

15 March 2023

Tel: 01993 861522

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

## CLIMATE & ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE

You are summoned to a meeting of the Climate & Environment Overview & Scrutiny Committee which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Thursday, 23 March 2023 at 2.00 pm.**



Giles Hughes  
Chief Executive

To: Members of the Climate & Environment Overview & Scrutiny Committee

Councillors: Norman MacRae MBE (Chair), Charlie Maynard (Vice-Chair), Alaa Al-Yousuf, Hugo Ashton, Michael Brooker, Andrew Coles, David Cooper, Harry Eaglestone, Ted Fenton, Andy Goodwin, Natalie King, Martin McBride, Rosie Pearson, Alaric Smith and Ruth Smith

Recording of Proceedings – The law allows the public proceedings of Council, Executive, 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 - 8)**  
To approve the minutes of the previous meeting, 8 December 2022.
2. **Apologies for Absence and Substitutions**
3. **Declarations of Interest**  
To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
4. **Participation of the Public**  
Anyone who lives in the district or who pays council tax or business rates to the Council is eligible to read a statement or express an opinion at this meeting. You can register to speak by sending your written submission of no more than 750 words to [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk) by no later than 10.00am on the working day before the meeting.
5. **Flood Risk Management Update (Pages 9 - 16)**  
Purpose:  
To provide the Committee with a structured summary of the review, the areas explored, relevant findings and a proposed way forward that will not only meet current but future challenges facing the District and its residents regarding the risk from flooding.  
  
Recommendation:  
That the Committee considers the outcomes of the review and agrees the recommendations outlined within the report.
6. **Fly Tipping Enforcement Update**  
Purpose:  
Committee Members asked for an update on number of enforcement notices been issued for fly tipping.  
  
Recommendation:  
Committee Members to receive an update, scrutinise information and comment back to officers if required.
7. **Swift Nesting Sites**  
Purpose:  
Motion referred to Scrutiny re Swift Nesting Sites.  
  
Recommendation:  
Committee to scrutinise the response from Officers and comment back to Executive if necessary.

8. **Development Grampian Conditions**

Purpose:

Motion referred to Scrutiny re Development Grampian Conditions.

Recommendation:

Committee to scrutinise the response from Officers and comment back to Executive if necessary.

9. **Committee Work Programme (Pages 17 - 28)**

Purpose:

To provide the Committee with an updated Work Programme for 2022/23.

Recommendation:

That the Committee notes the Work Programme and provides comment where needed.

10. **Executive Work Programme (Pages 29 - 40)**

Purpose:

To give the Committee the opportunity to comment on the Executive Work Programme published March 2023.

Recommendations:

That the Committee decides whether any items on the Executive Work Programme should be subject to scrutiny.

(END)

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## WEST OXFORDSHIRE DISTRICT COUNCIL

### Minutes of the meeting of the **Climate & Environment Overview & Scrutiny Committee**

Held in the Committee Room 1, Council Offices Woodgreen, Witney OX28 1NB at 2.00 pm on  
**Thursday, 8 December 2022**

#### PRESENT

Councillors: Norman MacRae MBE (Chairman) Charlie Maynard (Vice-Chair), Alaa Al-Yousuf (to item 33), Hugo Ashton, Michael Brooker (to item 38), Jill Bull, Andrew Coles, David Cooper, Andy Goodwin (from item 31), Nick Leverton, Martin McBride, Rosie Pearson and Alaric Smith.

Also present Councillors Andy Graham (Leader), Andrew Prosser (Cabinet Member for Climate Change), Michele Mead and Harry St John.

Officers: Bill Oddy (Assistant Director - Commercial Development), Scott Williams (Business Manager - Contracts, Environmental Services), Astrid Harvey (Strategic Policy and Partnerships Officer), Phil Measures (Service Leader), Susan McPherson (ERS Senior Officer), Hannah Kenyon (Climate Change Manager), Andrew Brown (Business Manager – Democratic Service), Michelle Ouzman and Janet Eustace (Democratic Services).

Other speakers: Beth Boughton and Chris Unwin (Ubico).

25. **Minutes of Previous Meeting**

The minutes of the meeting held on the 29 September 2022 were approved and signed by the Chair as a correct record.

26. **Apologies for Absence and Temporary Appointments**

Apologies were received from Councillors Eaglestone, Fenton and R Smith. Councillors Bull and Leverton substituted for Councillors Eaglestone and Fenton.

27. **Declarations of Interest**

There were no declarations of interest.

28. **Participation of the Public**

No public were present.

29. **Ubico 2023/24 Business Plan**

Beth Boughton and Chris Unwin (Ubico) presented the draft Ubico Business Plan which would be submitted for formal approval in March or April 2023. The company has four priorities: People; Operational; Business Development and Climate. It is currently facing unprecedented challenges and risks with the global supply chain, increasing energy costs, Climate, Brexit and the aftermath of COVID but there are also opportunities. Ms Boughton talked about the importance of attracting and retaining the right staff, digitally reforming the operation and taking steps to reduce the impact of the business on the climate. Going forward the company needs to work with partners to assess their appetite for growth.

In discussions Councillors asked about vehicle breakdowns and repair programmes, missed collections and contamination. It was noted that the manufacturer of the vehicles

provided a very proactive service and that the floors to vehicles had been made stronger to cope with glass recycling. Beth Boughton talked about Ubico's biodiversity project to plant wildflower verges and it was agreed that information on who owns and maintains different stretches of verge would be circulated to Committee members. To date, Ubico has not had direct engagement with residents but they do receive feedback via the partner councils. It was confirmed that it was acceptable for operatives to receive small Christmas gifts under £30 in value. It was noted that a more detailed plan with budget figures would be available in coming months.

The Chair thanked Beth Boughton and Chris Unwin for their report

Councillor Goodwin joined the meeting at this point.

30. **Air Quality Update**

Phil Measures (Service Leader) and Susan McPherson (ERS Senior Officer) gave a presentation on Air Quality. They explained that there were two areas in the District (the centres of Witney and Chipping Norton) which had failed to comply with national Air Quality Standards. Two action plans had been produced but less progress had been made than had been hoped and plans were now out of date. Consultants had therefore been appointed to produce new plans. A steering group would be set up to consider mitigation measure with a view to submitting a report to Defra by May 2023. It was confirmed that the review would take into account highway improvements with traffic surveys being undertaken. The increase in electric vehicles would also be factored in.

The Committee noted that although raw data was available on a regular basis this was adjusted by Defra before publication. Councillors requested that air quality on the A40 at Eynsham should be tested.

The Committee **Resolved** to note the report and asked that further air quality data be brought to the March meeting of the Committee.

31. **West Oxfordshire Council Plan 2023 - 2027**

Astrid Harvey, Strategic Policy and Partnerships Officer, introduced this item. She explained that the Council's new corporate plan for 2023-27 was being developed in order to succeed the previous plan that covered the period 2020-24. The report provided an opportunity for the Committee to comment on a draft of the Plan and for their views and insights to be taken into account in developing the final version of the Plan which would be presented to Cabinet in January.

In discussion the following points were raised:

- Might the priorities be presented in a circular fashion rather than linear to make it clear that there is no hierarchy?
- The plan lacks innovation
- There is too much 'Council Speak'
- Is there to be a separate version for the public?
- More clarity is needed about whether the document sets out actions, aspirations or values. As drafted the priorities are a mixture of all three.
- Page 3, the print is too small
- There needs to be more detail about improvements to infrastructure. Could this be given more prominence under a 'Good Quality of Life for All'?

- It is an attractive document which clearer sets out the Council's aspirations.

In summary, Councillor Graham (Leader) said that there would be a detailed action plan underpinning this high level Council Plan. The Plan had been subject to public consultation. Comments from the Scrutiny Committees would be considered and some further minor amendments made.

### 32. **Carbon Action Plan - Update**

Hannah Kenyon, Climate Change Manager, introduced the report on electric vehicle charging. She explained that electric vehicle chargers had been installed in five public car parks across the District, as part of Park and Charge Oxfordshire. The initiative was funded by The Office for Zero Emission Vehicles (OZEV) and Innovate UK and the chargers are run by EZ-Charge, at no cost to the Council. These charges should generate a modest income from years 7/8. She was now looking to identify new locations for chargers. Oxfordshire County Council had said that LEVI funding may be available in the spring and it made sense to tap into this. A collaborative approach across the county would be most likely to attract funding and provide a good customer experience.

The Climate Change Manager confirmed that chargers at the Woodgreen Offices were being considered as part of the Agile Working project. She added that she was exploring a community based scheme with Oxford County Council, where chargers would be installed for free with the maintenance passing to the Town and Parish Councils. The Committee suggested that a small working group could be set up to consider how best to take this forward. On street charging solutions are also available but are expensive.

The Committee welcomed the progress made to date on the project and noted the need to make the chargers readily accessible. The data showed that many people were using the chargers for relatively short periods. It was noted that the LEVI fund aims to provide off-street charging for residents overnight, however the chargers could also be used by shoppers and visitors during the day. The Climate Change Manager said she would establish details about the projected lifespan of the chargers.

The Committee **Resolved** to note the report.

Councillor Al-Yousuf left the meeting during this item.

### 33. **Service Performance Report - Quarter 2**

The Committee received Service Performance Report 2022-23 Quarter Two.

It was noted that fly tipping had reduced following the creation of a new post to tackle the problem. The Assistant Director Assistant Director - Commercial Development said he would bring a report to the March meeting of the Committee.

The Committee **Resolved** to note the report.

### 34. **Committee Work Programme**

The Committee received the Work Programme for 2022/23.

It was noted that two new items should be included for May: an Air Quality report and a report on fly tipping. It was suggested that there should be an all member briefing on measures being taken upstream to reduce flooding risk in the upper reaches of the Windrush and Evenlode.

The Committee **Resolved** to note the report.

35. **Cabinet Work Programme**

It was noted that the review of the Council's grant schemes would address the Council's priorities on Climate.

The Committee **Resolved** to note the report.

36. **Exclusion of the Public and Press**

The Committee Resolved 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.

37. **Waste Service Review - Briefing on Waste Collection Options Appraisal**

Scott Williams, Business Manager - Contracts, Environmental Services, briefed on the Waste Collection Options Appraisal.

Councillors had received a confidential report prior to the meeting that had been commissioned to provide an independent waste collection options appraisal. This had resulted in nine options which had since been narrowed down to three one of which was the current baseline.

Councillors were invited to ask questions and to comment on the options that they had been briefed upon and the independent report.

In discussion Councillors queried the impact of the changes on the amount of recycling undertaken, whether residents would be consulted on the changes, concerns about the procurement process and why the Council had previously made a decision to move away from kerbside recycling.

It was noted that a further report on the subject would be brought forward in the New Year.

The meeting ended at 5.00 pm.

CHAIR



 <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>Climate and Environment Overview and Scrutiny - 23 March 2023</b></p>
<p>Subject</p>	<p><b>FLOOD RISK MANAGEMENT SERVICE REVIEW</b></p>
<p>Report Number</p>	<p><b>Agenda Item No. 5</b></p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Cllr Arciszewska - Executive Member for Environment Email: <a href="mailto:Lidia.Arciszewska@westoxon.gov.uk">Lidia.Arciszewska@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Phil Martin – Assistant Director Business Support Services Tel: 07764352360 Email: <a href="mailto:phil.martin@publicagroup.uk">phil.martin@publicagroup.uk</a></p>
<p>Summary/Purpose</p>	<p>The purpose of the report is to provide the Committee with a structured summary of the review, the areas explored, relevant findings and a proposed way forward that will not only meet current but future challenges facing the District and its residents regarding the risk from flooding.</p>
<p>Annexes</p>	<p>Appendix 1 - Flood Risk Management Final Proposal</p>
<p>Recommendation/s</p>	<p>That the Committee considers the outcomes of the review and agrees the recommendations outlined within the report.</p>
<p>Corporate priorities</p>	<p>The proposal in this report supports the following Council priorities: Priority 3 – Creating a Better Environment for People and Wildlife Priority 4 – Responding to the Climate and Ecological Emergency</p>
<p>Key Decision</p>	<p>YES</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	

## 1. BACKGROUND

A review of the current flood risk management arrangements that are in place and delivered by a single team who support West Oxfordshire, Cotswold and Forest of Dean District Councils was started in June 2022. The key purpose of the review was to -

*'Deliver a Flood Risk Management service that meets the needs of the partner Councils, residents and businesses within the legislative and budgetary constraints'.*

The review group had representatives from the 3 Councils; Cllr Arciszewska - Executive Member for Environment (WODC), Cllr Doherty - Cabinet Member for the Environment, Waste and Recycling (CDC) and Cllr Tim Gwilliam - Leader of the Council and Cabinet Member for Overall Strategy.

## 2. MAIN POINTS

2.1. The review adopted a formal project management approach and was supported by not only the Lead Flood Risk Management Officer, Laurence King but also a trained project manager.

2.2. The approach was structured around –

- a) Clarifying the extent of the legislative requirements that fall on the Councils;
- b) Assessing the ambition, scope and capacity to deliver additional support locally beyond statutory duties;
- c) Reviewing the services capacity and capability to meet the statutory requirements and any additional requirements that the partners wish to deliver;
- d) Considering the opportunities to work with partners and other agencies

### 2.3. Clarifying the extent of the legislative requirements that fall on the Councils

2.3.1. The review established that actual legal responsibilities of the District Council under the Land Drainage Act 1991 are limited as major watercourses and rivers such as the River Windrush and Thames are designated "main rivers", which are under the control of the Environment Agency (EA).

2.3.2. Almost all other watercourses, including streams, ditches (whether dry or not), ponds, culverts, drains, pipes and any other passage through which water may flow, are defined as 'ordinary watercourses' and fall under County Councils, who in the majority of cases are also the Local Lead Flood Authority (LLFA).

2.3.3. The Council as a land owner does have a legal duty as a 'riparian owner' to maintain any watercourse that passes through its land to ensure the free flow of water is not impeded. However, whilst riparian owners must accept the natural flow from upstream they do not need to carry out work to cater for increased flows resulting from some types of works carried out upstream, for example a new housing development. If a riparian owner fails to carry out their responsibilities under the Land Drainage Act, or if anyone else causes a watercourse to become blocked or obstructed, the County Council has powers of enforcement by serving a notice under section 25 of the Act.

2.4. **Assessing the ambition, scope and capacity to deliver additional support locally beyond statutory duties**

- 2.4.1. The Council currently provides more support to local residents & communities than required to satisfy its statutory duties, this include the provision of sandbags for people so they can protect their homes and businesses, as well as hosting events such as the Waterways Day to give local residents the opportunity to learn about the current status of our watercourses and to engage with the organisations that are responsible for their management.
- 2.4.2. The review established that whilst the Council was doing more than meeting its statutory obligation, as this was a key area of importance that had been recognised in the recently launched Council Plan more needed to be done such as the formalisation of the current ad-hoc liaison / lobbying role and monitoring of the performance of Thames Water (TW) and the Environment Agency (EA).
- 2.4.3. Taking a more pro-active stance in regards to carrying out inspections on critical ordinary watercourses and assets with a view to seeing riparian owners carry out work before watercourses become congested and assets become dilapidated was another area identified, which the review felt would make a significant impact and potential reduce the risk of flooding in some areas of the district.
- 2.5. **Reviewing the services capacity and capability to meet the statutory requirements and any additional requirements that the partners wish to deliver**
  - 2.5.1. As part of current duties, the council's Flood Risk Management team provide expert advice to residents, councillors and internal teams, including major and minor planning applications in terms of land drainage. The Council has also carried out a number of flood alleviation schemes over the years.
  - 2.5.2. The team currently operates as a 'shared service' across the 3 partner Councils, as this helps provide both resilience as well as shared learning and consistency when responding to planning applications. A key benefit of this approach is that as both Cotswold and West Oxfordshire share key waterways and catchment areas, interventions and solutions can be looked at in a more holistic way.
  - 2.5.3. The Review looked at the current level of resources, skills and capacity of the team and undertook a detailed analysis of the activities they were undertaking. The results of this work highlighted that a significant element of the team's workload was associated with responding to planning consultations, thus ensuring that the appropriate flood risk management controls / mitigations are in place for all new developments. Other key activities included Section 23 consenting work, Planning / Section 25 enforcement enquiries and under taking site visits for flood risk problems across the districts.
- 2.6. **Considering the opportunities to work with partners and other agencies**
  - 2.6.1. Due to the projects and schemes the team have either led or actively supported in the past the team has the skills, geographical knowledge and understanding of land drainage to not only continue to carry out the delegated functions as requested by OCC under the agency agreement but could take a greater role in the design of new schemes for them and the other district who inevitably have to rely on procuring consultants because of their lack of resource capability.
  - 2.6.2. The team could also pro-actively explore Natural Flood Management schemes that either LLFA, EA or others do not intend to construct and respond to internal and external consultations (such as GWT, Water companies, upper Thames catchment, Severn estuary catchment etc), which will shape the future of the landscape and flood defence.

- 2.6.3. The review also identified that significant benefits could be had by working with the LLFA to ensure they are meeting their statutory duties, i.e. highways maintenance, as surface run off is a major cause of flooding in some parts of the district.

### **3. FINANCIAL IMPLICATIONS**

- 3.1. The review identified the additional resources and capabilities required to deliver a more pro-active and resilient service, having looked at various options. It was agreed that a new Senior Flood Risk Engineer post needed to be recruited to provide the team with the additional skills and capacity as well as a trainee post.
- 3.2. The review recognised that in the current employment climate where the demand for people with relevant flood risk management skills is strong and salary levels very high, it was important to start planning for the future and adopt a 'grow our own' approach to help with longer term resilience and capacity.
- 3.3. Originally all 3 partner Councils were going to fund the proposal but due to financial pressures CDC weren't able to progress with the proposal and therefore will not be accessing the additional capacity provided. As the team will continue to operate as a 'shared service' clear work plans will be put in place and monitored to avoid any risk of cross subsidisation.
- 3.4. An initial funding proposal of £39,000, which is the Council's contribution towards the posts as they will be jointly funded with FODDC, was presented as part of a wider package of opportunities to the Council's Chief Executive for consideration before Christmas, see Appendix I. The proposal was included in the 2023/24 draft Budget that was presented to full Council on the 15<sup>th</sup> February 2023.

### **4. LEGAL IMPLICATIONS**

- 4.1. All three Councils currently have paid agency agreements with the respected County Councils (Oxfordshire & Gloucestershire County Councils) for the consenting and enforcement of the Land Drainage Act including flood incident investigations. The current agreement with OCC is in the final stages of being renewed and will be in place for 3 years. All the District Councils across Oxfordshire are in a similar position and the terms of the agreements are consistent, however the funding offered does differ depending on the area of water courses covered and work involved.

### **5. RISK ASSESSMENT**

- 5.1. The risks associated with not approving the funding proposal, thus not increasing both the capacity and skill base of the Flood Risk Management Team is that the service provided will continue to be re-active and their ability to reduce the impact of flooding and improve the water quality of the rivers and water courses across the district limited.

### **6. EQUALITIES IMPACT (IF REQUIRED)**

- 6.1. No equalities implications have been identified through the review.

### **7. ECOLOGICAL AND CLIMATE EMERGENCY IMPLICATIONS (IF REQUIRED)**

- 7.1. If the funding proposal was approved then the Flood Risk Management team will be able to take a more pro-active stance on not only monitoring the performance of organisations like Thames Water, whose recent storm discharge map has shown the volumes / number of

times sewage is discharged into local rivers from the Sewage treatment works across the district, but to actively work with them on ensuring there is enough capacity within their network.

- 7.2. The team would also be able to explore and where viable introduce Natural Flood Management schemes thus reducing the impact of flooding on residents, whilst also protecting the local ecology and habitat.

## **8. ALTERNATIVE OPTIONS**

- 8.1. The Executive could choose to not adopt the review's recommendation in regards to expanding the capacity and capability of the team to take on a more proactive approach choosing to continue with the status quo.
- 8.2. The down side of this decision would be that limited impact will be made in regards to improving the water quality across the district by lobbying / working closely with the likes of Thames Water and enforcement would continue to be ad hoc.
- 8.3. Alternatively the Executive could advocate looking at partners or community organisations to provide the capacity to delivery what's been identified, however as we know resources are stretched in the LLFA / EA this isn't feasible and community organisations would require funding support due to their limited capacity.

## **9. BACKGROUND PAPERS**

- 9.1. None

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## Flood Risk Management Final Proposal

### 1. Background

At the last meeting the Group were presented with a breakdown of the key activities undertaken by the team and how their time was apportioned. The Group also considered a number of additional service options and the resourcing implications of them.

The Group acknowledged that even when the current vacant post is filled the current Flood Risk Management (FRM) team wouldn't have the capacity to undertake any extra work nor improve what is currently done.

### 2. Final Proposal

The Group has looked in detail at the level of resources and skills available, what the current team do and the volumes in regards to key tasks like responding on planning consultations. After taking all this into consideration the Group agreed in principle to increase the current capacity and skill base of the FRM team by two post; a Senior Flood Risk Engineer and a Trainee Flood Risk Engineer.

The expanded team will not only help to ensure that the Councils meet their statutory duties but are also able to more pro-active in –

- a) Carrying out inspections on critical ordinary watercourses and assets with a view to seeing riparian owners carry out work before watercourses become congested and assets become dilapidated
- b) Liaising / lobbying role and monitoring of the performance of Thames Water (TW), Welsh Water (WW), Sever Trent Water (STW) & the Environment Agency (EA)
- c) Developing / delivering flood prevention schemes
- d) Working with Lead Local Flood Authorities (LLFA) to ensure they are meeting their statutory duties, i.e. highways maintenance
- e) Leading and assisting external partners in forming bids for external funding as opportunities arise
- f) Exploring Natural Flood Management schemes that either LLFA, EA or others do not intend to construct
- g) Respond to internal and external consultations (such as GWT, Water companies, upper Thames catchment, Severn estuary catchment etc) which will shape the future of the landscape and flood defence.

In addition to the more proactive work outlined above the expanded team will also be able to improve many of the activities they current undertake but are compromised due to resource constraints such as –

- a) Following up on enforcement cases to ensure the agreed actions have been undertaken.
- b) Improving the time taken to respond to follow up queries raised once the team have formally responded to a planning consultation
- c) Ensuring the target for Land Drainage consent applications is always met
- d) Monitoring the maintenance of Council assets such as trash screens to ensure both the quality of the work and frequency meets requirements
- e) Taking a greater role in the design of new schemes as this has always been the main advantage that the team has had over the other districts (and County Council LLFA teams) who inevitably have to rely on procuring consultants because of their lack of resource capability.

- f) Exploring new income opportunities either through options like new street sign positioning for a fee and offering specific support to other organisation, which would then help subsidise the cost of a more resilient FRM team

A key associated benefit of the proposal is that by recruiting a trainee this is aligned with the Councils / Publica's 'grow our own' approach, which will help with resilience and long term capabilities in this area at a time where the demand for these role is strong and salary levels very high.

### 3. Break down of work the new resources will undertaken

We have provided a breakdown of the work that we envisage the 2 new roles will undertake -

Proposed Senior FRM officer;

- 25%- Riparian maintenance (planned inspections, site meetings, required level surveys and other required surveys).
- 10%- Asset maintenance (trash screen inspections, bund inspections and council owned watercourses) including contractor procurement and supervision.
- 10%- Following up on opportunities to bid for funding towards delivering communal flood defence schemes but also water quality improvement schemes.
- 20%- Site inspections to check quality and compliance of new SUDS schemes being installed on new developments.
- 15%- Planning consultation responses.
- 10%- Assist with miscellaneous enquiries (internal and external).
- 10%- Create a liaison with GCC and OCC Highways on reported highway drainage issues.

Proposed Assistant FRM officer;


- 25%- Assist with delivering the consenting and enforcement agency work but also assist with the riparian maintenance reactive and pro-active workload.
- 20%- Planning application consultation responses.
- 10% Assist with site surveys
- 20%-Database updating, correspondence/technical admin, EIRs, FOIs, Land searches and utility searches.
- 10%- Assist with flood incident investigations
- 10%- Assist with liaison with Highway Depots.
- 5%- Assist with miscellaneous enquiries (internal and external).

### 4. Additional costs

The additional costs associated with the proposal are - Additional Senior Flood Risk Engineer - £52,000 pa New Flood Risk Apprentice / Trainee - £26,000pa. Both these figure are inclusive of both NI and pensions.



# 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>Climate and Environment Overview and Scrutiny Committee 23 March 2023</b></p>
<p>Report Number</p>	<p><b>Agenda Item No. 9</b></p>
<p>Subject</p>	<p><b>Scrutiny Work Programme 2022/23</b></p>
<p>Wards affected</p>	<p>All</p>
<p>Climate and Environment Accountable member / Group Manager Lead</p>	<p>Councillor Norman MacRae, Chair Climate and Environment Overview and Scrutiny Committee Email: <a href="mailto:norman.macrae@westoxon.gov.uk">norman.macrae@westoxon.gov.uk</a>  Group Manager Lead: Bill Oddy, <a href="mailto:bill.oddy@publicagroup.uk">bill.oddy@publicagroup.uk</a></p>
<p>Economic and Social Accountable member / Group Manager Lead</p>	<p>Councillor Andrew Beaney, Chair Economic and Social Overview and Scrutiny Committee Email: <a href="mailto:Andrew.beaney@westoxon.gov.uk">Andrew.beaney@westoxon.gov.uk</a> Group Manager Lead : Jon Dearing, <a href="mailto:jon.dearing@publicagroup.uk">jon.dearing@publicagroup.uk</a></p>
<p>Finance and Management Accountable member / Group Manager Lead</p>	<p>Councillor Alaa Al-Yousuf, Chair of Finance and Management Overview and Scrutiny Committee Email: <a href="mailto:alaa.al-yousuf@westoxon.gov.uk">alaa.al-yousuf@westoxon.gov.uk</a>  Group Manager Lead: Phil Martin, <a href="mailto:phil.martin@publicagroup.uk">phil.martin@publicagroup.uk</a></p>
<p>Accountable Officer</p>	<p>Andrew Brown, Business Manager - Democratic Services Email: <a href="mailto:Andrew.brown@publicagroup.uk">Andrew.brown@publicagroup.uk</a></p>
<p>Summary/Purpose</p>	<p>To provide the Committees with an update on the Scrutiny Work Programme 2022/23.</p>
<p>Annexes</p>	<p><a href="#">Annex 1</a> - Work Programme for 2022/23</p>
<p>Recommendation</p>	<p>That the Committee notes the Work Programme and provides comment where needed.</p>
<p>Corporate priorities</p>	<p>To enable the Committee to review the Scrutiny 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. At the meetings of the Scrutiny Committees in May and June 2022 the committees gave consideration to the development of their work programmes for the year. These work programmes have been brought together in a single document to provide visibility of the work of Scrutiny across the three committees.

## **2. MAIN POINTS**

- 2.1. Committees are asked to consider the work programme, along with the Executive work programme, and decide if there are any items that they wish to prioritise or deprioritise.
- 2.2. When an item is considered by a committee, the Committee can decide whether to submit recommendations to Executive.
- 2.3. The Scrutiny Work Programme is intended to provide clarity to the organisation and the public about the priorities of the committees and when different items will be considered but it does need to be a flexible document that enables Scrutiny to respond to new or emerging issues and priorities during the year. As such, committees will be able to review their work programme at each meeting. The inclusion of a standing agenda item for Members' questions also provides the opportunity to raise relevant issues.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. There are no financial implications arising directly from this report. Requests from Scrutiny for reports to be produced for consideration at meetings will place demands on officer capacity. Committees are urged to be mindful of the limitations of the organisation and to prioritise effectively, having regard to the advice of supporting officers.

## **4. LEGAL IMPLICATIONS**

- 4.1. None

## **5. RISK ASSESSMENT**

- 5.1. Not applicable.

## **6. CLIMATE CHANGE IMPLICATIONS**

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

## **7. ALTERNATIVES/OPTIONS**

- 7.1. In accordance with the Constitution of the Council, Committee has the power to investigate any matters it considers relevant to its work area, and to make recommendations to the Council, Executive or any other Committee or Sub-Committee of the Council as it sees fit.
- 7.2. The agreement of a Scrutiny Work Programme, which is regularly reviewed, is considered to be good governance practice and promotes openness and transparency.

## **8. BACKGROUND PAPERS**

- 8.1. None

Climate and Environment Overview and Scrutiny Committee 23 March 2023

WP	Title	Format	Executive Member / Lead Officer	When	Comments
1	Fly Tipping Enforcement update	Verbal Update	Councillor Prosser / Phil Measures / Susan McPherson / Mandy Fathers	As required	<b>Scrutiny aim:</b> To receive information on how many enforcement notices have been issued and ask questions
2	Flood – what is happening What is the progress	Verbal Update	Councillor Arciszewska / Laurence King / Phil Martin	As requested	Upstream out of Witney, Evenlode and Windrush Flood Management Service Review on Executive 8 Mar – awaiting responses. <b>Scrutiny aim:</b> To receive information and ask questions
3	Carbon Action Plan – update on one project (30 mins)	Verbal update and supporting documentation	Councillor Prosser / Hannah Kenyon Claire Locke re Carterton Leisure Centre	Every committee update on one project	<b>Project:</b> Environment Act and its implications for WODC <b>Differed to later meeting.</b> <b>Scrutiny aim:</b> To receive information and ask questions
4	Service Performance Report – Quarter 3	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	<b>Scrutiny aim:</b> Report for comments or clarity

## Climate and Environment suggestions for future workstreams 2023

WP	Title	Format	Executive Member / Lead Officer	When	Comments
1	Governments initiative of zero recycle cost for residents	Verbal update	Councillor Arciszewska / Scott Williams	When there is news to share. Initiate began 2019 but is behind due to the pandemic, review 2022	Verbal update due from Scott Williams when there is news to share. See link for current details: <a href="https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system">https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system</a> <b>Scrutiny aim:</b>
2	Air Quality	Annual Report	Councillor Prosser / Phil Measures / Susan McPherson	As requested	<b>Scrutiny aim:</b> To receive information and ask questions
3	Environment Act and its implications for WODC	Report	Janice Barnsey / Clare Locke / Hannah Kenyon	When ready	Environment Act and its implications for WODC (Bill Oddy)
4	Waste Service Review and Update Report	Update Verbal/ Report	Bill Oddy		<b>Scrutiny aim:</b>
5	Regular Flood Updates	Update Verbal/ Report	Councillor Arciszewska / Laurence King / Phil Martin	As required	<b>Scrutiny aim:</b>

**Climate and Environment Regular Reports:**

Regular Reports	Further Information	Comments	Lead Officer / Executive Member
Service Performance Report – Quarter 2	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy Bill Oddy or Frank Wilson on hand for questions.
Service Performance Report – Quarter 4	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy Bill Oddy or Frank Wilson on hand for questions.

Financial Management OS 12 April 2023

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Treasury Management	Report	Elizabeth Griffiths / Phil Martin	When Required	<b>Scrutiny aim:</b>
2	Investment Property Review Update Purpose	Annual Report	Councillor Levy / Elizabeth Griffiths	April	<b>Scrutiny aim:</b> To receive a verbal update on the Council's investment property and the capital valuation process; focussing on any substantial moves or changes that have occurred in the Council's property portfolio valuations for 2022.
3	Waste Service Review and Update Report				
4	Service Performance Report – Quarter 4	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	<b>Scrutiny aim:</b> Report for comments or clarity
5	Finance Performance Report – Quarter 4	Quarterly Report	Councillor Levy / Elizabeth Griffiths	Quarterly	<b>Scrutiny aim:</b> Report for comments or clarity
6	Unicorn Public house Update	One off report	Clare Locke / Councillor Levy / Elizabeth Griffiths	Redacted Update Report	<b>Scrutiny aim:</b> Receive an update as requested from councillor Julian Cooper

Future FMOS regular reports

WP	Title		Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Treasury Management		Report	Elizabeth Griffiths / Phil Martin	When Required	Scrutiny aim:
2	Treasury Management Outturn		Report	Elizabeth Griffiths / Phil Martin	When Required	Scrutiny aim:
3	Treasury Management Mid Term		Report	Elizabeth Griffiths / Phil Martin	When Required	Scrutiny aim:

Financial Management Regular Reports:

Regular Reports	Further Information	Comments	Lead Officer / Executive Member
Service Performance Report – Quarter 1 Financial Performance	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy Bill Oddy or Frank Wilson on hand for questions.
Service Performance Report – Quarter 2 Financial Performance	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy Bill Oddy or Frank Wilson on hand for questions.
Service Performance Report – Quarter 3	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy

Scrutiny Work Programme 2022/23

Annex I

Financial Performance			Bill Oddy or Frank Wilson on hand for questions.
Service Performance Report – Quarter 4 Financial Performance	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy Bill Oddy or Frank Wilson on hand for questions.



Economic Overview and Scrutiny 16 March 2023 (Postponed from 23 February 2023)

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Upgrade to WO public space CCTV provision & monitoring arrangements	Verbal update – timescale requested by the Committee	Councillor Saul / Andy Barge	Verbal update – timescale requested by the Committee	Andy Barge had a Emergency Decision taken on the CCTV replacement programme. Scrutiny aware. <b>Scrutiny aim:</b> To review the documents provided to the committee re CCTV replacement programme.
2	Defence Infrastructure. Jon Dearing said he had invited Mr Wooden				Defence Infrastructure. <b>Scrutiny aim:</b> To note the latest update from MOD
3	Establishment of a working party to consider issues of concern around the Leisure Centres		Councillor Andrew Beaney /		Bill Oddy – Consultant dealing with Leisure Centre Review.
4	Service Performance Report – Quarter 2 and 3	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Jon Dearing Bill Oddy	Quarterly	Report for comments or clarity – 45 mins <b>Scrutiny aim:</b> Note and comment
5	Refugee status	Statement report	Paula Massey	Quarterly	Report for comments or clarity – 5 mins, Chair to read out.
6	Public houses – future after closure	statement	Chris Hargreaves	One Off	Motion Forwarded to Scrutiny. <b>Scrutiny aim:</b> Note and comment
7	Enforcement Improvement Programme Update	Verbal update	Jon Dearing	One Off	Committee requested a Enforcement Improvement Programme Update <b>Scrutiny aim:</b> Note and comment

Economic Overview and Scrutiny Future Meetings

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Housing Association invite to brief on their role and problems being faced	Working Group	Geoff Saul / Caroline Clissold / Jon Dearing	Spring 2023	Update from Jon Dearing: Caroline Clissold is going to set up a separate meeting for Councillor Saul, Councillor Poole, Caroline and Jon Dearing..
2	Leisure Centre Strategy		Joy Aitman / Bill Oddy	Summer 2023	<b>Bill Oddy spoken with Chair</b>
3	Stand-alone report from CBRE for the regeneration plan for Marriott's Walk – due July 2023.	Report		July 2023	
4	Developer contributions S106 money (SIL)	Update	Chris Hargraves	As requested	<b>Scrutiny aim:</b>
5	Service Performance Report – Quarter 3	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity – 45 mins <b>Scrutiny aim:</b> Note and comment
6	Parking Strategy	Update	Councillor Arciszewska / Maria Wheatley	Executive in June 2023	Contact Maria 4 weeks before Committee, ask if it's a report or presentation – 30 mins Sent Maria an email reminder 10 Jan 23. Maria confirmed put back until June. <b>Scrutiny aim:</b>
5	Defence Infrastructure. Jon Dearing said he had invited Mr Wooden				Defence Infrastructure. Jon Dearing had invited Mr Wooden to scrutiny meeting, no answer as yet. Sent jon an email reminder 10 Jan 23. Email received from Jon Wooden with update, no visit scheduled. <b>Scrutiny aim:</b>

Economic suggestions for future workstreams 2023

WP	Title	Format	Executive Member / Lead Officer	When	Comments
1	RAF Brize Norton	As required	Councillor Saul / Giles Hughes	AS REQUIRED	Business model for housing on site – last update given May 2022 <b>Scrutiny aim:</b>
2	Health Care Provision in Oxfordshire	Ongoing	Councillor Aitman / Andy Barge / Heather McCulloch	As required	<b>Scrutiny aim:</b> Health Care Provision in Oxfordshire
3	Local Police with status update	Verbal update	Chair		<b>Scrutiny aim:</b>
4	WODC Housing in for a briefing on WODC housing work, responsibilities, current status and future			Jon Dearing – Crib sheet of questions	<b>Scrutiny aim:</b>
5	Enforcement Update	Update	Kelly Murray		<b>Scrutiny aim:</b>
6	REEMA North Site, Carterton update (Jon Wooden, Deputy Head Estates)	Written Update	Councillor Saul / Giles Hughes Jon Wooden	When Required (Jon Dearing chasing)	Regular committee written update <b>Scrutiny aim:</b>

**Economic Overview and Scrutiny Regular Reports:**

Regular Reports	Further Information	Comments	Lead Officer / Executive Member
Service Performance Report – Quarter 1	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy  Bill Oddy or Frank Wilson on hand for questions.
Service Performance Report – Quarter 2	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy  Bill Oddy or Frank Wilson on hand for questions.
Service Performance Report – Quarter 3	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy  Bill Oddy or Frank Wilson on hand for questions.
Service Performance Report – Quarter 4	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy  Bill Oddy or Frank Wilson on hand for questions.



WEST OXFORDSHIRE  
DISTRICT COUNCIL

EXECUTIVE WORK PROGRAMME  
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION AND NOTICE  
OF INTENTION TO MAKE A KEY DECISION  
1 MARCH 2023 – 30 JUNE 2023

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 Executive 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 Executive. 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 Executive 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 Executive 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 £150,000 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 Executive, that decision will not be a key decision.

### Matters To Be Considered in Private

The great majority of matters considered by the Council's Executive 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 - Email: [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk) Tel: 01993 861111

West Oxfordshire District Council: Executive Members 2022/23

Name of Councillor	Title and Areas of Responsibility
Andy Graham (Leader)	<b>Leader of the Council:</b> Policy Framework; Corporate Plan; Executive functions; Strategic Partnerships; Representation on Regional and National Bodies; Oxfordshire Partnership Board; Future Oxfordshire Partnership; Oxfordshire Local Enterprise Partnership; Oxfordshire Leaders; Publica & Ubico; Democratic Services; Communications; Legal Services; Emergency Planning; Data Protection; FOI; and Counter Fraud.
Duncan Enright (Deputy Leader)	<b>Economic Development:</b> Inward investment; Business Development; Visitor Economy; and Town and Village regeneration.
Dan Levy	<b>Finance:</b> Finance & Management; Council Tax and Benefits; Efficiency Agenda; Performance management of the Council; Asset management; Investment Strategy; and South West Audit Partnership.
Carl Rylett	<b>Planning and Sustainable Development:</b> Local Plan; Government planning policies and guidance; Conservation and Design; Design and Historic Environment; Landscape and Biodiversity; Strategic Housing; Development Management; and Ensuring planning policies meet 2030 requirement.
Mathew Parkinson	<b>Customer Delivery:</b> Parish and Town Empowerment; Equality and Diversity; Customer Services; ICT and services; Councillor Development; and Broadband.
Joy Aitman	<b>Stronger Healthy Communities:</b> Community; Community Revenue Grants; Voluntary sector engagement; Sports and Leisure facilities; Health and Safety; Public art; Facilities Grants; Community and Public Health; Healthy Communities; Health Improvement Board; Accountable Member for Refugee Resettlement Programme; and Young People.
Geoff Saul	<b>Housing and Social Welfare:</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; and Assets of Community Value.
Lidia Arciszewska	<b>Environment:</b> Energy Advice; Flood alleviation and sewage; Environmental and Regulatory; Environmental Partnership; Waste collection and recycling; Street Scene (cleansing, litter and grounds maintenance); Car parking; Air Quality; and Land, food, farming.
Andrew Prosser	<b>Climate Change:</b> Renewable energy and retrofit investment; Biodiversity across the District; Carbon neutral by 2030; Fossil fuel dependence reduction; Local, national and county wide liaison on climate; Internal liaison on Climate Change; and EV Charging Rollout.

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)



Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Executive Member	Lead Officer	Consultation	Background Documents
Waste Service Review and Update and Ubico Contract Extension	Yes	Open	Executive Council	8 Mar 2023 22 Mar 2023	Executive Member for Environment - Cllr Lidia Arciszewska  Leader of the Council - Cllr Andy Graham	Business Manager Contracts - Scott Williams		
Review of Grant Schemes	Yes	Open	Executive	8 Mar 2023	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Assistant Director - Communities - Andy Barge		
Q3 Service Performance Report	No	Open	Executive	8 Mar 2023	Executive Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Q3 Finance Performance Report	No	Open	Executive	8 Mar 2023	Executive Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		

Council Tax Premiums - Second Homes	No	Open	Executive	8 Mar 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		
Community Infrastructure Levy (CIL) Update	No	Open	Executive	8 Mar 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		
Business Rates Relief 2023/24: Retail, Hospitality & Leisure Scheme	Yes	Open	Executive	8 Mar 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		
Section 13A Discretionary Council Tax Appeal	No	Open	Executive	8 Mar 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		
West Oxfordshire Local Plan 2041 - Update	No	Open	Executive	19 Apr 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		

West Eynsham Strategic Development Area (SDA) Masterplan	No	Open	Executive Executive	19 Apr 2023 19 Apr 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		
Council Tax Support Fund	Yes	Open	Executive	19 Apr 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		
Equality, Diversity & Inclusion Policy	No	Open	Executive	19 Apr 2023	Councillor Mathew Parkinson, Executive Member for Customer Delivery	Assistant Director - Organisational Effectiveness - Zoe Campbell		
West Oxfordshire Annual Monitoring Report 2021/2022	Yes	Open	Executive	19 Apr 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		
Transfer of Playing Areas to Witney Town Council	No	Open	Executive	19 Apr 2023	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Assets Manager - Jasmine McWilliams		

Integrated Care Strategy Engagement Work	No	Open	Executive	19 Apr 2023	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Community Wellbeing Manager - Heather McCulloch		
Development Management Improvement Programme	No	Open	Executive	19 Apr 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Business Manager Development & Sustainability - Phil Shaw		
Supporting Small Business Rate Relief	Yes	Open	Executive	19 Apr 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		
Environmental Health Out of Hours Service	No	Open	Executive	19 Apr 2023	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Philip Measures		
Ubico Business Plan 2023/2024	No	Open	Executive	19 Apr 2023	Leader of the Council - Cllr Andy Graham	Business Manager Contracts - Scott Williams		

Consideration of Local Authority Housing Fund Application	Yes	Open	Executive	19 Apr 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul			
Developer Contributions Supplementary Planning Document	No	Open	Executive	19 Apr 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Chris Hargraves		
Salt Cross Area Action Plan	No	Open	Executive	19 Apr 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Chris Hargraves		
Approval of upgrade to WODC public space CCTV provision and monitoring arrangements	Yes	Open	Executive	21 Jun 2023	Executive Member for Housing and Social Welfare - Councillor Geoff Saul,	Assistant Director - Communities - Andy Barge		
Review of Car Parks	No	Open	Executive	21 Jun 2023	Executive Member for Environment - Cllr Lidia Arciszewska	Maria Wheatley		

**Key Decisions Delegated to Officers**

Allocate funding from the Project Contingency Earmarked Reserve	Yes	Open	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths	Before 31 Mar 2023	Executive Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Standing delegation: Settlement of Legal Claims The Head of Legal Services has delegated authority in the Council's Constitution to settle or compromise any proceedings as they deem appropriate and expedient for the Council's interests.	Yes	Open	Interim Head of Legal Services - Helen Blundell	Before 31 Dec 2023	Leader of the Council - Cllr Andy Graham, Executive Member for Finance - Cllr Dan Levy	Interim Head of Legal Services - Helen Blundell		
Allocation of New Initiatives Funding	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	Before 31 Mar 2023		Councillor Andy Graham		

**Other business for Council Meetings**

Appointment of Independent Persons	Yes	Open	Council	22 Mar 2023	Councillor Luci Ashbourne, Chair of Standards Sub-Committee	Monitoring Officer - Susan Sale		
Members Allowances Scheme 2023-2027	Yes	Open	Council	22 Mar 2023	Leader of the Council - Cllr Andy Graham	Business Manager Democratic Services - Andrew Brown		

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