

Wednesday, 16 November 2022

Tel: 01993 861522
e-mail - 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, 24 November 2022 at 6.00 pm.**



Giles Hughes
Chief Executive

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

Councillors: Andrew Beaney (Chair), Rizvana Poole (Vice-Chair), Luci Ashbourne, Jill Bull, Nathalie Chapple, Owen Collins, Jane Doughty, Natalie King, Liz Leffman, Nick Leverton, Charlie Maynard, Lysette Nicholls, Rosie Pearson, Harry St John and 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 - 8)**
To approve the minutes of the meeting held on 11 October 2022.
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, 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, by no later than 10.00am on the working day before the meeting.
5. **Chairman's Announcements**
Purpose:
To receive any announcements from the Chairman of the Committee.
6. **WODC Refugee Update**
Purpose:
The Committee had requested regular updates of WODC Refugee status. A verbal update to be given.

Recommendation:
The Committee notes the WODC Refugee current update.
7. **Greenwich Leisure Limited (GLL) Update**
Purpose:
The Committee to receive a verbal update from Greenwich Leisure Limited (GLL), and answers to questions sent to GLL recently.

Recommendations:
That the Committee notes the update and answers from GLL and comments where necessary.
8. **West Oxfordshire Council Plan 2023 - 2027 (Pages 9 - 38)**
Purpose:
The Council's new corporate plan for 2023-27 (The Council Plan) is being developed in order to succeed the previous plan that covered the period 2020-24. In May 2022 there was a change of administration at the District Council and in July 2022 it was agreed that in light of the changing context in which the Council Plan 2020 – 24 was developed (not least by the impacts of the Covid-19 pandemic) that a review of the Council Plan would be appropriate. The West Oxfordshire Council Plan 2023 - 2027 presents five new

strategic priorities for the District which reflect the wide ranging issues and challenges requiring focus and attention over the immediate and longer term. This report provides an opportunity for the Overview & Scrutiny Committees to comment on a draft of the Plan so that their views and insights can be taken into account in developing the final version of the Plan. The final version of the Council Plan will be presented to Cabinet in January 2023 and then Full Council in early 2023 for adoption.

Recommendation:

To provide comments on the Draft West Oxfordshire Council Plan 2023 - 27

9. **Service Performance Report 2022/23 - Quarter One (Pages 39 - 46)**

Purpose:

To give the Committee the opportunity to comment on the Quarter One Performance Monitoring Report.

Recommendation:

That the Committee notes the update.

10. **Committee Work Programme (Pages 47 - 62)**

Purpose:

To provide the Committee with an updated Work Programme for 2022/2023.

Recommendation:

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

11. **Cabinet Work Programme (Pages 63 - 74)**

Purpose:

To give the Committee the opportunity to comment on the Cabinet Work Programme published November 2022.

Recommendation:

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

(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 Committee Room 1 at 6.30 pm on **Tuesday, 11 October 2022**

PRESENT

Councillors: Andrew Beaney (Chair), Rizvana Poole (Vice-Chair) to item 31, Joy Aitman, Jill Bull, Jane Doughty, Natalie King, Nick Leverton, Charlie Maynard, Michele Mead, Rosie Pearson, Geoff Saul, Ruth Smith, Harry St John and Alex Wilson

Also present Councillor Aitman (Cabinet member for Stronger, Healthy Communities) and Councillor Saul (Cabinet Member for Housing and Social Welfare).

Officers: Giles Hughes (Chief Executive), John Dearing (Group Manager - Residents Services) Andy Barge (Group Manager – Communities, Leadership and Management Team), Heather McCulloch (Community Well Being Manager), Anne Learmonth (Strategic Support Officer) and Janet Eustace (Democratic Services Manager).

Also present Josh Lenthall, Chief Executive, Active Oxfordshire.

24 Minutes of Previous Meeting

The minutes of the meeting held on 26 May 2022 were approved as a true record subject to '£3000.000,' being amended to £300,000 (page 4) and were signed. Cllr Wilson asked that his request regarding the more even spread of CCTV cameras the district be recorded.

The Minutes of the meeting held on 8 September 2022 were approved and were signed by the Chair as a correct record. Councillor Doughty gave her retrospective apologies for the meeting having been caught in traffic.

25 Apologies for Absence

Apologies were received from Councillors: Ashbourne, Nicholls and Owens. Councillors Mead and Smith substituted for Councillors Nicholls and Collins.

26 Declarations of Interest

The Chair declared a non-pecuniary interest in item 29 as a member of staff at Burford School.

27 Participation of the Public

There was no public participation.

28 Youth Needs Assessment

Heather McCulloch (Community Wellbeing Manager) introduced this item. She explained that 3908 responses had been received and that they provide a snap shot of the views of young people across the district. She highlighted the sections on barriers preventing young people from taking part in activities and the challenges they face.

11/October2022

In discussion Ms McCulloch explained that all mainstream state schools were invited to participate. Burford School did not have capacity to get involved. Marlborough School allowed only Year 7's to participate. It was decided not to invite special schools to participate as the questionnaire was difficult for young people with more complex additional needs to engage with. In order to enable their participation, two focus groups were organised, one at Abingdon and Witney College for 16-25 year olds and one at Yellow Submarine with 12-18 year olds. The survey had been a paper exercise which had been recommended by Oxford City Council as securing the best response. She said that the response rate had been much higher than anticipated but agreed that other methods might be tried in future. There was discussion around the findings on mental health and how the Council might follow up on concerns that had been raised. Ms McCulloch explained that it was not possible to identify individuals but that the findings of the report could be used to lobby for services to be improved. She undertook to break down the figures shown in the graph at paragraph 9 of the report. The survey demonstrated that parents were the greatest source of support but that they, in turn, needed support.

The Committee discussed the next steps. It was suggested that the survey should be undertaken regularly although it was recognised that resource would be an issue. It was recognised that it was crucial to involve young people and to listen and act upon their views.

The Chair thanked Ms McCulloch and Ms Brossard for an excellent report.

Resolved that the Committee note the report.

29 Active Oxfordshire Presentation

Josh Lenthall, Chief Executive Active Oxfordshire, gave a presentation on the work of the organisation. He talked about the success of two projects being delivered in partnership with the Council: Move Together and YouMove where the number of participants were outstripping expectations.

In discussion, Mr Lenthall said that YouMove had secured funding of a little under £750,000 over two years. Move Together had £362,000 which would cover costs until March 2023. He was hopeful that funding would continue as it had been demonstrated that the project had saved savings in excess of £1 million to the health service.

Referrals come from a number of sources including GPs, social media and self-referrals. Free school meals were used as a means of identifying children most in need of help but other indicators were also taken into account to ensure a flexible response.

Mr Lenthall said that the population in West Oxfordshire was more active than elsewhere in the County and that the Active Oxfordshire projects in the District were punching well above their weight.

11/October2022

The Chair thanked Mr Lenthall for his presentation and congratulated the organisation on the success of its projects.

Resolved that the Committee note the report.

Councillor Poole left the meeting at 7.30 pm.

30 REEMA North update from Jon Wooden

Mr Wooden was not present at the meeting but had sent a written update which was read out by the Chair.

“The MOD housing project on the REEMA North site has moved forward through our scrutiny and approvals process, and we are now in the final approvals stage and are hoping for an outcome by October. We can assure you that 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. In parallel we continue to develop and refine our strategy for the site. To this end we have 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 we have been reviewing previous planning submissions to inform us ahead of working up an application to a full submission.”

Councillors expressed concerns that so little progress had been made on this project. There were questions around the mix of Service quarters and private housing and the numbers of each. The Chief Executive said that a planning application would have to come forward for consideration but it was not clear when this would happen. It was felt that pressure had to be put on DIO to move forward.

Resolved that Jon Wooden (Deputy Head of Estates DIO) should be required to attend the next meeting.

31 Service Performance Report 2021-2022 Quarter Four

The Chair invited questions on the report.

Phil Martin (Group Manager - Business Services) was to be asked to provide details of those areas of the district without Gigaclear.

Jon Dearing (Group Manager - Residents Services) confirmed that the Council’s performance on handling planning applications was improving and that the backlog on enforcement cases was reducing.

Resolved that the Committee note the report

32 Committee Work Programme

The Chair introduced the report.

Councillor Bull said that she had raised a number of urgent questions regarding the performance of GLL which needed answering before the November meeting. The Chief executive asked that she send these to him so that he could ask officers to investigate. Councillor Bull said that she had already had discussion with officers but that the problems had not been resolved. The Chair suggested setting up a Working Group to take this forward.

Committee **Resolved** that:

- A Working Group comprising Councillors Aitman, Beaney, Bull, Doughty, King and Poole be set up with Terms of Reference to be agreed.
- The Committee work plan be noted.


33 Cabinet Work Programme

The Chair introduced the report

Resolved that the Committee note the report

The Meeting closed at 8.05 pm

CHAIR

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>Economic and Social Overview and Scrutiny Committee 24 November 2022</p>
<p>Report Number</p>	<p>Agenda Item No. 8</p>
<p>Subject</p>	<p>West Oxfordshire Council Plan 2023 - 2027</p>
<p>Wards affected</p>	<p>All</p>
<p>Economic and Social Accountable member / Group Manager Lead</p>	<p>Councillor Andrew Beaney, Chair Economic and Social Overview and Scrutiny Committee Email: Andrew.beaney@westoxon.gov.uk Group Manager Lead : Jon Dearing, jon.dearing@publicagroup.uk</p>
<p>Accountable Officer</p>	<p>Giles Hughes, Chief Executive Officer Email: giles.hughes@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>The Council's new corporate plan for 2023-27 (The Council Plan) is being developed in order to succeed the previous plan that covered the period 2020-24. In May 2022 there was a change of administration at the District Council and in July 2022 it was agreed that in light of the changing context in which the Council Plan 2020 – 24 was developed (not least by the impacts of the Covid-19 pandemic) that a review of the Council Plan would be appropriate. The West Oxfordshire Council Plan 2023 - 2027 presents five new strategic priorities for the District which reflect the wide ranging issues and challenges requiring focus and attention over the immediate and longer term. This report provides an opportunity for the Overview & Scrutiny Committees to comment on a draft of the Plan so that their views and insights can be taken into account in developing the final version of the Plan. The final version of the Council Plan will be presented to Cabinet 11 January 2023 and then Full Council in early 2023 for adoption.</p>
<p>Annexes</p>	<p>Annex 1 – Draft West Oxfordshire Council Plan 2023 – 27 Plain text version Annex 2 – Draft West Oxfordshire Council Plan 2023 - 27</p>
<p>Recommendation</p>	<p>To provide comments on the Draft West Oxfordshire Council Plan 2023 - 27</p>
<p>Corporate priorities</p>	<p>The Draft West Oxfordshire Council Plan 2023 – 27 presents a set of five new priorities for West Oxfordshire, reflecting the issues of strategic importance to the District during the time period of the Council Plan and beyond.</p>
<p>Key Decision</p>	<p>Yes</p>
<p>Exempt</p>	<p>No</p>

<p>Consultees / Consultation</p>	<p>The Draft West Oxfordshire Council Plan 2023 – 27 was informed by the ‘Your Voice Counts’ programme of consultation, comprising: a digital consultation open to all (24 August 22 to 5 October 22) which received over 4000 visitors and generated over 400 responses, a Town and Parish Council and Village Meeting Summit and a Stakeholder Event with attendance from a range of organisations active in West Oxfordshire from across the environment, social and economic sectors.</p>
----------------------------------	---

1. BACKGROUND

- 1.1. In May 2022 following the local elections a new administration was voted into power at West Oxfordshire District Council (made up of a cross party coalition, the West Oxfordshire Alliance). An early set of priorities highlighted particular issues they seek to address during their tenure.
- 1.2. The current adopted Council Plan 2020 – 2024 sets out 6 priorities established by Council under the former administration: climate action; heathy towns and villages; a vibrant district economy; strong local communities; meeting the housing needs of our changing population and modern council services and sustainable finance.
- 1.3. In July 2022 Cabinet agreed to revisit these priorities with a view to revising the Council Plan which was considered timely given the new administration, and that the context in which priorities of the Council Plan 2020 - 24 were developed had changed (not least by impacts of the Covid-19 pandemic).
- 1.4. The review provided an opportunity for engagement with a wide range of stakeholders, including the general public, to test that the priorities in the Council Plan correctly reflect the challenges facing the District today. In order to do so, the ‘Your Voice Counts’ programme of engagement was designed to capture contributions from a wide range of stakeholders to inform both the Council Plan and Local Plan reviews. Inputs were invited from the general public via the digital platform ‘CommonPlace’ (receiving over 4000 visitors who submitted more than 400 contributions), and two in person events with Town and Parish Councils and stakeholder groups representing the environment, economic and social sectors.
- 1.5. The outputs of the ‘Your Voice Count’s programme of engagement have been analysed to ensure that the priorities in the revised Council Plan correctly reflect the challenges facing the District today and will address the issues that matter the most to those that live and work here.
- 1.6. The Council Plan will be underpinned by an Action Plan, to be reviewed annually, setting out actions to be taken by the Council to deliver the priorities in the Council Plan. These will include projects to be carried out by the Council and through working collaboratively with partner organisations. The stakeholder engagement event, held as part of the ‘Your Voice Counts’ consultation, provided an opportunity for a range of organisations active in the District with remits that relate to West Oxfordshire’s environment, economy and/or the community to share their local insight and expertise, identify where common interests lie

and the potential for working jointly to deliver the priorities in the revised Council Plan. These will be detailed in the Action Plan where there is a commitment from partners to work with the Council on specific projects.

- 1.7. An up to date Council Plan will helpfully provide a corporate policy framework against which other areas of Council activity will sit, for example the review of the Local Plan (as the spatial strategy for the development of the District) and the allocation of £1,000,000 UK Shared Prosperity Fund and £716,216 Rural England Prosperity Fund monies to projects in the District.

2. MAIN POINTS

- 2.1. The draft Council Plan sets out a vision for the District that is 'Shaping West Oxfordshire as a District which offers a fulfilling and meaningful quality of life for our residents with opportunities for all to flourish, a thriving a prosperous place for entrepreneurs and businesses, where local people and visitors can enjoy the beauty and heritage of our landscape, built and natural environment.'

- 2.2. Five high level strategic priorities underpin the delivery of the vision above:

Putting Residents First

Putting Residents, Young and Old, at the Heart of What We Do

A Good Quality of Life for All

The Council will be a hive of activity to help build and support thriving towns and villages that provide residents with a high quality of life by supporting a vibrant local economy, homes that meet people's needs, excellent health and wellbeing and ensuring equal access to opportunity for all.

A Better Environment for People and Wildlife

The Council will be a progressive custodian of our environmental resources, supporting a healthy natural landscape which is rich in wildlife and habitats that are enjoyed by and benefit all.

Responding to the Ecological and Climate Emergency

The Council will be a community leader in responding to the challenges of climate change, including rapidly reducing greenhouse gas emissions and preparing the District and its communities for the impacts of climate change to ensure a fair transition for all to a future that will be defined by climate change.

Working Together for West Oxfordshire

The Council recognises that to deliver on our aspirations and the priorities in this Council Plan for West Oxfordshire, working collaboratively with others will be essential.

- 2.3. In addition to the vision and priorities above, a portrait of West Oxfordshire is included within the Council Plan to provide contextual data on a range of themes against which the priorities

sit. This has been drawn from a wide range of sources including the latest Census 2021 data release and the recently published Oxfordshire Joint Strategic Needs Assessment (October 2022).

- 2.4. As part of the development process for the new Plan, the Council's Overview & Scrutiny Committees are now given the opportunity to comment on the draft document. In particular, insight from Overview and Scrutiny Committee Members is welcomed to test that the scope and framing of the proposed priority policy themes correctly reflects the range of strategic issues facing the District and how the Council, either working internally or with partners, can take action to address these.

3. NEXT STEPS AND TIMETABLE

- 3.1. Following consideration of the draft Council Plan by the Scrutiny Committees, a report presenting the resolutions arising from these meetings will be presented to Cabinet alongside the Council Plan in January 2023. Where appropriate the draft Council Plan will be finalised in response to these resolutions ahead of presentation to Full Council for adoption in early 2023.
- 3.2. On adoption of the revised Council Plan, an Action Plan will be developed specifying actions to be taken including detail on the role of the Council in this, required partner inputs, resources required and anticipated outputs with defined 'measures of success' to enable the Council to demonstrate that the Council Plan priorities are being delivered.

4. LEGAL IMPLICATIONS

- 4.1. There are no legal implications arising directly from this Report.

5. RISK ASSESSMENT

- 5.1. The purpose of the Council Plan is to direct effort towards priority issues and this should help ensure that resources are focussed on delivering what is most important to the Council. Any significant actions will be subject to the Council's corporate risk management approach and will, therefore, be tested in terms of risk likelihood, potential impact and identification of mitigation steps.

6. EQUALITIES IMPACT

- 6.1. The pursuit of a revised Council Plan should have a positive effect in terms of its equalities impact. It will be appropriate to complete an informed Equalities Impact Assessment as the work is further specified following development of priorities in the Council Plan and plans for delivery are outlined in the supporting Action Plan.

7. CLIMATE CHANGE IMPLICATIONS

- 7.1. None arising directly from this report. Addressing the climate and ecological crisis has been identified as a priority in the Council Plan and actions towards addressing the climate and ecological crisis will be detailed in the Action Plan which will follow the adoption of the Council Plan.

8. ALTERNATIVE OPTIONS

8.1. Not relevant

9. **BACKGROUND PAPERS**

9.1. None.

This page is intentionally left blank

West Oxfordshire Council Plan 2023 – 2027

Introduction from the Leader

West Oxfordshire Council Plan 2023-2027 reflects the key aims of a listening Council which has a drive to be aspirational, innovative and bold so that we can fulfil our ambition for the District. The Council Plan presents five priorities that seek to shape our approach to addressing a range of strategic issues facing West Oxfordshire in the time frame of this Council Plan and beyond.

At the heart of producing this Council Plan is a motivation by the Council to support those who chose to live in the District to enjoy an excellent quality of life with equal access to opportunity for all and in so doing address the challenges of maintaining and growing a vibrant economy, tackling the climate emergency, while delivering housing and infrastructure that meets people's diverse needs and encourages community cohesion. All of this needs to be within a healthy environment – where wildlife thrives, air and water are clean and support that wildlife, and that will enable us to adapt to climate change and the more extreme weather conditions that will result from this. The five priorities for the West Oxfordshire Council Plan 2023-2027 are:-

1. Putting Residents First
2. A Good Quality of Life for All
3. A Better Environment for People and Wildlife
4. Responding to the Climate and Ecological Emergency
5. Working Together for West Oxfordshire

In writing these priorities, the Council recognises that whilst our District is relatively prosperous, with much to celebrate by way of beautiful countryside and attractive towns and villages, inequalities remain within our communities. These inequalities were amplified by the Covid-19 pandemic and continue as we face the immediate cost of living crisis. In addition to this, climate change poses a challenge to ensure that as well as doing our utmost to reduce our own impacts, we prepare for the impact this will have on our communities and that our communities are supported to adapt equally. We do not want climate change to further exacerbate inequalities.

We are an outward facing Council and it is in this spirit that the Council Plan has been produced. We would like to thank the many individuals and organisations who contributed hundreds of responses to the 'Your Voice Counts' consultation which led to the creation of this Council Plan. We cannot make progress on addressing these challenges facing West Oxfordshire as a Council standing alone, so we welcome continued partnership working with other organisations in every part of the District. This Council Plan sets the framework for this activity. Following the adoption of the Council Plan, an annual Action Plan for West Oxfordshire will be produced giving details of projects to be undertaken that will address the Council Plan priorities. It will be produced annually to give us the flexibility to respond to changing local circumstances and shifting or changing national policy demands. These will be accompanied by clear measures of success that will be reported on annually to demonstrate that progress is being made.

The publication of this Council Plan is the start of a process and we look forward to taking steps to address the complex issues and challenges facing West Oxfordshire so that all residents can enjoy a good quality of life in an environment which has been protected, restored and enhanced for future generations to enjoy.

Vision for West Oxfordshire

Shaping West Oxfordshire as a District which offers a fulfilling and meaningful quality of life for our residents with opportunities for all to flourish, a thriving and prosperous place for entrepreneurs and businesses, where local people and visitors can enjoy the beauty and heritage of our landscape, built and natural environment.

You Said:

'Tackling the big issues around providing housing for all, local jobs, dealing with inequalities, the climate and ecological crisis, lack of key infrastructure such as medical facilities, public transport, care homes, schools, parks, nature reserves, community centres and sports areas to name but a few need to be prioritised. Sustainable development is about helping to support and grow existing and new communities...'

Priority – Putting Residents First

Putting Residents, Young and Old, at the Heart of What We Do

- The Council will listen and act in the best interests of residents by:
 - Being an outward facing, accessible and open Council, improving our use of technology to increase understanding and access to what we do, how we work and the decisions we take.
 - Providing easy to use platforms for public consultations that are effective, accessible and timely so that the voice of residents can be heard in planning and other Council decisions.
 - Positively engaging with and listening to locally elected representatives on Town and Parish Councils.
 - Actively seeking the voice of the seldom heard, including those of young people, to understand their particular needs and ensure that the Council is taking decisions that meet these needs.
- The Council will act with outstanding levels of transparency and accountability, with high standards of governance and trustworthiness.
- The Council will actively manage Council budgets, delivering good levels of service through the wise and efficient use of funds available as well as enabling those budgets to grow so that the Council can take action towards the priorities of this Council Plan.
- The Council will seek to attract inward investment in our towns, villages and rural areas so that they can flourish and be sustained with new jobs and housing and infrastructure that are designed to meet the needs and aspirations of our residents.

You said:

'The Council should always be open to us, the citizens of the area, more interaction and opinions from the electorate will always improve the service provided to us.'

'Where the Council has a statutory duty it must focus on delivery in a cost effective and transparent manner. Where the Council has 'powers to act' it should do so in a way that balances local opinion with national and local guidance/policies. Where the Council has neither powers nor duties it should still seek to engage and facilitate on issues but without undue influence.'

'Good communications are very important to reflect the Council's ideas and actions. This should be coupled with taking others along in decision making reviews – to effect change bring the community with you.'

'I think it is personally hugely important for people within our community, especially those who struggle for physical/mental/emotional reasons, to find their voice + feel above all their concerns are listened to and validated.'

Priority – A Good Quality of Life for All

The Council will be a hive of activity to help build and support thriving towns and villages that provide residents with a high quality of life by supporting a vibrant local economy, homes that meet people's needs, excellent health and wellbeing and ensuring equal access to opportunity for all.

Focus for Action in West Oxfordshire:-

- Ensure the timely provision of built, blue and green infrastructure which meets the needs of existing and incoming residents and that encourages physical and mental well-being, community cohesion and delivers a high quality of life.
- Explore the scope for alternative means of delivering the range of homes in the District that meet the diverse needs of our communities, such as investment in tenures and sizes of homes that the market does not currently deliver enough of.
- Work with partners to support a vibrant local economy which gives residents the opportunity to prosper and fulfil their ambitions through secure jobs and exciting careers, entrepreneurship and developing new skills to participate in and contribute to the local economy.
- Support the retention of existing and development of new services and facilities that contribute to the local economy, community wellbeing and cohesion.
- Work with Oxfordshire County Council and others to increase the opportunity for residents to travel around and beyond the District on foot or by bike, or on public transport, to reduce car dependence and benefit from the health and economic benefits of doing so.

You said:

'The huge economic and environmental challenges we all face mean we need to involve as many people and organisations as possible in order to find solutions. All decisions need to be open to scrutiny, challenge & constant review'

'Thriving communities are the beating heart of West Oxfordshire & this was demonstrated strongly through the pandemic. We need this vibrancy to continue & the District Council has a major role to play in supporting this. Accessibility is another important issue, especially in rural areas. Public transport needs to be supported & enhanced together with extensions to safe walking & cycling routes & the promotion of active travel.'

'The Council's primary focus should be on strengthening and supporting communities, community spaces, skills & public spaces. Moving towards a 'donut' economy, one which prioritises wellbeing whether or not it is economically growing is key. Economic growth & business growth shouldn't be a key priority, or if it must be a priority, social & environmental wellbeing should have equal weighting in decisions'

'To maintain our communities, we need housing affordable for key workers including teachers, health & care workers ... those who work in shops, leisure centres & the hospitality sector, now & in the future. All options including local authority build & self build must be considered.'

Priority – A Better Environment for People and Wildlife

The Council will be a progressive custodian of our environmental resources, supporting a healthy natural landscape which is rich in wildlife and habitats that are enjoyed by and benefit all.

Focus for Action in West Oxfordshire:-

- Work with others to ensure that land, air and water support biodiverse habitats, reduce pollution and bring about nature recovery to the District, putting it at the forefront of local decision making.
- Recognise and support the vital role of farming in natural ecosystem conservation and economic resilience, and the role that environmentally sustainable farming can play in achieving this.
- Help people to connect with nature by improving understanding of and public access to greenspaces and the countryside.
- Be an active participant in the Oxfordshire Local Nature Partnership and contribute to the production of the Local Nature Recovery Strategy to establish priorities and map proposals for action to drive nature's recovery and provide wider environmental benefits specific to West Oxfordshire.
- Work with others to facilitate environmentally sensitive flood management of our river catchments.

You said:

'Nature recovery is vitally important but not well understood by most people. Local councils, communities, landowners and others have an important role to play to engage with the public as part of nature recovery planning.'

'Although it is easy to get distracted by more 'immediate' issues such as Covid-19, the state of the environment is just as urgent, if not more so, despite its perception. As such, solutions to resolve climate change and loss of biodiversity should always remain top of the agenda despite any concurrent issues.'

'Most of West Oxfordshire's countryside is intensively farmed and inaccessible to the public, with few significant open access areas. Efforts should be made to extend the few commons that exist (for example at North Leigh) to create more opportunities for public access to the countryside.'

'The protection and restoration of ecosystems and biodiversity within towns and villages and in the wider landscape is essential. The ongoing pollution of rivers and other waterways is a disgrace that needs tackling. We need far more resilience in our water system in the face of the rapidly changing environment.'

'High value agricultural land does need protection, but the agricultural system needs a radical overhaul if we want to tackle climate change, biodiversity loss and pollution.'

Priority – Responding to the Climate and Ecological Emergency

The Council will be a community leader in responding to the challenges of climate change, including rapidly reducing greenhouse gas emissions and preparing the District and its communities for the impacts of climate change to ensure a fair transition for all to a future that will be defined by climate change.

Focus for Action in West Oxfordshire:-

- Drive down carbon emissions from Council operations including leisure, waste and street cleansing and running of the Council's estate, and in so doing lead by example to inspire others to take action to collectively reduce the overall carbon emissions of the District.
- Encourage the use of natural processes to sequester carbon and combat the risks arising from climate change at a river catchment scale, such as restoration of meadows and trees to reduce flooding.
- Work with partner organisations and residents to facilitate the retrofit of carbon reduction measures in homes and businesses and pursue a drive to net zero carbon buildings in new developments through planning policy.
- Encourage renewable energy generation at appropriate sites in the District, improving local energy and economic resilience and supporting the community benefits that this resilience will bring.
- Work with Oxfordshire County Council to deliver on our joint commitment to active travel, including through improved walking and cycling infrastructure and public transport.

You said:

'...local communities and local government have a key role to play to enable individuals to take effective action on smart retrofitting covering insulation, energy generation, storage and timely energy use. Many people want to do the right thing but need support and advice to do it.'

(I most value living in West Oxfordshire because) it is a friendly, well-linked community with a sense of environmental awareness and a desire to improve opportunities for people and nature'

(One change that would improve West Oxfordshire) would be a Local Authority that was more pro-active in promoting ... more infrastructure to encourage active travel.'

'There are a number of co-benefits to things like that retrofit that should be factored into council decision making and long-term thinking should be prioritised, particularly where projects don't seem profitable in the short term but have long term social and environmental benefits.'

Priority – Working Together for West Oxfordshire

The Council recognises that to deliver on our aspirations and the priorities in this Council Plan for West Oxfordshire, working collaboratively with others will be essential. We therefore pledge to:

- Target available Council grant budgets to proposals by others that will deliver on Council priorities
- Work with existing businesses and new start-ups to access support available to enable their success
- Support Town and Parish Councils to represent their communities energetically and take action on issues important to their locality
- Support the Voluntary and Community Sector to continue to undertake activity which serves the needs of residents including established organisations and more informal groups working to address particular needs such as access to food, youth support and cultural provision.
- Make a dedicated effort to further understand and meet the needs of our young people, including children, teenagers and young adults leaving school, entering the world of work and/or seeking to set up home in the District.
- Look to invest in the building of homes that meet the diverse housing needs of our residents at all stages of their lives, including for those seeking to downsize or affordable social housing.

You said:

'The cost of living crisis is affecting all families so working closely with them to ensure that safe, healthy, nurturing environments are being created for young children to ensure the best start for them (should be a priority)'

'Engage and consult with your Parish Councils as these are the people who face the challenges first-hand'

'I think it is very important that the Council works with other organisations in the District, without being biased in any one particular direction. The villages are as important, if not more so being on the fringe of and in the Cotswold's as the urban areas, and their voice needs to be heard, particularly on environmental, planning and rural issues.'

This page is intentionally left blank

West Oxfordshire Council Plan 2023-2027



Our commitment to you

Page 23



WEST OXFORDSHIRE
DISTRICT COUNCIL

Introduction from the Leader

West Oxfordshire Council Plan 2023-2027 reflects the key aims of a listening Council which has a drive to be aspirational, innovative and bold so that we can fulfil our ambition for the District. The Council Plan presents five priorities that seek to shape our approach to addressing a range of strategic issues facing West Oxfordshire in the time frame of this Council Plan and beyond.

At the heart of producing this Council Plan is a motivation by the Council to support those who chose to live in the District to enjoy an excellent quality of life with equal access to opportunity for all and in so doing address the challenges of maintaining and growing a vibrant economy, tackling the climate emergency, while delivering housing and infrastructure that meets people's diverse needs and encourages community cohesion. All of this needs to be within a healthy environment – where wildlife thrives, air and water are clean and support that wildlife, and that will enable us to adapt to climate change and the more extreme weather conditions that will result from this. The five priorities for the West Oxfordshire Council Plan 2023-2027 are:-

1. Putting Residents First
2. A Good Quality of Life for All
3. A Better Environment for People and Wildlife
4. Responding to the Climate and Ecological Emergency
5. Working Together for West Oxfordshire

In writing these priorities, the Council recognises that whilst our District is relatively prosperous, with much to celebrate by way of beautiful countryside and attractive towns and villages, inequalities remain within our communities. These inequalities were amplified by the Covid-19 pandemic and continue as we face the immediate cost of living crisis. In addition to this, climate change poses a challenge to ensure that as well as doing our utmost to reduce our own impacts, we prepare for the impact this will have on our communities and that our communities are supported to adapt equally. We do not want climate change to further exacerbate inequalities.

We are an outward facing Council and it is in this spirit that the Council Plan has been produced. We would like to thank the many individuals and organisations who contributed hundreds of responses to the 'Your Voice Counts' consultation which led to the creation of this Council Plan. We cannot make progress on addressing these challenges facing West Oxfordshire as a Council standing alone, so we welcome continued partnership working with other organisations in every part of the District. This Council Plan sets the framework for this activity. Following the adoption of the Council Plan, an annual Action Plan for West Oxfordshire will be produced giving details of projects to be undertaken that will address the Council Plan priorities. It will be produced annually to give us the flexibility to respond to changing local circumstances and shifting or changing national policy demands. These will be accompanied by clear measures of success that will be reported on annually to demonstrate that progress is being made.

The publication of this Council Plan is the start of a process and we look forward to taking steps to address the complex issues and challenges facing West Oxfordshire so that all residents can enjoy a good quality of life in an environment which has been protected, restored and enhanced for future generations to enjoy.



West Oxfordshire Portrait



Total population: 114,200 in 2021



Approximately 48,000 households¹ in 2021



Population increase of 9% since 2011



Over 65s: 24,700 or 21.6% in 2021



Under 24s: 30,300 or 26.5% Of which, 9.7% or 11,100 are between 15 and 24



Carbon Emissions

The average resident carbon footprint is approximately 11.3 tonnes of carbon dioxide per year².

Target: Approximately 2.3 tonnes of carbon dioxide per person globally by 2030³



Air Quality

In 2021, the two air quality monitoring areas recorded nitrogen oxide levels 3.5 times above the safe annual limit set by the World Health Organisation⁴

WHO target: Annual mean of 10ug/m3 of nitrogen oxide⁵



Biodiversity

28% of sites of special scientific interest are in a 'favourable' condition⁶.

Our environment



Energy Use

45% of homes in West Oxfordshire have a low energy performance rating of D or below⁸.



Renewables

Renewable energy installations in 2021 produced 77,443 MWh of electricity¹¹, equivalent to 15% of the district's electricity demand¹².



Land Use

Woodland covers 9% of land in West Oxfordshire⁷.



Waste

57% of waste was recycled in the district in 2021⁹. Above national average of 44%¹⁰



Food

Witney Food Bank reports a 57% increase in usage in 2022 compared to 2021¹³.



Health

Life expectancy in West Oxfordshire is above the national average: 84.8 years for females and 81.5 years for males¹⁴.



Wellbeing

On average, people in West Oxfordshire rate their life satisfaction as 7.27 out of 10¹⁵, but 19% report being lonely some or most of the time¹⁶.

Below national average satisfaction of 7.39 Lower levels of loneliness than national average of 22%



Housing

House prices in 2021 were on average 11.4 times higher than average earnings¹⁷. Higher than national average of 9.1 times earnings



Local Economy

Median earnings are above the national average at £629.40/week²⁰. Above national average of £587.40

Our communities



Employment

The unemployment rate for 16-64 year olds is 2.3%²¹. This is better than the national average of 5.1% unemployment



Education

96.6% of those under 18 are in education or training¹⁸, 580 apprenticeships started in the 2021/22 academic year to date¹⁹.



Safety

In 2021, there were 1,080 victims of domestic abuse



Democratic Voice

38.5% of residents voted in the most recent local elections²²



Equality

18% of children under 16 in West Oxfordshire live in poverty²³ 7.3% of households were fuel poor in 2020²⁴. Both lower than national averages of 27% and 13.2% respectively.

1. <https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationandhouseholdestimatesenglandandwalescensus2021>
 2. <https://www.carbonplace.la/> includes: Electricity, gas, other heating, car driving, van driving, flights, public transport, food and drink, consumable goods, recreation and services
 3. <https://www.oxfam.org/en/press-releases/carbon-emissions-richest-1-set-be-30-times-15degc-limit-2030>
 4. <https://www.westoxon.gov.uk/media/suehy0b0/west-oxfordshire-air-quality-annual-report-2022.pdf>
 5. [https://www.who.int/news-room/fact-sheets/detail/ambient-\(outdoor\)-air-quality-and-health#:~:text=The%20current%20WHO%20guideline%20value,effects%20of%20gaseous%20nitrogen%20dioxide](https://www.who.int/news-room/fact-sheets/detail/ambient-(outdoor)-air-quality-and-health#:~:text=The%20current%20WHO%20guideline%20value,effects%20of%20gaseous%20nitrogen%20dioxide)
 6. <https://www.westoxon.gov.uk/media/wqdxefn/annual-monitoring-report-2020-2021.pdf>
 7. <https://static1.squarespace.com/static/5d7b4826120f1052b0c512ad/t/6166b109879be543a2375139/1634119952830/Our-Land-Our-Future+%28FINAL%29.pdf> OxTrees and Local Insight
 8. <https://www.ons.gov.uk/economy/environmentalaccounts/articles/carbon dioxide emissions and woodland coverage here you live/2021-10-21>
 9. Local Insight: <https://epc.opendatacommunities.org>
 10. <https://www.letsrecycle.com/councils/league-tables/2020-21-overall-performance-2/>
 11. <https://www.gov.uk/government/statistics/regional-renewable-statistics>
 12. <https://www.gov.uk/government/statistics/total-final-energy-consumption-at-regional-and-local-authority-level-2005-to-2020> 43,700toe = 508,231 MWh

13. [https://www.trusselltrust.org/news-and-blog/latest-stats/end-year-stats/2021-22:4664\(2015 to children\); 2020-21: 4,201 \(1,754 to children\)](https://www.trusselltrust.org/news-and-blog/latest-stats/end-year-stats/2021-22:4664(2015%20to%20children);2020-21:4201(1,754%20to%20children).). And Witney Food Bank.
 14. JSNA Population Chapter - 2022
 15. <https://www.ons.gov.uk/peoplepopulationandcommunity/wellbeing/bulletins/measuringnationalwellbeing/april2020tomarch2021> Annual Population Survey - question 'Overall, how satisfied are you with your life nowadays?' with 0 being 'not at all satisfied' and 10 being 'completely satisfied'
 16. JSNA 2022: Answering question 'How often do you feel lonely' with 'always/often' or 'some of the time' between Nov 20 and Nov 21
 17. ONS 2022. <https://www.ons.gov.uk/peoplepopulationandcommunity/housing/bulletins/housingaffordabilityinenglandandwales/2021>
 18. Oxfordshire County Council
 19. <https://explore-education-statistics.service.gov.uk/data-tables/apprenticeships-and-traineeships#subjectTabs=createTable>
 20. https://www.nomisweb.co.uk/home/release_group.asp?g=6
 21. https://insight.oxfordshire.gov.uk/cms/system/files/documents/JSNA2022_Full_Oct22.pdf
 22. <https://www.westoxon.gov.uk/media/3ps3fbb/summary-of-results-district-council-elections-2022.pdf>
 23. <https://endchildpoverty.org.uk/> Uses March 2022 dataset from UK Gov (before housing costs) + latest local area housing costs to estimate poverty rate after housing <https://www.gov.uk/government/statistics/children-in-low-income-families-local-area-statistics-2014-to-2021>
 24. <https://www.gov.uk/government/collections/fuel-poverty-statistics>

OUR VISION FOR WEST OXFORDSHIRE

Shaping West Oxfordshire as a District which offers a fulfilling and meaningful quality of life for our residents with opportunities for all to flourish, a thriving and prosperous place for entrepreneurs and businesses, where local people and visitors can enjoy the beauty and heritage of our landscape, built and natural environment.

YOU SAID:

‘Tackling the big issues around providing housing for all, local jobs, dealing with inequalities, the climate and ecological crisis, lack of key infrastructure such as medical facilities, public transport, care homes, schools, parks, nature reserves, community centres and sports areas to name but a few need to be prioritised. Sustainable development is about helping to support and grow existing and new communities...’

Photo taken by local resident Chris Marshall



Photo taken by local resident Josie Lovick



Priority I – Putting Residents First

Putting Residents, Young and Old, at the Heart of What We Do

- The Council will listen and act in the best interests of residents by:
 - Being an outward facing, accessible and open Council, improving our use of technology to increase understanding and access to what we do, how we work and the decisions we take.
 - Providing easy to use platforms for public consultations that are effective, accessible and timely so that the voice of residents can be heard in planning and other Council decisions.
 - Positively engaging with and listening to locally elected representatives on Town and Parish Councils.
 - Actively seeking the voice of the seldom heard, including those of young people, to understand their particular needs and ensure that the Council is taking decisions that meet these needs.
- The Council will act with outstanding levels of transparency and accountability, with high standards of governance and trustworthiness.
- The Council will actively manage Council budgets, delivering good levels of service through the wise and efficient use of funds available as well as enabling those budgets to grow so that the Council can take action towards the priorities of this Council Plan.
- The Council will seek to attract inward investment in our towns, villages and rural areas so that they can flourish and be sustained with new jobs and housing and infrastructure that are designed to meet the needs and aspirations of our residents.



You said:

‘The Council should always be open to us, the citizens of the area, more interaction and opinions from the electorate will always improve the service provided to us.’

‘Where the Council has a statutory duty it must focus on delivery in a cost effective and transparent manner. Where the Council has ‘powers to act’ it should do so in a way that balances local opinion with national and local guidance/policies. Where the Council has neither powers nor duties it should still seek to engage and facilitate on issues but without undue influence.’

‘Good communications are very important to reflect the Council’s ideas and actions. This should be coupled with taking others along in decision making reviews – to effect change bring the community with you.’

‘I think it is personally hugely important for people within our community, especially those who struggle for physical/mental/emotional reasons, to find their voice + feel above all their concerns are listened to and validated.’



Priority 2 – A Good Quality of Life for All

The Council will be a hive of activity to help build and support thriving towns and villages that provide residents with a high quality of life by supporting a vibrant local economy, homes that meet people's needs, excellent health and wellbeing and ensuring equal access to opportunity for all.

Focus for Action in West Oxfordshire:-

- Ensure the timely provision of built, blue and green infrastructure which meets the needs of existing and incoming residents and that encourages physical and mental well-being, community cohesion and delivers a high quality of life.
- Explore the scope for alternative means of delivering the range of homes in the District that meet the diverse needs of our communities, such as investment in tenures and sizes of homes that the market does not currently deliver enough of.
- Work with partners to support a vibrant local economy which gives residents the opportunity to prosper and fulfil their ambitions through secure jobs and exciting careers, entrepreneurship and developing new skills to participate in and contribute to the local economy.
- Support the retention of existing and development of new services and facilities that contribute to the local economy, community wellbeing and cohesion.
- Work with Oxfordshire County Council and others to increase the opportunity for residents to travel around and beyond the District on foot or by bike, or on public transport, to reduce car dependence and benefit from the health and economic benefits of doing so.



You said:

‘The huge economic and environmental challenges we all face mean we need to involve as many people and organisations as possible in order to find solutions. All decisions need to be open to scrutiny, challenge & constant review.’

‘Thriving communities are the beating heart of West Oxfordshire & this was demonstrated strongly through the pandemic. We need this vibrancy to continue & the District Council has a major role to play in supporting this. Accessibility is another important issue, especially in rural areas. Public transport needs to be supported & enhanced together with extensions to safe walking & cycling routes & the promotion of active travel.’

‘The Council’s primary focus should be on strengthening and supporting communities, community spaces, skills & public spaces. Moving towards a ‘donut’ economy, one which prioritises wellbeing whether or not it is economically growing is key. Economic growth & business growth shouldn’t be a key priority, or if it must be a priority, social & environmental wellbeing should have equal weighting in decisions.’

‘To maintain our communities, we need housing affordable for key workers including teachers, health & care workers ... those who work in shops, leisure centres & the hospitality sector, now & in the future. All options including local authority build & self build must be considered.’



Priority 3 – A Better Environment for People and Wildlife

The Council will be a progressive custodian of our environmental resources, supporting a healthy natural landscape which is rich in wildlife and habitats that are enjoyed by and benefit all.

Focus for Action in West Oxfordshire:-

- Work with others to ensure that land, air and water support biodiverse habitats, reduce pollution and bring about nature recovery to the District, putting it at the forefront of local decision making.
- Recognise and support the vital role of farming in natural ecosystem conservation and economic resilience, and the role that environmentally sustainable farming can play in achieving this.
- Help people to connect with nature by improving understanding of and public access to greenspaces and the countryside.
- Be an active participant in the Oxfordshire Local Nature Partnership and contribute to the production of the Local Nature Recovery Strategy to establish priorities and map proposals for action to drive nature's recovery and provide wider environmental benefits specific to West Oxfordshire.
- Work with others to facilitate environmentally sensitive flood management of our river catchments.



You said:

‘Nature recovery is vitally important but not well understood by most people. Local councils, communities, landowners and others have an important role to play to engage with the public as part of nature recovery planning.’

‘Although it is easy to get distracted by more ‘immediate’ issues such as Covid-19, the state of the environment is just as urgent, if not more so, despite its perception. As such, solutions to resolve climate change and loss of biodiversity should always remain top of the agenda despite any concurrent issues.’

‘Most of West Oxfordshire’s countryside is intensively farmed and inaccessible to the public, with few significant open access areas. Efforts should be made to extend the few commons that exist (for example at North Leigh) to create more opportunities for public access to the countryside.’

‘The protection and restoration of ecosystems and biodiversity within towns and villages and in the wider landscape is essential. The ongoing pollution of rivers and other waterways is a disgrace that needs tackling. We need far more resilience in our water system in the face of the rapidly changing environment.’

‘High value agricultural land does need protection, but the agricultural system needs a radical overhaul if we want to tackle climate change, biodiversity loss and pollution.’



Priority 4 – Responding to the Climate and Ecological Emergency

The Council will be a community leader in responding to the challenges of climate change, including rapidly reducing greenhouse gas emissions and preparing the District and its communities for the impacts of climate change to ensure a fair transition for all to a future that will be defined by climate change.

Focus for Action in West Oxfordshire:-

- Drive down carbon emissions from Council operations including leisure, waste and street cleansing and running of the Council's estate, and in so doing lead by example to inspire others to take action to collectively reduce the overall carbon emissions of the District.
- Encourage the use of natural processes to sequester carbon and combat the risks arising from climate change at a river catchment scale, such as restoration of meadows and trees to reduce flooding.
- Work with partner organisations and residents to facilitate the retrofit of carbon reduction measures in homes and businesses and pursue a drive to net zero carbon buildings in new developments through planning policy.
- Encourage renewable energy generation at appropriate sites in the District, improving local energy and economic resilience and supporting the community benefits that this resilience will bring.
- Work with Oxfordshire County Council to deliver on our joint commitment to active travel, including through improved walking and cycling infrastructure and public transport.



You said:

‘...local communities and local government have a key role to play to enable individuals to take effective action on smart retrofitting covering insulation, energy generation, storage and timely energy use. Many people want to do the right thing but need support and advice to do it.’

(I most value living in West Oxfordshire because) it is a friendly, well-linked community with a sense of environmental awareness and a desire to improve opportunities for people and nature.’

(One change that would improve West Oxfordshire) would be a Local Authority that was more pro-active in promoting ... more infrastructure to encourage active travel.’

‘There are a number of co-benefits to things like that retrofit that should be factored into council decision making and long-term thinking should be prioritised, particularly where projects don’t seem profitable in the short term but have long term social and environmental benefits.’



Priority 5 – Working Together for West Oxfordshire

The Council recognises that to deliver on our aspirations and the priorities in this Council Plan for West Oxfordshire, working collaboratively with others will be essential. We therefore pledge to:

Focus for Action in West Oxfordshire:-

- Target available Council grant budgets to proposals by others that will deliver on Council priorities.
- Work with existing businesses and new start-ups to access support available to enable their success.
- Support Town and Parish Councils to represent their communities energetically and take action on issues important to their locality.
- Support the Voluntary and Community Sector to continue to undertake activity which serves the needs of residents including established organisations and more informal groups working to address particular needs such as access to food, youth support and cultural provision.
- Make a dedicated effort to further understand and meet the needs of our young people, including children, teenagers and young adults leaving school, entering the world of work and/or seeking to set up home in the District.
- Look to invest in the building of homes that meet the diverse housing needs of our residents at all stages of their lives, including for those seeking to downsize or affordable social housing.

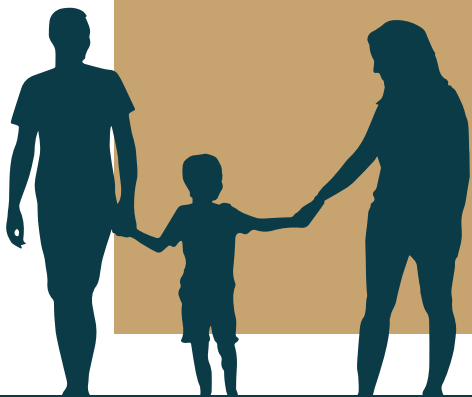


You said:

‘The cost of living crisis is affecting all families so working closely with them to ensure that safe, healthy, nurturing environments are being created for young children to ensure the best start for them (should be a priority)’

‘Engage and consult with your Parish Councils as these are the people who face the challenges first-hand.’

‘I think it is very important that the Council works with other organisations in the District, without being biased in any one particular direction. The villages are as important, if not more so being on the fringe of and in the Cotswold’s as the urban areas, and their voice needs to be heard, particularly on environmental, planning and rural issues.’






Your Voice Counts



WEST OXFORDSHIRE
DISTRICT COUNCIL

Agenda Item 9

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>Economic and Social Overview and Scrutiny Committee: Thursday 24 November 2022</p>
<p>Report Number</p>	<p>Agenda Item No. 9</p>
<p>Subject</p>	<p>Service Performance Report 2022-23 Quarter One</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>All relevant Cabinet Members</p>
<p>Accountable officer</p>	<p>Giles Hughes, Chief Executive Tel: (01993) 861658 Email: giles.hughes@westoxon.gov.uk Elizabeth Griffiths, Deputy Chief Executive & Chief Finance Officer Tel: (01993) 861188 Email: elizabeth.griffiths@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>This report provides details of the Council's operational performance at the end of 2022-23 Quarter One (Q1)</p>
<p>Annexes</p>	<p>Annex A – Service Dashboards</p>
<p>Recommendation</p>	<p>That the 2022/23 Q1 service performance be noted</p>
<p>Corporate priorities</p>	<p>Climate Action: Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity Healthy Towns and Villages: Facilitating healthy lifestyles and better wellbeing for everyone A Vibrant District Economy: Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Local Industrial Strategy Strong Local Communities: Supporting and building prosperous and inclusive local communities Meeting the Housing Needs of our Changing Population: Securing the provision of market and affordable housing of a high quality for a wide range of householders making their home in West Oxfordshire Modern Council Services and Sustainable Finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>

I. BACKGROUND

- I.1. The Council monitors service performance each quarter and a report on progress towards achieving the aim and priorities set out in the Corporate Plan is produced at the end of Q2 and Q4. On 13 July 2022, Cabinet agreed to revise the Council Plan and develop an Action Plan that will set out how the priorities in the Council Plan will be delivered.
- I.2. A high level Commissioning Framework was approved by Cabinet in October 2020 which sets out the relationship between Publica and the Council and their respective responsibilities. Publica must ensure that it provides the necessary information, including a range of performance indicators, to the Council so it can assess whether the commissioned services are being delivered in accordance with the agreed quality and standard. The Council's Chief Executive is responsible for reviewing and approving the information provided in this report prior to its publication.
- I.3. The Council's Chief Executive has received a report on service performance and has assessed it in line with the high level Commissioning Statement. Particular attention has been drawn to the following:
- i. The rising energy prices and higher cost of living is affecting householders, in particular those on low incomes. Although the Q1 council tax collection rate is not dissimilar to the previous year, it may be impacted by the cost of living crisis as we move through the year. In April 2022, the Council started to administer the £150 council tax rebate for homeowners in bands A-D, and those more vulnerable residents in Council Tax bands E to H. The rebate is not being applied to households' council tax accounts. At the end of June 2022, over 90% of those eligible for the mandatory scheme had received their payments. The Council paid out £3,979,700 to 29,797 households. In addition, the Council has set up a discretionary scheme to help those households who are not eligible for the mandatory scheme. Looking further ahead, the Council is already reviewing the Council Tax Support scheme for the next financial year and has completed modelling on further options for supporting residents;
 - ii. The Council's business rates collection figure (in year) is looking healthy at eight percentage points up on Q1 of the previous year. The collection rate was depressed over the previous two years due to the impact of Covid-19 on businesses. The Government will continue to support certain businesses with extended retail relief at 50% during this financial year. During Q1, £1,955,728 of the £2.27m of Covid Additional Relief Fund (CARF) was distributed to 922 businesses that were not eligible for the extended retail relief but have been affected by Covid-19. These businesses will have their accounts credited which will help to reduce the debt owed;
 - iii. In addition to supporting the Syrian and Afghan Resettlement programmes, the Council is supporting the 'Homes for Ukraine' scheme in which people in the UK are sponsoring/hosting a Ukrainian individual or family. At 30 June 2022 there were 156 sponsor properties registered, 133 of which have received their property inspection. The number of new sponsors signing up for the Homes for Ukraine scheme remains relatively low. Although there were no homeless presentations at the end of June 2022, the need for re-matching guests to new sponsors is increasing. A growing national concern is that many sponsors believed they were only 'signing up' for a six-month period and will require guests to find alternative accommodation after this time;

- iv. Affordable housing completions are well ahead of the target at the end of Q1. The ninety-five affordable homes completed included 17 for social rent at Lavender Place, Bampton which were provided by Cottsway in partnership with Oxfordshire Growth Deal and the Council. The forecast for the rest of the year is positive, with higher delivery forecasted for the first three quarters of the year. We understand that developers are still facing challenges in the procurement and supply chain, however there have been no reported adverse effects on the programmed delivery of affordable housing;
- v. Planning performance is continuing to show improvement. The service's improvement programme is making good progress with a range of projects focussed on improving the quality of applications submitted, improving the way the service communicates with customers, and improving the monitoring of workflows using case management tools to help manage resources. In addition, the planning process (validation to determination) has been reviewed by the Planning Advisory Service (PAS) and their report on the findings and recommendations for improvement has been received. The next step is to obtain high level endorsement from the Council and for those five recommendations to be implemented.

2. COUNCIL PRIORITIES

- 2.1. Cabinet agreed on 13 July 2022 to revise the Council Plan and develop an Action Plan that will set out how the priorities in the Council Plan will be delivered and will be informed by a programme of engagement.
- 2.2. The 'Your Voice' consultation programme will jointly inform the high level priorities of the new Council Plan and early 'issues and options' stage of the review of the Local Plan. The consultation programme involved three strands of activity:
 - Digital consultation on the CommonPlace platform from 24 August to 5 October 2022 (extended in light of 10 day period of national mourning);
 - Town and Parish Council Summit: Helping to Shape the Future of West Oxfordshire – attended by 40 representatives of 22 local councils;
 - Stakeholder Event: Helping to Shape the Future of West Oxfordshire – attended by 22 stakeholder organisations from across environment, economy and community sectors.
- 2.3. A draft Council Plan 2023-27 is expected to be brought forward to the Overview and Scrutiny committees in November and December 2022, with the final draft to be presented to Cabinet and Full Council in January 2023 for adoption.

3. SERVICE PERFORMANCE SUMMARY

- 3.1. Overall, performance at the end of Q1 appears positive with improvements continuing to be made in some key services such as benefits and planning.
- 3.2. During 2021-22, workloads were high in some services due to the impact of Covid-19 and a shortage of staff. As the nation emerged from the pandemic, the employment market became buoyant with competitive in particular for qualified professional staff. The retention of staff in some services such as customer services, planning, and the waste crew is expected to remain a challenge.

- 3.3. As we progress through the year, some services including revenues and benefits, and housing support are anticipating that the cost of living crisis could impact on workloads and performance. The Council is reviewing the Council Tax Support scheme in preparation for the next financial year, and the potential options for supporting households on low income.
- 3.4. There are a number of improvement programmes in progress across services focussed on improving the way services communicate with customers, increasing automation and self-serve options for customers, and improving the monitoring of workflows using case management tools to help services to actively manage resources.

Key points by service area themes

3.5. Development Management

- Planning determination times for ‘Minor’ and ‘Other’ applications are continuing to improve and exceeded the target of 80% in both May (Actual: 87%) and June (Actual: 89%). The team reached full capacity at the end of 2021/22 including the two additional posts which has had a positive impact on planning determination times.
- The recruitment to vacant posts has allowed the team to revert to their intended structure, and caseloads are manageable for this team which is comprised of some less experienced officers. These officers are receiving training as well as support from the more experienced officers.
- There are currently two planning enforcement post vacancies; this work is being covered by the planning case officers as additional work and is not included in the average caseload metrics. After being fully staffed for one quarter, two case officers will be leaving the organisation shortly. Staff retention is expected to remain a challenge due to the national shortage of qualified planners and more employment choice.
- The average caseload targets were set in the context of increasing numbers of applications coming into the service in line with the national trend. These targets need to be reviewed as the number of applications has begun to slow, although still higher than the pre-Covid (2019-20) year. The proposal is that the caseload targets should be replaced with a range (recommended minimum and maximum) which would reflect current workloads which flex over time. The service will undertake benchmarking with other similar authorities to inform the recommended range.

3.6. Housing

- The number of people contacting the Council as homeless or threatened with homelessness increased in the last six months of 2021-22 due to the ending of Covid related financial incentives and the new Government request to accommodate all rough sleepers under Protect and Vaccinate directive in December 2021. Numbers approaching as homeless continue to remain high into Q1 2022-23 as the effects of the pandemic continue to be felt, and the cost of living crisis contributing to resident’s difficulties in sustaining tenancies.

The Housing Team has refocused more resources on the Prevention approach with the recruitment of specialist Complex Needs officers and also moving people on from emergency accommodation as quickly as possible. Specialist Temporary Accommodation

officers are able to offer dedicated support and bespoke solutions for helping clients move on successfully from emergency accommodation.

The availability of social housing stock remains low, partially due to prevention measures being put in place to assist those affected by the financial implications of Covid and the increasing cost of living. These measures are aimed at working with households to enable them to remain in their own home, with reducing rent arrears or covering the costs of increased bills. Private Rented Sector is less accessible due to affordability.

The Eviction ban was lifted on 1 October 2021 so households approaching for assistance with their housing continue to rise as well as domestic abuse cases coming through for re-housing. Particular attention is now also being paid to the Homes for Ukraine scheme and providing advice and assistance to Ukrainian families who will need to source their own accommodation as the scheme moves through the initial six month period.

- Through the Council's policies and partnership working, 95 affordable homes (67 affordable rent, 17 social rent and 11 shared ownership) reached practical completion in Q1 against a target of 69. The 17 for social rent in Bampton were provided by Cottsway in partnership with Oxfordshire Growth Deal and the Council. Both Cottsway's all-affordable housing scheme at Upavon Way, Carterton, and Blenheim's Hanborough Gate scheme completed delivery of the final units. Twenty-seven affordable homes of the 57 forecasted for the year, were completed at East Carterton (Cottsway).

3.7. The service dashboards that are relevant to the work of this Committee are attached at **Annex A**.

4. LEGAL IMPLICATIONS

4.1. None

5. RISK ASSESSMENT

5.1. None

6. ALTERNATIVE OPTIONS

6.1. None

7. BACKGROUND PAPERS

7.1. None

This page is intentionally left blank

Development Management Quarter I

Average Planner Caseload

38
TARGET 50

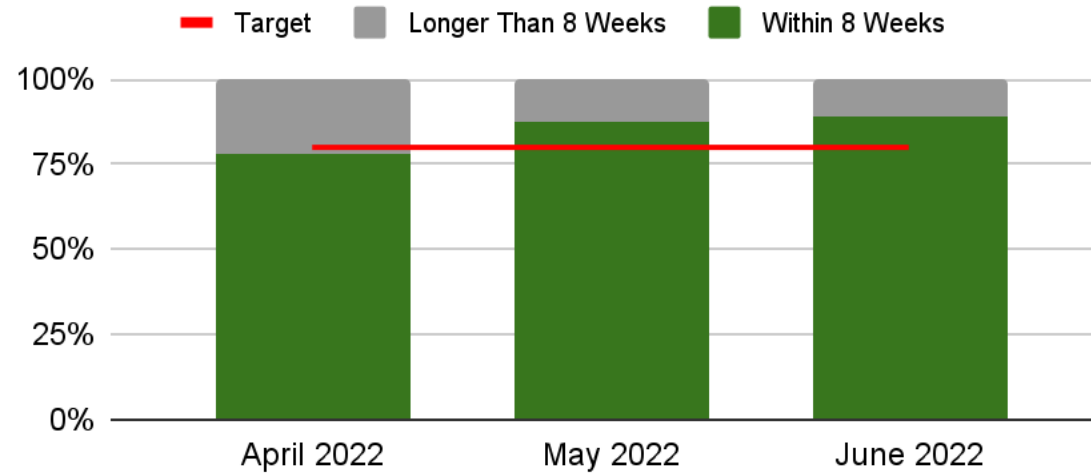
Average Senior Planner Caseload

21
TARGET 35

Average Principal Planner Caseload

12
TARGET 20

Planning Decisions (PS1/PS2) made within 8 weeks or agreed time (Excludes applications for discharge of conditions, pre application advice and general enquiries)



Average Cases closed per Planner in Quarter

51
TARGET 50

Average Cases closed per Senior Planner in Quarter

14
TARGET 40

Average Cases closed per Principal Planner in Quarter

18
TARGET 25

Average days from receipt to validation

7
TARGET 7

Customer Satisfaction



n/a

The central bar chart shows planning determination performance is improving and exceeded its target in May and June 2022. The team reached full capacity at the end of 2021/22 with all vacant posts filled which has meant that caseloads have become manageable. There are currently two planning enforcement post vacancies; this work is being covered by the planning case officers as additional work. After being fully staffed for one quarter, two case officers will be leaving the organisation shortly. Staff retention is expected to remain a challenge due to the national shortage of qualified planners and more employment choice.

The average caseload targets were set in the context of increasing numbers of applications coming into the service in line with the national trend. These targets need to be reviewed as the number of applications has begun to slow, although still higher than the pre-Covid (2019-20) year. The proposal is that the caseload targets should be replaced with a range (recommended minimum and maximum) which would reflect current workloads which flex over time. The service will undertake benchmarking with other similar authorities to inform the recommended range.

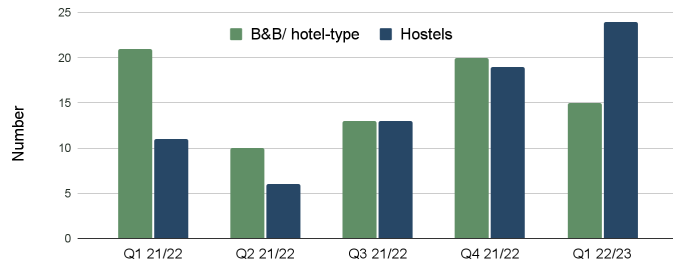
No customer satisfaction surveys were completed this quarter due to customer service advisors prioritising customer queries



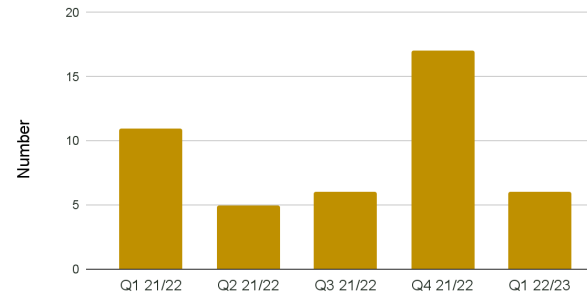
Housing Quarter I

The Number of households in Emergency Accommodation (B&B/hotel type; and hostels owned and managed by the Council) at the end of each quarter

** 22 bed spaces available in hostels

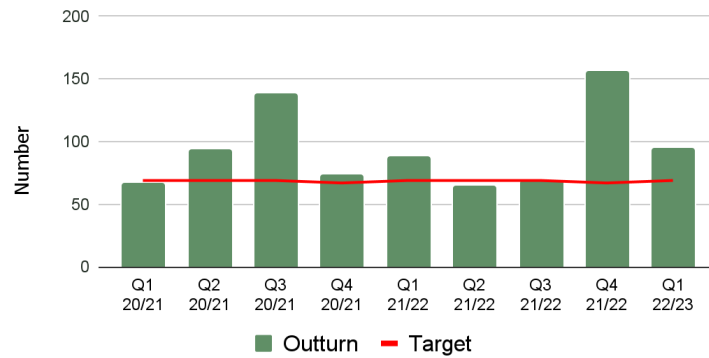


The number of successful 'move ons' from Emergency Accommodation to long term accommodation



The number of affordable homes reaching practical completion

*practical completion is when the property is ready for occupation; Target is from Local Plan



Numbers approaching the Council as homeless continue to remain high as the effects of the pandemic continue to be felt, and the cost of living crisis contributing to difficulties in sustaining tenancies.

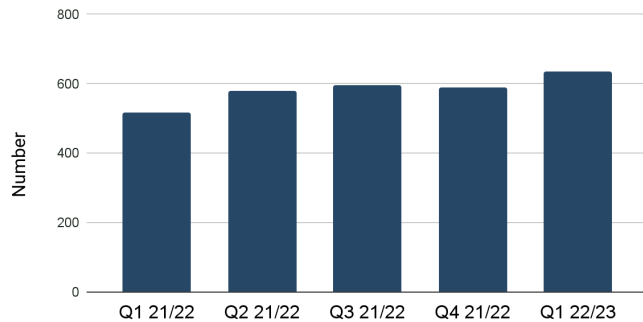
The Housing Team has refocused more resources on the Prevention approach with the recruitment of specialist Complex Needs officers. In addition, Specialist Temporary Accommodation officers are able to offer dedicated support for helping clients move on successfully from emergency accommodation.


The availability of social housing stock remains low, partially due to prevention measures in place to assist those affected by the financial implications of Covid and the increasing cost of living. Private Rented Sector is less accessible due to affordability.

Households approaching for assistance with their housing due to affordability and debt continue to rise as well as domestic abuse cases coming through for re-housing. Particular attention is drawn to the Homes for Ukraine scheme and providing advice and assistance to Ukrainian families who will need to source their own accommodation as the scheme moves through the initial 6 month period. Ninety-five affordable homes (67 affordable rent, 17 social rent and 11 shared ownership) reached practical completion, well ahead of the target of 69. The annual target is based on the current 2018 local plan, which was informed by the 2014 Strategic Housing Market Assessment and more recent evidence. It identifies a need for 274 affordable homes per year. Delivery in recent years has been strong, however it has fluctuated in previous years and is anticipated to do so in the future.

In addition, a range of proactive work is being undertaken to reduce the number of LTE properties in the District. During Q1, 216 properties were removed from the LTE list, although 263 were added. A three month rolling action plan is in place to reduce the number of LTE properties. The current focus is on contacting householders whose properties are about to slip into LTE status or a higher levy

The number of Long Term Empty Properties (6 months plus) in the District



 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	Economic and Social Overview and Scrutiny Committee 16 November 2022
Report Number	Agenda Item No. 10
Subject	Scrutiny Work Programme 2022/23
Wards affected	All
Economic and Social Accountable member / Group Manager Lead	Councillor Andrew Beaney, Chair Economic and Social Overview and Scrutiny Committee Email: Andrew.beaney@westoxon.gov.uk Group Manager Lead : Jon Dearing, jon.dearing@publicagroup.uk
Climate and Environment Accountable member / Group Manager Lead	Councillor Norman MacRae, Chair Climate and Environment Overview and Scrutiny Committee Email: norman.macrae@westoxon.gov.uk Group Manager Lead: Bill Oddy, bill.oddy@publicagroup.uk
Finance and Management Accountable member / Group Manager Lead	Councillor Alaa Al-Yousuf, Chair of Finance and Management Overview and Scrutiny Committee Email: alaa.al-yousuf@westoxon.gov.uk Group Manager Lead: Phil Martin, phil.martin@publicagroup.uk
Accountable Officer	Andrew Brown, Business Manager - Democratic Services Email: Andrew.brown@publicagroup.uk
Summary/Purpose	To provide the Committees with an update on the Scrutiny Work Programme 2022/23.
Annexes	Annex I - Work Programme for 2022/23
Recommendation	That the Committee notes the Scrutiny Work Programme.
Corporate priorities	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.
Key Decision	No
Exempt	No
Consultees / Consultation	None

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 Cabinet 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 Cabinet.
- 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, Cabinet 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

Economic Overview and Scrutiny 24 November 2022

WP	Title	Format	Cabinet Member / Lead Officer	When	Scrutiny Aim and Comments
1	Refugee Update	Update	Phil Martin / Paula Massey	Verbal update – timescale requested by the Committee	To keep the committee up to date on the work being carried out to support the refugees. Scrutiny aim: Note update
2	Greenwich Leisure Limited (GLL)	Annual Update	Councillor Aitman / Stuart Wilson Reps from GLL to attend	Annual	Members provided 7 questions up front to GLL Scrutiny aim: Note update
3	West Oxfordshire Council Plan 2023 – 27'	Report	Astrid Harvey / Jon Dearing	Annual	Scrutiny aim: to provide Comments back to Cabinet on the report
4	Service Performance Report – Quarter 1	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity – 45 mins Scrutiny aim: Note and comment

Item 5 - Questions to GLL

No.	Question	Raised by	Answer from GLL
1.	Can I again raise a question regarding disability access particularly to the Windrush Leisure Centre? Hoist equipment out of use / changing bed broken.	Councillor Jill Bull	GLL recognises the importance of this disability access equipment and apologise for its failure to provide a full service. It is extremely difficult in the current economic and employment environment to arrange repairs and replacements in a timely manner for specialist equipment. I am pleased to report that the access hoist is working and has been in consistent use since it was repaired however

			GLL has faced challenges with its contractors to bring the changing bed back in use. Having received assurance that this would be completed in September this has not been possible and a new bed is now promised for delivery later this month. Whilst repairs are awaited there is a customer notice on GLL's website and ongoing communication with users
2.	After having meetings with them previously it was agreed that communication would be better and if equipment was out of use we would be informed so as not to disappoint service users on arrival at the centre.	Councillor Jill Bull	GLL is committed to developing strong and effective communication with all users through a variety of platforms. Where we have issues we let people know via our website and by signs in the centre and of course verbally when they are at the centre. We will continue to utilise social media opportunities including the West Oxfordshire District Council platforms to increase communication with members of the public on communicating key information including the promotion of activities.
3.	Regarding the new system of booking on line - this is not accessible to all and needs to be looked at again.	Councillor Jill Bull	Whilst GLL encourages users to book via its Website and App the option for customers to attend the centre or call and book remains available. Customers can ring GLL's contact centre to make bookings on 02034578700. Please encourage any customers who require specific support to contact Matt Simmons (phone number provided via Leisure Client Team).
4.	It would be helpful to have a status update on the Carterton football playing fields which have been out of action for a while	Councillor Charlie Maynard	GLL's Partnership Manager met with Cllr Maynard to discuss the football pitches. Investment has been committed by GLL and a winter programme has been scheduled as per the meeting. As always Matt Simmons remains available as the point of contact for issues with these pitches.
5.	What is the trend on visitor numbers?	Councillor Rosie Pearson	The return of older users and corporate members has been lower than anticipated as we recover from the covid pandemic. Visitor numbers are currently down by 21% compared to 2019, this decrease is mainly in the area of Health and Fitness with swimming lessons for example being fully recovered and exceeding 2019 levels. GLL is working hard to recover the overall position back to pre-pandemic levels but this has been made additionally challenging with the

			cost of living crisis we are all currently facing. GLL is in active dialogue with the Council, developing new initiatives and products to encourage residents to return to using the centres.
6.	Is there information on how visitors travel to the leisure centres, and whether this could be made easier?	Councillor Rosie Pearson	GLL plots the membership catchment for each of its centres. Current data does not show how customers travel however the distance and location of user populations suggests that the majority travel by car or bus. GLL has committed to survey users to establish their modes of transport, once completed this will inform travel plans for the centres.
7	Do the leisure centres have a role in our response to the cost of living and energy crisis?	Councillor Rosie Pearson	GLL is rolling out nationally a 'Warm Spaces' initiative in many of its centres. This will provide a free of charge warm place where residents can come and meet a friendly face at advertised across the week. To deliver this initiative GLL has formed a partnership with Age UK and Brakes Catering, with Age UK supporting with volunteers and Brakes providing catering supplies. Additionally in Chipping Norton GLL is working in partnership with the Chippy Larder to provide an extended service with volunteer support and refreshments from the Larder along with the delivery of a "Cost of living support event". Warm Spaces will be available this month in Carterton and Chipping Norton.

Economic Overview and Scrutiny 23 February 2023

WP	Title	Format	Cabinet 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	Contact Andy Barge beginning of November, remind that its an update on timescales – Max 4 slides, ten minutes, 10 minutes for questions. Scrutiny aim:
2	Parking Strategy	Update	Councillor Arciszewska / Maria Wheatley	Cabinet in January 2023	Contact Maria 4 weeks before Committee, ask if it's a report or presentation – 30 mins Scrutiny aim:
					Scrutiny aim:
					Scrutiny aim:

Economic Overview and Scrutiny 25 May 2023

WP	Title	Format	Cabinet Member / Lead Officer	When	Scrutiny Aim and Comments
					Scrutiny aim:

Economic suggestions for future workstreams 2023

WP	Title	Format	Cabinet 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 Scrutiny aim:
2	Health Care Provision in Oxfordshire	Ongoing	Councillor Aitman / Andy Barge / Heather McCulloch	As required	Scrutiny aim: Health Care Provision in Oxfordshire
3	Local Police with status update	Verbal update	Chair		Scrutiny aim:
4	WODC Housing in for a briefing on WODC housing work, responsibilities, current status and future				Scrutiny aim:
5	Enforcement Update	Update	Kelly Murray		Scrutiny aim:
6	REEMA North Site, Carterton update (Jon Wooden, Deputy Head Estates)	Written Update	Councillor Saul / Giles Hughes Jon Wooden	When Required	Regular committee written update Scrutiny aim:
7	Food Strategy – Working Group	Brief or Scoping document	Councillor Aitman / Andy Barge / Heather McCulloch	Committee to be updated	This may not need to actually happen Completion by 23 February 2023

Economic Overview and Scrutiny Regular Reports:

Regular Reports	Further Information	Comments	Lead Officer / Cabinet 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.

Climate and Environment OS 8 December 2022

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
1	WODC Service Design Options (Ubico)	Report	Councillor Arciszewska / Scott Williams	December 2022	Scrutiny to review options. Will go to FMOS Scrutiny too. Scrutiny aim:
2	Air Quality Update	Verbal Update	Councillor Prosser / Phil Measures	December 2022	Phil Measure to provide a verbal update Scrutiny aim:
3	Carbon Action Plan – update on one project	Verbal update and supporting documentation	Councillor Prosser / Hannah Kenyon / Andrew Turner	Every committee update on one project	Project - Scrutiny aim:
4	Flood update	As Required	Councillor Arciszewska / Laurence King / Phil Martin	When Required	Scrutiny aim:
5	Service Performance Report – Quarter 2	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity Scrutiny aim:

Further meeting dates: 23 March 2023

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
I	Service Performance Report – Quarter 3	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity Scrutiny aim:

Climate and Environment suggestions for future workstreams 2023

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
I	Governments initiative of zero recycle cost for residents	Verbal update	Councillor MacRae / 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: https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system Scrutiny aim:

Climate and Environment Regular Reports:

Regular Reports	Further Information	Comments	Lead Officer / Cabinet 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.

Financial Management OS 7 December 2022

WP	Title	Format	Cabinet Member / Lead Officer	When	Scrutiny Aim and Comments
1	Agile working	Report	Councillor Prosser / Councillor Levy / Giles Hughes	When required	Scrutiny aim:
2	WODC Service Design Options (Ubico)	Report	Councillor Levy / Elizabeth Griffiths	Before Cabinet	Scrutiny aim: Will go to Climate and Enviro Scrutiny too.
3	Carbon Action Plan Decarbonisation Scheme Carterton Leisure Centre	Report	Councillor Prosser / Hannah Kenyon / Andrew Turner	When required	Scrutiny aim: Carry forward to December
4	2023/24 First Draft Budget and Medium Term financial Strategy	Cabinet Report	Councillor Levy / Elizabeth Griffiths	14 December 2022	Scrutiny aim:
5	Treasury Management Update	Report	Elizabeth Griffiths / Phil Martin	December	Scrutiny aim: Task and finish group – advice from Arlington Close. Criteria for contract due in December. Comments or Clarity
6	Greenwich Leisure Limited (GLL) response to energy crisis	Verbal Update / Report	Councillor Aitman / Councillor Levy	December	Scrutiny aim:
7	Service Performance Report – Quarter 2	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Scrutiny aim: Report for comments or clarity

Financial Management OS 1 February 2023

WP	Title	Format	Cabinet Member / Lead Officer	When	Scrutiny Aim and Comments
					Scrutiny aim:
	Service Performance Report – Quarter 3	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Scrutiny aim: Report for comments or clarity

Financial Management OS 12 April 2023

WP	Title	Format	Cabinet Member / Lead Officer	When	Scrutiny Aim and Comments
					Scrutiny aim:
	Service Performance Report – Quarter 4	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Scrutiny aim: Report for comments or clarity

WP	Title	Format	Cabinet Member / Lead Officer	When	Scrutiny Aim and Comments
I	Treasury Management	Report	Elizabeth Griffiths / Phil Martin	When Required	Scrutiny aim:

Financial Management suggestions for future workstreams 2023

WP	Title	Format	Cabinet Member / Lead Officer	When	Scrutiny Aim and Comments
					Scrutiny aim:

Financial Management Regular Reports:

Regular Reports	Further Information	Comments	Lead Officer / Cabinet 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.

This page is intentionally left blank



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
9 NOVEMBER 2022 – FEBRUARY 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 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 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 - Email: democratic.services@westoxon.gov.uk Tel: 01993 861111

West Oxfordshire District Council: Cabinet Members 2022/23

Name of Councillor	Title and Areas of Responsibility
Andy Graham (Leader)	Leader of the Council: 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)	Economic Development: Inward investment; Business Development; Visitor Economy; and Town and Village regeneration.
Dan Levy	Finance: Finance & Management; Council Tax and Benefits; Efficiency Agenda; Performance management of the Council; Asset management; Investment Strategy; and South West Audit Partnership.
Carl Rylett	Planning and Sustainable Development: 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	Customer Delivery: Parish and Town Empowerment; Equality and Diversity; Customer Services; ICT and services; Councillor Development; and Broadband.
Joy Aitman	Stronger Healthy Communities: 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	Housing and Social Welfare: 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	Environment: 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	Climate Change: 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

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Council Tax Support Scheme proposals for 2023/2024	Yes	Open	Cabinet Council	16 Nov 2022 18 Jan 2023	Cabinet Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		
Rural England Prosperity Fund	No	Open	Cabinet	16 Nov 2022	Leader of the Council - Cllr Andy Graham	Will Barton		
Response to Oxford City Council Local Plan 2040 Preferred Options Consultation	Yes	Open	Cabinet	16 Nov 2022	Cabinet Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		
West Oxfordshire Playing Pitch Strategy	No	Open	Cabinet	16 Nov 2022	Cabinet Member for Stronger Health Communities - Cllr Joy Aitman	Business Manager Contracts - Scott Williams		
Community Facilities Grants – 2nd Round 2022/23	Yes	Open	Cabinet	16 Nov 2022	Cabinet Member for Stronger Health Communities - Cllr Joy Aitman	Business Manager Contracts - Scott Williams		

Decarbonisation of Carterton Leisure Centre	Yes	Fully exempt	Cabinet	16 Nov 2022	Cabinet Member for Climate Change - Cllr Andrew Prosser	Business Manager Assets & Council Priorities - Andrew Turner		
Waste Service Review and Redesign	Yes	Open	Cabinet Council	14 Dec 2022 11 Jan 2023	Cabinet Member for Environment - Cllr Lidia Arciszewska Leader of the Council - Cllr Andy Graham	Business Manager Contracts - Scott Williams		
Performance Monitoring Q2	No	Open	Cabinet	14 Dec 2022	Councillor Dan Levy, Cabinet Member for Finance	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
2023/24 First Draft Budget and Medium Term Financial Strategy	Yes	Open	Cabinet	14 Dec 2022	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Counter Fraud and Anti-Corruption Policy	No	Open	Cabinet	14 Dec 2022	Cabinet Member for Finance - Cllr Dan Levy	Head of Counter Fraud and Enforcement Unit - Emma Cathcart		

Transfer of Playing Pitches in Witney Town Council	No	Open	Cabinet	14 Dec 2022	Cabinet Member for Stronger Health Communities - Cllr Joy Aitman	Assets Manager - Jasmine McWilliams		
Proposed Property Acquisition under the Council's Investment Strategy	Yes	Fully exempt	Cabinet	14 Dec 2022	Cabinet Member for Finance - Cllr Dan Levy	Chief Executive & Head of Paid Service - Giles Hughes		
Proposal for a new locally led pan-regional partnership for the Oxford to Cambridge region	Yes	Open	Cabinet	14 Dec 2022	Leader of the Council - Cllr Andy Graham	Chief Executive & Head of Paid Service - Giles Hughes		
West Oxfordshire Infrastructure Funding Statement (2021/22)	Yes	Open	Cabinet	14 Dec 2022	Cabinet Member for Planning and Sustainable Development - Carl Rylett	Chris Hargraves		
Pavement License Fee Reimbursement	No	Open	Cabinet	14 Dec 2022	Deputy Leader - Economic Development - Cllr Duncan Enright	Assistant Director - Residents' Services - Jon Dearing		

Approval of Council Tax base and 2023/24 Budget Update	Yes	Open	Cabinet Council	11 Jan 2023 15 Feb 2023	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Revised Council Plan	Yes	Open	Cabinet Council	11 Jan 2023 18 Jan 2023	Leader of the Council - Cllr Andy Graham	Chief Executive & Head of Paid Service - Giles Hughes	Scrutiny	
Review of Grant Schemes	Yes	Open	Cabinet	11 Jan 2023	Cabinet Member for Stronger Health Communities - Cllr Joy Aitman	Assistant Director - Communities - Andy Barge		
Flood Management Service Review	No	Open	Cabinet	11 Jan 2023	Cabinet Member for Environment - Cllr Lidia Arciszewska	Assistant Director - Business Services - Phil Martin		
Proposed Refurbishment and new Audio Visual for Council Chambers	Yes	Open	Council	11 Jan 2023	Councillor Mathew Parkinson, Cabinet Member for Customer Delivery	Assistant Director - Business Services - Phil Martin		
Final Budget Recommendations	Yes	Open	Cabinet Council	8 Feb 2023 15 Feb 2023	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		

Q3 Performance Report	No	Open	Cabinet	8 Feb 2023	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Homelessness Prevention Grant 2023/24	Yes	Open	Cabinet	8 Feb 2023	Cabinet Member for Housing and Social Welfare - Cllr Geoff Saul	Business Manager Housing - Caroline Clissold		
Equality, Diversity & Inclusion Policy	No	Open	Cabinet	8 Feb 2023	Councillor Mathew Parkinson, Cabinet Member for Customer Delivery	Assistant Director - Organisational Effectiveness		
Affordable Housing Delivery Options	No	Open	Cabinet	8 Feb 2023	Cabinet Member for Housing and Social Welfare - Cllr Geoff Saul	Business Manager Housing - Caroline Clissold		
West Oxfordshire Annual Monitoring Report 2021/2022	Yes	Open	Cabinet	8 Feb 2023	Cabinet Member for Planning and Sustainable Development - Carl Rylett	Chris Hargraves		

Approval of upgrade to WODC public space CCTV provision and monitoring arrangements	Yes	Open	Cabinet	8 Feb 2023	Councillor Geoff Saul, Cabinet Member for Housing and Social Welfare	Assistant Director - Communities - Andy Barge		
Key Decisions Delegated to Officers								
Allocate funding from the Project Contingency Earmarked Reserve to fund ad hoc services	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	31 Dec 2022	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Final terms of the acquisition recovery and investment strategy proposal	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	30 Sep 2023	Deputy Leader - Economic Development - Cllr Duncan Enright	Chief Executive & Head of Paid Service - Giles Hughes		
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	Legal Services Manager - Susan Gargett	29 Sep 2022	Leader of the Council - Cllr Andy Graham, Cabinet Member for Finance - Cllr Dan Levy	Legal Services Manager - Susan Gargett		

Other business for Council Meetings								
Constitution Working Group - terms of reference and appointment of members	Yes	Open	Council	19 Oct 2022		Monitoring Officer - Susan Sale		
Recommendations from the Constitution Working Group	Yes	Open	Council Council Council	19 Oct 2022 18 Jan 2023 26 Apr 2023		Monitoring Officer - Susan Sale		
Appointment of Independent Persons	Yes	Open	Council	18 Jan 2023	Councillor Luci Ashbourne, Chair of Standards Sub-Committee	Monitoring Officer - Susan Sale		
Programme of Meetings for 2023/24	No	Open	Council	18 Jan 2023	Leader of the Council - Cllr Andy Graham	Business Manager Democratic Services - Andrew Brown		

This page is intentionally left blank