICATIONS

- 2.1. There are no financial implications arising directly from this report.

3. LEGAL IMPLICATIONS

- 3.1. None

4. RISK ASSESSMENT

- 4.1. Not applicable

5. ALTERNATIVES/OPTIONS

- 5.1. No recommendation is made. The Committee may agree starting times as it sees fit.

6. BACKGROUND PAPERS

- 6.1. None



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	Economic & Social Overview and Scrutiny Committee – Thursday 17 September 2020
Report Number	Agenda Item No. 9
Subject	Motion: Tenants Forum
Wards affected	All
Accountable member	Cllr Andrew Beaney Chairman Economic and Social Overview and Scrutiny Committee Email: andrew.beaney@westoxon.gov.uk
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: keith.butler@westoxon.gov.uk
Summary/Purpose	To consider the motion referred by Council on 26 February 2020, and agree comments/recommendations back to the Council.
Annex	None
Recommendation	That the Committee considers the motion and agrees comments/recommendations to be submitted to the Council.
Corporate priorities	Not applicable.
Key Decision	N/A
Exempt	No
Consultees/ Consultation	None

1. BACKGROUND

- 1.1. At the meeting of the Council on 26 February 2020, the following motion was proposed and seconded by Councillors Saul and Enright respectively:

“The Council welcomes the private landlords forum. To better understand and support this sector, the Council resolves to establish a private tenants forum to hear the voice of residents and understand their concerns and perspective.”

- 1.2. The motion having been duly proposed and seconded stood referred without discussion to the Economic and Social Overview and Scrutiny Committee for comment and advice.

2. MAIN POINTS

- 2.1. The Committee is accordingly invited to consider the matter, and to agree comments/recommendations for submission to the Council.

3. FINANCIAL IMPLICATIONS

- 3.1. There are no financial implications arising directly from this report.

4. LEGAL IMPLICATIONS

- 4.1. None

5. RISK ASSESSMENT

- 5.1. Not applicable

6. ALTERNATIVES/OPTIONS

- 6.1. Not applicable.

7. BACKGROUND PAPERS

- 7.1. None



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	Economic and Social Overview and Scrutiny Committee - Thursday 17 September 2020
Report Number	Agenda Item No. 10
Subject	Council Priorities and Service Performance Report 2020-21 Quarter One
Wards affected	All
Accountable member	All relevant Cabinet Members
Accountable officer	Giles Hughes, Chief Executive Tel: (01993) 861658 Email: gile.hughes@westoxon.gov.uk
Summary/Purpose	This report provides details of the Council's progress towards achieving its aim and priorities set out in the Council Plan 2020-2024, and service performance during Quarter One
Annexes	Annex A – Council Priority report Annex B – Performance Indicator report
Recommendation	That the Committee reviews, and challenges as appropriate, performance for 2020-21 Q1
Corporate priorities	<p>Climate Action: Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity</p> <p>Healthy Towns and Villages: Facilitating healthy lifestyles and better wellbeing for everyone</p> <p>A Vibrant District Economy: Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Local Industrial Strategy</p> <p>Strong Local Communities: Supporting and building prosperous and inclusive local communities</p> <p>Meeting the Housing Needs of our Changing Population: Securing the provision of market and affordable housing of a high quality for a wide range of householders making their home in West Oxfordshire</p>
Key Decision	No
Exempt	No

I. BACKGROUND

- 1.1. The Council monitors service performance and progress towards achieving the aim and priorities set out in the Corporate Plan.
- 1.2. Each quarter, performance and progress in those service areas relating to the work of this Committee are provided in this report.

2. PERFORMANCE MANAGEMENT FRAMEWORK - PERFORMANCE REPORTING

- 2.1. A new Council Plan 2020-2024 was approved by Council in January 2020. Although reporting on progress against the four year Plan commenced this quarter, the main priority for the Council was its response to Covid-19, and the subsequent recovery work which will be closely aligned to the overarching priorities of the Council Plan.
- 2.2. A new performance management framework is being developed; a much broader framework than previous frameworks. It sets out six key strands of information on which assurance needs to be provided, with a key shift in focus from performance monitoring to performance management:
 - Business analytics and service assurance
 - Place based measures and comparators
 - Publica Business Plan strategic actions
 - Council Plan priority actions
 - Project and programme management assurance
 - Risk and opportunity management
- 2.3. As part of the Business Analytics and Service Assurance strand, an initial review of performance indicators has been completed. Significant work is still required and it can be expected that the indicator set will flex as priorities change and gaps are identified.
- 2.4. This report is the first iteration of the newly styled service performance and council priority reports; they will evolve in line with the emerging Performance Management Framework as well as feedback from senior officers and Members.
- 2.5. A high level Commissioning Statement and the new performance management framework will be presented to Cabinet in October 2020. This will set out the relationship between Publica and the Council and their respective responsibilities. Publica's Executive Director (Commissioning) is accountable to the Council for the services commissioned from Publica, and also for the services commissioned by Publica from third parties on behalf of the Council. Publica must ensure that it provides the necessary information to the Council so it can assess whether the commissioned services are being delivered in accordance with the agreed quality and standard. The Council's Chief Executive is responsible for reviewing and approving the information provided in this report prior to its publication.
- 2.6. The Council's Chief Executive has received a report on progress towards achieving the Council's priorities and service performance. He has assessed performance in line with the high level Commissioning Statement, and confirms that overall, services have been delivered to the agreed quality and standard; and he was pleased to note that work is progressing on some of the actions set out in the Council Plan. The Chief Executive has also noted the significant impact of Covid-19 on communities, customers, services, and staff, and draws attention to the following:
 - When the nation went into lock down, a significant number of staff were redeployed to support our communities. The speed at which mechanisms were set up to deal with the response was impressive, for example the Community Help Hub, and the processing of business grants;

- Collaboration with our partners at a county-wide level was key to responding to the pandemic crisis; in particular, close coordination and good communication between the County, City and District Councils, with the NHS and OxLEP, to support vulnerable people and align programmes to support local businesses. Close partnership working with local communities and our partners will continue as the Council moves into the recovery phase;
- Many services have continued to operate without any visible reduction in service delivery. The majority of staff continue to work from home, enabled by robust ICT infrastructure and support. Some services have had to adapt and change the way that they do business which has been challenging but also presents opportunities for doing things differently in the future;
- The impact of Covid-19 on some services has been acute, and some services have had to cease operation, for example, our leisure centres were instructed to close. The Council agreed a financial package with GLL which has supported some leisure facilities to reopen on 25 July.

3. COUNCIL PRIORITY REPORT

- 3.1. During Q1, the Council's main priority was the response to Covid-19 and the commencement of the recovery phase; and this is the key theme running through this report. However, the Council has made progress on the actions in the Council Plan including work on the Built Indoor Leisure Facilities Strategy, the draft Affordable Housing Supplementary Planning Document which is being consulted on over summer 2020, and a bid to Discover England for £125k to support tourism, in particular to enable increasing exposure of new/little known experiences to a wider market. A full report is attached at [Annex A](#).

4. SERVICE PERFORMANCE REPORT

- 4.1. On 23 March 2020, the nation went into lock down. A significant number of staff were redeployed to support local communities and businesses, while others continued to deliver services from home. Overall, many services have performed well with no visible reduction in quality or standard.
- 4.2. The services which relate to the work of this Committee are Housing Support, Planning and Strategic Housing, Land Charges, and Leisure and Communities; and the relevant indicators are listed at the front of the Performance Indicator report at [Annex B](#) with pages [29 to 38](#) providing the further relevant information.
- 4.3. Of the nine targeted indicators, five indicators achieved their targets (Green), two indicators achieved their targets 'within tolerance' (Amber), and two indicators did not achieve their targets (Red). The two indicators which did not achieve their targets related to Housing Support; the service was significantly impacted by Covid-19 and needed to both procure and place all clients who were rough sleeping or at risk of imminent homelessness regardless of priority need. A full report is attached at [Annex B](#)

5. LEGAL IMPLICATIONS

- 5.1. None

6. ALTERNATIVE OPTIONS

- 6.1. None

7. BACKGROUND PAPERS

- 7.1. None



COUNCIL PRIORITIES REPORT

April 2020 - June 2020

Our vision is to support West Oxfordshire to be fit for the future through:



1. Climate Action

Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.



2. Healthy Towns and Villages

Facilitating healthy lifestyles and better wellbeing for everyone.



3. A Vibrant District Economy

Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy.



4. Strong Local Communities

Supporting and building prosperous and inclusive local communities.



5. Meeting the Housing Needs of our Changing Population

Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire.



6. Modern Council Services and Sustainable Finance

Delivering excellent modern services whilst ensuring the financial sustainability of the Council.

Covid-19 response and recovery



952

Residents given
emergency support via the
Help Hub

Given the Council's responsibility for delivering services to over 100,000 residents, Covid-19 has been an unprecedented challenge which required us to react quickly to changing circumstances in order to support local business and economy, the voluntary and community sector and local residents. We have maintained essential services whilst redeploying staff to new areas of work to help deal with the crisis.

There has been a dynamic and inspiring community sector response across West Oxfordshire to the challenges introduced through the pandemic. Local groups, towns and villages have mobilised to support their communities and the Council has developed a Community Hub team to work effectively with voluntary sector partners and volunteers.



£27.1M

Total amount in business grants paid out
by West Oxfordshire District Council



84,750

waste and recycling containers
emptied weekly



20,306

Telephone enquiries dealt with
by the Council during COVID-19
lockdown



£16.9M

Total amount in relief to businesses paid out
by West Oxfordshire District Council

Collaboration with our partners at a County-wide level was required in order to respond to the crisis. In particular, close coordination and good communication between the County, City and District Councils, with the NHS and OxLEP, to support vulnerable people and align programmes to support local businesses.

As the response phase draws to a close the Council's focus has shifted to planning for recovery from the impacts of the pandemic and in the longer term, the District's renewal. The recovery and renewal work is being approached with a view to forming a Covid Recovery and Response Plan closely aligned to the overarching priorities of the Council Plan as they provide a helpful framework for ensuring that the wide ranging impacts of the pandemic are mitigated against and adapted to.

A Covid Recovery and Renewal Plan will articulate the Council's commitment to working with others to recover from the impact of the pandemic – the Council needs to build on its strengths in working with local communities, and with Oxfordshire's partners, that have been demonstrated during the early difficult months of the pandemic. Work is progressing on producing this Plan with the establishment of a Covid Advisory Group comprising Councillors working with Officers to consider how we will address new challenges and opportunities as restrictions ease and how the Council will support communities and businesses to thrive in a post-Covid world. A draft Covid Recovery and Renewal Plan will be considered by Full Council in October 2020.

Climate Action: Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity

The Carbon Action Plan is on track to be considered by Full Council in October 2020, and will identify and implement the actions and projects required for WODC to become a Carbon Neutral Council by 2030. This is underpinned by the Council's carbon accounting methodology which has been successfully peer-reviewed by independent consultants. The same consultants produced a report to inform the scope of Council emissions as a baseline for the Carbon Action Plan and strategy to achieve the Council's target to be carbon neutral by 2030.

In addition, the commitment to produce an overarching Climate Change Strategy which will be used to chart improvements in measurable environmental and biodiversity enhancements has also been progressed and is expected to be considered by Full Council in January 2021. Activity has focussed on consultation with a 4 week Climate Action Survey and Young People's competition launched in May. The Climate Action Survey results will inform the Council's next steps towards shaping both the Climate Change Strategy and related Biodiversity Plan. Early analysis indicates that there is clear support from the community for priorities aligning with themes on: energy & carbon reduction; biodiversity; green & active travel; water conservation; waste & recycling; development planning; communications and community engagement.

Regarding activity during Quarter 1 towards achieving biodiversity enhancements, the Council has now confirmed its commitment as a funding partner in the Oxfordshire woodlands mapping project which has the aim of doubling tree cover across Oxfordshire. This mapping work will contribute to our local knowledge base and spatial data on woodlands and will be of value not only to tree-growing objectives within a development planning context but also action being taken by the Council to increase woodland under the umbrella of its own Biodiversity Plan.

Participation in partnership activity towards biodiversity enhancements is of real value to the achievement of this Council Plan priority and it is positive to note that WODC is contributing to the Nature Recovery Network for the Oxfordshire which will eventually produce a Nature Recovery Strategy (a statutory requirement of the Environment Bill) that will endeavour to protect and enhance the natural environment as well as guiding the development of planning policies.

Moving to the built environment, the need for a review of current design and sustainability standards within new developments of West Oxfordshire was identified early on as a priority by the Council. Actions include assessing the viability of net-zero carbon as a standard for the Oxfordshire Cotswolds Garden Village; researching viability of Underground Refuse Systems at the Oxfordshire Cotswolds Garden Village, and addressing net-zero carbon within the draft Affordable Housing SPD (details under Housing priority). In addition to this, a Sustainability Checklist for Development Management which will inform standards and key performance indicators is in production. This will drive the achievement of lower carbon developments across the District.

Healthy Towns and Villages: Facilitating healthy lifestyles and better wellbeing for everyone

The value in adopting a 'healthy place shaping' approach in new and existing developments is highlighted in the Council Plan. In a positive step towards meeting this ambition, WODC is working in partnership with Oxfordshire authorities to develop a Health Impact Assessment (HIA) toolkit and methodology which will be applied to the delivery of the local plan and major developments. HIA is a practical approach used to judge the effects a proposed development may have on the health and wellbeing of different groups of people. The findings of HIAs are used to make recommendations to decision makers as to how any negative health impacts of a development can be reduced, and any positive health impacts maximised.

A HIA methodology has been drafted by consultants in support of the Oxfordshire Plan 2050 with the toolkit being published later in 2020. It is intended that this methodology will be used by developers and consultants when preparing major development proposals to help shape and inform design choices. Healthy Place Shaping has been further augmented by Policy 4 in the Salt Cross Garden Village Area Action Plan which requires a 'Rapid Health Impact Assessment' to accompany any planning application for major development at the garden village. This must demonstrate alignment with the emerging Oxfordshire HIA methodology, to fully identify the needs of everyone in how they live and work, access and use all types of infrastructure, services and networks.

Consultants were commissioned to undertake a Built Indoor Leisure Facilities Strategy for the District in March 2020, a significant step towards achieving this key action identified in the Council Plan. The initial stages of the process have involved an audit of current indoor leisure facilities stock across the District. Concurrently, Sport England has modelled leisure facility need against projected population growth for the District. In addition to this early preparatory work towards the Built Indoor Leisure Facility Strategy, a Focus Group to consider the need in the Witney area and scope for a relocated Windrush Leisure Centre ('Windrush 2') is anticipated. To further progress 'Windrush 2' a site identification study has commenced by Ellis Williams Architects Ltd.

The outputs of the initial audit, modelling against population growth and focus group outcomes will inform a needs analysis of indoor Leisure facilities – addressing current, latent and unmet need for built leisure facilities across West Oxfordshire. This will form the basis of the Built Indoor Leisure Strategy and associated Action Plan on which Cabinet is expected to take a decision in Autumn/ Winter 2020.

Note – The progression of Windrush 2 will be dependent upon the yet to be formed recommendations in the Built Indoor Leisure Strategy.

A Vibrant District Economy: Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Local Industrial Strategy

The Council Plan identified two strategic areas for economic growth which the Council is also committed to delivering through their inclusion in the Local Industrial Strategy: the Carterton Technology Hub and the Garden Village Science Park.

The Carterton Technology Hub Update: This project seeks to unleash the economic role, potential and value of Carterton through a new Technology Hub. Local market strengths include many small businesses with specialisms in high-tech manufacturing and engineering in addition to RAF Brize Norton. There is a local imbalance of jobs to workers leading to around 60% out-commuting (including to nearby Witney), indicating both the need and opportunity to diversify the local economy. A strategic outline case has been developed which has informed a proposition paper to the OxLEP, thus further evolving the business case for the project which was successfully made through its inclusion in the adopted Local Plan. Next steps include a detailed feasibility study and SWOT analysis informed by input from a wide range of stakeholders previously engaged in the concept through the Local Plan process. Carterton Town Council is identified as a potential lead partner – supported by WODC and involving the MOD, RAF, OxLEP, local businesses and residents.

The Salt Cross Science and Technology Park Update: Allocated as part of the new 'Garden Village' strategic development area in the adopted Local Plan, the newly named Salt Cross Garden Village includes a 40hectare science and technology park that will attract the best businesses giving them the space to grow and create high value jobs in line with the ambitions of the Oxfordshire Local Industrial Strategy. The Area Action Plan has been approved by Full Council and includes a policy detailing the requirements of the park which will deliver, within an extensive network of green and blue infrastructure, 80,000m² of science, technology, engineering and high tech related business floor space. Concurrently an Outline Planning Application has been received by site promotor, Grosvenor Estates, which proposes 57,000m² of B-Class land uses as part of an employment area with the proposed uses to be determined at the Reserved Matters Application stage of the planning process. Once the Area Action Plan has been adopted this will be used to set the policy context against which the planning application for Salt Cross will be determined, of which the Science and Technology Park is part.

In close proximity to the Salt Cross Science and Technology Park is Hanborough Station and indeed this is identified within the Council Plan as a focus for partnership effort to secure new and upgraded infrastructure, including short and long-term enhancements to the Cotswold railway line. In Quarter 1 the Hanborough Station Sub-Group of the North Cotswold Line Task Force has been established, bringing together the five county councils and Local Enterprise Partnerships covering the 86-mile route between Hereford, Worcester and Oxford, together with the Cotswold Line Promotion Group, Network Rail and the Great Western Railway. In January 2020, the Task Force submitted its case to the government for a doubled two trains per hour North Cotswold Line service between Worcestershire, Oxford and London and this is now being assessed by the Department for Transport and Network Rail. In parallel, the Task Force set out its aspirations for additional local trains as a metro-style service between Hanborough and Oxford to support West Oxfordshire housing

growth, the visitor economy and to encourage a shift from road to rail for journeys to Oxford or London. The Sub-Group will develop the case for these local services, plans for expanded passenger facilities at Hanborough Station, and engage with local stakeholders and communities.

On the theme of lower carbon transportation, the value of provision of Electric Vehicle Charging Points (EVCP) as a means of improving the public realm in our town centres was identified as an action towards achieving a vibrant district economy, in addition to zero carbon ambitions. Two approaches to this are underway:

- **WODC direct procurement of Electric Vehicle Charging Point (EVCP) in Council-owned car parks:** BP Chargemaster is working on behalf of the Council to develop a full costing for the installation of EVCP in, initially, two Council-owned car parks. An application with the District Network Operator (DNO) to request costings associated with energy utility and infrastructure requirements for a power supply to the EVCP is currently with the DNO and is requiring resolution.
- **EVCP in partnership with Innovate-UK funded, Oxfordshire Park and Charge Project:** WODC Cabinet has endorsed a partnership approach to the second phase of EVCP provision in Council-owned car parks across the District and County beyond. A Financial Agreement has been signed signifying this commitment and the necessary surveys and viability assessments to progress EVCP delivery are underway.

Additionally an Oxfordshire Electric Vehicle Strategy is being developed to set a consistent design and technical standard for EV infrastructure across the County. This strategy is being co-ordinated by the iHub Innovation Team at OCC, with partnership involvement of WODC and other Oxfordshire authorities.

Strong Local Communities: Supporting and building prosperous and inclusive local communities

The response to the pandemic has shone a spotlight on the importance of this priority – we have witnessed a dynamic and inspiring community sector response across West Oxfordshire to the challenges introduced by the pandemic. Local Groups, towns and villages have mobilised to support their communities and the Council established a Community Response Hub to further augment these efforts and work effectively with voluntary sector partners and volunteers. There has also been a strong collaborative effort to tackle the crisis, where the Council has sought, together with the County, City and District Councils, the NHS and OxLEP to support vulnerable people and align programmes to support local businesses.

These collaborative efforts between ourselves and partners, and the communities we serve must continue and be built upon in order to respond to any local Covid-19 outbreaks, address any local food security issues, and meet any duties to support those who are vulnerable. This work will be ongoing as necessary at the same time as continuing to make progress on other aspects of the Council Plan identified under this priority, as described further below.

A commitment in the Council Plan to direct our management of property assets through a new Asset Management Plan to achieve improvements in the joint use of sites through the One Public Estate programme has moved a step forward with completion of a series of feasibility reviews of sites in Welch Way. Following this we are considering scope for feasibility work on partnership owned sites to consider options for development that suit all partner's needs – in accordance with the principles of the One Public Estate Programme. The next action will be to undertake a draft scoping exercise to which input will be invited from all partner organisations.

A further commitment to working with partners to promote West Oxfordshire as a visitor attraction (whilst protecting its essential character) is made in the Council Plan and the pandemic has placed a new emphasis on the visitor economy as tourism patterns have changed with a drop in international visitors to the District (and the wider Cotswolds) against a backdrop of greater domestic tourism demand. A bid for £125k to the Discover England Fund (£40m government fund originally designed to only target overseas visitors which has now largely repurposed for the domestic market) has been submitted to enable increasing exposure of new/little known experiences to a wider market. A decision will be known in September. Furthermore, a survey has been launched of local tourism businesses which is giving an overview of some of the challenges faced by the visitor economy in the wake of the pandemic. This information will assist in targeting the Council's approach to supporting the visitor economy to recover and renew post-Covid. Some particular patterns of note from the survey are:

- A number not intending to open before August and some not before next year, particularly those reliant on overseas visitors eg tour companies, or B&B's who are averse to having visitors into their homes

- More than half have signed up to VisitBritain's covid compliance accreditation scheme 'We're Good to Go'
- A third only taking advance online bookings (highlighting the need for digitalisation of tourism businesses)
- All respondents anticipate they will be operating at half capacity

Given the significant contribution the visitor economy makes to West Oxfordshire it is evident that the need for support for this sector will be particularly acute and requires focus as we prepare for recovery and renewal post-Covid.

Meeting the Housing Needs of our Changing Population: Securing the provision of market and affordable housing of a high quality for a wide range of householders making their home in West Oxfordshire

A significant step towards achieving this priority has been accomplished with the publication of the draft Affordable Housing Supplementary Planning Document (AH SPD) which is being consulted on over summer 2020. Once adopted the detailed guidance it provides will steer the successful implementation of Local Plan Policy H3 on the delivery of affordable housing. Following review of consultation responses received, a revised draft SPD will be published in Autumn 2020 for a further, final period of public consultation before being formally adopted. At this stage the AH SPD will become a material planning consideration.

Local Plan Policy H3 requires the provision of on-site affordable housing as part of larger market housing schemes of 11 or more units varying by location from 35% - 50%. In addition, smaller market housing schemes of 6-10 units within the Cotswolds AONB are required to make a financial contribution towards the provision of affordable housing within the District. The policy also addresses the issue of housing mix and the provision of affordable housing in rural areas including through rural exception sites. By providing additional guidance on the implementation of these requirements, the AH SPD seeks to set out a range of options and requirements to secure delivery of successful affordable housing schemes across the District that meet the housing needs of our changing population.

Options for delivery are presented including criteria for identifying qualifying sites; the size of affordable homes needed, the preferred tenure mix, rural exception sites and self and custom build schemes. Delivery is addressed through requirements relating to design criteria, accessibility and adaptability, space standards, zero carbon homes and modern methods of construction. Specific delivery mechanisms are articulated including housing options for the Armed Forces and also Key Workers and Community Led Housing.

Finally, exploration of two new routes to affordable housing in the District are presented:

- *The Blenheim Approach:* WODC is working closely with Blenheim Estate on an innovative model for delivering an increased level of affordable housing at between 60 – 80% of market rental costs. This model has been successfully implemented in Long Hanborough and will also be offered on their other sites for development at Woodstock East. It is the intention of Blenheim to retain ownership of the rental properties so they can be held in perpetuity for local people, especially those within the key worker categories.

- *Partnerships with Legacy Landowners:* WODC is also interested in partnering with other legacy landowners to accelerate delivery of affordable housing in the District and the AH SPD invites those landowners (particularly in smaller rural settlements) who are considering development as part of their long term legacy planning to engage with them to explore the scope for delivering affordable housing through rural exception sites.

Further to the achievement of the AH SPD, progress towards the delivery of Shared Ownership of Affordable Housing in Witney has been made. In partnership with the Oxfordshire Growth Deal and Heylo Housing, WODC has been able to pursue the acquisition of four apartments of affordable housing rather than them being sold on the open market as originally intended. As a partner on the Oxfordshire Growth Deal, the Council has benefited from their partnership with Heylo Housing (a Registered Provider) who are able to negotiate bulk purchase of new homes from developers for use as shared ownership housing. Over the longer term the ambition is for 100 new affordable homes across all Growth Deal partner authorities to be acquired in this way, of which it is anticipated 20% of these will be within West Oxfordshire.

Modern Council Services and Sustainable Finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council

It has been the case for some time that local government finances have been constrained in part by local government finance grant cuts and increasing service costs pressures. These have been further amplified by the pandemic (greater draw on Council services, extraordinary service costs and lost revenue streams) and this, coupled with future limitations to incentive based funding such as the New Homes Bonus, present the Council with a challenge to match delivery ambitions to our revenue stream.

An Investment Strategy has therefore been drafted (and due for consideration by Full Council in October 2020) which sets out a range of tools and activities to help improve the general approach to matching income and expenditure across the activities of the District Council. The strategy starts from a premise that there is a significant funding gap that needs to be closed and capital investment is a major tool available to the Council to achieve this so long as it covers the revenue implications of that investment and makes an appropriate return. Capital Investment provides a route to delivering the ambitious programme of the Council set out in the Council Plan.

The Council is also undertaking a range of service improvement projects which will focus on people, processes and technology. During Q1, members approved the contract award to Civica for a new Revenues and Benefit system for use across the partnership which will deliver effective, efficient and modern Revenues and Benefits Services. A full project plan is in place to upgrade Forest's system, and then to migrate Cotswold (December 2020) and West (January 2021) to Civica in time for annual billing and benefit uprating. In May 2020 all three systems will be merged which will allow officers across the partnership to access all cases. There are two major benefits:

- customers will be able to self-serve for example, notify the Council of changes online; this will reduce the need to send out paper documents which is costly, and in turn will reduce our carbon footprint.
- the streamlining of processes and the ability to perform one annual billing process and one benefit uprating process across the partnership, saving huge amounts of time and effort.

Our Salesforce platform is used by Customer Services across the partnership and every day it manages over 1500 customer interactions.

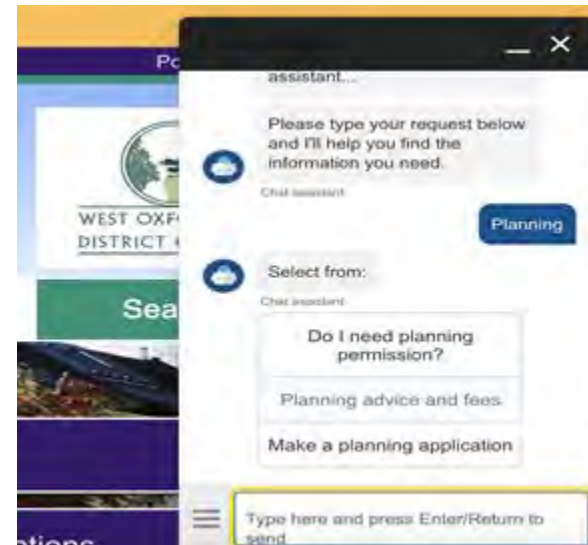
The Live Chat capability which was launched on the Council's website in January allowing customers to interact in real time with Customer Services, also proved useful in supporting the CS team to handle the demand created by Covid-19 as well as the change to the waste contract.

In July, the Salesforce Einstein BOT was introduced to the Live Chat process which allows the customer to connect to an AI BOT which will attempt to automatically answer the questions. This service is available 24/7, although during working hours, our customers will still have the option of conversing with a real person.

In May, Salesforce was used to support the Discretionary Business Grants process. An online form /flow was built in less than two weeks and was able to perform eligibility check so that we only received valid grant applications.

Once the application was received, for the first time, Salesforce was used by both Customer Services and the Back Office to process the application.

Salesforce was also used to create the necessary payment files for processing through the General Ledger and our BACS payment systems.





Delivering great services locally

PERFORMANCE REPORT:
April 2020 - June 2020

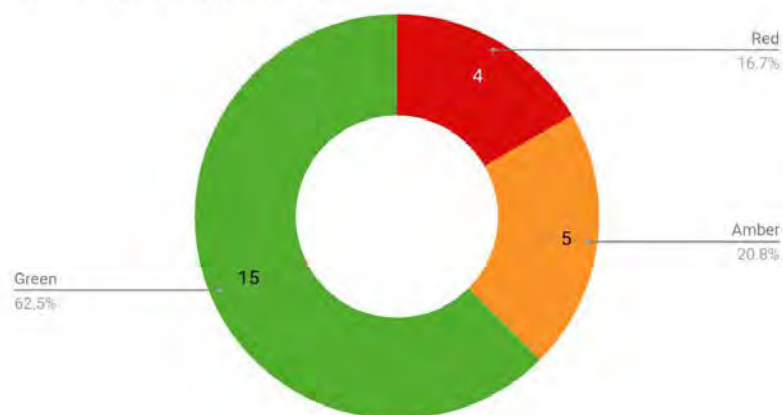
KEY PERFORMANCE METRICS LIST

Finance and Management O & S Committee	Economic and Social O & S Committee	Environment O & S Committee
Customer satisfaction – face to face	Number of households living in emergency accommodation for under 28 days	Number of fly tips collected
Customer satisfaction – web	Number of households living in emergency accommodation for over 28 days	Percentage of fly tips that result in an enforcement action taking place (defined as a warning letter, fixed penalty notice, simple caution or prosecution)
Customer satisfaction – telephone	Number of Long Term Empty properties	Percentage of high risk notifications (including food poisoning outbreaks, anti-social behaviour, contaminated private water supplies, workplace fatalities or multiple serious injuries) risk assessed within one working day
Percentage of calls responded to within 20 seconds	Percentage of major planning applications determined	Percentage of high risk food premises inspected within target timescales
Percentage of telephone calls abandoned by the customer before being answered	Percentage of minor planning applications determined	Residual household waste per household (kg)
(Cumulative) Percentage of council tax collected	Percentage of other planning applications determined	(Cumulative) Percentage of household waste recycled
(Cumulative) Percentage of business rates collected	Percentage of appeals allowed	Number of missed bin per 100,000 scheduled collections
(Cumulative) Average number of days taken to process new housing benefit claims	(Cumulative) Number of affordable homes delivered	Total hours spent undertaking on and off-street parking enforcement visits
(Cumulative) Average number of days taken to process housing benefit change of circumstances	Percentage of land charge searches dispatched within 10 working days	
(Cumulative) Percentage of housing benefit overpayment due to LA error/Admin delay	Number of visits to leisure centres	

KEY PERFORMANCE METRICS

At a glance...

Summary of Performance



OVERALL PERFORMANCE

Overall those services that have been able to continue service delivery have performed well, despite the impact of Covid-19 on resources as well as workloads. Some services have had to cease operation and / or implement new ways of working in order to deliver their services. A number of the indicators which are 'red' and 'amber' have been affected wholly or partly by Covid-19.

There does not appear to be a significant detriment to limiting the delivery of services to online, virtual or phone; and customer satisfaction for services delivered by phone remains high.

Indicator	Status
Customer satisfaction - phones	
Customer satisfaction - F2F	n/a
Customer satisfaction - website	
% calls responded within 20 secs	
% abandoned calls	
CT collection rate	
NNDR collection rate	
Average days to process HB new claims	
Average days to process HB change events	
% HB overpayment	
Households in Emergency Accomodation under 28 days	
Households in Emergency Accommodation over 28 days	
% major applications determined within time	
% minor applications determined within time	
% others applications determined within time	
% appeals allowed	
Affordable homes delivered	
% land charge searches dispatched within time	
% high risk notifications assessed within time	
% high risk food premises inspected within time	
Residual waste per household (kg)	
% overall recycling rate	
Missed bins per 100,000	
Leisure visits	
Parking enforcement hours	

CUSTOMER SERVICE

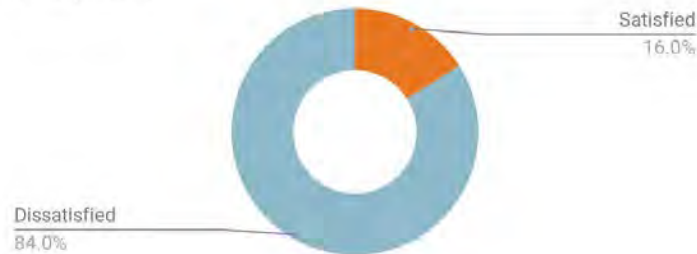
Customer satisfaction

Face to face - no surveys due to Covid19



Website

49 Respondents



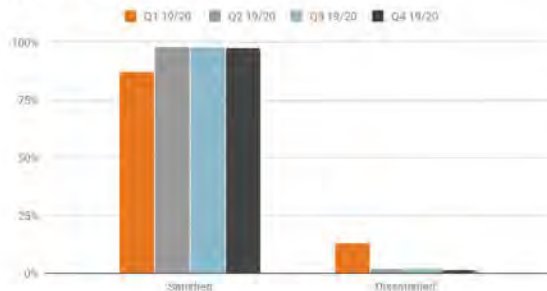
Phone

734 Respondents

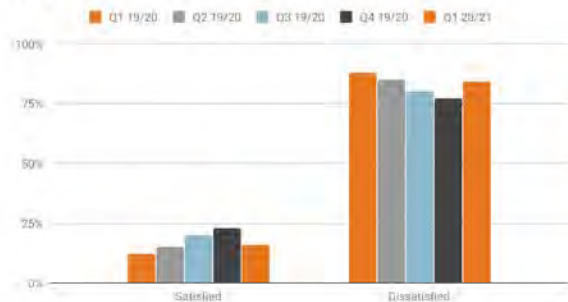


What's the trend?

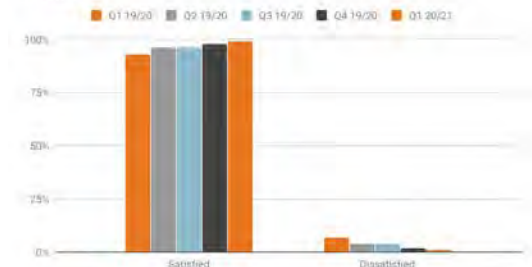
Face to Face



Web



Phone

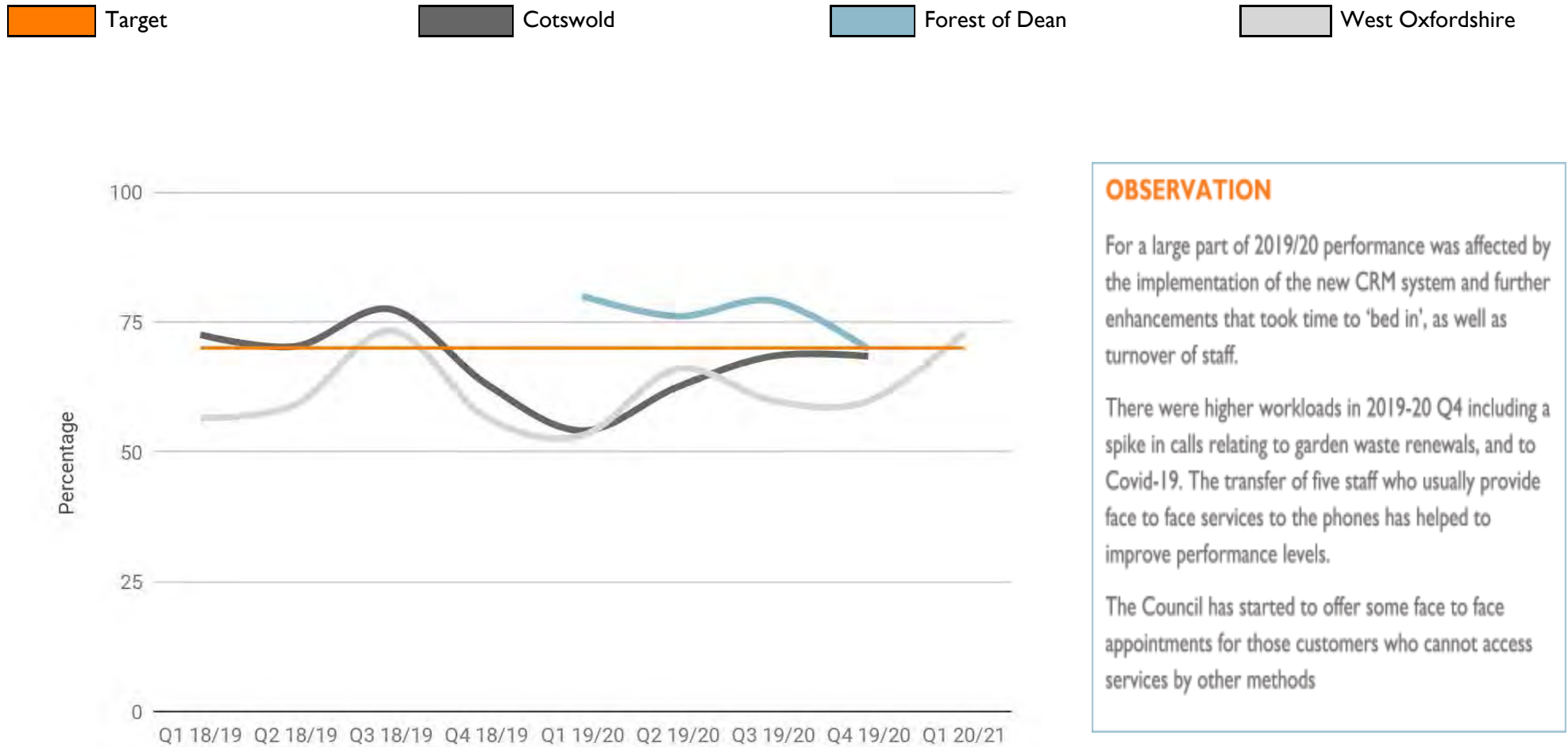


OBSERVATION

Satisfaction with services delivered face to face and telephone remains high. Due to covid-19, the Council closed its reception areas and therefore no face to face surveys were completed.

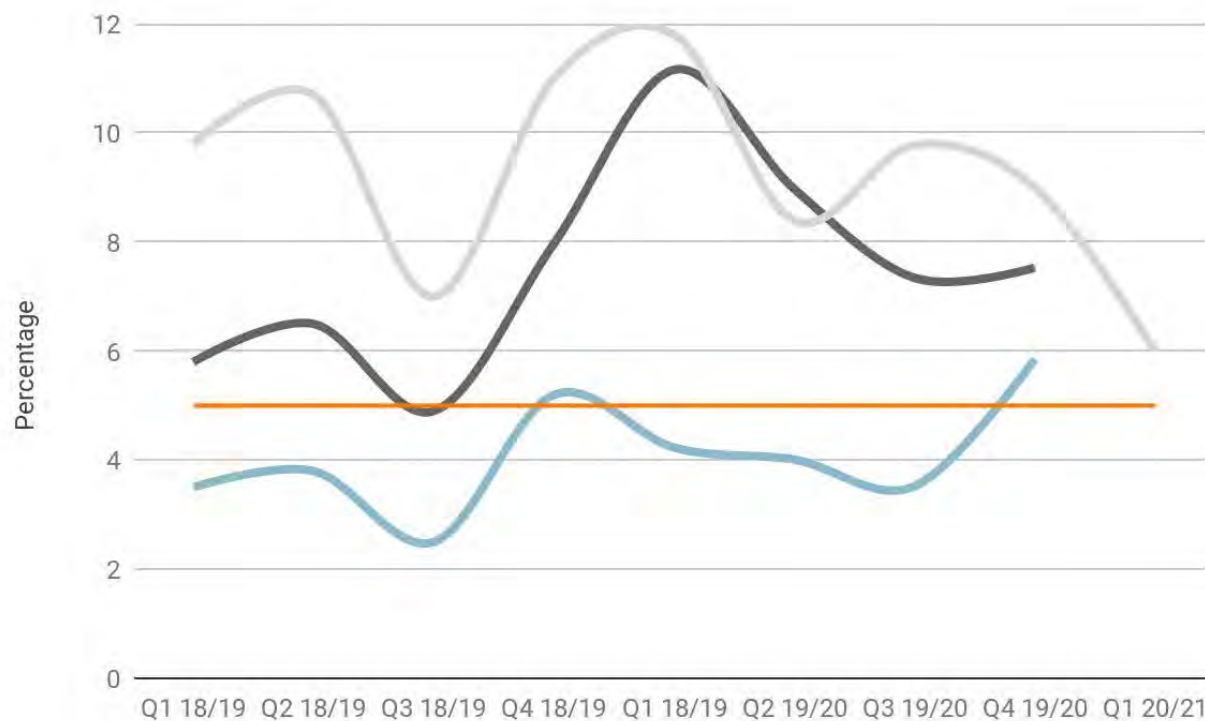
Website data suggested that improvements were needed to ensure Council websites are user friendly and allow people to transact with us, as well as acting as a source of information. A new website went live on 12 March, and is still undergoing improvements to the content. It is too early to expect to see significant improvements in the satisfaction rating, and the small number of respondents (49) is likely to skew the results

Percentage of calls responded to within 20 seconds



Percentage of telephone calls abandoned by the customer before being answered

Target Cotswold Forest of Dean West Oxfordshire

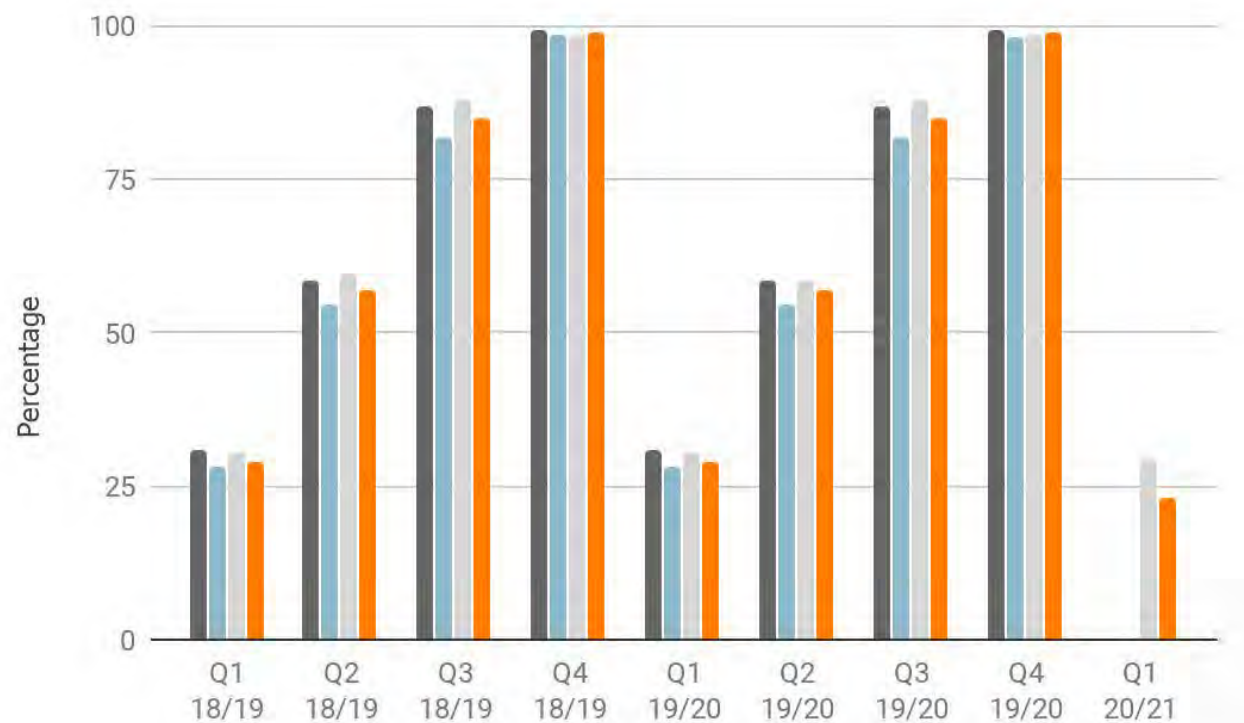


OBSERVATION:

Historically, the service has experienced capacity issues caused by turnover and the implementation of a new CRM system. The transfer of staff from the face to face sites to the phones has contributed to the improved performance

Revenues and Benefit

Percentage of council tax collected (cumulative)



OBSERVATION:

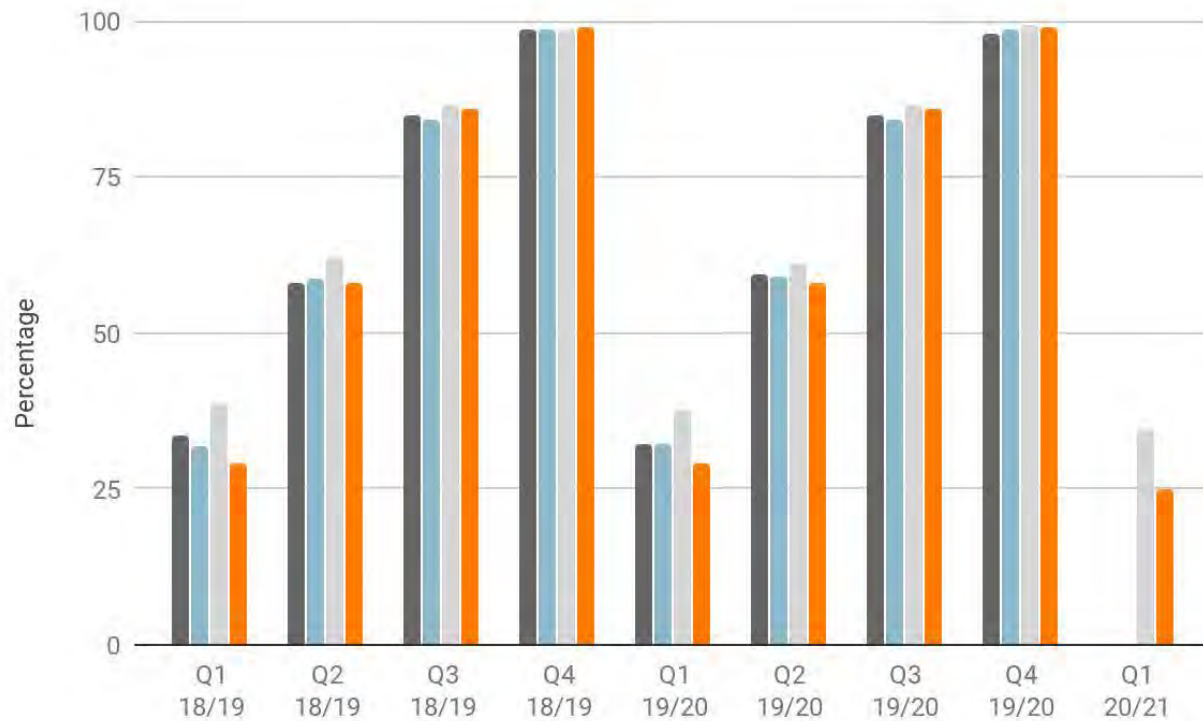
At the end of Q1, there was a slight decrease in the collection rate compared to previous years.

Due to the impact of Covid-19, all recovery action was paused following government guidance and Member decision. The service is working with customers to re-align payment instalments to potentially run between June 2020 and March 2021.

The service sent out 'soft' reminders at the end of the quarter

Percentage of business rates collected (cumulative)

Target
 Cotswold
 Forest of Dean
 West Oxfordshire



OBSERVATION:

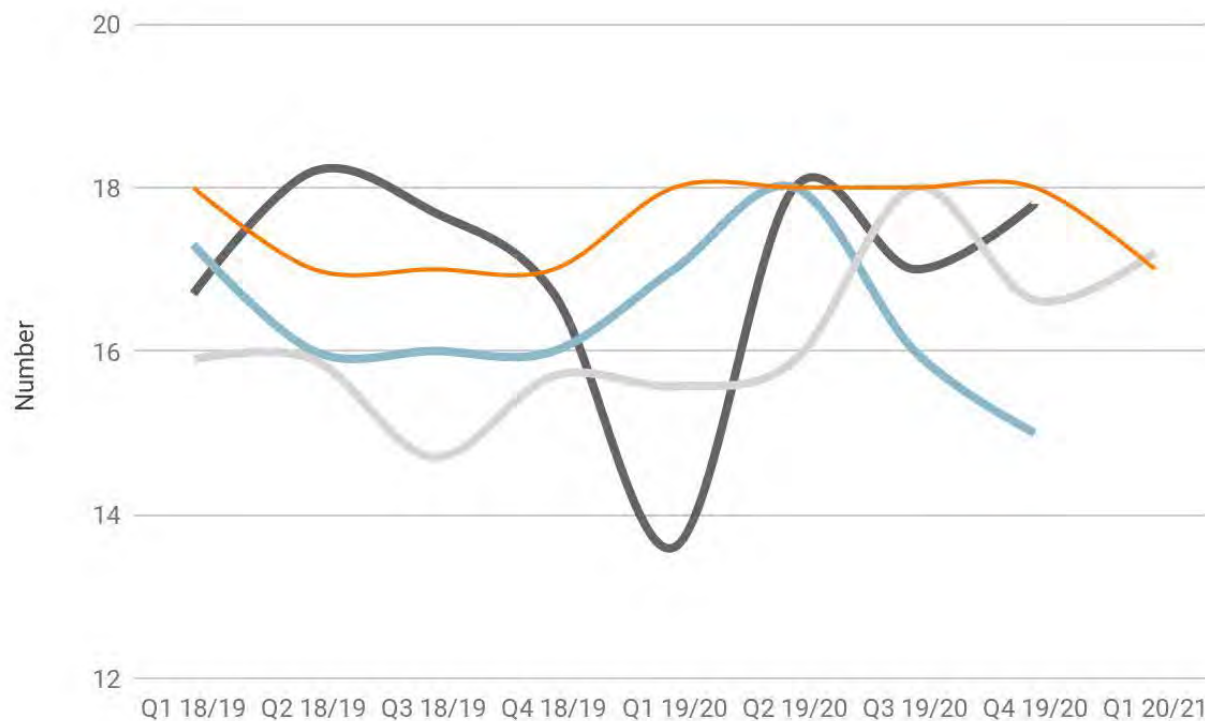
The collection rate at the end of Q1 was lower than previous years.

Due to the impact of Covid-19 and the lock down, many businesses were closed in Q1 and all recovery action was paused. The service is advising and supporting businesses, and businesses are able to delay payment instalments to June.

A high proportion of businesses have had expanded retail relief (shops and businesses that customers are able to visit) which means that their business rates for the year have been waived. The Council will be reimbursed for these waived payments through grants from the government.

Average number of days taken to process new housing benefit claims (cumulative)

Target
 Cotswold
 Forest of Dean
 West Oxfordshire



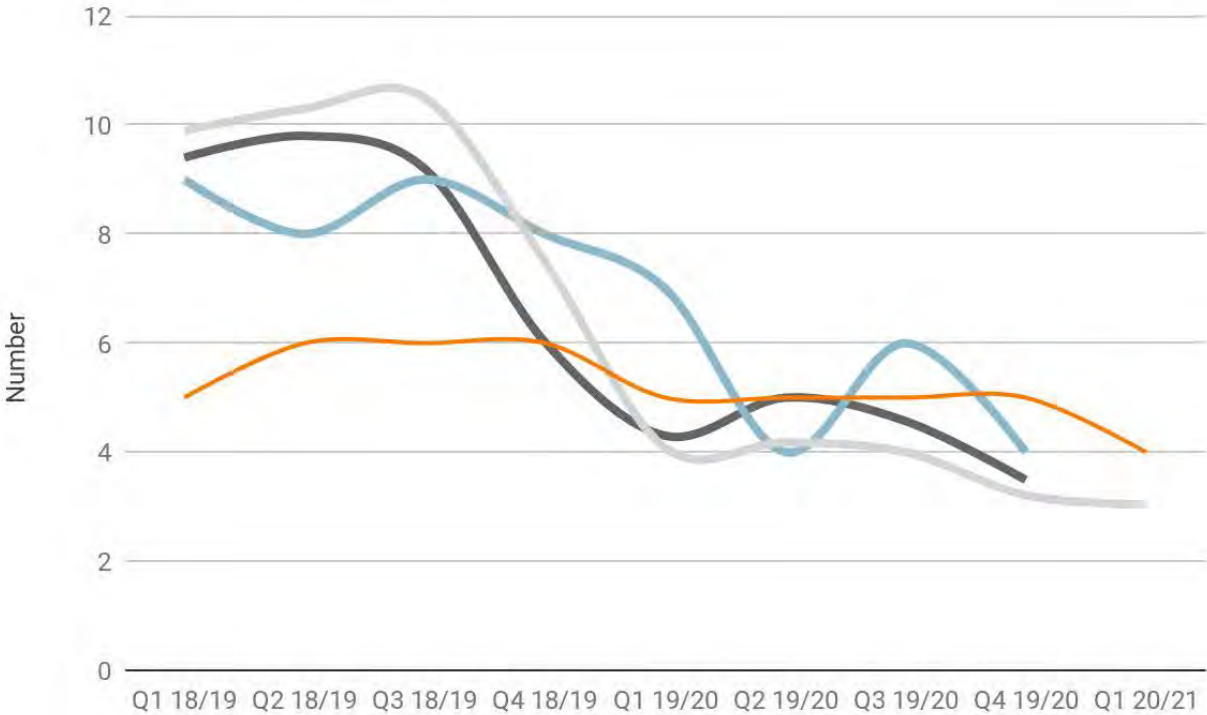
OBSERVATION:

There was an increase in temporary accommodation claims due to Covid-19 which has resulted in a slight increase in average processing times. These types of claims are difficult to administer as claimants may be placed outside of the District or have difficulty returning forms to the Council especially during lock down.

The service was able to access external support 'on demand' which helped to manage workloads.

Note that historically the quarterly targets have been profiled and have generally been maintained at 17 or 18 days. In comparison the shire average is around 20 days

Average number of days taken to process housing benefit change of circumstances (cumulative)



OBSERVATION:

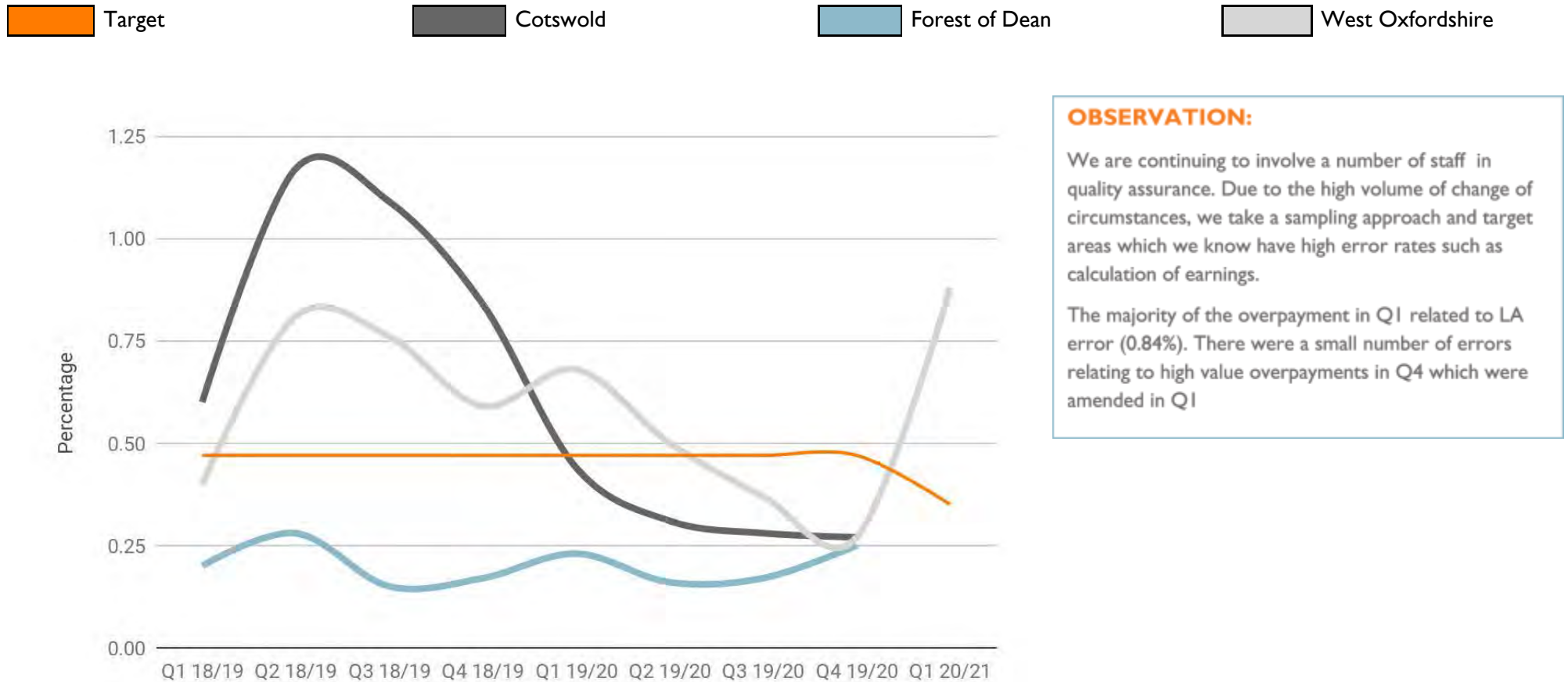
Overall, the indicator is currently showing sustained improvements

The number of Universal Credit claims has increased due to the impact of Covid-19, which in turn has resulted in an increase in changes that affect housing benefit.

The service was able to access support from an external service 'on demand' which has helped to to manage workloads.

Note that historically the quarterly targets have been profiled and have generally been maintained at 5 or 6 days. A more stringent target of 4 days has been set for 2020-21

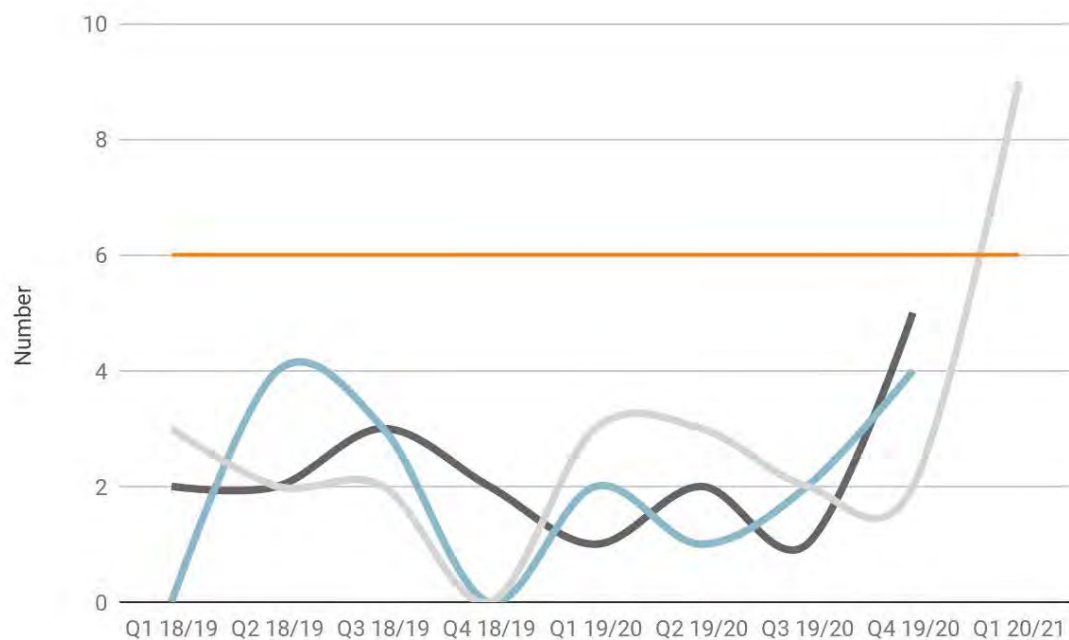
Percentage of housing benefit overpayment due to LA error/Admin delay (cumulative)



Housing Support

Number of households living in emergency accommodation for under 28 days

Target Cotswold Forest of Dean West Oxfordshire

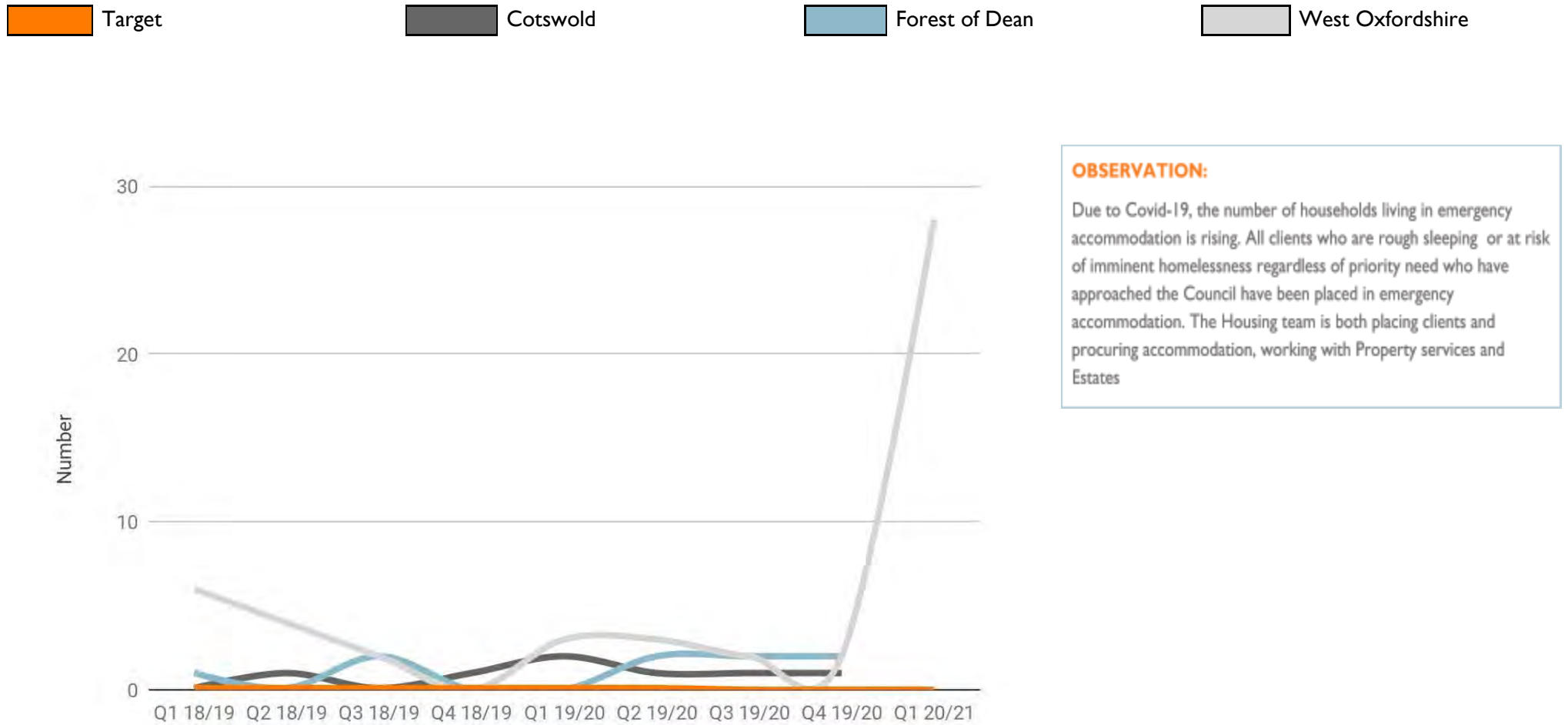


OBSERVATION:

Due to Covid-19, the number of households living in emergency accommodation is rising. All clients who are rough sleeping or at risk of imminent homelessness regardless of priority need who have approached the Council have been placed in emergency accommodation.

The Housing team is both placing clients and procuring accommodation, working with Property services and Estates. The Council is using a mixture of holiday let accommodation, and pubs with B & B accommodation and is also able to utilise accommodation available across the partnership

Number of households living in emergency accommodation for over 28 days

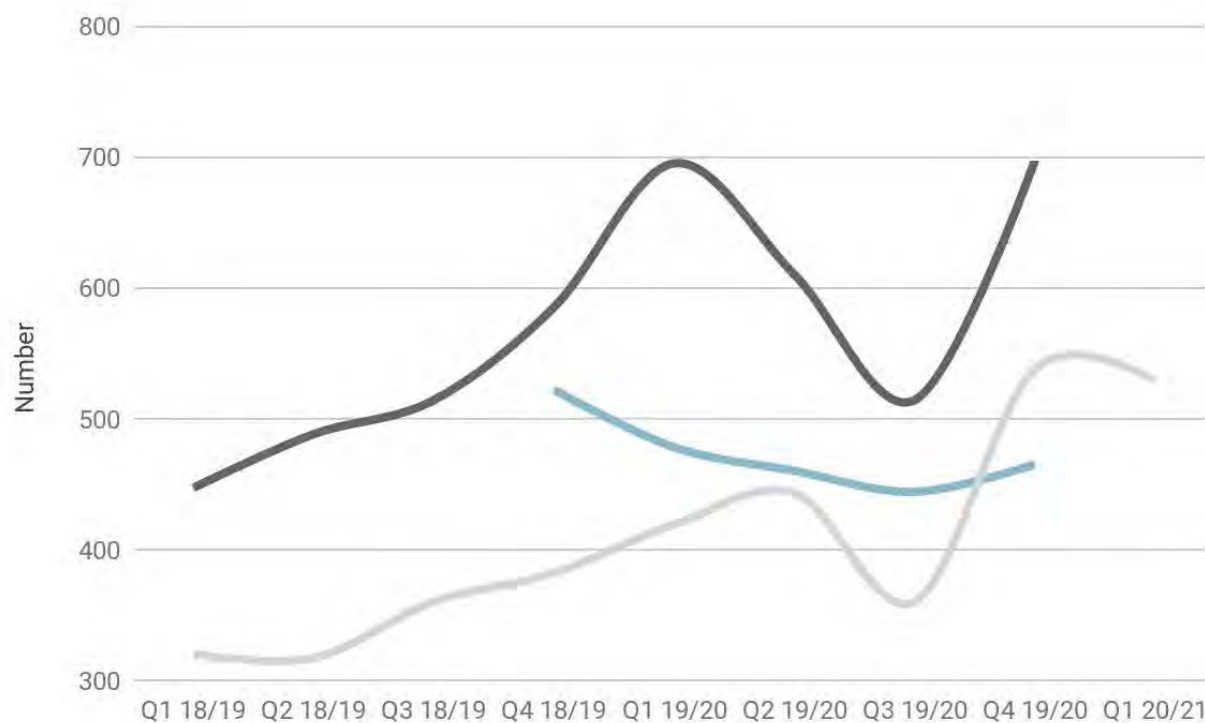


Number of Long Term Empty properties

Cotswold

Forest of Dean

West Oxfordshire



OBSERVATION:

The number of long term empty properties has increased over the last six months due to government instruction to pause house moves in order to contain Covid-19. Furthermore, 44 housing association properties are awaiting demolition.

The LTE officer monitors and works with landlords to support them to bring their properties back into use, however, there is a reluctance to rent to households on the housing register

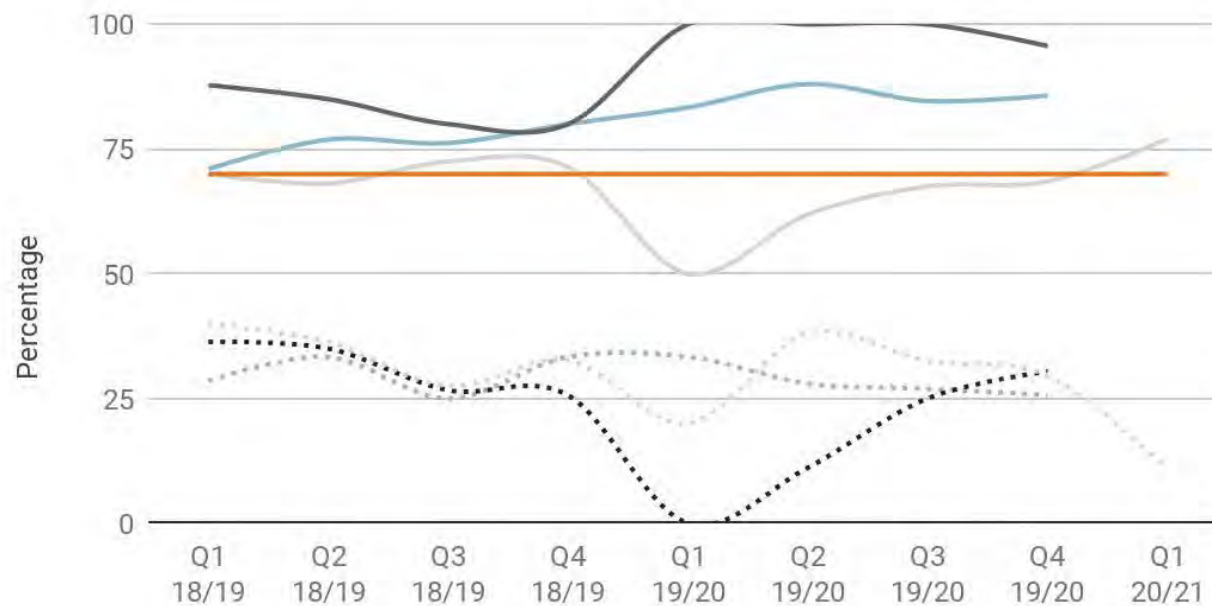
Planning and Strategic Housing

Percentage of major planning applications determined

% of all applications completed within an agreed timeframe



% of all application completed within 13 weeks



OBSERVATION:

Nine major applications determined in the quarter, a lower number in comparison to Q1 of the previous year (13).

Performance was affected as the team moved into lock down; there was no ability to hold Planning Committees and the schemes of delegation did not enable them to be determined. The subsequent move to virtual committees has resolved this issue albeit that the restrictions on site visits, no physical meetings with agents and staff remote working adds considerable delay/complexity to the process and is affecting on-going performance now that the volume of applications received has returned to normal levels. A greater proportion of applications are taking longer than the 13 weeks and would be out of time if an extension of time had not been agreed.

The chart for the planning performance measures has been separated to demonstrate the number of applications that are completed within the set time frames and the number that are completed as a result of an agreed extension of time.

Extensions of times are often a result of consultees requesting changes to the scheme or because the consultee response is essential but has not been received within the timetable. They are also used where officers are working proactively with applicants to improve schemes and make developments acceptable.

Percentage of minor planning applications determined

% of all applications completed within agreed timescales



Target



Cotswold



Forest of Dean



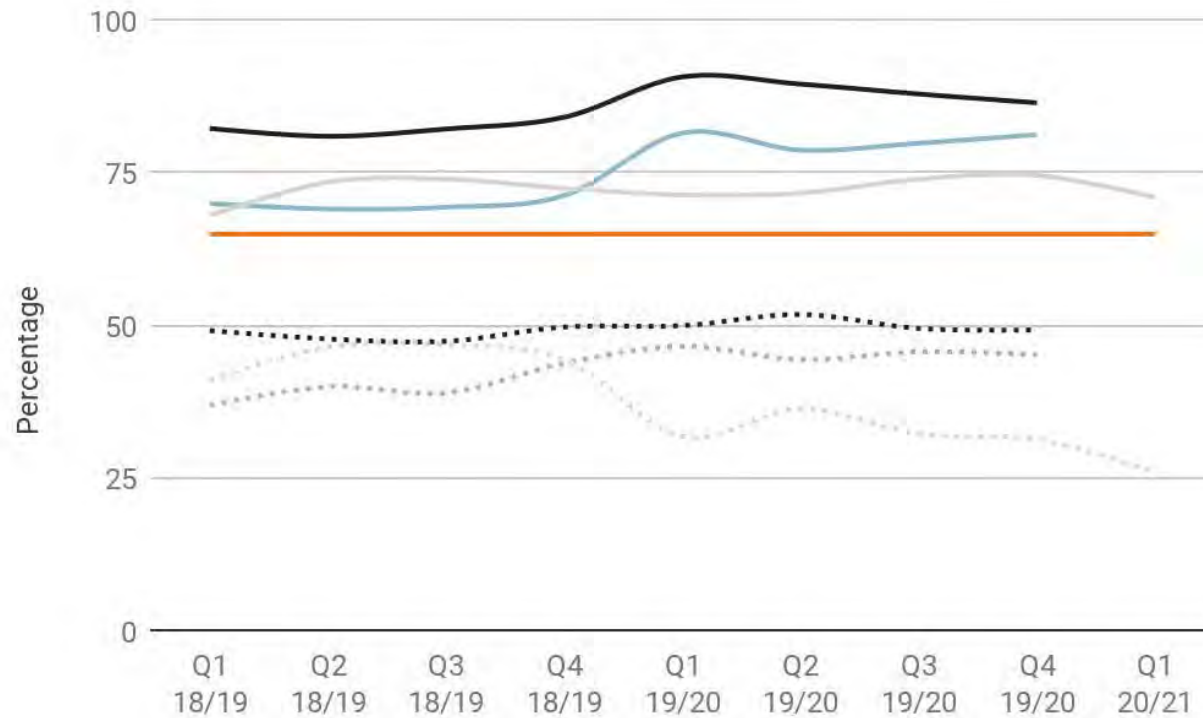
West Oxfordshire

% of all applications completed within 8 weeks

----- Cotswold

----- Forest of Dean

----- West Oxfordshire



OBSERVATION:

76 minor applications determined in the quarter, a lower number in comparison to Q1 of the previous year (128).

Performance was affected as the team moved into lock down; restrictions on site visits, no physical meetings with agents and staff remote working adds considerable delay/complexity to the process and is affecting on-going performance now that the volume of applications received has returned to normal levels. A greater proportion of applications are taking longer than the eight weeks and would be out of time if an extension of time had not been agreed

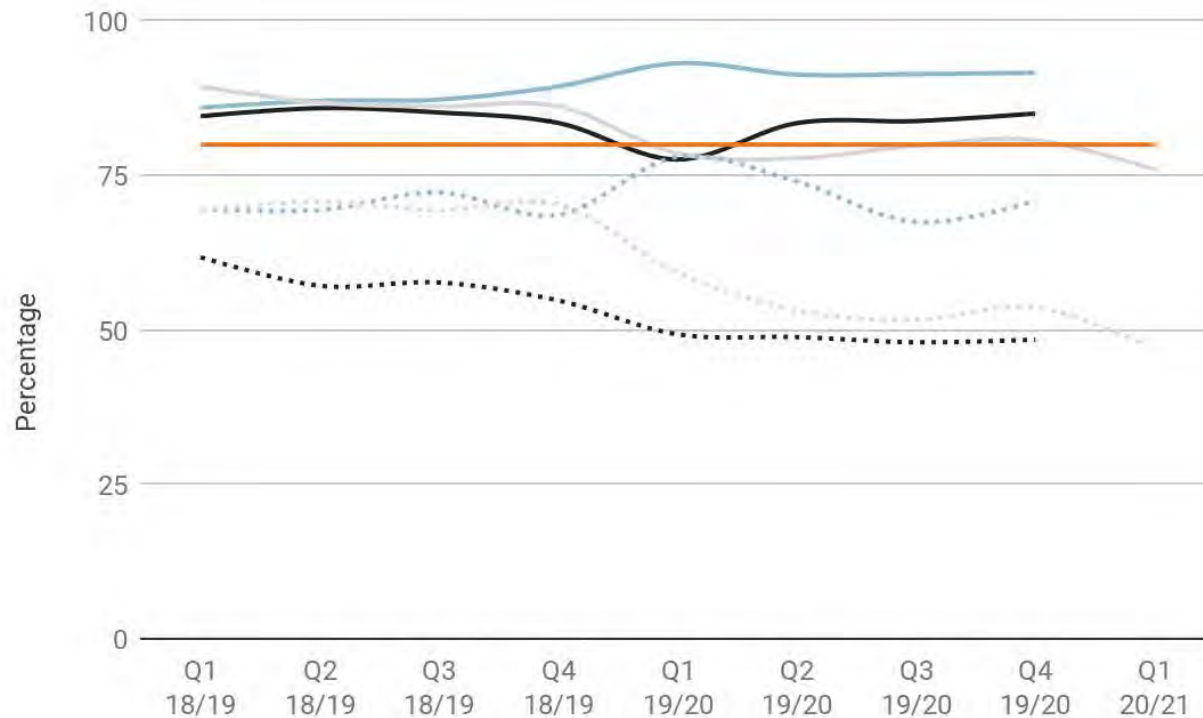
Percentage of other planning applications determined

% of all applications completed within agreed timescales

Target
 Cotswold
 Forest of Dean
 West Oxfordshire

% of all applications completed within 8 weeks

----- Cotswold
 ----- Forest of Dean
----- West Oxfordshire

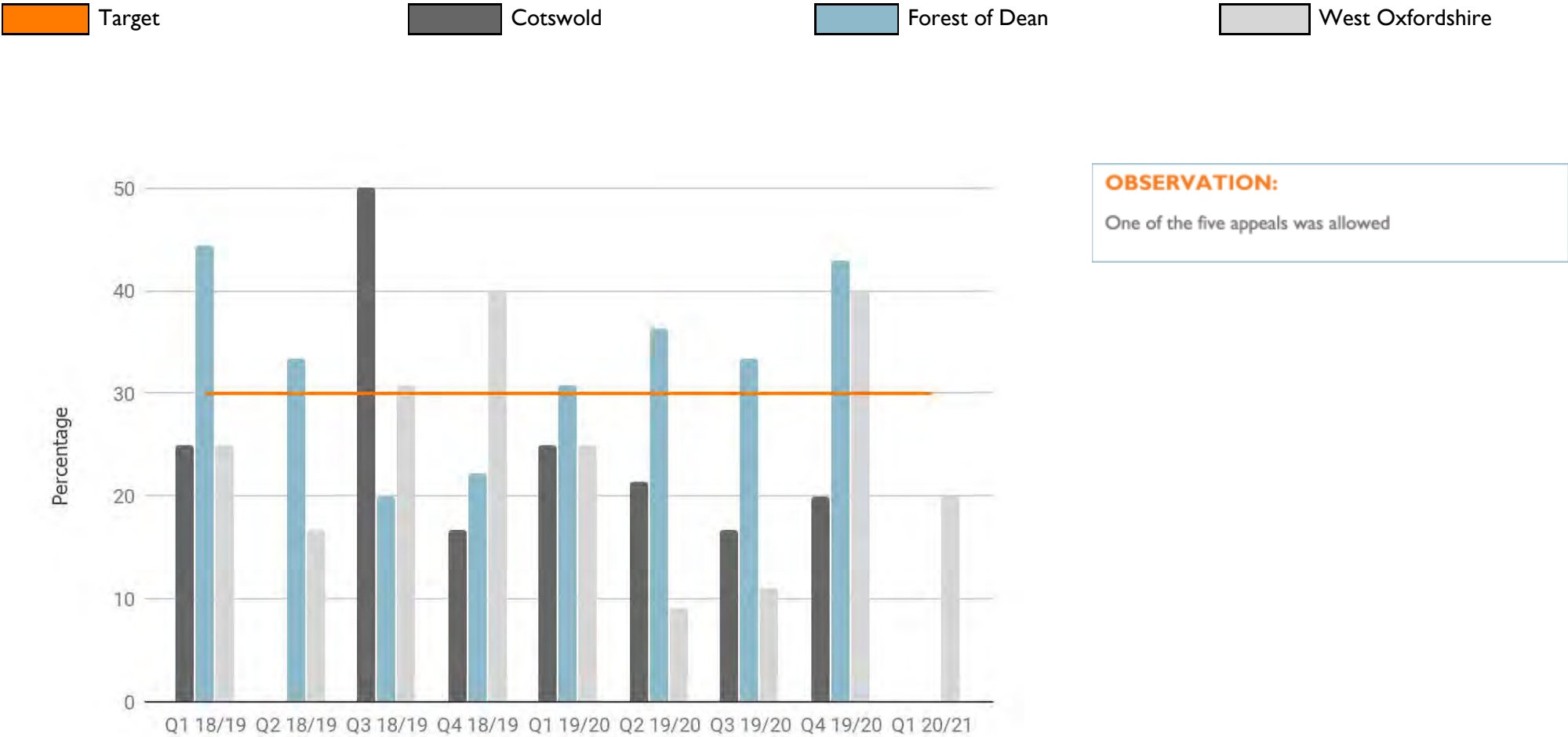


OBSERVATION:

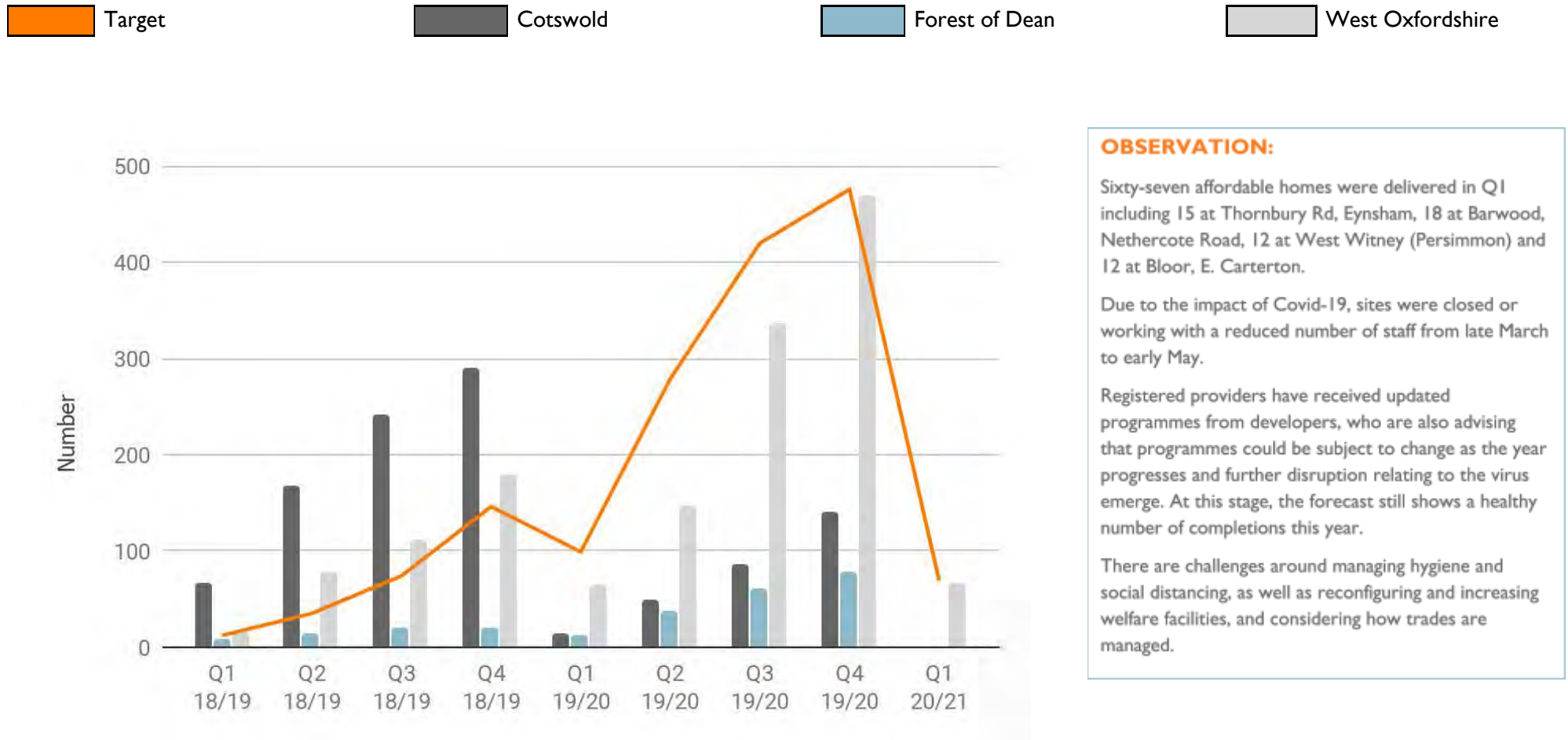
228 other applications determined in the quarter, a lower number in comparison to Q1 of the previous year (300).

Performance was affected as the team moved into lock down; restrictions on site visits, no physical meetings with agents and staff remote working adds considerable delay/complexity to the process and is affecting on-going performance now that the volume of applications received has returned to normal levels. A greater proportion of applications are taking longer than the eight weeks and would be out of time if an extension of time had not been agreed

Percentage of appeals allowed



Number of affordable homes delivered (cumulative)



OBSERVATION:

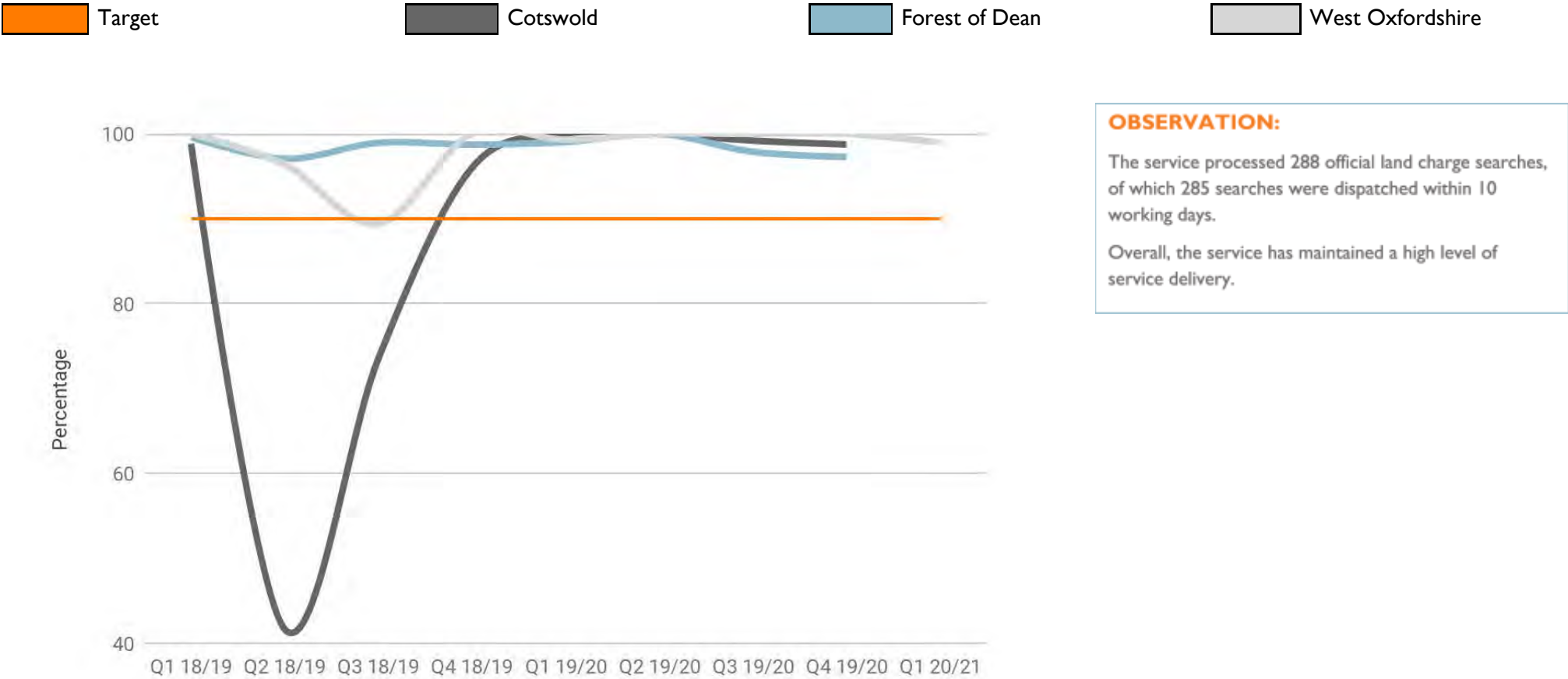
Sixty-seven affordable homes were delivered in Q1 including 15 at Thornbury Rd, Eynsham, 18 at Barwood, Nethercote Road, 12 at West Witney (Persimmon) and 12 at Bloor, E. Carterton.

Due to the impact of Covid-19, sites were closed or working with a reduced number of staff from late March to early May.

Registered providers have received updated programmes from developers, who are also advising that programmes could be subject to change as the year progresses and further disruption relating to the virus emerge. At this stage, the forecast still shows a healthy number of completions this year.

There are challenges around managing hygiene and social distancing, as well as reconfiguring and increasing welfare facilities, and considering how trades are managed.

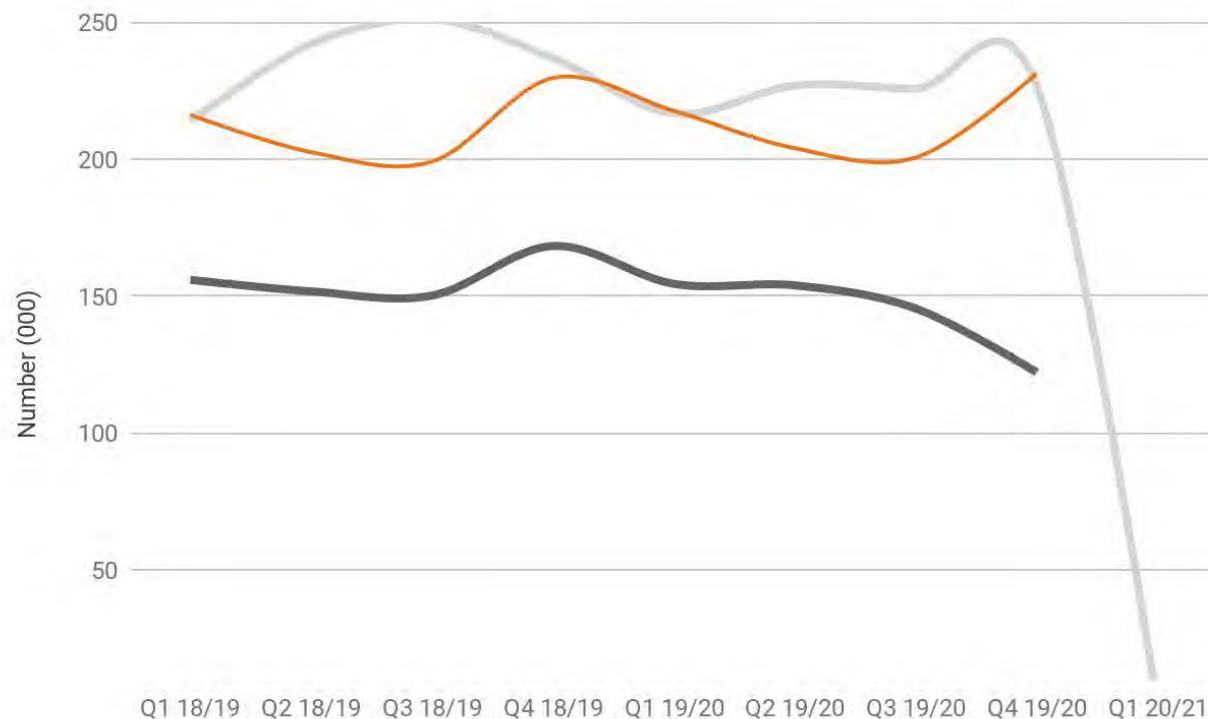
Percentage of land charge searches dispatched within 10 working days



Leisure

Number of visits to leisure centres

Target
 Cotswold
 West Oxfordshire



OBSERVATION:

This indicator has been set to 'amber' in recognition that the service was unable to operate during Q1.

Memberships were frozen from 20 March as the nation went into lock down; and there is an option for members to continue to freeze their memberships.

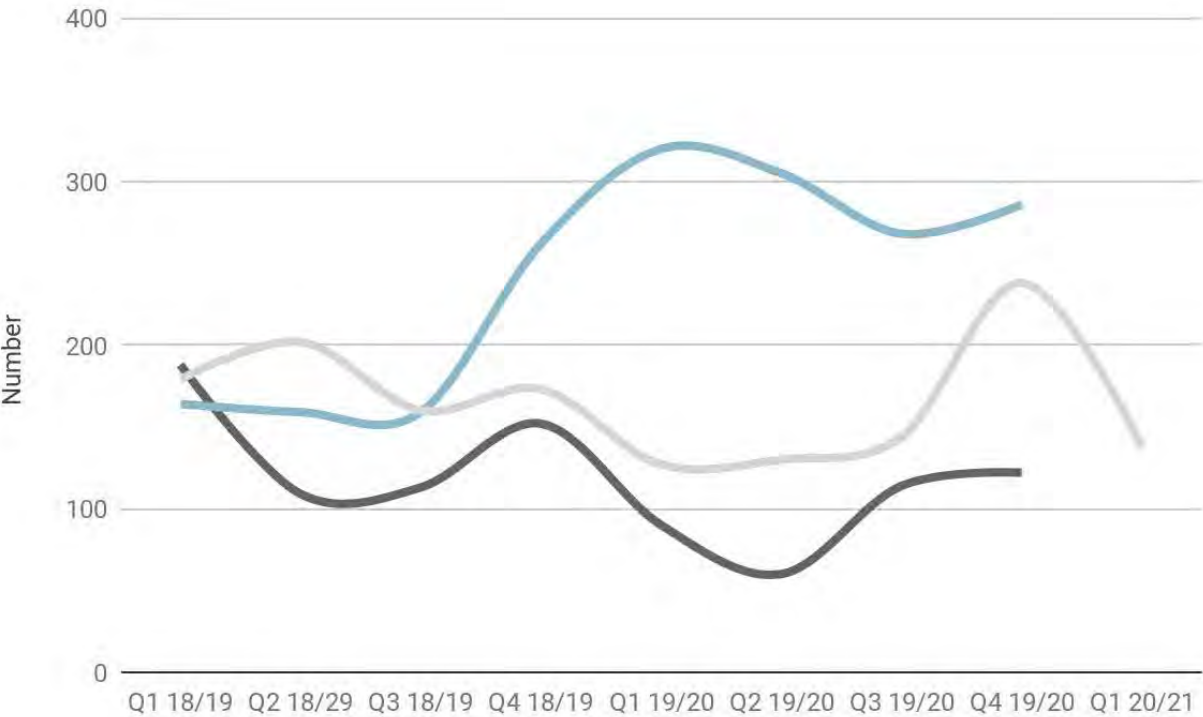
West Oxfordshire District Council is working with GLL Better to agree a financial recovery package to help restart the leisure service.

Following the implementation of Covid-19 protocols including putting hand sanitisers in place, one way systems, social distancing measures, and mandatory pre-booking of sessions, some of the Council's leisure facilities were reopened by GLL Better on 25 July. Further facilities and services will be opened as the recovery stage progresses

Environmental and Regulatory

Number of fly tips collected

Cotswold Forest of Dean West Oxfordshire



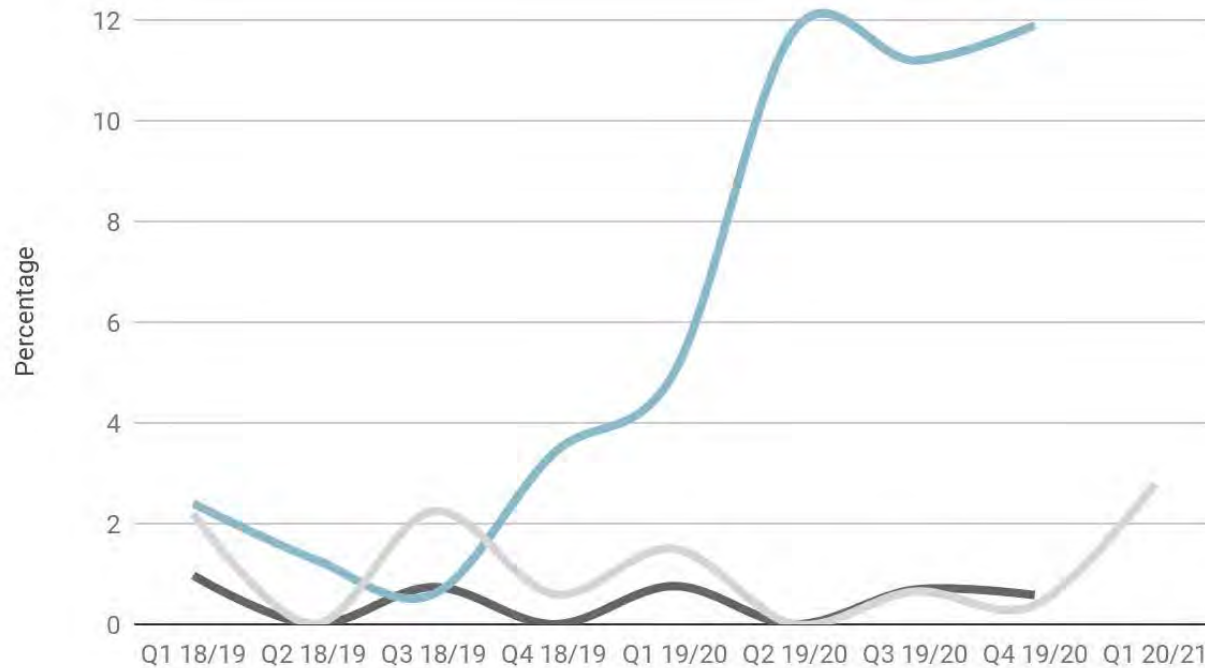
OBSERVATION:

Due to Covid-19, increases in fly tips have been reported nationally, however this is not yet evident in West's figures

A high percentage of the fly tips at the Forest of Dean are at recycling sites, which are not counted by West and Cotswold

Percentage of fly tips that result in an enforcement action taking place (defined as a warning letter, fixed penalty notice, simple caution or prosecution)

Cotswold Forest of Dean West Oxfordshire



OBSERVATION:

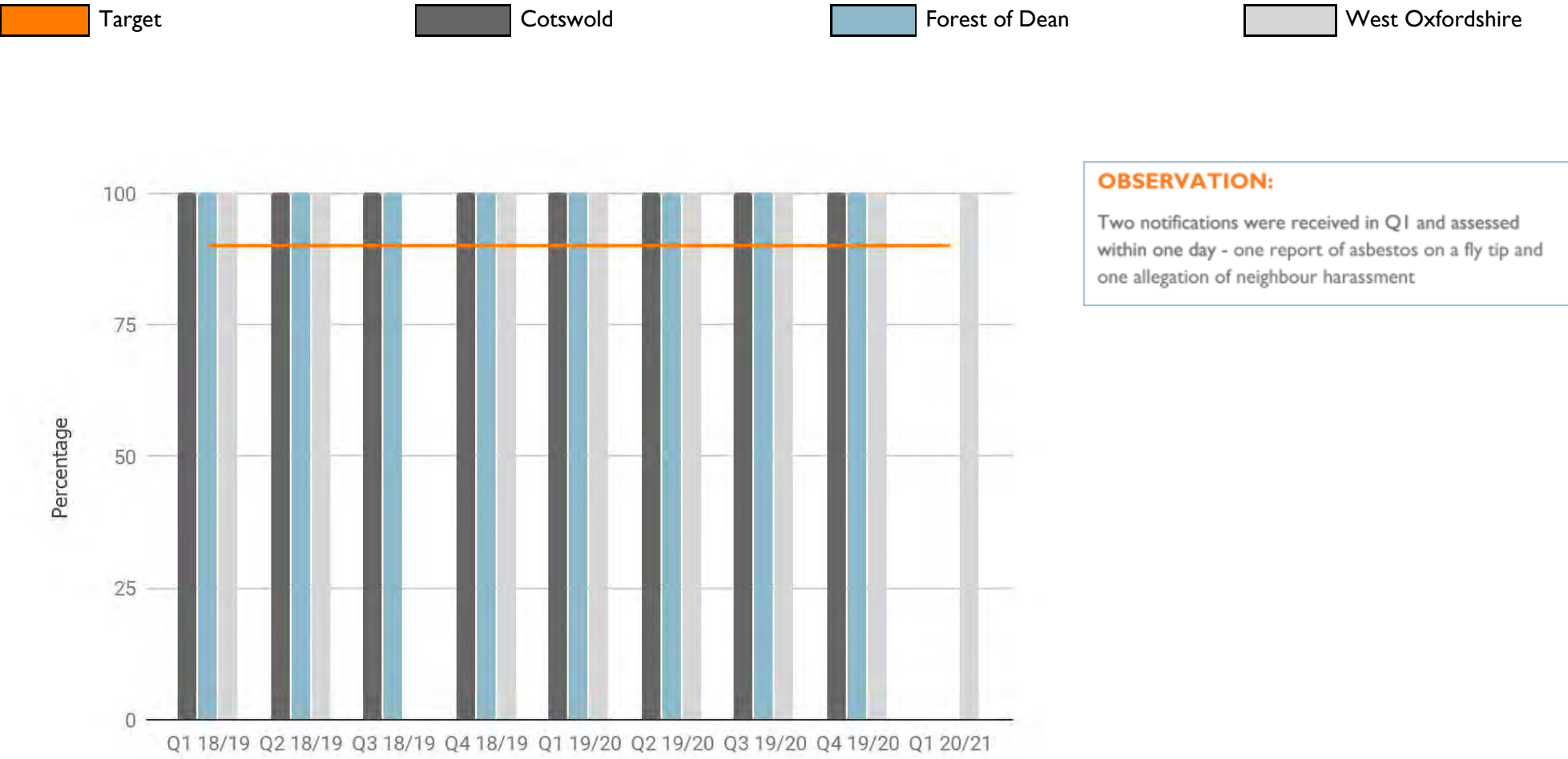
There were 179 notifications of fly tips in Q1 which resulted in 8 enforcement actions lodged against 5 flytips..

At West and Cotswold, fly tipping is investigated by ERS who take a risk based triage approach to investigation. Officers use their professional judgement to decide whether it is likely that the fly tip will contain evidence that could lead to enforcement action; this is based on an assessment of the waste type reported, for example, black rubbish bags are likely to contain evidence that could lead to enforcement action being taken while a fly tip of car tyres would be highly unlikely to contain the necessary evidence.

In contrast, at Forest of Dean, the Street Warden team usually investigate all fly tips.

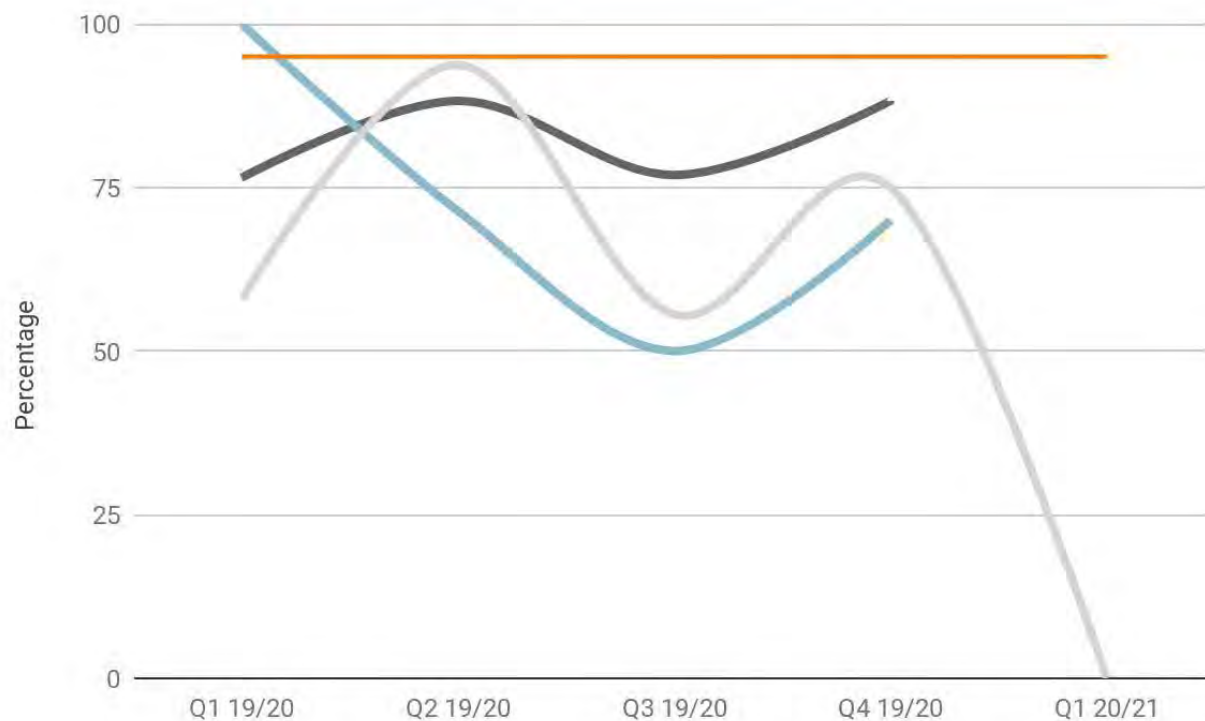
The ERS team visited 16 fly tips, a lower number than usual due to the Covid-19 restrictions. The Council will always take enforcement action if fly tipping is witnessed.

Percentage of high risk notifications (including food poisoning outbreaks, anti-social behaviour, contaminated private water supplies, workplace fatalities or multiple serious injuries) risk assessed within 1 working day



Percentage of high risk food premises inspected within target timescales

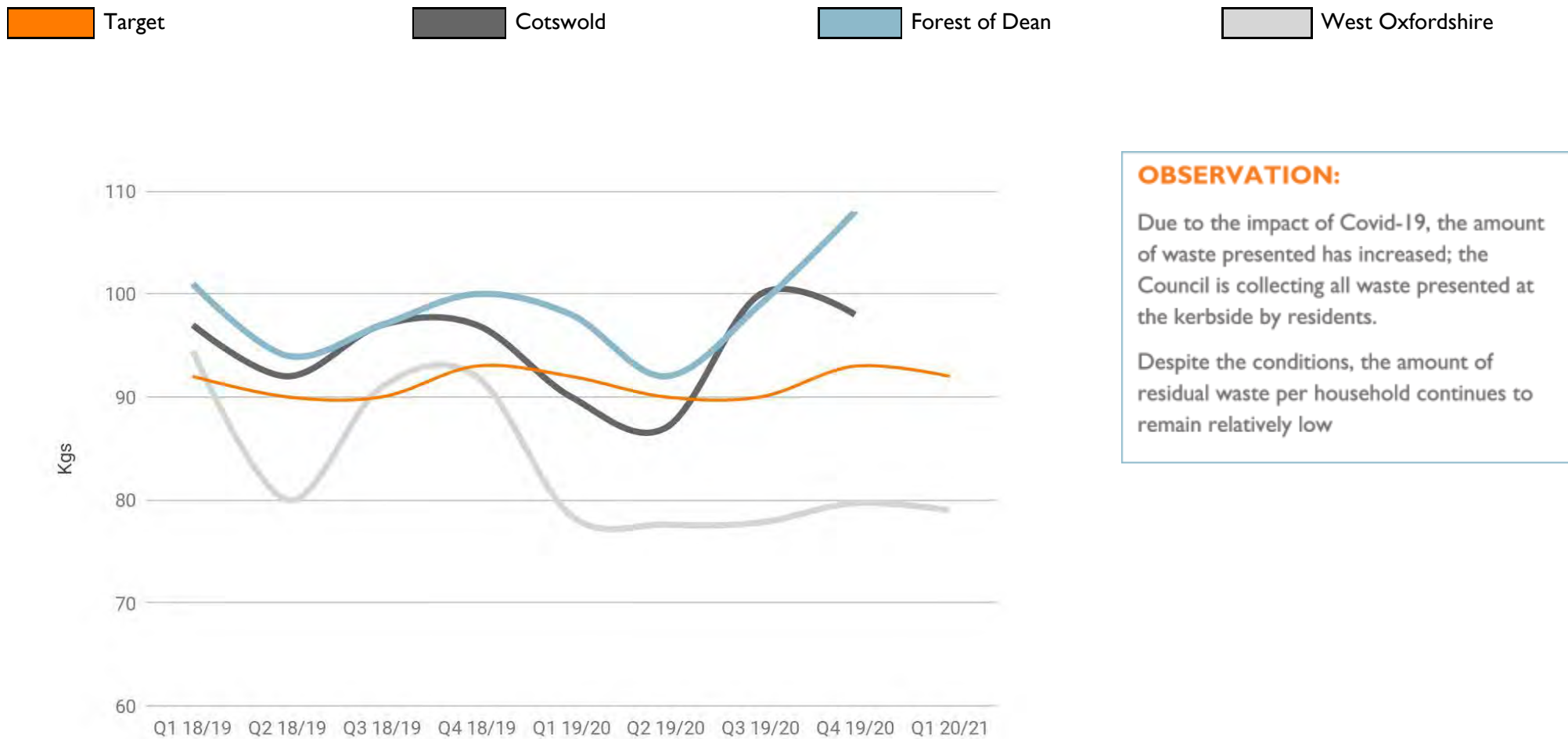
Target Cotswold Forest of Dean West Oxfordshire



OBSERVATION:

This indicator has been set to 'amber' to recognise that the service had to cease site visits in mid-March following Covid-19 advice. Further guidance was received from the Food Standards Agency to cease all Food Hygiene Interventions until 18 July

Residual household waste per household (kg)



Percentage of household waste recycled (cumulative)



Target



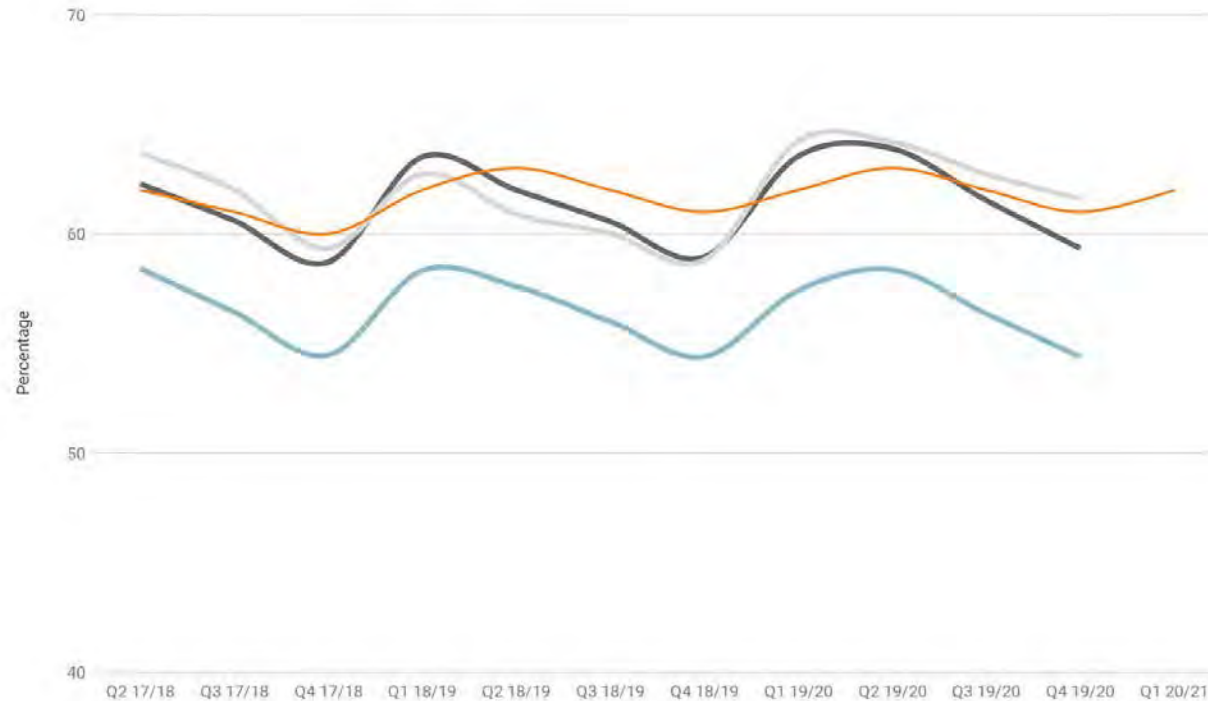
Cotswold



Forest of Dean



West Oxfordshire



OBSERVATION:

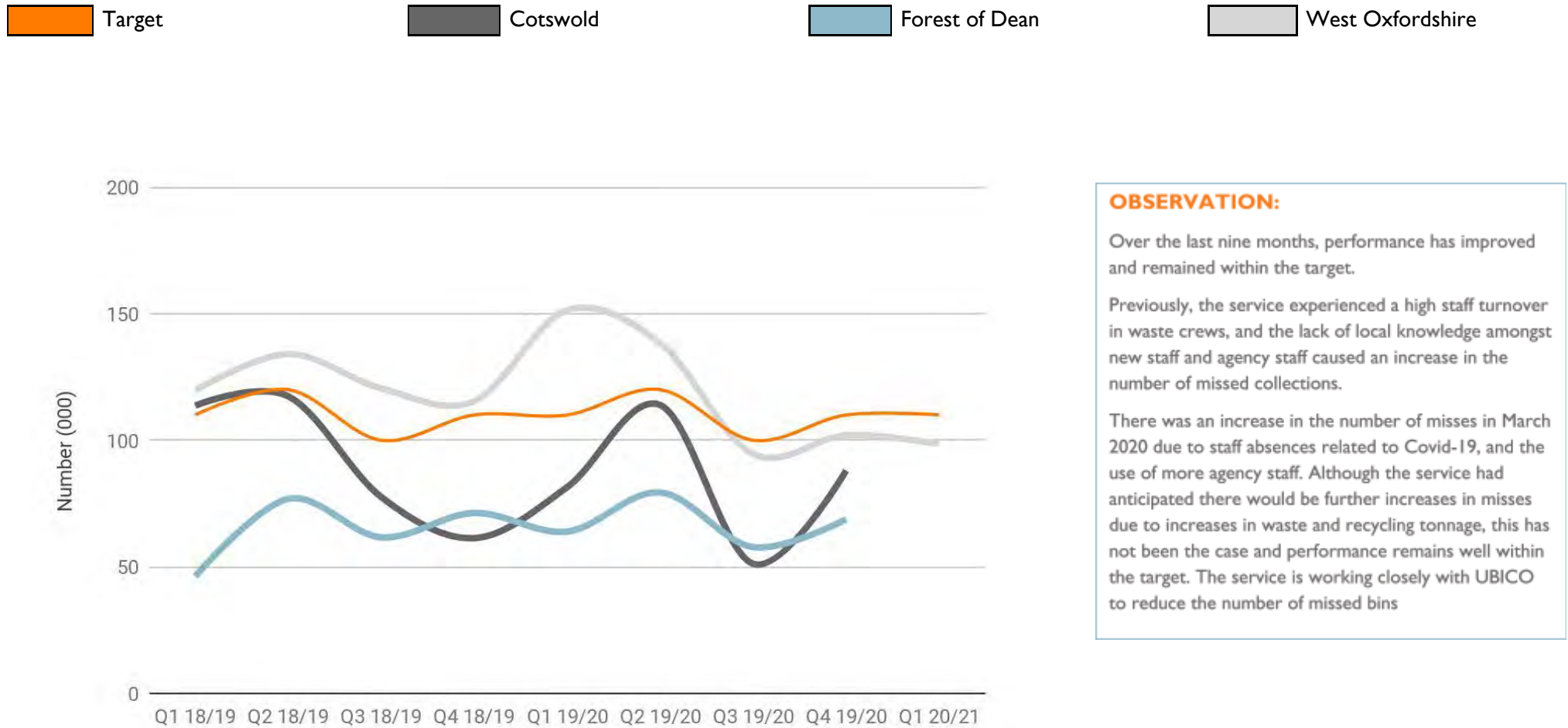
The combined recycling rate was 64.8%, not dissimilar to Q1 of the previous year; the composting rate was 28%, the recycling rate was 24.8% and food recycling rate was 12%.

The service is working closely with UBICO and all waste placed at the kerbside by residents is being collected.

Due to the impact of Covid-19, we are still seeing higher presentation of all types of waste than we would expect at this time of the year. The amount of food waste sent for anaerobic digestion was up over 20% compared to Q1 of the previous year, following the national trend.

Note that the quarterly recycling targets are profiled to account for seasonal differences. The data is also presented cumulatively which will flatten out some of these differences

Number of missed bin per 100,000 scheduled collections



OBSERVATION:

Over the last nine months, performance has improved and remained within the target.

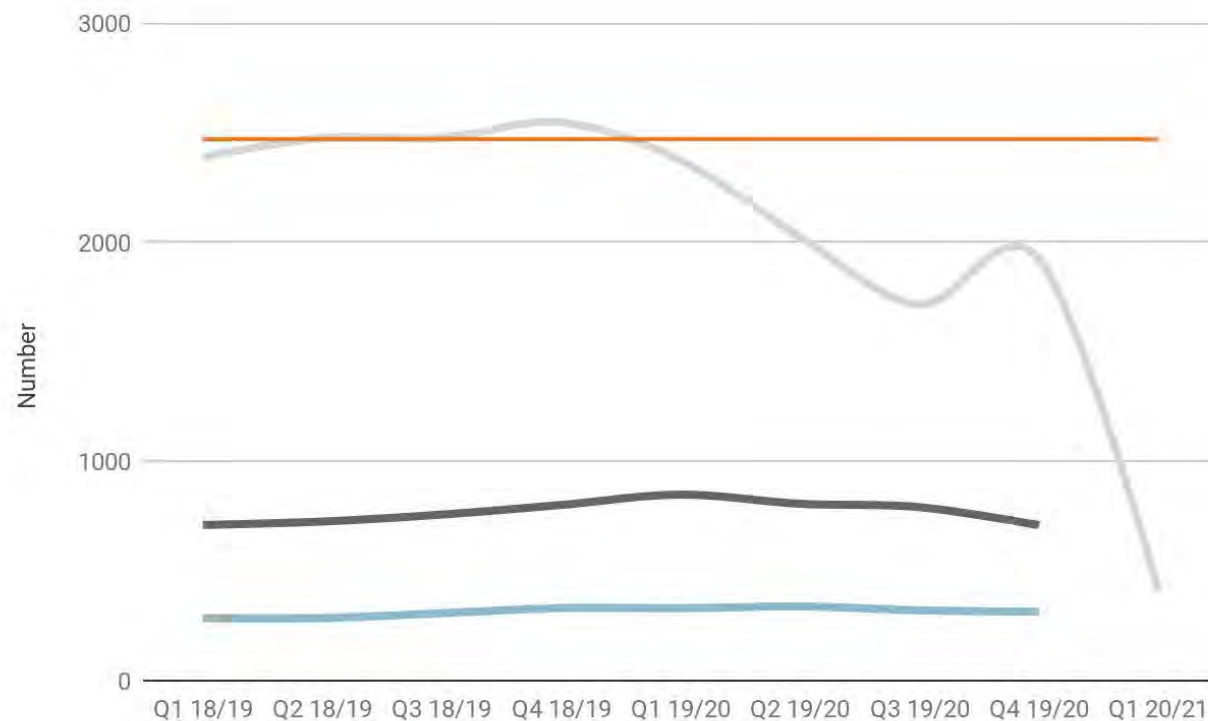
Previously, the service experienced a high staff turnover in waste crews, and the lack of local knowledge amongst new staff and agency staff caused an increase in the number of missed collections.

There was an increase in the number of misses in March 2020 due to staff absences related to Covid-19, and the use of more agency staff. Although the service had anticipated there would be further increases in misses due to increases in waste and recycling tonnage, this has not been the case and performance remains well within the target. The service is working closely with UBICO to reduce the number of missed bins

Parking

Total hours spent undertaking on and off-street parking enforcement visits

Target Cotswold Forest of Dean West Oxfordshire



OBSERVATION:

This indicator has been set to 'amber' to recognise that enforcement activities were suspended on 23 March until 15 June 2020 due to Covid-19, and staff were redeployed to support communities. There was a phased approach to the return of staff to the service; and two members of staff were shielding.

A light touch approach to enforcement was taken, with just warning letters issued in the first two weeks of the recommencement of service delivery

COMPLAINTS - ARE WE DOING THE 'DAY JOB' REALLY WELL FOR OUR COUNCILS?

● Not upheld



Service area	Description	Outcome/learning	Stage	Decision	Response time (days)
Waste	The complainant cancelled collection of bulky waste items and disposed of the items himself. Terms and conditions state that no refund can be given in these circumstances which the complainant felt was unfair	The service followed the stated terms and conditions. However, on reviewing the case, it was felt that there had been sufficient time to cancel the contractor. A refund was given as a gesture of goodwill	1	Not upheld	3 days
ERS	The complainant, a market trader, felt that he had been treated unfairly following a change in procedure (made necessary by the Covid-19 crisis) which affected the location of his pitch	All market traders were affected by these changes which were necessary in order to comply with the guidance	2	Not upheld	13 days

Planning	Property owner was unhappy with treatment by the planning enforcement team, who had issued an enforcement notice as the complainant's property did not have the correct HMO licence. The complainant felt the nature of the Covid-19 crisis had not been taken into account by the enforcement team, and also felt personally victimised in the treatment he had received	The complainant was informed that there were too many people currently living in the property to be covered by the current licence. Once it became apparent that there was a breach of planning control, and given the nature of the breach, the relevant tests were applied and authorisation was given to issue an enforcement notice with a compliance date that could be achieved in light of Covid-19. The matter of unfair treatment by the enforcement team was fully investigated and no evidence of such treatment was found.	I	Not upheld	4 days
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WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	Economic and Social Overview and Scrutiny Committee – Thursday 17 September 2020
Report Number	Agenda Item No. 11
Subject	Cabinet Work Programme
Wards affected	All
Accountable members	James Mills, Leader of the Council james.mills@westoxon.gov.uk
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: keith.butler@westoxon.gov.uk
Summary/Purpose	To give the Committee the opportunity to comment on the Cabinet Work Programme published on 25 August 2020.
Annexes	Annex 1 – Cabinet Work Programme published 25 August 2020.
Recommendation	That the Committee decides whether to express a view to Cabinet on relevant issues in the Work Programme for the period.
Corporate priorities	To maintain and enhance West Oxfordshire as one of the best places to live, work and visit in Great Britain and to meet the current and future needs of residents.
Key Decision	No
Exempt	No
Consultees/ Consultation	None

1. BACKGROUND

- 1.1. The Cabinet Work Programme is produced on a monthly basis in accordance with the requirements of the Local Government Act 2000, the Council's Constitution and the Regulations relating to publicity for Cabinet decisions that came into force on 10 September 2012. The programme sets out the Cabinet's work programme for the following three months, as applicable.
- 1.2. The programme [published on 25 August](#), covering the period to November 2020 is included in the [Annex to this report](#), for comment.

2. FINANCIAL IMPLICATIONS

- 2.1. There are no financial implications arising directly from this report.

3. LEGAL IMPLICATIONS

- 3.1. None

4. RISK ASSESSMENT

- 4.1. Not applicable

5. ALTERNATIVES/OPTIONS

- 5.1. The Committee may take such action as it considers appropriate within its terms of reference

6. BACKGROUND PAPERS

- 6.1. None

Cabinet Work Programme published 25 August 2020

No.	Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private	Key Decision (Yes/No)	Likely to be considered in private (Yes/No)	Decision-maker	Date of Decision	Documents	Notes
1.	Approval of Developer Contributions Supplementary Planning Document (SPD) Issues Paper	No	No	Cabinet	23 September 2020	None	
2.	Consideration of whether to proceed with the Woodstock Infrastructure Delivery Strategy	No	No	Cabinet	23 September 2020	None	
3.	Approvable of funding and associated matters for affordable housing, scheme at The Elms, Langford	Yes	No	Cabinet	23 September 2020	None	
4.	Approval of response to the consultation by England's Economic Heartland on a draft Transport Strategy	No	No	Cabinet	23 September 2020	Consultation at http://www.Englandseconomicheartland.com/Pages/transport-strategyconsult.aspx	Likely to first be considered by the Development Control Committee
5.	Approval of Equalities Policy	No	No	Cabinet	23 September 2020	None	May first be considered by the Economic and Social Overview and Scrutiny Committee

No.	Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private	Key Decision (Yes/No)	Likely to be considered in private (Yes/No)	Decision-maker	Date of Decision	Documents	Notes
6.	Consideration of 2020/21 Quarter One Performance Monitoring Report	No	No	Cabinet	23 September 2020	None	
7.	Approval of variations to the Off-Street Parking Order	No	No	Cabinet	23 September 2020	None	
8.	Approval of response to the government consultation "Changes to the current planning system"	No	No	Cabinet	23 September 2020	Consultation at https://www.gov.uk/government/consultations/changes-to-the-current-planning-system	Likely to first be considered by the Development Control Committee
9.	Approval of response to the government white paper "Planning for the future"	No	No	Cabinet	23 September 2020	Consultation at https://www.gov.uk/government/consultations/planning-for-the-future	Likely to first be considered by the Development Control Committee
10.	Approval of procurement exercise for the renewal of the flood defence contractor framework	No	No	Cabinet	23 September 2020	None	

No.	Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private	Key Decision (Yes/No)	Likely to be considered in private (Yes/No)	Decision-maker	Date of Decision	Documents	Notes
11.	Approval of draft West Eynsham Development Framework Supplementary Planning Document (SPD) for consultation	Yes	No	Cabinet	21 October 2020	Consultation draft	
12.	Approval of East Witney draft Supplementary Planning Document for consultation	No	No	Cabinet	21 October 2020	None	
13.	Consideration and approval of draft Covid-19 Local Recovery Plan for West Oxfordshire	No	No	Cabinet then Council	21 October 2020	None	
14.	Approval of the Council's Carbon Action Plan	No	No	Cabinet then Council	21 October 2020	None	
15.	Approval of Investment Strategy for the recovery of West Oxfordshire	No	No	Cabinet then Council	21 October 2020	None	
16.	Approval of the approach to community recycling (bring-sites) in West Oxfordshire	Yes	No	Cabinet	21 October 2020	None	Likely to first be considered by Environment Overview and Scrutiny Committee
17.	Approval of a high level commissioning framework to clarify the roles of the Council and Publica	No	No	Cabinet	21 October 2020	None	
18.	Approval of upgrade to West Oxfordshire's public space CCTV provision and monitoring arrangements	Yes	No	Cabinet	21 October 2020/ 18 November 2020		Likely to first be considered by Economic & Social Overview and Scrutiny Committee

No.	Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private	Key Decision (Yes/No)	Likely to be considered in private (Yes/No)	Decision-maker	Date of Decision	Documents	Notes
19.	Approval of East Chipping Norton draft Supplementary Planning Document for consultation	No	No	Cabinet	18 November 2020	None	
20.	Approval of North Witney Development Framework Supplementary Planning Document (SPD) Issues Paper for Consultation	No	No	Cabinet	18 November 2020	None	
21.	Approval of Policy for Safeguarding Children, Young People and Vulnerable Adults	No	No	Cabinet	18 November 2020	None	