

Tuesday, 5 July 2022

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CABINET

You are summoned to a meeting of the Cabinet which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Wednesday, 13 July 2022 at 2.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Cabinet

Councillors: Andy Graham (Leader), Duncan Enright (Deputy Leader), Joy Aitman, Lidia Arciszewska, Dan Levy, Mathew Parkinson, Andrew Prosser, Carl Rylett and Geoff Saul

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 7 - 10)**
To approve the minutes of the meeting held on 22 June 2022.
2. **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 declarations from members of the public, in accordance with the Council's Rules of Procedure.
5. **Receipt of Announcements**
Purpose:
To receive any announcements from the Leader of the Council or Members of the Cabinet.
6. **Review of Legal Services, Interim Monitoring Officer Arrangement and Retained Officer Structure (Pages 11 - 16)**
Purpose:
For Cabinet to consider instigating reviews of the Council's legal services, and the interim monitoring officer arrangement and retained officer structure.

Recommendation:
That Cabinet resolves to:
 - a) Note the decision of Cotswold District Council on their commissioning review of legal services.
 - b) Agree, subject to Cotswold District Council agreeing to remain party to the shared Cotswold/Forest of Dean/West Oxfordshire legal service, to support the formalisation of the shared service under a Collaboration Agreement and Section 101 agreements, and a review of the shared service for economy, efficiency and effectiveness.
 - c) Authorise the Chief Executive to undertake a review of the current interim monitoring officer arrangement and the retained officer structure, including interrelationships with the shared legal service and Publica, with recommendations from the review reported to Cabinet and Council as appropriate.
7. **Outline Business Case to Improve Openness and Transparency in Council Business and Support Agile Working and Decarbonisation Measures (Pages 17 - 32)**
Purpose:
To seek agreement to changes to Woodgreen and Elmfield Council offices to facilitate the implementation of the Agile Working Strategy, reduce costs and carbon impact of the Council's operations and increase public accessibility.

Recommendations:

That Cabinet resolves to:

- (a) Support Option 2 in section 4 to upgrade technology in the Council Chamber and Committee rooms plus modernisation of the Council Chamber and public spaces to create an attractive, flexible and publicly accessible space;
- (b) Confirm that, the first floor of 3 Welch Way offices will not be re-let when the current tenancy ends to enable use of this space for staff;
- (c) Note that a report will be brought back for decision on the future letting options of Elmfield, to consider how that space is utilised;
- (d) Delegate a final decision on a replacement heating solution to the Chief Executive in consultation with the Leader and Cabinet members for Climate Change and Finance;
- (e) Recommend to Council to allocate £2.15m of funding from the Capital Programme “Investment Strategy for Recovery” line item to facilitate the changes and deliver up to £186,000 of net annual revenue benefits with a return on capital of up to 10% after capital financing costs.

8. **Local Development Scheme (LDS) update (Pages 33 - 50)**

Purpose:

To approve an update of the District Council’s Local Development Scheme (LDS) which provides information on which planning documents the Council intends to prepare and when, to ensure transparency and enable effective community engagement. The LDS also provides information on Neighbourhood Planning.

Recommendation:

That Cabinet resolves to:

Approve the updated Local Development Scheme attached at Annex A

9. **West Eynsham Masterplan (Pages 51 - 54)**

Purpose:

To provide an update in relation to the West Eynsham Strategic Development Area (SDA) Masterplan which was approved as a material planning consideration by Cabinet on 16 March 2022 but subject to a subsequent legal challenge.

Recommendations:

That Cabinet resolves to:

- a) Note the content of the report;
- b) Agree that Officers should invite the four main landowners/developers responsible for the preparation of the masterplan to engage with all other third party landowners within the SDA boundary; and
- c) Agree that any updates/consequential amendments to the masterplan arising from that process of further engagement be reconsidered at a future meeting of the Cabinet.

10. **Approval of Funding for West End Link Study (Pages 55 - 58)**

Purpose:

To agree the release of additional funds from the Council’s unallocated Housing and Planning Delivery Grant (HPDG) to part fund transport options appraisal work relating to Bridge street, Witney including consideration of the West End Link Road (WELS).

Recommendation:

That Cabinet resolves to:

Approve the release of £15,000 from the Council's unallocated Housing and Planning Delivery Grant (HPDG) to part fund the transport options appraisal work commissioned by Oxfordshire County Council.

11. **Investment Plan for UK Shared Prosperity Funding (Pages 59 - 68)**

Purpose:

To seek agreement to the initial projects and themes which will be included in the Council's Investment Plan for UK Shared Prosperity Funding and delegations to enable sign off of the final plan before submission and progression with projects requiring expenditure in 2022/23.

Recommendation:

That Cabinet resolves to:

- a) Support the inclusion of the projects and interventions listed in this report in the Council's Investment Plan for the UK Shared Prosperity Fund.
- b) Delegate authority for the final approval of the Investment Plan submission and any subsequent amendments to it, to the Group Manager - Property and Regeneration in consultation with the Cabinet Member for Economic Development.
- c) Agree a variation and pay Publica the £20,000 revenue allocation from the UK SPF for Investment Plan preparation the application of which is to be approved by the Chief Finance Officer.
- d) Agree that 4% of the fund is used for administration of the Programme, with the total sum of £40,000 over the life of the project being paid to Publica to employ a shared UK SPF Programme Manager, to monitor and manage project progress and undertake the required reporting.
- e) Delegate authority for the award of contracts to consultants/contractors to deliver projects highlighted for delivery in 2022/23 to the Group Manager - Property and Regeneration in consultation with the S.151 Officer and the Cabinet Member for Economic Development.

12. **Oxfordshire Food Strategy (Pages 69 - 92)**

Purpose:

To review and offer comments on the Oxfordshire Food Strategy Part 1 and note the development of detailed action plans in Part 2.

Recommendation:

That Cabinet resolves to:

- a) Review and comment on the Oxfordshire Food Strategy: Part 1 including the principles and framework for delivery;
- b) Note that Part 2 will see the development of detailed action plans for partners involved in the strategy and that this will return to Cabinet, in the autumn;
- c) Note the grant allocation proposed by the County Council to assist with the development of Part 2.

13. **West Oxfordshire Council Plan (Pages 93 - 96)**

Purpose:

To agree a revision of the West Oxfordshire Council Plan and development of an Action Plan that will underpin the delivery of the Council Plan.

Recommendation:

That Cabinet resolves to:

- a) Agree to a revision of the West Oxfordshire Council Plan.
- b) Agree to the development of an Action Plan setting out activity to be taken to deliver the priorities of the Council Plan.
- c) Agree to a programme of engagement that will inform the revision of the West Oxfordshire Council Plan and development of supporting Action Plan.

14. **Budget Monitoring Report Year End outturn (Pages 97 - 116)**

Purpose:

To provide details of the Council's financial performance at the end of 2021/2022, the key movements to reserves and the capital budget including the unspent funds rolled over.

Recommendation:

That Cabinet resolves to:

- a) Note the 2021/22 end of year financial performance.
- b) Recommend to Council to approve the carry forward of Capital Budget of £14,399,348 as detailed in Annex B
- c) Recommend to Council to approve the transfers to and between Earmarked Reserves as detailed in the report
- d) Delegate authority to the Chief Finance Officer to spend from the Project Contingency Earmarked Reserve to fund ad hoc investigation, advice and consultancy services for potential investments and projects.

15. **Exclusion of Public and Press**

If Cabinet wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for Cabinet to pass a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

Cabinet may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

16. **Recovery and Investment Strategy Proposal (Pages 117 - 152)**

Purpose:

To consider an investment opportunity in the strategic economic infrastructure of West Oxfordshire in line with the Investment Strategy for the Recovery of West Oxfordshire approved in October 2020.

Recommendation:

That Cabinet resolves to:

- a) Approve the decision in principle to acquire the site in line with its priority for re-invigorating commercial centres and ensuring economic vibrancy;

- b) Confirm the proposed acquisition price subject to receipt of independent advice on valuation;
- c) Approve that appropriate due diligence be carried out noting that any costs incurred will be charged to the Project Contingency Earmarked Reserve should the acquisition not be pursued;
- d) Seek the views of the Capital Programme Investment Board on the proposal;
- e) Delegate to the Chief Executive in consultation with the Chief Financial Officer and the Cabinet member for Economic Development the final terms of the acquisition.

(END)