

Tuesday, 6 September 2022

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## CABINET

You are summoned to a meeting of the Cabinet which will be held in the Charlbury Community Centre, Enstone Road, Charlbury OX7 3PQ on **Wednesday, 14 September 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 - 12)  
To approve the minutes of the meeting held on 17 August 2022.
2. **Apologies for Absence**
3. **Declarations of Interest**  
To receive any declarations from Members of the Cabinet on any items to be considered at the meeting
4. **Participation of the Public**  
Members of the public may ask a question at a meeting of Cabinet for up to three minutes on any item of business for decision at the meeting or on any issue that affects the district or its people. Members of the public wishing to speak at a Cabinet meeting must notify [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk), including their name and the agenda item or topic they wish to speak on, by 2.00pm two clear working days before the meeting (e.g. for a Wednesday meeting, the deadline would be 2.00pm on the Friday before). If the topic of the question is not within the remit of the Council, advice will be provided on where best to direct the question. The relevant Cabinet Member will either respond verbally at the meeting or provide a written response which will be included in the minutes of the meeting.
5. **Receipt of Announcements**  
Purpose:  
To receive any announcements from the Leader of the Council or Members of the Cabinet.
6. **Hackney Carriage Fare Review** (Pages 13 - 26)  
Purpose:  
The authority is responsible to undertake a review of Hackney Carriage Fares. In light of the substantial increase in the cost of fuel and general living costs a request has been submitted by the trade to review the current hackney carriage table of fares.  
A decision is therefore sought for approval to commence the public consultation on the proposed increase of the hackney carriage table of fares with a view to increasing the maximum fares that hackney carriages can charge as set out in this report.  
Recommendations:  
That Cabinet resolves to
  - a) Agree the proposed increase to the hackney carriage table of fares is advertised as a public notice in accordance with the requirements of Section 65, of the Local Government (Miscellaneous Provisions) Act 1976; and
  - b) Agree subject to there being no objections received in accordance with the statutory provisions within 14 days of publication of the notice, the proposed fare increase will take effect from 5 October 2022. If objections are received within the 14 days, the matter will need to be considered further by Cabinet within two months of the first specified date.

**7. Implementation of Local Connection Criteria and Fee Regime for the Self-Build Register (Pages 27 - 32)**

Purpose:

To seek approval to introduce local connection and financial capability criteria for entry onto the Self and Custom Build Register.

To seek approval to Introduce a fee for new applicants to join the Council's Self and Custom Build Register.

Recommendations:

That Cabinet resolves to:

- a) approve the introduction of a local connection and financial capability criteria for entry on to the Council's Self & Custom Build Register be agreed; and
- b) approve a review of the Register and the creation of Part 1 and Part 2 of the register. With Part 1 being formed of those who meet local connection criteria set and Part 2 to be formed of those who conform with all criteria except the local connection test; and
- c) approve that the fee structure set out within Section 5 of this report for new applicant to join the register is adopted from 1<sup>st</sup> April 2023 and that this fee can be monitored and varied if necessary with the agreement of the Cabinet Member;

**8. Review of Monitoring Officer Arrangements (Pages 33 - 44)**

Purpose

For Cabinet to consider the Chief Executive's review of the Council's monitoring officer arrangements, the retained officer structure, and key temporary roles critical to the delivery of the Council's emerging priorities.

Recommendation

That Cabinet resolves to:

- a) Support the recruitment of a full time Director of Governance & Development to act as the Council's Monitoring Officer.
- b) Request that the Performance and Appointments Committee be requested to consider the terms and conditions for the Director of Governance & Development and any consequential amendments to those of the retained officer structure.
- c) Support the conversion of the following temporary roles into permanent roles into permanent roles in light of the central role they will play in delivering the Shared Prosperity Fund and the Council's emerging priorities:
  - Market Towns Officer
  - Climate Change Manager
- d) Review other temporary roles relevant to West Oxfordshire through the 23/24 budget process to consider permanent contracts for those roles that are needed on an ongoing basis.
- e) Give consideration to extending the temporary contract for the Biodiversity/Countryside Land Management Officer role to allow this role to be considered through the 23/24 budget process.
- f) Note that the funding for the roles set out above be in the first instance be financed from the New Initiatives Funding Reserve previously approved by Council pending any permanent funding being approved in the 2023/24 budget process.

9. **Performance Monitoring Report Q1 - 2022/23 (Pages 45 - 58)**

Purpose

This report provides details of the Council's operational performance at the end of 2022-23 Quarter One (Q1)

Recommendation

That Cabinet resolves to note the 2022/23 Q1 service performance

10. **Financial Performance Q1 2022/23 (Pages 59 - 72)**

Purpose:

This report provides details of the Council's financial and operational performance at the end of 2022-23 Quarter One (Q1)

Recommendation

That Cabinet resolves to note the 2022/23 Q1 finance performance

11. **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.

12. **Write Off of Unpaid Business Rates in Excess of £5,000 (Pages 73 - 76)**

Purpose:

To seek approval for the writing off of debts in excess of £5,000.

Recommendation:

That Cabinet approves:

- a) The write off of £5,170.74

13. **New Lease at Unit 1 Talisman Business Centre, Bicester (Pages 77 - 84)**

Purpose:

To seek approval for the Council to grant a lease of Unit 1 Talisman Business Centre, Bicester on the terms contained in this report and to fund the recommended works on the unit

Recommendations:

That Cabinet resolves to

- (a) approve the granting of a lease of Unit 1 Talisman Business Centre, Bicester on the terms contained in this report;
- (b) approve the funding of works recommended within the report from the £165,000 dilapidations payment from the previous tenant and £154,000 from the Investment and Incentive Fund, with the tenant to carry out the works as a preference as detailed in the report;

- (c) approve delegated authority be given to the Group Manager for Property and Regeneration in consultation with the Head of Legal Services and the Deputy Chief Executive to approve the final terms of the lease.

14. **S13A Discretionary Council Tax Discount Appeal Application (Pages 85 - 88)**

Purpose:

To consider a S13A Discretionary Council Tax discount appeal application.

Recommendations:

That Cabinet resolves to:

- (a) Consider the appeal for Council Tax Section 13A Discretionary discount submitted under Section 13A of the Local Government Finance Act 1992; and,
- (b) Approve the award of a Council Tax discount under S13A of the Local Government Finance Act 1992 as detailed in paragraph 2.9 of this report

(END)