

Monday 15, November 2021

Tel: 01993 861522  
e-mail - [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk)

## ECONOMIC AND SOCIAL OVERVIEW AND SCRUTINY COMMITTEE

You are summoned to a meeting of the Economic and Social Overview and Scrutiny Committee which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Thursday, 25 November 2021 at 6.30 pm.**



Giles Hughes  
Chief Executive

To: Members of the Economic and Social Overview and Scrutiny Committee

Councillors: Councillor Andrew Beaney (Chairman), Councillor Andy Graham (Vice-Chair), Councillor Jake Acock, Councillor Jill Bull, Councillor Laetisia Carter, Councillor Owen Collins, Councillor Maxine Crossland, Councillor Jeff Haine, Councillor Mark Johnson, Councillor Nick Leverton, Councillor Lysette Nicholls, Councillor Mathew Parkinson, Councillor Elizabeth Poskitt, Councillor Andrew Prosser and Councillor Alex Wilson

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

## AGENDA

1. **Minutes of Previous Meeting (Pages 5 - 10)**  
To approve the minutes of the meeting held on 16 September 2021.
2. **Apologies for Absence**  
To receive any apologies for absence.
3. **Declarations of Interest**  
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
4. **Participation of the Public**  
To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
5. **Chairman's Announcements**  
To receive any announcements from the Chairman of the Committee.
6. **Long Term Empty Homes Report (Pages 11 - 16)**  
Purpose  
To inform Members about the current status of Long Term Empty Homes in the District.  
Recommendation  
That the report be noted.
7. **Re-use of IT Equipment (Pages 17 - 22)**  
Purpose  
To further consider the Notice of Motion regarding re-use of IT equipment referred to the Committee by the Council.  
Recommendation  
That the Committee recommends to Council that they donate their 'end of life' laptops to Oxford IT Bank as this is a local organisation that supports charities and individuals in Oxfordshire and continue to use the existing arrangements for all other ICT Hardware.
8. **Our House and Housing First Project Updates and Funding Extension Options (Pages 23 - 36)**  
Purpose  
To update members on the 'Our House' and Housing First projects since their inception, to recommend the continuation of the projects and outline future opportunities over the next two years.  
Recommendations  
That the Committee sends any comments on the report to Cabinet and recommends that Cabinet:
  - a) Agrees the recommendation to continue the projects for a further 18 months from April 2022
  - b) That Cabinet agrees to outsource the Support element of both projects via waiver
  - c) That the Council agrees to the exploration of external funding sources including

bidding for Government and/or community grant funds in order to continue the projects

- d) That the Council agrees to use Housing Reserve / Housing Grant Underspend as set out in 2.35 to guarantee the continuation of the projects whilst alternative funding options are explored
- e) Approves the delegation of any amendments to these allocations to the Housing Manager in consultation with the Cabinet Member for Housing and Homelessness subject to compliance with funding allocation conditions

9. **Committee Work Programme (Pages 37 - 42)**

Purpose:

To provide the Committee with an updated Work Programme for 2021/2022.

Recommendation:

That the Committee notes the work programme and provides comment where needed.

10. **Cabinet Work Programme (Pages 43 - 50)**

Purpose:

To give the Committee the opportunity to comment on the Cabinet Work Programme published on 12 October 2021.

Recommendation:

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

11. **Members Questions**

Purpose

To receive any questions from Members of the Committee.

(END)

This page is intentionally left blank

## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the  
**Economic and Social Overview and Scrutiny Committee**  
Held in the Council Chamber at 6.30 pm on **Thursday, 16 September 2021**

### PRESENT

Councillors: Councillor Andrew Beaney (Chairman), Councillor Andy Graham (Vice-Chair), Councillor Jill Bull, Councillor Laetisia Carter, Councillor Maxine Crossland, Councillor Merylyn Davies, Councillor Duncan Enright, Councillor Mark Johnson, Councillor Nick Leverton, Councillor Lysette Nicholls, Councillor Mathew Parkinson, Councillor Elizabeth Poskitt, Councillor Andrew Prosser and Councillor Dean Temple

Officers: Giles Hughes (Chief Executive), Mandy Fathers (Business Manager – Operational Services), Adrienne Frazer (Strategic Support Officer)

#### **25 Minutes of Previous Meeting**

The minutes of the meeting held on 8 July 2021 were approved and signed by the Chairman as a correct record, with the following amendment:

Minute Number 19 – Enforcement Update: the wording “especially with the limited current resources available.” be changed to “especially with the limited staff available.”

#### **26 Apologies for Absence**

Apologies for absence were received from Councillor Acock.

Councillor Enright substituted for Councillor Collins and

Councillor Temple substituted for Councillor Wilson.

#### **27 Declarations of Interest**

There were no declarations of interest received.

#### **28 Participation of the Public**

There were no submissions from members of the public in accordance with the Council’s Rules of Procedure.

#### **29 Chairman's Announcements**

There were no Chairman’s announcements.

#### **30 Cottsway Housing - Presentation**

The Committee received a presentation by the Operations Director and Chief Executive Officer of Cottsway Housing, which provided Members with a broad range of information about the organisation. Copies of the presentation had been circulated prior to the meeting. The Operations Director and Chief Executive Officer informed the Committee that West Oxfordshire was the main focus of their work.

Members expressed their appreciation of Cottsway Housing for their presentation and for: the £250,000 they allocate for adaptations to homes; the support Cottsway provide to the Witney and West Oxon Food Bank; and the upgrading of homes in Chipping Norton.

Members asked questions about:

- Building new homes as homes for life and adaptations for people with disabilities
- Solar panels being installed on Cottsway houses
- The regulations relating to the Right to Buy (RTB) scheme

16/September2021

- Empty property rates during the pandemic
- The number of bungalows owned by Cottsway
- The Osprey site, Carterton Avon Way, Rye Grass and Caroline Court in Woodstock, residents' concerns and Langford village
- Ensuring operational staff work to the Cottsway's values
- Board diversity
- Supporting the Afghan refugees
- Affordable rent levels and the planned drop in Universal Credit
- Improving communications with Councillors when they were advocating for residents

The Operations Director responded to the queries as outlined below and provided further detail on:

- The process which Cottsway used to acquire new homes, was mainly through buying them from large house builders. This created significant difficulties in requesting specific types of housing. The Operations Director advised that the Planning Department's use of section 106 agreements could help in this area.
- Central Government was exploring ways to increase the RTB scheme to all housing association tenants.
- Cottsway did not hold a waiting list and all new sites were let to a mixed, balanced community.
- The future of the almost empty Ryegrass site in Woodstock was under discussion but there were no specific plans to present yet. There were no plans for change at Caroline Court.
- Cottsway had 642 homes in contract, 543 of which were in West Oxfordshire (WODC) and would be delivered over the next two to three years.
- The Elms at Langford – Cottsway were working with WODC who were finalising the housing need for the scheme (size and tenure).
- Cottsway worked very closely with officers at WODC to provide the most appropriate mix of homes in a development.
- The policy on affordable and social rents and the challenges to provide houses at a social rent as well as their concern about the reduction in Universal Credit and its impact on rent collection and tenants' need for the food bank.

The Operations Director agreed to respond to any further specific questions directly to the relevant Councillor should they contact him.

The Committee noted the presentation and thanked the Operations Director for attending.

Councillor Enright left the meeting.

### **31 Preparation for the Arrival of Refugees from Afghanistan**

The Committee received and considered the report of the Group Manager, Resident Services on the Afghan Resettlement Programme.

The Business Manager Operational Services provided an update on progress since publication of the report. She reported that a Cabinet Support group had been formed and advised that West Oxfordshire District Council (WODC) had agreed to offer support to the council's fair share of Afghan refugees. In addition, that the Council had agreed to recruit a support officer and a final agreement would be in place with Gloucestershire Action for Refugees and Asylum Seekers (GARAS) next week. The private rented sector would be approached and encouraged to offer suitable homes, with Cottsway Housing offering a three bedroom house

16/September2021

and properties would be declined if they were not suitable. The officer confirmed that there would be a full time resettlement officer at the Council.

The Cabinet Member for Communities and Housing, Councillor Davies, provided the meeting with a further update which included:

- WODC was likely to receive 5 or 6 families
- WODC had decided to take the actions outlined above before Government regulation came in
- The support work mentioned above was in addition to existing support provision
- GARAS would organise wrap around care and settle the families in
- All actions had been informed by the work with Syrian refugees
- The Home Office would vet all accommodation offered and would veto homes that were not suitable
- That £10,500 per person had been allocated by Government
- WODC had asked the Blenheim Estate for the offer of accommodation
- That a sensitive communications strategy was being developed with the people already on the housing waiting list particularly in mind
- That the approach had been developed by the Oxfordshire District Councils working together rather than by Oxfordshire County Council

Councillors and officers expressed their confidence in GARAS and said they were excellent and a known quantity since they had supported the Syrian refugees. It was anticipated that GARAS would be funded to provide support for as long as was needed.

Councillors Carter and Graham expressed their thanks and congratulations to officers and particularly to Councillor Davies, on all that had been done so promptly.

The Chief Executive confirmed that some of the funding allocation would be used to fund the support worker post.

Councillor Davies added that WODC had decided not to collect furniture and other items for the refugees as these would be provided by the Home Office. A targeted appeal would be made when the refugees' additional needs were known.

Councillor Poskitt asked for a paragraph for all Members to use in local publications outlining this approach. Councillor Davies agreed to provide this.

Having received the report and discussed the details with officers, the Committee

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

Councillors Davies and Parkinson left the meeting.

## **32** Creating a vision for the Oxford-Cambridge Arc

The Chief Executive presented the report of the Planning Policy Manager on Creating a vision for the Oxford-Cambridge Arc.

The Chief Executive explained that the report was for the Committee to consider and comment on. This was the Council's formal consultation response to the public consultation on the development of a new Spatial Framework Plan for the Oxford – Cambridge Arc, the area which spanned the five counties of Oxfordshire, Buckinghamshire, Northamptonshire,

16/September2021

Bedfordshire and Cambridgeshire. He assured Members that he would take their comments forward and encouraged Members to complete the consultation's online survey.

The Chief Executive explained that the focus of central Government in creating the Arc was around economic, environmental and planning policy across the whole of the Arc's area. He noted that it was unusual for consultation to occur this early in the process and that the Council's draft response had been prepared drawing on work across the whole of Oxfordshire.

Following Members questions, the Chief Executive clarified that the Arc included the whole of West Oxfordshire and the planning spacial framework would rely on Local Plans for implementation. He advised that there was an opportunity to influence planning policy through the Arc as it would be a high level planning document that Council's within the Arc would be required to have regard to when drawing up their Local Plans.

The Chairman expressed concern about section 1.3 of the report and the suggestion that considerable new house building was part of the plan. Councillor Leverton questioned the phrase "truly affordable" homes. Councillor Poskitt suggested that implementation was important and that it was necessary to provide the infrastructure first, also that the plan needed to be flexible as technology was developing very fast. Councillor Prosser strongly supported the rail link emphasising that it was vital it was electrified and ran to the west of the District to Carterton and Brize Norton. In section 3 of the report, The Economy – Education and Training, Councillor Beaney asked that Special Educational Needs requirements be added as Oxfordshire could improve its provision in this area.

Councillor Graham indicated that mechanisms were needed to evaluate the progress of the project and ensure that it had a meaningful impact.

**RESOLVED** that:

- a) the report be noted and that the Committee's comments be included in the Council's response; and
- b) the amended draft response be submitted as the Council's formal response to this consultation.

### **33 Council Priorities and Service Performance Report 2021-22 Quarter One**

The Committee considered the previously circulated report of the Chief Executive, which provided details of the Council's progress towards achieving its aims and priorities set out in the Council Plan 2020-2024, and service performance during Quarter One.

Comments and queries on the report were as follows:

- The report was to be provided in a new format in future
- The reporting dates across the three Districts did not coordinate, making comparisons difficult. The Chief Executive explained that this was because West Oxfordshire District Council (WODC) data was more current. However, he agreed that this made comparison difficult and asked the Democratic Services officer to follow this up with officers.
- What were the outcomes and impact of agile / hybrid working?

Councillor Johnson noted that the report's main message was about a lack of resources compared to last year. The Chief Executive explained that the comparison was difficult to make because of the impact of the pandemic, affecting services and altering the Council's activity. He commented that Planning was where the staff resource issues were mainly felt



16/September2021

and a plan was in place to address this. Councillors Leverton and Temple asked further questions about the loss of staff in the Planning Department. The Chief Executive informed the meeting about the new career grade structure and revised salaries that had been put in place to address the staffing issues in Planning. It was agreed to put this issue onto the Committee Work Programme for January 2022 for an update.

Councillors Prosser, Poskitt, Graham and Bull asked for more detail on the performance indicator for empty homes. The Chief Executive suggested this was put on the committee's work programme. The Chairman noted that a new officer for empty homes had been appointed across the three Districts.

Having received the report and discussed the details with officers, the Committee

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

Councillor Carter left the meeting.

### 34 Committee Work Programme

The Committee received and considered the report which gave members the opportunity to comment on the Work Programme for 2021/2022.

The Chief Executive provided an update from the Deputy Head Estates (Accommodation Optimisation), Defence Infrastructure Organisation relating to REEMA North as follows:

“While our new housing project on the REEMA North site continues to move forward through our scrutiny and approvals process, unfortunately we are not in the position that we would like to have been at this point. At this time, we do not have sufficient certainty on future timelines to brief your committee or to discuss the way forward on the project. However, behind the scenes a huge amount of effort continues to go into obtaining authority to proceed with this initiative, and we remain as keen as ever to work closely with West Oxfordshire District Council to move the project forward to the benefit of both organisations. To this end we have already produced preliminary layouts for the planned 182 Service family homes (and for the remaining land that is planned to become available for private housing) and have been reviewing previous planning submissions to inform us ahead of working up an application to a full submission.”

Councillor Leverton asked whether service homes were classed as social housing and the Chief Executive agreed to respond to him directly, after the meeting.

The Chief Executive informed the Committee that the Group Finance Director and the Shared Healthy Communities Manager were in discussions with Ministry of Defence staff about supporting new military families to settle into the area.

Following discussions, it was noted that:

- Members would be asked for questions to be put to the Police by the Committee who were due to attend the next meeting
- Health Watch could be invited to speak to the Committee with regard to the lack of dentists in the District. Councillor Davies also offered to raise the issue at the Health Improvement Board.
- Other items for the work programme had been suggested throughout the meeting.

**RESOLVED** that: the work programme be updated accordingly.

16/September2021

**35 Cabinet Work Programme**

The Committee received and considered the report of the Business Manager – Corporate Responsibility and Interim Monitoring Officer, which gave Members the opportunity to comment on the Cabinet Work Programme published on 17 August and 15 September (tabled) 2021.

Members noted that discussions on the Community Infrastructure Levy had been postponed until the Government bill had been heard in the Autumn.

**36 Members Questions**

Councillors Bull and Crossland raised the issue of the Members Portal not working well. Councillor Leverton agreed and suggested that it was due to the high security settings on the Portal. Councillor Graham commented on a lack of training in using the Portal. A majority of Members agreed with these comments. The Strategic Support Officer was asked to raise this with the Business Manager – Corporate Responsibility.


Councillor Bull requested that it be recorded when Members leave a meeting and Councillors expressed broad agreement with this request.

Councillor Beaney agreed to speak to the Cabinet Member with responsibility for Member training, Councillor Doughty, about the Portal and recording Members attendance.

The Meeting closed at 8.50 pm

CHAIRMAN

# Agenda Item 6

 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>Economic and Social Overview and Scrutiny Committee: Thursday 25<sup>th</sup> November 2021</b></p>
<p>Report Number</p>	<p><b>Agenda Item 6</b></p>
<p>Subject</p>	<p><b>Long Term Empty Homes Report</b> Report produced by Paula Massey, Enabling Manager and Daisy Ball, Empty Homes Coordinator Any questions can be emailed to <a href="mailto:paula.massey@publicagroup.uk">paula.massey@publicagroup.uk</a></p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Councillor Meryllyn Davies, Cabinet Member for Communities and Housing</p>
<p>Accountable officer</p>	<p>Jon Dearing, Group Manager Resident Services / Mandy Fathers, Business Manager Operations</p>
<p>Summary/Purpose</p>	<p>To inform Members about the current status of Long Term Empty Homes in the District.</p>
<p>Annexes</p>	
<p>Recommendation/s</p>	<p>That the report be noted</p>
<p>Corporate priorities</p>	<p>Modern Council Services and Sustainable Finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council  Strong Local Communities: Supporting and building prosperous and inclusive local communities</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/Consultation</p>	<p>n/a</p>

## Update Report

### What is an Empty Property?

There are broadly two main types of empty residential properties:

#### 1. Transactional Empty Properties

- Empty up to 6 months, usually due to a change in tenant or ownership and are part of the normal cycle of people moving house
- They may be empty longer if subject to major renovation works
- Transactional empty properties are less of a priority to the council, however they can still present a concern should their condition become a hazard or contribute towards a poor street scene

#### 2. Long Term Empty Properties

These are properties that have been empty for over 6 months. There are many reason why properties fall into this category for example:

- Subject to major renovation works
- Awaiting probate
- Owner cannot be traced
- Owner is unable to afford to do renovation works
- Owner does not know what to do with the property
- Up for sale
- To Let
- Owner is in poor mental/physical health and unable to arrange refurbishment works to enable sale or let. (This is common following COVID)

### What is not an Empty Property?

In some instances, a property may be empty or appear empty, but is not classed as empty. A property does not have to be used all the time to be classed as occupied. For example, if it is:

- Fully furnished
- Second home or a holiday home
- Part of a wider regeneration programme and could be in the process of being developed or marked for demolition
- Pending planning permission, could be awaiting refurbishment or could be waiting for new occupants to move in
- The owner is living elsewhere to provide or receive personal care

### Empty Properties Legislation

The **Rating (Empty Properties) Act 2007** is an Act of Parliament to make provision for and in connection with the liability of owners of unoccupied hereditaments to a non-domestic rate. It implements recommendations of the Barker Review of Land Use Planning and the Lyons Inquiry into Local Government and proposals in the report Budget 2007: Building Britain's long-term future: Prosperity and fairness for families.

### Long Term Empty Homes Strategy 2019-2024

[Link to West Oxfordshire Strategy](#)

The overarching aim of this strategy is to help alleviate the housing need within the district, to offer wider housing choice to residents and to reduce the detrimental effects empty properties can have within the community.

In order to achieve the over-arching aim the strategy focusses on 3 key objectives:

- To maintain accurate information about the number of long term empty properties
- Provide advice and information to help raise awareness and address issues around empty properties
- Bring empty properties back into use to increase the supply of quality, affordable homes for residents in housing need

Whenever possible the Council will try to improve housing standards by providing information, guidance and support to landlords, leaseholders and owner-occupiers. However, when negotiations about an empty property do not succeed, there are a range of powers available to make sure the property is reused.

As a last resort enforcement action could be considered and taken where appropriate to ensure the property is brought back into use. The options available include, but are not limited to:

- Enforced Sale – Allows the council to force the sale of a property to recover debts owed to the council that are registered as a charge on the property
- Empty Dwelling Management Orders (EDMO) – Enables the council to secure occupation and responsible management of some privately owned house and flats that have been empty for two years or more
- Compulsory Purchase Orders (CPO) – Enables the council to purchase and sell an empty property for the purpose of providing housing accommodation or facilities connected to housing accommodation

## Questions Raised by Councillor Jill Bull

Which empty homes could be adapted for people with disabilities?

- The Council are unable to identify these as the majority of long-term empty homes are in private ownership. Housing Associations do not tend to have any empty properties apart from those that are due for redevelopment or being demolished.

Are Cottsway Housing providing lifetime homes with wet rooms?

- Cottsway have recently advised that 50% of their bungalows have level access showers.
- Many clients applying for a disabled facilities grant for a level access shower will need ground floor accommodation so we always look to assist clients into a bungalow first. If it's a family then we work with the Housing Association to either adapt the current property or find a more suitable property that would meet their long term needs. We have recently moved a family from a three bed house to another three bed house in the same village, which had more garden to enable us to extend the ground floor to provide a bedroom and level access shower. This was jointly funded from the Disabled Facilities Grant and Cottsway Housing.
- Many of the new build properties already have a ground floor toilet and level access in the front door. Some of the properties also have scope to support a through floor lift, but these cases are rare.

## Data – as at 26.10.2021

Total number of long term empty homes = 577

10+ years = 2  
5 – 10 years = 5  
2 – 5 years = 32  
6 months to 2 years = 473  
Up to 1 year = 43  
For sale – 14  
Over 55 Property = 8

Housing Association = 38  
Retirement Home = 34  
Assisted Living = 3  
Awaiting demolition = 24

An increase in empty homes has been identified over the last 12 months. Some of the reasons identified:

Improved reporting  
Delayed sales due to pandemic  
Delayed lets due to pandemic  
Renovation work halted due to pandemic  
New build properties coming on to the market, being sold and Council not notified  
Retirement property market has been heavily impacted due to the pandemic and target market isolating

## **What we are doing?**

### **Council Tax Premiums**

- 100% premium from 1<sup>st</sup> April 2019 for properties that have been empty for two or more years.
- 200% premium from 1<sup>st</sup> April 2020 for properties that have been empty for five or more years.
- 300% premium from 1<sup>st</sup> April 2021 for properties that have been empty for ten or more years.

### **Resource**

- Current Empty Homes Coordinator has been in post since 15<sup>th</sup> March 2021
- Part time 24 hours a week post and fixed term contract for 18 months
- Covers West Oxfordshire, Forest of Dean and Cotswold District Councils

### **Work**

- Moved to Civica system in April 2021, introduced new reports
- New system flags created to enable more detailed analysis: For Sale; Awaiting Demolition; Unable to make contact; No further action
- Supporting owners by explaining discounts and options available and simply listening to their concerns
- Letter posted to all owners of empties for over 2 years requesting they make contact
- Use of recorded letters in instances of no response eliciting action
- Working closely with owners/builders on properties being renovated regarding eligibility for reduced VAT
- GIS mapping overlay to identify clusters for direct targeting or obtaining support from town or parish councils

- Proactively contacting owners about to go onto the Levy to see what can be done to help them
- Sage Housing, 80 new build, many flagged as Long Term Empty. Revenues Inspector visited the site and contacted the agent, the majority of the flats are now occupied. Empty Homes Coordinator obtained proof of tenancy and they have been removed from LTE list.

## **A couple of success examples**

### **Property 1**

Supported the property owner in trying to get the property back into use following the recent passing of his wife. A very sensitive case approached carefully with empathy and tact. Outcome is that property will be let to a staff member at Cotswold Wildlife Park at reduced rental.

### **Property 2**

A simple but effective investigation.

The property was recorded as empty over 6 years. Various long term empty and revenues forms had been posted along with several attempted phone calls and emails to contact the owner, but no response.

Sent a recorded delivery letter. The next day, the brother of the person named as care/of on the account called. The property had been inherited in 2015 and was not empty as the owner works in China for approx. 6 months of a year and the rest of the time it is his main residence.

Account was amended and removed from LTE list.

### **Property 3**

A proactive approach to an empty property not flagged as long term.

A neighbour raised a concern surrounding the condition of the property. It had been sold to We Buy Any Homes in Nov 2020 and resold by auction to the current owner in Feb 2021. We had no contact details for the owner.

The property is falling into disrepair but wouldn't reach the Council Tax Levy stage for a further 18 months.

Allsops (who sold the property by auction in 2021) were contacted and asked to forward a letter on to the owner. This has been done and the neighbour updated accordingly who is pleased that the Council are proactively trying to assist.


Further investigation was carried out and Empty Homes Coordinator managed to locate owner's correspondence address. Recorded letter was sent and signed for the next day by the owner.

Following this he made a visit to the property and advised the neighbour of his intention to renovate the property and the timeframe he is working towards. Neighbour was thrilled to hear this news.

This page is intentionally left blank



# Agenda Item 7

 <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>	<b>West Oxfordshire District Council</b>
Name and date of Committee	<b>Economic and Social Overview and Scrutiny Committee Thursday 25 November 2021</b>
Report Number	<b>Agenda Item No. 7</b>
Subject	<b>Re-use of IT equipment</b>
Wards affected	ALL
Accountable member	Cllr Jane Doughty - Cabinet Member for Customer Delivery Email: <a href="mailto:jane.doughty@westoxon.gov.uk">jane.doughty@westoxon.gov.uk</a>
Accountable officer	Phil Martin, Group Manager, Business Support Services Tel: 07764352360; Email: <a href="mailto:phil.martin@publicagroup.uk">phil.martin@publicagroup.uk</a>
Summary/Purpose	To further consider the Notice of Motion regarding re-use of IT equipment referred to the Committee by the Council and to submit comments or recommendations accordingly.
Annexes	None
Recommendation	That the Committee recommends to Council that they donate their 'end of life' laptops to Oxford IT Bank as this is a local organisation that supports charities and individuals in Oxfordshire and continue to use the existing arrangements for all other ICT Hardware.
Corporate priorities	Strong Local Communities: Supporting and building prosperous and inclusive local communities
Key Decision	N/A
Exempt	No
Consultees/ Consultation	N/A

## I. BACKGROUND

- 1.1. At the meeting of the Council held on 28<sup>th</sup> April 2021, the following Motion was proposed by Councillor Andy Graham and seconded by Councillor Duncan Enright, namely:-

*“This Council notes that The Covid-19 lockdowns have shown how vital technology is to keeping people connected, in particular the vulnerable in society, many of whom have been confined to their homes and unable to see loved ones, and that according to Age UK 51% of digitally excluded people are over the age of 65, while refugees and the homeless also face worrying levels of digital exclusion.*

*This Council calls for:*

- 1. The Council, public bodies in West Oxfordshire, and local businesses to reform their procurement policies by donating IT locally to those in need rather than scrapping it, using schemes such as the Laptops for Homeless and Vulnerable Initiative;*
- 2. A local re-use and recycling centre to enable SocialBox.Biz and its charity partners to collect and distribute old technology to those in need in West Oxfordshire; and*
- 3. Direct council suppliers to support the SocialBox.Biz initiative and, together with the Council, to proactively take part in sponsoring and promoting the SocialBox.Biz message to local businesses, through traditional media and social media channels.”*

- 1.2. The Chairman advised that he was not exercising his discretion for this motion to be debated in accordance with paragraph 11(e) of the Council Procedure Rules, and after it had been proposed and seconded it was referred to the Economic & Social Overview and Scrutiny Committee for consideration and advice.

## 2. MAIN POINTS

- 2.1. The ICT service currently has arrangements in place with a specialist disposal company, who both recycle as well dispose of redundant and broken equipment. The company provides the Council with the required paperwork to comply with Waste Electric and Electronic Equipment (WEEE) and Data Protection Regulations.
- 2.2. Due to the nature of the information that the Council holds and uses, the ICT team wipe laptops / computer hard drives / discs to minimize the risk of data loss.
- 2.3. Since the start of the pandemic mobile devices such as laptops have been in high demand with the majority of Council staff working from home during the lockdowns. Unsurprisingly the supply of new laptops was affected world-wide so the team have re-deployed and repaired all serviceable laptops to ensure officers have the equipment they need.
- 2.4. The Council only deems laptops / computers ‘end of life’ when they have suffered from a physical component failing and the repair / the parts are uneconomical / technically unfeasible. The ICT will also replace a laptop / computer when its processor speeds / capability are no-longer able to support the software that the Council use to provide services to residents and businesses and/or accept the security patches required.
- 2.5. Currently the Council have 50 laptops / computers awaiting disposal.
- 2.6. If the Committee wished to donate the Council’s old IT equipment for potential re-use by local residents and charities then it could consider the following options:

## **OPTION 1.**

- 2.7. Approach SocialBox.Biz, who are a business 2 business consultancy and discuss how the Council would set up an ICT recycling programme for West Oxfordshire as well as getting their existing suppliers to use and help promote this.
- 2.8. As part of the set up the company offers a service where the Council would pay them to come and help set up a donation programme, which would involve them providing specialist advice on securely wiping the data from devices and using open source software to provide a platform which you can then donate safely on.
- 2.9. Whilst Oxfordshire County Council are responsible for disposal of waste and operate the Household Recycling Centers the feasibility of using the Dix Pit site for the collection of donated equipment is questionable as the ICT Team would need to be able to easily access the equipment to ensure the data was completely wiped from the devices. This would mean that storage for both the Council's equipment as well as donated IT equipment would need to be found within the Council Offices.

## **OPTION 2**

- 2.10. The Council could donate their 'end of life' laptops, computers and phones for re-use to either the Oxford IT Bank or IT Schools Africa.
- 2.11. Both organisations ensure all data is wiped from the machines using specialist approved software and can provide data erasure certificates upon request so providing the Council with assurance that the risk of data loss / breach is addressed.
- 2.12. The Council could continue to use their existing supplier to disposal of equipment such as monitors and other business related hardware in an environmentally compliant way, which the Oxford IT Bank / IT Schools Africa currently doesn't take, without incurring disposal costs.
- 2.13. The Council could also pro-actively encourage its suppliers and promote the scheme to local businesses, through traditional media and social media channels.

### **Oxford IT Bank**

- 2.14. The Oxford IT Bank have recently teamed up with SOFEA in Didcot as part of the Getting Oxfordshire Online initiative ([www.gettingoxfordshireonline.org](http://www.gettingoxfordshireonline.org)) which supports local schools as well as working with local charities to help them provide better online services and provide laptops to local families and vulnerable people (all donations go through the charities, so the end user gets support from a trusted partner).
- 2.15. The Oxford IT Bank will upgraded donated devices with new parts to run the latest operating systems as well as recycling broken machines to help ensure the new owners have a safe and usable device.
- 2.16. The Oxford IT Bank is currently supporting a range of organisations including Oxford Community Action, Asylum Welcome, Routes and ADAPT who are charities that are helping communities and vulnerable people get online to access education and employment.
- 2.17. The Oxford IT Bank is a small scale organisation, so consideration needs to be given to their resilience if key individuals were to leave. Their association with SOFEA will help the organisation scale up its activities as well as helping with the logistics of collecting devices.

### **IT Schools Africa**

- 2.18. IT Schools Africa send refurbished computer equipment to schools in Africa and are based just outside of Cheltenham
- 2.19. The organisation is registered with the Environment Agency and is fully compliant with WEEE regulations so mitigating any associated risk to the Council.
- 2.20. IT Schools Africa collect donated equipment free of charge and where possible send all working equipment to Africa, however for equipment that is not suitable, is damaged or has missing parts they recycle or resell this in the UK, the proceeds from this are then used by the charity to further develop its work in Africa.
- 2.21. Recently Cheltenham Borough Council made the decision to donate all their 'end of life' laptops to IT Schools Africa, the ICT Teams worked closely with the company and experienced no concerns or problems.

### **3. FINANCIAL IMPLICATIONS**

- 3.1. The current arrangements in place provides the Council with a safe, compliant and free disposal service for broken and redundant IT equipment, which is also collected free of charge.
- 3.2. If the Council were to move away from this arrangement and chose option 1 the organisation offers a service providing specialist advice on securely wiping the data from devices and using open source software to provide a platform which we would then use to donate safely on.
- 3.3. The cost of this service starts at £600 per day, however this does not include the cost of the resources required for undertaking the work nor the day to day running of the programme, which is difficult to quantify at this point in time as would depending on potential take up levels but we could be looking at a day per week, which would cost approx. £8,000 pa.
- 3.4. Both charities that have been identified in Option 2 will collect the Council's end of life laptops and undertake the work involved in wiping the devices free of charge so there are no additional costs associated with this option.

### **4. LEGAL IMPLICATIONS**

- 4.1. As part of the disposal process the ICT team perform a low level format and zero out the disks of laptops to minimise the risk of data loss to comply with data protection regulations. It is essential whatever option is chosen the Council is provided with assurance that any risks from data loss is fully mitigated against.
- 4.2. Any solution going forward must also be compliant with Waste Electric and Electronic Equipment (WEEE).
- 4.3. The Council Microsoft licenses are not transferable to a 3rd party, but every effort would be to return the laptop to the Microsoft Windows license obtained via the manufacturer when the device was originally purchased.

### **5. RISK ASSESSMENT**

- 5.1. The main risks associated with the proposed change are:
  - The donated devices will be running unsupported software such as Windows 7 so there is an increased risk of the new users being hit by malware / computer viruses as well as experiencing incompatibility issues with other software / hardware. A recent article highlights this specific risk –

[https://www.theguardian.com/education/2021/jan/21/malware-reportedly-found-laptops-children-england?CMP=Share\\_AndroidApp\\_Other](https://www.theguardian.com/education/2021/jan/21/malware-reportedly-found-laptops-children-england?CMP=Share_AndroidApp_Other)

- The Council could still be at risk from data loss / breaches from not only their own devices but donated equipment if it runs its own recycling programme as whilst the ICT team will wipe the discs, an expert may still be able to recover some data. This risk is currently mitigated by the existing service provider who guarantee that every single hard drive they collect and strip out of devices is fully audited, wiped to NCSC Infosec Level 5 HMG approved standards and documented for our records, totally free of charge.
- The Council could be liable if the device was the cause of a fire, however this would be mitigated by the agreement with the provider and insistence on pat testing of all devices before they are re-deployed.


## **6. ALTERNATIVE OPTIONS**

- 6.1. The Committee could choose to either continue with the current arrangements or adopt a hybrid approach which offers both the social benefits associated with recycling / donating relevant devices to be re-used whilst also ensuring it can safely dispose of other IT hardware in a cost effective and compliant way.

## **7. BACKGROUND PAPERS**

- 7.1. None.

This page is intentionally left blank

 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>Economic and Social Overview and Scrutiny Committee</b> <b>25 November 2021</b></p>
<p>Report Number</p>	<p><b>Agenda item 8</b></p>
<p>Subject</p>	<p><b>Our House and Housing First Project Updates and Funding Extension Options</b></p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Cllr Marilyn Davies Cabinet Member for Housing and Communities Tel: 07966 796178 Email: Marilyn.davies@westoxon.gov.uk</p>
<p>Accountable officer  Author</p>	<p>Jon Dearing – Group Manager for Resident Services Tel: 01993 861221 Email: <a href="mailto:jon.dearing@publicagroup.uk">jon.dearing@publicagroup.uk</a>  Caroline Clissold – Housing Manager Tel: 01594 812309 Email: <a href="mailto:caroline.clissold@publicagroup.uk">caroline.clissold@publicagroup.uk</a></p>
<p>Summary/Purpose</p>	<p>To update members on the ‘Our House’ and Housing First projects since their inception, to recommend the continuation of the projects and outline future opportunities over the next two years</p>
<p>Annexes</p>	<p>Annex A – Main Housing Funding Streams</p>
<p>Recommendation/s</p>	<p>That the Committee sends any comments on the report to Cabinet and recommends that Cabinet:</p> <ul style="list-style-type: none"> <li>a) <i>Agrees the recommendation to continue the projects for a further 18 months from April 2022</i></li> <li>b) <i>That Cabinet agrees to outsource the Support element of both projects via waiver</i></li> <li>c) <i>That the Council agrees to the exploration of external funding sources including bidding for Government and/or community grant funds in order to continue the projects</i></li> <li>d) <i>That the Council agrees to use Housing Reserve / Housing Grant Underspend as set out in 2.35 to guarantee the continuation of the projects whilst alternative funding options are explored</i></li> <li>e) <i>Approves the delegation of any amendments to these allocations to the Housing Manager in consultation with the Cabinet Member for Housing and Homelessness subject to compliance with funding allocation conditions</i></li> </ul>
<p>Corporate priorities</p>	<p>Strong Local Communities: Supporting and building prosperous and inclusive local communities <b>Page 23</b> Meeting the Housing Needs of our Changing Population</p>

	Modern Council Services and Sustainable Finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Economic O&S Committee Chief Finance Officer Cabinet Members with Responsibility for Housing and Finance Monitoring Officer Chief Executive Head of Legal Services



## **1. BACKGROUND**

- 1.1.** West Oxfordshire District Council has worked with our Countywide partners for many years to provide a collaborative approach to ending rough sleeping in the County.
- 1.2.** As a result of this collaboration, Oxfordshire has both an established Young Peoples Supported Accommodation Pathway and an Adult Homelessness Pathway and has achieved much success in reducing the numbers of those that are sleeping out. The Adult Homelessness Pathway will be refreshed for 2022- 2025 by adopting a more Housing First focused approach, whilst still continuing to deliver effective supported accommodation. However, due to the high concentration of rough sleeping in Oxford City, and the graduation of people from rural areas to the services located in the City much of the funding and supported accommodation projects are located in Oxford.
- 1.3.** Many of our local residents who have high support needs, however, do not wish to be relocated outside of our District or to loose contact with their own support networks in the area. The traditional supported accommodation approach does not work for all with many clients preferring the 'own front door' or to live in smaller shared schemes.
- 1.4.** West Oxfordshire District Council has therefore created two innovative projects in recent years: the Housing First Project and the 'Our House' Project with the help of external funding and close working with our local partners to address the needs of our local residents who are either rough sleeping, at threat of rough sleeping or are unable to remain at home with family or friends.
- 1.5. Housing First Project**
- 1.6.** The Housing First philosophy is to provide a stable, independent home and intensive personalised support and case management to homeless people with multiple and complex needs who would otherwise not be able to access social or private rented accommodation. Housing First is therefore aimed at our most complex of clients who have either a history of rough sleeping or have been unable to sustain tenancies in the past and have been rejected for housing because of these issues.
- 1.7.** The West Oxfordshire Housing First Project was initially established with Aspire, West Oxfordshire District Council and Cottsway through external funding from the Nationwide Community Fund for a one year period in mid 2020. The initial target was to provide long term accommodation to six of our most complex clients and was further extended in January 2021 with funding through the Next Steps Fund to include a second housing provider, Sovereign Housing Association, and to fund a further two placements, bringing the total to eight properties.
- 1.8.** Although the Housing First project works alongside the Adult Homeless Pathway, the key objectives are to give people from West Oxfordshire an 'own front door' alternative to the more traditional shared supported accommodation approach and to improve affordable accommodation options for single, unemployed people with complex issues.
- 1.9. The Our House Project**
- 1.10.** On average, around 23% of all applicants who seek assistance from the West Oxfordshire Housing Team as they are threatened with homelessness are young people (25 or under). The current National average is 21.7%. Therefore the Our House Project was initially set up as a pilot in 2018 to provide an alternative to the traditional route of B&B/Hostel type

accommodation or a referral into supported accommodation, which may not be suitable for everyone. The Project was initially a collaboration with Cottsway Housing Association, with the Council being the 'Lead Organisation' and Cottsway being the 'Delivery Partner', with Aspire Oxford joining the partnership in 2020. The project was funded from a Community Housing Fund grant.

- 1.11. Aspire is a registered charity and social enterprise which supports young people and adults facing severe and multiple disadvantages to move into and towards employment, training and education. They are also a partner of the Oxfordshire's homeless pathway and run both Housing First projects with our partner Local Authorities as well as other Homelessness prevention programmes for West Oxfordshire and our County partners.
- 1.12. The Our House project was initially established for a two year period in March 2018 and further extended in March 2020 until March 2022
- 1.13. Although the Our House Project works alongside the Young Peoples' Supported Accommodation Pathway and the Adult Homelessness Pathway, the key objectives are to give young people from West Oxfordshire a unique alternative to the more traditional supported accommodation approach and to improve affordable accommodation options for single, unemployed people under the age of 35.

## **2. MAIN POINTS**

### **2.1. Housing First Project**

- 2.2. West Oxfordshire District Council was approached by Aspire Oxford in early 2020 to become a partner in a Housing First project collaboration with Cottsway Housing.
- 2.3. Aspire were successful in securing funding from the Nationwide Building Society Community Fund to set up a pilot Housing First project in West Oxfordshire. Cottsway Housing Association agreed to pledge 6 properties to the scheme. A further small amount of funding was secured from the Next Steps Accommodation Programme in November 2020 which enabled the Housing Team to secure a further two properties from Sovereign Housing Association, taking the total properties available to Housing First clients to eight.
- 2.4. The support provided by the Housing First project also begins at a very early stage, usually when a person is either rough sleeping or in emergency accommodation. This relationship building is vital to ensure that the support needs of the individual are fully explored before matching them to a property. Expectations of engagement and pre-tenancy training can be undertaken before entering into a tenancy agreement. Most individuals find this initial support vital in sustaining emergency accommodation or being able to accept an offer of emergency accommodation when they otherwise would have remained rough sleeping.
- 2.5. Without the support provided by the Housing First project, it would have been likely that the Housing Associations would not have accepted the clients due to their past history and / or complex nature of their needs. These clients would therefore have been either left in expensive emergency accommodation or a possible return to rough sleeping if they could not sustain an emergency accommodation placement without dedicated support.
- 2.6. All Housing First clients were offered initial 12 month Starter tenancies with the aim that as the Project progressed and the clients were able to reach a good level of stability, their tenancy would be converted into long term, Assured tenancies and the support reduced

until not needed. The Housing Providers and Support Provider would then be able to offer the resulting 'vacant' space on the Project to another client.

- 2.7. Outcome:** Aspire, our partner Housing Associations and the Housing Team were able to refer eight clients with complex needs into long term accommodation. Of those eight, seven still remain in long term tenancies, of which three are in the process being converted into Assured tenancies. We are working with the eighth client to look for alternative accommodation as the location of the first property was not suitable.
- 2.8.** Three new clients have been identified to take the place of the original clients who have now reached long term stability.
- 2.9.** The funding of the Housing First pilot has now ended. However, the Department Of Levelling Up, Housing and Communities (DLUHC), formally the Ministry of Housing Communities and Local Government (MHCLG) has given its approval to use £19,000 of the £100,000 Temporary Accommodation Uplift paid to West Oxfordshire in April 2021 to extend the current Housing First project until March 2022.
- 2.10.** As the Project will have new clients moving into accommodation over the next quarter, it is vital that the specific support in West Oxfordshire continue past March 2022 when the current fund ends and the Recommissioned Adult Homeless Pathway beds in.
- 2.11.** Once the new Adult Homeless Pathway beds in during 2022/23 it is anticipated that the West Oxfordshire specific scheme gradually reduces as client's stabilise and are able to manage their tenancy, with any new properties and clients being referred to the Countywide scheme.
- 2.12.** Both Aspire and our Housing Association partners remain committed to the project and to extending the agreement into 2022/2023 and beyond.
- 2.13. Our House Project**
- 2.14.** There are currently three project houses situated within Witney accommodating thirteen participants in total ranging from 18 – 24 years of age. The majority of referrals into the project are from young people who were either 'sofa surfing' or 'street homeless'.
- 2.15.** As the residents have varying levels of need, a bespoke package of support is identified for each new resident prior to them moving into the property thus unlocking further potential by better managing the support required of the trainees and their own personal journeys towards employment and independent living.
- 2.16.** There were further objectives of making use of 'hard to let' larger properties (initially within the social sector), providing opportunities for young individuals to learn new work skills and find employment, and the enhancement of the Council's working relationship with its main social housing provider, Cottsway Housing Association.
- 2.17.** Support for residents was initially provided in house' from Cottsway Housing Association. However, during the initial two years the project was adapted to suit better the needs of

the individuals. In order to support them on their journey towards independent living a new partnership with Aspire was entered into further to enrich the project and the support element is now contracted out to them.

**2.18.** The project's success is measured on outcomes as follows:

- Increase the housing options for younger residents
- Help young people into employment
- Utilise hard to let larger properties
- Give individuals a real sense of pride in their shared home (as well as the skills to maintain it)
- Take young people out of the Homelessness pathways and out of the welfare support system completely.

**2.19.** Aspire works with Cottsway and the Council to form a 'move on' pathway to move on from the Our House project into introductory tenancies, based on their successful tenancy sustainment within the project. This housing model aims to connect with individuals who are unable to thrive in the current homeless pathways in Oxfordshire and provides housing alongside intensive, wrap-around support.

**2.20.** The majority of the residents accommodated in the three properties have had complex and sometimes challenging support needs and mental health issues meaning that the project has often had to be very reactive to certain situations to help reduce further escalations. The continuation of the project in partnership with Aspire will provide more experienced and diverse support with a greater variety of resource to support the trainee giving them the tools and unique opportunities to leave homelessness behind them for good.

**2.21.** Aspire continued to provide intensive support throughout the Covid 19 crisis and the various lockdowns. This support was expanded to provide Covid specific support including:

- Regular visits, house meetings, appointments at the Hub, phone-calls, emails and/or text messages
- Referrals to MIND Mental Wealth Academy & Turning Point where appropriate
- Delivered PPE/Lateral Flow Tests
- Delivered food parcels
- Employment opportunities, Kickstart and online training
- Assisted with CV updates
- Benefits advice
- Workshop Opportunities
- Social Activities

**2.22.** With three properties now adapted and discussions ongoing with regards to expanding this to include other properties, the project has grown into an innovative and much needed resource which has supported 16 individuals since April 2020 alone. Options for those young people prior to Our House have been insecure and often dangerous sofa

surfing arrangements, emergency accommodation or supported accommodation out of the area.

- 2.23.** The 'Our House' project has provided some much needed single accommodation for young people within West Oxfordshire and has assisted us with discharging our duties to Care Leavers. Residents have been able to access employment and training opportunities and work alongside independent work coaches to establish their own plans and goals towards employment. Given the nature of the project there have been challenges, but these have been overcome through the work of various partnerships the project has created.
- 2.24. Outcomes:** Our House project achievements for the current thirteen residents:
- 8 people are in employment
  - Employers include: Aspire, Starbucks, Noble Foods, Newlands Care Home, Travelodge, Burford Garden Centre.
  - 1 person is in Work Experience & Education: 3 days at Sylva Foundation Professional Furniture Making Course and 2 days gaining work experience with Crawley Classic Motorcycles.
  - 2 people are actively searching for work and attending interviews
  - 2 people are not work ready
- 2.25.** The current funding arrangements through the Community Housing Fund are due to end in March 2022. The cost per annum of delivering the project is £60,000.
- 2.26. Proposal**
- 2.27.** The Housing Team recently underwent a full procurement Tender exercise to secure a similar support package for residents of a newly acquired homelessness hostel in Witney. The Tender outlined the service need for high level, person centred support to be provided to the residents of the hostel. Limited interest was received demonstrating that there is little competition in the area to provide this type of support service.
- 2.28.** Learning from the limited interest in providing similar support in our Hostel, it is therefore proposed that Cabinet agrees to combine the support elements of both the Housing First project and the Our House projects and offer this to the current support provider, Aspire, on a waiver basis. The contract should be for 18 months to concur with the Hostel Support Contract which will run (until October 2023).
- 2.29.** As the Adult Homelessness Pathways gradually takes over the full support elements of the existing Housing First Projects across the county, it is anticipated that the Housing First element of this proposal will decrease, allowing the Housing Team to work with both Aspire and Cottsway to source new properties for the Our House project, therefore increasing the opportunities for young people in the area.
- 2.30.** The Housing Team will then look to combine the separate strands of support into one whole contract which covers the all West Oxfordshire projects needing support and the resident support for any West Oxfordshire owned Hostels and award to one provider through a full procurement exercise in Page 29 2023.

- 2.31. The Housing Team will also explore further funding options during the next 2 years to compliment funding from our Housing Prevention grants and underspend from previous years.
- 2.32. Housing and Homelessness currently have sufficient funding to meet the costs of extending the Housing First and Our House projects in the Housing Reserves account due to an underspend in both this year's and previous year's Homelessness Prevention grant allocations. The ethos of both projects meets the requirements set out in the Ministry Of Housing, Communities and Local Government (MHCLG), now DLUHC funding allocations letter dated January 2021.
- 2.33. Housing Options was also able to secure additional funding through the (DLUHC) Rough Sleeper Initiative year 4 (RSI4) funding allocation and through the Temporary Accommodation Uplift allocation to support other schemes that were initially to be allocated to the Homelessness Prevention Grant 2021/22 so has an underspend of approximately £50,000 from the 2021/22 allocation
- 2.34. It is also further proposed that the Housing Team explore other grant funded options specifically through the Rough Sleeping Initiative, year 5 (RSI5).
- 2.35. Specific funding allocations where underspends have been identified:

Homelessness Prevention Grant 2021/22	£50,000
Housing Reserves from previous year's Homelessness Prevention Grant Underspend	£194,000
<b>Total:</b>	<b>£244,000</b>

- 2.32. Proposed Combined Support Package per annum for 2022/23:

<b>Total:</b>	<b>£97,500</b>
---------------	----------------

- 2.33. Total cost of the combined support Proposal:

Year 1 (full year)	£97,500
Year 2 (6 months)	£48,750
<b>Total:</b>	<b>£146,250</b>

### 3. FINANCIAL IMPLICATIONS

- 3.1. There are multiple complex funding streams supporting the work of the Housing Team particularly with regard to homeless prevention and project work. Some of these funding streams are subject to bids and some are allocations. Often these come through at short notice and require officers to investigate options and put together work packages in short time frames. A list of relevant funding streams and how they relate to West Oxfordshire can be found in **Annex A**.
- 3.2. The proposals set out in section 2.26 onwards are aimed at addressing the expectations set out by the DLUHC and maximising the use of available accommodation in the West Oxfordshire District. There are limited options and significant costs associated with the

provision of emergency accommodation within the District, as well as a shortage of longer-term accommodation.

- 3.3.** The proposal is therefore aimed at reducing the use and time spent in expensive short term, emergency accommodation by utilising the funds in the Housing Reserve account if further grant funding cannot be sourced, benefiting both the Council and the client in the longer term.

#### **4. LEGAL IMPLICATIONS**

- 4.1.** Spending allocations need to follow the expectations set out in the MHCLG's (now DLUHC) allocation of funding letter January 2021 and comply with the conditions of any ring fenced grant schemes or funding bid awards.

#### **5. RISK ASSESSMENT**

- 5.1.** The current thirteen residents of the Our House project will need to be served notice and alternative properties sourced for them if we are unable to extend funding for the project into 2022/23. West Oxfordshire has a shortage of social and affordable one bedroom accommodation and the private sector would prove to be unaffordable to those in minimum wage jobs, apprenticeships or training.
- 5.2.** Should the support be withdrawn for our Housing First clients, their tenancy could be at risk due to arrears or anti-social behaviour with notice being served if issues arose. Once an individual is evicted from social rented accommodation for these reasons, it is unlikely that other providers would consider them for alternative tenancies.
- 5.3.** If move-on properties are not found for the Our House residents or the Housing First clients are evicted, this could force them into homelessness, emergency / B&B accommodation or rough sleeping.
- 5.4.** West Oxfordshire District Council also has a steady stream of new homelessness presentations from individuals with complex needs. Some have previous tenancy issues with anti-social behaviour or arrears. Therefore the Housing Team find it difficult to agree long term tenancies with our social housing providers without high levels of support being in place.
- 5.5.** Housing First provides the strong working partnership and reassurance to landlords needed to bridge this gap. Without access to this type of scheme/ partnership then our clients will struggle to be accepted by housing providers and could therefore be left in emergency accommodation or forced to sleep rough as they do not have the support that they need to maintain a tenancy.
- 5.6.** There is a reputational risk to the Council if it does not use grant funding effectively for the specific purposes set out each year
- 5.7.** There is also a risk that rising demands on the service from ongoing financial and housing challenges facing residents of the West Oxfordshire District Council area could impact on the Council's ability to deliver a full statutory Housing service if alternative options to traditional Homelessness emergency accommodation and supported accommodation options are not considered

**6. ALTERNATIVE OPTIONS**

- 6.1.** None considered. However, Members may want to consider other options that have not been referred to within the report

**7. BACKGROUND PAPERS**

- 7.1.** None



## **Annex A. Main Housing Funding Streams**

### **1. Community Housing Fund grant**

- 1.1 In 2016 the Government announced a £60 million fund to support community-led housing developments in areas where the impact of second homes is particularly acute. West Oxfordshire was allocated £376,966 funding for the 2016/17 financial year. The funding was allocated to Local Authorities proportionate to the number of holiday homes in the local area and taking account of the affordability of housing to local people.
- 1.2 In February 2017 Cabinet endorsed the programme to deliver, amongst other things, a Community Self Help Project targeted at younger people. This was subsequently named the 'Our House' project.
- 1.3 This funding for the Our House project will end in March 2022. The objective of the equivalent funds in recent years has leaned more towards increasing housing supply in England by increasing the number of additional homes delivered by the community-led housing sector, rather than changes of use to existing stock. On that basis, bids to this fund have not met the criteria.

### **2. Rough Sleeper Initiative (RSI) Funds**

- 2.1 The Rough Sleeping Initiative was first announced in March 2018 to make an immediate impact on the rising levels of rough sleeping. This round of funding combines the Rough Sleeping Initiative and Rapid Rehousing Pathway into a single, streamlined funding programme.
- 2.2 RSI bids are typically applied for as a partnership with all other County Local Authorities and the County Council and fund jointly available projects/schemes such as the Somewhere Safe to Stay hubs. These projects and schemes can be accessed by anyone in the County but are located in the urban centres to reflect need and access to services.
- 2.3 Local Authorities can, however, apply for funding for specific local projects. West Oxfordshire has been successful in securing funds for the Support element for the Old Court House and a contribution to the costs of providing a Pre-Prevention Complex Needs officer to address issues that could threaten a person's accommodation issues at the earliest possible stage.
- 2.4 The funding stream is currently in its fourth year (RSI4). Details of RSI5 will be announced in October as part of the wider Government budget, with discussions due to start on bidding for funds from in November.

### **3. Temporary Accommodation Uplift**

- 3.1 Local Authorities were awarded additional Uplift payments to supplement the Rough Sleeper Initiative 3 awards. These funds were awarded in recognition of the increased temporary accommodation costs of the Everyone In directive and included an element of 'move on' costs to enable Local Authorities to support people into longer term accommodation.
- 3.2 West Oxfordshire District Council was awarded £100,000 to reflect the increase in approaches made by single people who were either rough sleeping or at risk of rough sleeping due to the pandemic.
- 3.3 The (then) MHCLG, now DLUHC, agreed that any underspend of this Uplift could be utilised by West Oxfordshire District Council to extend our successful Housing First Project until the end of March 2022.

### **4. Homelessness Prevention Grant 2021/22**

- 4.1 In 2021/22 a £310 million Homelessness Prevention Grant was created which combines and increases what was previously the Flexible Homelessness Support Grant and Homelessness Reduction Grant. In 2021-22 the two funding streams have been combined and increased by £47 million, giving Local Authorities more control and flexibility in managing homelessness pressures and supporting those who at risk of homelessness.
- 4.2 Ministry Of Housing, Communities and Local Government (MHCLG) funding allocations letter dated January 2021.
- 4.3 West Oxfordshire District Council was allocated £253,329 for 2021/22, the proposed spending of which was agreed by Cabinet in February 2021.

### **5. Housing Reserves**

- 5.2 Housing Reserves have built up from unspent grants in recent years. Significant portions of grant funding have been allocated to increasing staff numbers and creating projects to target specific groups. Some of the unspent funds have accrued due to vacant posts.
- 5.3 The Housing Team also work proactively with agencies and charities to unlock grants for clients as well as partners such as Aspire who have brought grant funding to the Council.

### **6. Nationwide Community Fund**

- 6.1 Aspire Oxfordshire approached West Oxfordshire District Council and Cottsway Housing Association in January 2020 to seek support for a bid to the Nationwide Community Fund.


- 6.2 The bid was for funding to create a Housing First Scheme specifically in West Oxfordshire following successful equivalents in our neighbouring authorities.
- 6.3 The bid was successful and the Housing First scheme was set up in mid-2020.

## **7 Homes England / Investment Partners**

- 7.1 Homes England have multiple funding streams available including the Affordable Homes Programme 2021 – 2026, Rough Sleeping Accommodation Programme and the Community Housing Fund.
- 7.2 The Affordable Homes Programme 2021 – 2026 also includes an element of funding towards Supported Housing / Homelessness Supported accommodation
- 7.3 A key requirement of bidding for Homes England funding is that a Local Authority becomes an Investment Partner (IP). West Oxfordshire District Council may wish to consider this option further in order to ‘unlock’ these funding streams further. However, further work is needed to understand the implications of applying for IP status.

This page is intentionally left blank

# Agenda Item 9

 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>Economic and Social Overview and Scrutiny Committee</b> <b>25 November 2021</b></p>
<p>Report Number</p>	<p><b>Agenda Item 9</b></p>
<p>Subject</p>	<p><b>Committee Work Programme 2021/2022</b></p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Councillor Andrew Beaney Chairman Economic and Social Overview and Scrutiny Committee Email: <a href="mailto:andrew.beaney@westoxon.gov.uk">andrew.beaney@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Democratic Services – <a href="mailto:democratic.services@westoxon.gov.uk">democratic.services@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>To provide the Committee with an updated Work Programme for 2021/2022.</p>
<p>Annex</p>	
<p>Recommendation</p>	<p>That the Committee manages its' 2021/2022 Work Programme and adds items which fall into their remit.</p>
<p>Corporate priorities</p>	<p>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.</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/ Consultation</p>	<p>None</p>

## **1. BACKGROUND**

- 1.1. The Committee regularly reviews progress on its work programme and agrees a programme for the remainder of the Civic Year, having regard to the changes to the approach to scrutiny work adopted by Council on 22 October 2008.

## **2. MAIN POINTS**

- 2.1. Below is the Work Programme for 2021/2022 for discussion and approval.
- 2.2. Members are asked to note the following amendments and/or updates to the work programme since it was last discussed:

Invitation extended to the Police to attend Committee meeting and give a verbal update at the January 2022 Committee.

Other items for the January 2022 and future Committees can be seen in the schedule below.

### NHS Dental Service provision

Following the last briefing note from Oxfordshire CCG Officers requested a further update on how WODC were going to address the NHS Dental practice shortfall – awaiting update.

## **3. FINANCIAL AND LEGAL IMPLICATIONS**

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

## **4. RISK ASSESSMENT**

- 4.1. Not applicable

## **5. CLIMATE CHANGE IMPLICATIONS**

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

## **6. ALTERNATIVES/OPTIONS**

- 6.1. 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.

## **7. BACKGROUND PAPERS**

- 7.1. None

## Economic and Social Committee – Work Programme 2021 / 2022

25 November 2021

	Title	Format	Lead Officer / Cabinet Member	Next report / Anticipated Completion Date	Comments
2	Re-use of IT equipment	Report	Phil Martin	25 Nov 2021	to be returned to full Council after approval by this Committee
1	Empty Properties report	Report / verbal update	Daisy Ball, Paula Massey  Mandy Fathers attending to present - confirmed	25 Nov 2021	To include detailed breakdown of the KPI stats on empty properties listed on the Service Performance Reports
3	Our House	Report	Caroline Clissold	25 Nov 2021	Comments to Cabinet

Page 39

27 January 2022

	Title	Format	Lead Officer / Cabinet Member	Next report / Anticipated Completion Date	Comments
	Local Police with status update	Verbal update	Chair	27 January 2022  23.9.21 email sent to Police with date Nov meeting but they prefer January	Police advised that minimum time we'd need for presentations is 40mins (20 each) plus advanced questions from your councillors.
	REEMA North Site, Carterton update (Jon Wooden, Deputy Head Estates)	Verbal Update	Giles Hughes	27 January 2022	Representative to attend the meeting

## Economic and Social Committee – Work Programme 2021 / 2022

	Title	Format	Lead Officer / Cabinet Member	Next report / Anticipated Completion Date	Comments
	WODC Housing in for a briefing on WODC housing work and responsibilities	presentation	Caroline Clissold	27 January 2022	
	Staffing resource need / turn over and risk mitigation - especially in Planning Department	Verbal update	Giles Hughes	27 January 2022	
	Upgrade to WO public space CCTV provision & monitoring arrangements	Verbal update	Councillor MacRae / Andy Barge	27 January 2022	
	Council Priorities and Service Performance Report 2020-21 Quarter Two	Report	Giles Hughes / All relevant Cabinet Members – report by Mary Ann Forrest	27 January 2022	



## Economic and Social Committee – Work Programme 2021 / 2022

### Other Reports

Report Title	Frequency	Reason
Council Priorities and Service Performance Report 2020-21	Quarterly	<p>Quarter 1 – September 2021</p> <p>Quarter 2 – January 2022</p> <p>Quarter 3 – April 2021 or is it 2022?</p> <p>Quarter 4 – 8 July 2021</p>
Upgrade to WO public space CCTV provision & monitoring arrangements	Verbal update – January 2022	Councillor MacRae / Andy Barge
RAF Brize Norton	As required	<p>Business model for housing on site – last update given January 2020 and briefing note circulated February 2020.</p> <p>21/01/2021 – GH / NL to find out if there is any update that can be delivered at the next meeting</p>
Health Care Provision in Oxfordshire	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 & how WODC can help with changes.
Housing Act and service update	Annual Update required	Report to be submitted to 26 July 2021 meeting.
Enforcement Powers in the Planning Act	Update required particularly on enforcement	<p>Report to be submitted to 26 July 2021 meeting.</p> <p>Members fully in support of recruitment and workflow initiatives.</p>
Domestic Violence	As requested	Presentation received at June meeting was comprehensive.
NHS Dental Services in WODC, especially Carterton	Ongoing	Initial Briefing Note issued 8 July. Members require further information on how WODC are going to address the issue.

## Economic and Social Committee – Work Programme 2021 / 2022

Report Title	Frequency	Reason
		6.9.21 Members suggested inviting <a href="#">Health Watch</a> to the Committee – not progressed yet as agenda's are full until March with speakers.
Afghan Refugee updates	Monthly by email – Paula Massey	To keep the committee up to date on the work being carried out to support the refugees.



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## CABINET (EXECUTIVE) WORK PROGRAMME

### INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION AND NOTICE OF INTENTION TO MAKE A KEY DECISION

OCTOBER 2021 – JANUARY 2022

*Published 12 October 2021*

By virtue of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, local authorities are required to publish a notice setting out the key executive decisions that will be taken at least 28 days before such decisions are to be taken. The Regulations also require notice to be given of any matter where it is proposed that the public will be excluded during consideration of the matter.

This Forward Plan incorporates both of these requirements. In the interests of transparency, it also aims to include details of those items to be debated by the Cabinet that relate to either policy/budget formulation, matters which will be subject to a recommendation to the Council, and other matters due to be considered by the Cabinet. This programme covers a period of four months, and will be updated on a monthly basis. The timings of items may be subject to change.

It should be noted that although a date not less than 28 clear days after the date of this notice is given in each case, it is possible that matters may be rescheduled to a date which is different from that given provided, in the cases of key decisions and matters to be considered in private, that the 28 day notice has been given. In this regard, please note that agendas and reports for meetings of the Cabinet are made available on the Council's website at [www.westoxon.gov.uk/meetings](http://www.westoxon.gov.uk/meetings) five working days in advance of the meeting in question. Please also note that the agendas for meetings of the Cabinet will also incorporate a necessary further notice which is required to be given in relation to matters likely to be considered with the public excluded.

There are circumstances where a key decision can be taken, or a matter may be considered in private, even though the 28 clear days notice has not been given. If that happens, notice of the matter and the reasons will be published on the council's website, and available from the Council Offices, Woodgreen, Witney, Oxon, OX28 1NB.

#### **Key Decisions**

The Regulations define a key decision as an executive decision which is likely –

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the authority".

The Council has decided that a cost or saving of an amount greater than £50,000 is necessary to constitute expenditure or savings which are significant for the purposes of this definition.

Please note that if a matter is approved by the Council following a recommendation from the Cabinet, that decision will not be a key decision.

## **Matters To Be Considered in Private**

The great majority of matters considered by the Council's Cabinet are considered in 'open session' when the public have the right to attend.

However, some matters are considered with the public excluded. The public may only be excluded if a resolution is passed to exclude them. The grounds for exclusion are limited to situations where confidential or exempt information may be disclosed to the public if present and, in most cases involving exempt information, where in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The definitions of these are set out in the Council's Constitution.

## **Documents and Queries**

Copies of, or extracts from, documents listed in the programme and any which subsequently become available are (subject to any prohibition or restriction on their disclosure), obtainable from the following, and this contact information may also be used for any queries.

Democratic Services

West Oxfordshire District Council

Council Offices

Woodgreen

Witney

Oxon

OX28 1NB

Email: [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk)

Tel: 01993 861111

## West Oxfordshire District Council: Executive Members 2021/22

Name of Councillor	Title and Areas of Responsibility
Michele Mead (Leader)	<b>Leader of the Council:</b> Policy Framework; Corporate Plan; Executive functions; Representation on Regional and National Bodies; Oxfordshire Partnership Board; Oxfordshire Growth Board; Oxfordshire Local Enterprise Partnership; Oxfordshire Leaders; Publica & Ubico; Democratic Services; and Communications
David Harvey (Deputy Leader)	<b>Climate Change:</b> Alternative energy; Biodiversity across the District; Carbon Neutral by 2030; Fossil fuel dependence reduction; and Local, National and County wide liaison on climate
Suzi Coul	<b>Finance:</b> Economic Development; Inward investment; Finance & Management; Council Tax and Benefits; Efficiency Agenda; Performance management of the Council; Business Development; Visitor economy; Asset management.
Merilyn Davies	<b>Communities and Housing:</b> Housing Allocations; Homelessness; Provision of Affordable Homes; Sheltered Housing accommodation; Safeguarding; Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner; Voluntary sector engagement; Assets of Community Value; Community and Public Health; and Healthy Communities.
Gene Doughty	<b>Customer Delivery:</b> Parish and Town Liaison; Equality and Diversity; Customer Services; ICT and services; Health and Safety; Councillor Development; Broadband; Sports and Leisure Facilities; Public art; Community; Facilities Grants; and Community Revenue Grants.
Jeff Haine	<b>Strategic Planning:</b> Regional Spatial Strategy; Local Plan; Government planning policies and guidance; Conservation and Design; Design and Historic Environment; Landscape/Biodiversity; Strategic Housing; Development Management; and Ensuring planning policies meet 2030 requirement
Norman MacRae MBE	<b>Environment:</b> Car Parking; Waste Collection and Recycling; Street Scene (Cleansing, Litter and Grounds Maintenance); Energy Advice; Flood Alleviation; Environmental and Regulatory; Environmental Partnership

For further information about the above and all members of the Council please see [www.westoxon.gov.uk/councillors](http://www.westoxon.gov.uk/councillors)

<b>Item for Decision</b>	<b>Key Decision (Yes / No)</b>	<b>Likely to be Considered in Private (Yes / No)</b>	<b>Decision – Maker</b>	<b>Date of Decision</b>	<b>Cabinet Member</b>	<b>Lead Officer</b>	<b>Consultation</b>	<b>Background Documents</b>
1. Adoption of Affordable Housing Supplementary Planning Document	No	No	Cabinet	13 Oct 2021	Councillor Haine	Chris Hargraves	consultation draft and consultation responses Originally shown for September '21	
2. Approval for the introduction of charges at the public conveniences at New Street, Chipping Norton	No	No	Cabinet  Council	13 Oct 2021  27 Oct 2021	Councillor MacRae	Maria Wheatley	Considered by Environment O&S – 30.09.21	
3. Approval of the award of Enforcement Agent contract for external Bailiff services	No	No	Cabinet	13 Oct 2021	Councillor Coul	Mandy Fathers		
4. Approval of charges for the delivery of waste and recycling containers	No	No	Cabinet  Council	13 Oct 2021  27 Oct 2021	Councillor MacRae	Scott Williams	Considered by Environment O&S – 30.09.21	
5. Consideration of the traffic restrictions in Witney High Street implemented because of the covid-19 pandemic	No	No	Cabinet	13 Oct 2021	Councillor Mead	Will Barton		

<b>Item for Decision</b>	<b>Key Decision (Yes / No)</b>	<b>Likely to be Considered in Private (Yes / No)</b>	<b>Decision – Maker</b>	<b>Date of Decision</b>	<b>Cabinet Member</b>	<b>Lead Officer</b>	<b>Consultation</b>	<b>Background Documents</b>
6. Consideration of options for the future use of the Witney Town Centre Shop	Yes	No	Cabinet	13 Oct 2021	Councillor Mead	Jon Dearing / Lisa Cresswell		
7. Recommendation to accept updated Homeseeker Plus Policy following consultation	Yes	No	Cabinet	10 Nov 2021	Councillor Davies	Caroline Clissold	Existing policy and consultation document	Slipped from September
8. 'Our House' Project – Funding Extension	No	No	Cabinet	10 Nov 2021	Councillors Coul and Davies	Caroline Clissold	To be considered by Ec&Soc	
9. Approval of policy for the use of the Internet and Social Media for investigations and enforcement	No	No	Cabinet	10 Nov 2021	Councillor Mead	Emma Cathcart	Considered by Audit & GP Committee – 23.09.21	
10. West Oxfordshire's public space CCTV provision and monitoring arrangements – Update report	Yes	No	Cabinet	10 Nov 2021	All relevant Cabinet Members	Andy Barge		Previous performance reports

<b>Item for Decision</b>	<b>Key Decision (Yes / No)</b>	<b>Likely to be Considered in Private (Yes / No)</b>	<b>Decision – Maker</b>	<b>Date of Decision</b>	<b>Cabinet Member</b>	<b>Lead Officer</b>	<b>Consultation</b>	<b>Background Documents</b>
11. Allocation of funding for installation of Electric Vehicle Charging Points	Yes	No	Cabinet Council	10 Nov 2021	Councillor Harvey	Claire Locke		
12. 21/22 Community Facility Grant Awards – Round 2	Yes	No	Cabinet	10 Nov 2021	Cllr Jane Doughty	Stuart Wilson Rachel Biles	None	None
13. Allocation of funding to support option appraisal for site development - Hensington Road, Woodstock	No	No	Cabinet Council	10 Nov 2021 TBC	Councillor Haine / Councillor Coul	Claire Locke		Slipped from October
14. Approval of revised draft Developer Contributions Supplementary Planning Document for consultation	Yes	No	Cabinet	10 Nov 2021	Councillor Haine	Chris Hargraves	consultation draft and consultation responses Originally shown for September '21	Slipped from October
15. Public Support Services – contract extension	Yes	No	Cabinet	10 Nov 2021	Cllr Mead	Giles Hughes		
16. Consideration of options for the future provision of legal services to the Council	Yes	No	Cabinet	Dec 2021	Councillor Mead	Giles Hughes		Slipped from October



<b>Item for Decision</b>	<b>Key Decision (Yes / No)</b>	<b>Likely to be Considered in Private (Yes / No)</b>	<b>Decision – Maker</b>	<b>Date of Decision</b>	<b>Cabinet Member</b>	<b>Lead Officer</b>	<b>Consultation</b>	<b>Background Documents</b>
17. Performance Monitoring Report Q2 – 2021/22	No	No	Cabinet	Dec 2021	Cllr Mead	Giles Hughes	Via Scrutiny first	
18. Consideration to write off debt in excess of £5,000	No	Yes	Cabinet	15 Dec 2021	Cllr Coul	Jon Dearing	MO, Legal & S151 Officer	
19. Initial Budget 2022/23	Yes	No	Cabinet Council	Jan 2022	Cllr Coul	Elizabeth Griffiths	Via Scrutiny first	
20. Initial Fees and Charges 2022/2023	Yes	No		Jan 2022	Cllr Coul	Elizabeth Griffiths		

This page is intentionally left blank