

Tuesday, 24 January 2023

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## FINANCE AND MANAGEMENT OVERVIEW AND SCRUTINY COMMITTEE

You are summoned to a meeting of the Finance and Management Overview and Scrutiny Committee which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Wednesday, 1 February 2023 at 2.00 pm.**



Giles Hughes  
Chief Executive

To: Members of the Finance and Management Overview and Scrutiny Committee

Councillors: Alaa Al-Yousuf (Chair), Alaric Smith (Vice-Chair), Hugo Ashton, Michael Brooker, Nathalie Chapple, Andrew Coles, Julian Cooper, Suzi Coul, Gill Hill, Mark Johnson, Richard Langridge, Charlie Maynard, Michele Mead, Ruth Smith 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 - 10)**  
To approve the minutes of the meeting held on 7 December 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](mailto:democratic.services@westoxon.gov.uk), by no later than 10.00am on the working day before the meeting.
5. **2023/24 Budget and Medium Term Financial Strategy**  
Purpose:  
To scrutinise and comment on the report to Executive and Council  
  
Recommendation:  
To scrutinise and comment on the report to Executive and Council  
  
**Reports to Follow**
6. **Financial Performance Report 2022/23 Quarter 3 (Pages 11 - 26)**  
Purpose:  
To provide details of the Council's Financial Performance at the end of Quarter 3, 2022/23.  
  
Recommendation:  
That the Quarter 3, 2022/23 Financial Performance be noted.
7. **Committee Work Programme (Pages 27 - 38)**  
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.
8. **Executive Work Programme (Pages 39 - 50)**  
Purpose:  
To give the Committee the opportunity to comment on the Executive Work

Programme published January 2023.

Recommendation:

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

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

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

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

10. **Briefing on the procurement of Marriotts Walk (Pages 51 - 124)**

Purpose:

Briefing on due diligence conducted as part of the acquisition of Marriott's Walk

Recommendation:

Councillors to note briefing and ask questions

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## WEST OXFORDSHIRE DISTRICT COUNCIL

### Minutes of the meeting of the **Finance and Management Overview and Scrutiny Committee**

Held in the Committee Room 1, Council Offices Woodgreen, Witney OX28 1NB at 2.00 pm  
on **Wednesday, 7 December 2022**

#### PRESENT

Councillors: Alaa Al-Yousuf (Chair), Alaric Smith (Vice-Chair), Hugo Ashton, Michael Brooker, Andrew Coles, Julian Cooper, Mark Johnson, Gill Hill, Charlie Maynard, Michele Mead and Ruth Smith

Officers: Elizabeth Griffiths (Chief Finance Officer, Deputy Chief Executive and Section 151 Officer), Phil Martin (Group Manager - Business Support), Bill Oddy (Group Manager - Commercial Development), Scott Williams (Business Manager - Commissioning Strategy) and Astrid Harvey (Strategic Policy and Partnerships Officer), Janet Eustace (Democratic Services Manager), Michelle Ouzman (Democratic Services Officer), and Anne Learmonth (Democratic Services Officer).

Other Councillors in attendance: Andy Graham, Dan Levy and Mathew Parkinson

#### **23 Minutes of Previous Meeting**

The minutes of the meeting held on 28 September 2022 were approved and signed by the Chair as a correct record.

#### **24 Apologies for Absence**

Apologies for absence were received from Councillor Suzi Coul and Councillor Richard Langridge.

Councillor Harry St John substituted for Councillor Richard Langridge.

#### **25 Declarations of Interest**

There were no declarations of interest received.

#### **26 Participation of the Public**

There was no public in attendance.

#### **27 2023/24 First Draft Budget and Medium Term Financial Strategy**

The Chair welcomed the Cabinet Member for Finance, Councillor Dan Levy, and the Chief Finance Officer, Elizabeth Griffiths, who introduced the Draft Budget and Medium Term Financial Strategy report.

The Chief Finance Officer explained to the Committee that the budget had been hit by inflation and the expectation that government funding would be cut. West Oxfordshire District Council (WODC) was fortunate to have reserves that could assist the funding gap for the next year, however the Council needed to be aware that reserves would not assist future years, which will be critical times ahead.

The Chair asked the Committee to focus on feedback comments to the Cabinet, this was the initial draft report that would return to the Committee for further scrutiny.

The Committee discussed the report at length, concluding with the following comments for Cabinet:

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- Clarity on the role of Head of Commercial to include clear key deliverables
- Concerns about the failing Leisure Services contract, and the reality of the lack of management fee income
- Concerns about the number of growth posts (Annex C)
- WODC Publica roles, could some these roles be shared roles with other Councils, so WODC could have an income?
- Local Plan extra £250,000, more detail required what the additional funding is for
- Any items in the budget not spent, other items may have been deleted to allow these items to be budgeted, therefore everything needs to be justified with extra care
- New Homes Bonus government funding may disappear
- Investments - more transparency
- Potential Council Tax and Business Rates increases
- Added “Forecast spend this year” column on the Charts in the report on page 11 (Quarterly reports do have the forecast)  
Councillors wanted to know when would the Council know about the government funding, the Deputy Chief Finance Officer, Georgina Dyer confirmed that they were expecting detail on government funding 21 December 2022.

**Resolved** that the Committee commented on the report and acknowledged that the state of the budget was serious.

The Chair announced that the next item that would be considered at the Committee would be Agenda item 9 – Finance Performance, followed by Agenda Item 7, then 6.

## **28 Treasury Management Update**

The Chief Finance Officer introduced the Treasury Management Update report.

The Chair asked the Committee if they had any questions or comments.

**Resolved** that the Committee noted the report.

## **29 2021/22 Treasury Outturn**

The Chief Finance Officer introduced the 2021/22 Treasury Outturn report, which related to last year, summarising that the Cabinet welcomed comments from the Committee.

Councillors were concerned, but were keen to await the working group outcomes.

**Resolved** that the report had been noted.

## **30 West Oxfordshire Council Plan 2023 - 2027**

The Strategic Policy and Partnerships Officer, Astrid Harvey introduced the West Oxfordshire Council Plan 2023 - 2027, summarising that the outcome of consultation was five key priorities.

The report was welcomed by the Committee and the general feeling was that it was clear and focussed.

Councillors were concerned about sewerage damaging the environment, the Leader of the Council, Councillor Graham was in attendance and was able to confirm that working with partners and the Planning team would be part of sewerage management moving forward.

Councillors' feedback to Cabinet:

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- Page 6. Priority 1. Welcomed the emphasis of putting residents first but queried whether in the current economic conditions the Plan should concentrate on the provision of core services.
- Page 8. Priority 2. Bullet point 1. 'Built, blue and green infrastructure' needed clarification as the terms were not understood.
- Page 10 Priority 3. Bullet point 1. Expand to include sewage over flow and the importance of Planning in ensuring adequate sewage services are provide.
- Page 12. Priority 4. Last bullet point. Revise to read 'Work with Oxfordshire County Council to deliver on our joint committee on active travel and public transport, including through improved walking.....'
- Overall, an attractive document which is clear and well-focussed.

Councillors also agreed the plan would be challenging and would need to be reviewed in line with the changing economic conditions, to enable focus on core services.

The Strategic Policy and Partnerships Officer confirmed that once the plan had been finalised and passed at Council a softer version would be published for the general public.

**Resolved**, the Committee commented to Cabinet and noted the report.

### **31 Service Performance and Finance Performance Reports 2022-23 Quarter Two**

The Chief Finance Officer introduced the Service Performance and Financial Performance reports, concluding that Officers and Cabinet continued to work on getting the budget and medium term financial strategy onto a sustainable path. Tough decisions were ahead, as well as looking carefully at the growth requests, leisure services contracts and initiatives for incomes streams.

14:55 Councillor Brooker left.

Councillors discussed the income decline in parking, the Cabinet Member for Finance explained that hopefully with enforcement of off street parking fines, there should be an increase in income moving forward.

The overspend on certain budgets concerned Councillors, Democratic Services had an overspend which the Deputy Finance was able to give some detail on, but would look into further detail and come back to members via email.

Councillors wanted staff to know that they appreciated the hard work that had gone into producing all the budget reporting.

There were some suggestions made on the performance reporting:

- Last quarter times to respond was in 5 minutes, this quarter in 2, could there be consistency in measurements in future reporting
- Running commentaries look like they have been cut and pasted from last quarter. There were commitments to action, and they are still to action, why were these not done, revise the wording in future reporting

**Resolved** the 2022/23 Q2 service and financial performance reports were commented upon, and had been noted.

### **32 Committee Work Programme**

The Chair asked for comments the Scrutiny Work Programme for 2022/2023.

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The Committee

**Resolved** to note the Scrutiny work programme, with no comments.

### 33 Cabinet Work Programme

The Chair invited comments on the Cabinet Work Programme published November 2022.

Councillors were concerned that items had dropped off the Cabinet work program, in particular:

- Woodstock – Hensington redevelopment
- SIL review – replacement of S106

The Assistant Director for Business Services, Leadership and Management Team, Phil Martin, confirmed he would investigate and email the Committee with his findings.

The Committee

**Resolved** to note and commented on the Cabinet work programme.

The Chair announced a short comfort break at 15:40.

### 34 Exclusion of the Publish and Press

The Chair resumed the meeting at 15:55.

The Committee **Resolved** to pass a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

### 35 Waste Service Review - Briefing on Waste Collection Options Appraisal

The Assistant Director (Commercial Development), Bill Oddy, briefed on the Waste Collection Options Appraisal. The Business Manager - Contracts, Environmental Services, Scott Williams, presented a summary of slides to support the options appraisal.

Councillors had received a confidential report prior to the meeting, that was commissioned for an independent waste collection options appraisal, which had concluded with nine options to consider.

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

Councillors entered into a discussion on the following themes for feedback to Cabinet:

- Kerbside sorting v collection and recycle centre
- Levels/rates of contamination
- Timelines for payback
- Official bidding process for transparency
- New bins and bags costs
- Vehicle options
- Residents' learning curve
- Residents' ability
- Staffing costs
- Gate fees



## Finance and Management Overview and Scrutiny Committee

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- Population growth
- Doorstop service for assisted collections
- Piloting potential schemes


The Chair thanked Councillors for discussion points for the feedback to Cabinet as it was important to get this right being a vital decision for the Council.

**Resolved** that the Committee noted the options appraisal and commented feedback themes for Cabinet.

The Meeting closed at 4.52 pm

CHAIR

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 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>FMOS – Wednesday 1<sup>st</sup> February</b></p>
<p>Report Number</p>	<p><b>Agenda Item No. 6</b></p>
<p>Subject</p>	<p><b>Financial Performance Report 2022/23 Quarter Three</b></p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Dan Levy Executive Member for Finance Email: dan.levy@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Elizabeth Griffiths, Chief Finance Officer and Deputy Chief Executive Tel: (01993) 861188 Email: Elizabeth.Griffith@westoxon.gov.uk</p>
<p>Annexes</p>	<p>Annex A – Detailed Revenue budget comparison Annex B – Capital spend against budget</p>
<p>Corporate priorities</p>	<p>Council approved its Council Plan 2023-27 in January 2023. The Plan sets out a Council vision that is “to support West Oxfordshire to be fit for the future through action across a set of priority themes:</p> <ol style="list-style-type: none"> <li>1. Putting Residents First</li> <li>2. Enabling a good quality of life for all</li> <li>3. Creating a better environment for people and wildlife</li> <li>4. Responding to the Climate and Ecological Emergency</li> <li>5. Working Together for West Oxfordshire</li> </ol>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>

## FINANCIAL PERFORMANCE SUMMARY

### Summary

Q3 results, while reflecting the same downward trajectory as Q2, show a significant deterioration caused by anticipated but unwelcome increases in utility costs and further significant losses against budget in several service areas. There is continued underperformance from some key fee generating services such as Car Parking, Building Control and Land Charges, where there has been a material lack of demand in the first three quarters of the year. The forecast reported in Q2 was that a recovery in Building Control or Land Charges was unlikely this financial year and that continues to be the case. We plan to undertake a review of income generating services that are consistently underachieving compared to their budget and / or costing more to run than they generate in income as they represent an additional drain on the Council's finances which are already projecting an unsustainable position.

### WEST OXFORDSHIRE DISTRICT COUNCIL - Budget Monitoring

#### Revenue Budget Monitoring 2022/23 - Quarter 3, 1st April 2022 to 31st December 2022

Quarter 3			
Original Budget 2022/23	Profiled Budget	Actual Exp	Variance (under) / over spend
£	£	£	£

#### Service Area

Democratic and Committee Services	1,058,971	860,003	928,477	68,474
Environmental & Regulatory Services	507,109	341,817	396,967	55,150
Environmental Services	7,106,814	4,518,032	4,822,736	304,704
Finance, Human Resources & Procurement	922,288	723,244	703,807	(19,437)
ICT, Change & Customer Services	1,924,570	1,891,282	1,930,867	39,585
Land, Legal & Property	903,130	572,037	708,227	136,190
Leisure & Communities	661,071	(232,016)	(254,414)	(22,398)
Planning & Strategic Housing	1,528,061	779,390	811,665	32,275
Revenues & Housing Support	1,049,459	803,624	786,460	(17,164)
Investment Property and Retained Services	(2,218,585)	(2,217,190)	(1,449,386)	767,804
<b>Total cost of services</b>	<b>13,442,888</b>	<b>8,040,222</b>	<b>9,385,405</b>	<b>1,345,183</b>

#### Plus:

Investment income receipts (1,139,501) (854,626) (962,655) (108,029)

<b>Cost of services before financing:</b>	<b>12,303,387</b>	<b>7,185,597</b>	<b>8,518,690</b>	<b>1,241,154</b>
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In addition to the issues faced by some fee generating activities, the other main elements that have contributed to the overspend in Q3 are related to the reduction in Investment Property income caused by voids, inflation in electricity costs, additional expenditure across the waste service, additional pension payments and the settlement of an old legal case, the basis of which predates the formation of the Council in 1974.

On a positive note, tenants have now been found for our Investment Properties and the 2023/24 budget includes adjustments for some of our fee income, utilities, pension payments and general inflation.

The budget for this year, which was realistic but could not have anticipated the catastrophic world events that have triggered the rises in utilities, general inflation and the cost of living crisis which has hit virtually every provider of services, anticipated a £1.6m surplus contribution to General Fund reserves but it is now apparent that the outturn for 2022/23 is likely to consume that and more. This aligns with the forecast budget position for next year which continues on the same trajectory and unfortunately reinforces the expectation that, even without budget growth, our current expenditure is unsustainable beyond the very short term. With Govt funding expected to reduce even further with the withdrawal of grant schemes and the overdue Business Rates reset we will find ourselves in the position of having to constantly call on reserves to fund core services. This is neither advisable nor financially sustainable.

The executive continues to fund priority items from their £750k new initiatives fund which was approved by Council this year with multiple projects benefitting from it and ongoing work to combat the effect of the Cost of Living Crisis in the district.

New Initiatives Programme	Electric Vehicles £	Env & Community £	Youth Initiatives £	Cost of Living Crisis £	Business Development £	Residual £	Total £
	75,000	100,000	100,000	200,000	100,000	175,000	750,000
Committed:							
WODC Magazine		-17,000					
Water Day		-5,000					
Christmas Market					-4,500		
Playing Field Strategy			-50,000				
Refugees Clothing Support				-5,000			
2 x Sweepers	-75,000						
Market Town Officer						-6,173	
Climate Change Manager						-24,968	
Leaflet to signpost awareness of support services				-1,000			
VCS sector support				-39,000			
Project Worker to develop warm places network				-28,000			
Pavement licences					-1,700		
	0	78,000	50,000	127,000	93,800	143,859	492,659

## SIGNIFICANT VARIANCES

A full list of variances by cost centre is included in Annex A

### I.1. Car Parking

The Q3 income shortfall against budget in parking has worsened to £123,000 of which £77,000 relates to on street parking. On Street enforcement reverts to the County Council on 1<sup>st</sup> April 2023 and the 2023/24 budget has been updated to recognise the loss of budgeted income of £169,000. A review of the costs of the Parking Service is being undertaken.

### I.2. Land Charges

The Q3 position is consistent with that reported in Q1 & Q2. Income is now £58,000 behind budget and as reported in Q2, demand for the service has fallen due to both general economic uncertainty, higher interest rates, projected falling house prices and the consistent use of free unofficial Personal Searches.

### I.3. Development Management

Planning Fee income has, as expected, recovered significantly during Q3, due mostly to large scale applications. The income position is now £38,000 below target, a 70% improvement on the position reported in Q2 with Pre Application Advice £8,000 behind. The drop in demand for Pre Application Advice over the quarter may be indicative of the next financial year where domestic Planning Applications, Land Charges and Building Control are all expected to be affected by confidence in the economy, interest rates and the health of the housing market. Expenditure has been effectively controlled within Development Management which offsets £20k of the drop in fee income.

### I.4. Waste Contract

Trade Waste - income is £30,000 above target, a £77,000 improvement on the same period last year, and tipping charges payable to the County Council are £40,000 underspent. This represents a significant improvement year on year in terms of the number of invoices raised. Historically the service has lost a lot of money due to unpaid invoices which slipped into aged debt and over time became irrecoverable. WODC engaged a credit controller to deal with these and other aged debt and to improve credit control processes generally. The aged element of these have now been recovered as far as possible and our Credit Controller is working proactively to ensure that invoices are settled as they become due. A significant piece of work has been undertaken this year by the service to improve this commercial income stream which was previously loss making but more work and continued support is required to ensure that improvements are sustained.

Green Waste – the service is £53,000 overspent, consistent with reporting in Q2. Garden Waste licences are £23,000 behind budget for this financial year with unbudgeted costs of £21,000 for the printing and postage of licences, which in previous years has been funded through surplus income. The forecast year end position for this service area is expected to be broadly the same as Q3.

Recycling - at the end of Q3 the over spend on the Suez contract has risen to £44,000 and is forecast to be £52,000 at year end. Bin purchases are £87,000 overspent and £22,000 of unbudgeted expenditure has been spent on consultancy work for the Waste Review, although this consultancy work is expected to reap huge benefits by identifying ways to save significant amounts of money in

the delivery of the waste service. There have been underspends of £50,000 to offset the additional costs in this service area but the forecast for year end is that Recycling will be £110,000 overspent.

Throughout the Waste Service there has been an over spend of £124,000 on new bins and containers, with further expenditure of £32,000 going through in January. 76% of the over spend is related to Recycling, 18% Household Waste and 6% Green Waste. This compares to a small underspend for bins in 2021/22 and represents an increase of £165,000 compared to last year. It's not currently clear, in the context that last year was underspent, what is driving this overspend and further work is being done to determine whether this additional level of spend will continue next year – which would necessitate an increase in that budget line.

#### 1.5. Bank Charges

The consultancy work reported in Q2 has now finished and the procurement of a new contract for our card transaction charges is underway with achievable annual savings of more than £60,000. It is anticipated that the new contract will be in place for the start of the next financial year but control of the timing of the switch is in the hands of our new supplier. After lengthy discussions with our bank over the past few months, they have agreed that the Council have been overcharged by them in the amount of £35,000 which will be refunded in Q4. This refund reduces the overspend for Bank Charges to £65,000 and with the new Card Transaction contract coming into effect, it is expected that Bank Charges will return to budgeted levels in 2023/24.

#### 1.6. Building Control

Income is £59,000 below target at the end of Q3, a £48,000 decline on the same period last year. The Service has struggled to recover from Covid, competition from the Private Sector and the general state of the economy. With forecasts for interest rates to keep rising until the end of the year and inflation remaining high it is possible that this service will not return to being on par with budget during 2023/24.

#### 1.7. Democratic Services

Members Allowances are currently £41,000, overspent with some unbudgeted expenditure relating to the Cabinet Away Day & public consultations, catering for Cabinet meetings and new schemes such as Honorary Alderman badges. The forecast overspend for this financial year is around £75,000 which includes posting out the Council Tax leaflet. There was an overspend last year of around half this amount. The additional spend this year is predominantly due to an increase in allowances and the additional number of members in the executive.

#### 1.8 Investment Property

This financial year has proved challenging for some of our tenants with the result that we have had vacant units and have lost £308,000 of rental income in the first three quarters of the year. The Estates team have worked very hard to market our empty units and attract new tenants and have been successful in securing tenants for Talisman, Des Roches and Braintree, all of whom are undertaking improvement works in return for an initial rent free period. Rental incomes are expected to recover in 2023/24 with additional income coming from the phased renting out of the Elmfield offices. Income from our Investment Properties is crucial for the Council's budget as it funds 28% of our total cost of services. It brings in more income than Business Rates and Government Grants and is second only to Council Tax in the amount of income it generates to provide Council Services.

## 1.9 Admin Buildings

Across Admin Buildings there is an over spend of £74,000 for electricity. The significant inflationary increases that we have been expecting for the last 3 or 4 months have now hit with expenditure at the end of this quarter £100,000 more than the whole of last year. The forecast for year end is that electricity costs could be as high as £150,000 over budget. As part of the budget setting process for 2023/24 an additional £253,000 has been put into the budget for utilities which takes into account the further change to the fuel price cap in April.

## 2.0 Write Offs

In the first three quarters of the year a total of £25,123.13 of write offs relating to Council Tax and £64,640.46 relating to Business Rates have been requested of the S151 Officer by our Revenues Team.

Debts will normally only be considered for write off where the account is closed and there are no recurring debts. Only in exceptional circumstances will amounts on live accounts be considered where there is on-going accruing debt. Such cases must demonstrate that further recovery action will not achieve collection of the debt. It is not possible to list every scenario which could make a debt suitable for write off.

Requests are only put forward in the following circumstances:

Where recovery action is exhausted or at a point where write off becomes the only or most economical option (for example the debt is below the amount of costs we would add by issuing a summons)

Reasons include

- Bankruptcy
- Deceased
- Debt Relief Order (DRO)
- Individual Voluntary Arrangement (IVA)
- Insolvency (in the case of businesses)
- Unable to Trace (Absconders)

## 2.1 Housing Benefit Subsidy

While it is not possible to calculate the final outcome until the end of the year, the amount of Housing Benefit subsidy that the Council loses from housing people in temporary emergency accommodation is likely to cause another significant budget loss. The Council is only able to recover 90% of the Local Housing Allowance rate per week per person in Subsidy, which equates to £85 against potential costs of £250-£400 per week for Bed & Breakfast or Hotel accommodation.

The Homelessness Team are currently supporting 66 households presenting as homeless in temporary accommodation, more than during the Pandemic when it averaged around 50 households. The Old Court and Horsefair provide 22 units, only a third of our current requirement and we have no family accommodation at all. The total loss of Subsidy and therefore unbudgeted cost to the Council in 2020/21 was £90,000 and in 2021/22 this cost rose to £250,000. In 2022/23 it is likely to be higher given the number of households being supported and the expectation for 2023/24 is that it will be on par with this financial year. This continued overspend, and trend that does not appear to be reversing, may necessitate a late change to the 2023/24 Budget so that the likely additional cost in the Housing Benefits service can be recognised.



## 2.2 Pension Contributions

There are two elements to the Council's pension contributions, the first is the percentage of a person's salary that is paid in each month's payroll and the other is a monthly payment, paid directly to the Pension Scheme to maintain the percentage contribution in the first element at a particular level. The contribution element in the current financial year has been far in excess of what was anticipated and has exceeded budget by £122,000. We are in discussions with County about the level of contributions for the coming year but since the costs of both elements are expected to be broadly the same in 2023/24, it is likely that the revenue budget will need to be increased.

## Annex A - Comparison of Q3 Budget Monitoring

	Q3 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
<b>Democratic Services</b>			
DRM001-Democratic Representation and Mgmt	109,030	107,308	(1,722)
DRM002-Support To Elected Bodies	290,047	338,630	48,583
ELE001-Registration of Electors	53,863	77,676	23,813
ELE002-District Elections	75,700	75,700	(0)
ELE004-Parliamentary Elections	0	0	0
ELE005-Parish Elections	0	(0)	(0)
ELE006-County Elections	0	0	0
ELE007-European Elections	0	0	0
ELE008-Police & Crime Commissioner Elections	0	0	0
SUP001-Administration	331,363	329,165	(2,199)
<b>Total - Democratic Services</b>	<b>860,003</b>	<b>928,477</b>	<b>68,474</b>

DRM002 - Members allowances are currently £41k overspent

ELE001 - £24k overspend on postage relating to the annual canvass for electoral registration.

	Q3 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
<b>Environmental &amp; Regulatory Services</b>			
BUC001-Building Control - Fee Earning Work	(60,188)	2,188	62,376
BUC002-Building Control - Non Fee Earning Work	2,348	2,348	(0)
EMP001-Emergency Planning	10,232	5,590	(4,642)
ESM001-Environment - Service Mgmt & Supp Serv	71,836	71,934	98
PSH002-Private Sector Housing-Condition of Dwellings	2,250	0	(2,250)
REG001-Environmental Health General	0	0	0
REG002-Licensing	(14,342)	(21,546)	(7,205)
REG009-Environmental Protection	131,606	131,612	6
REG010-Noise Control	400	791	391
REG011-Authorised Process	(11,900)	(9,133)	2,767
REG013-Pollution Control	100,719	100,648	(71)
REG016-Food Safety	101,755	99,163	(2,592)
REG021-Statutory Burials	3,750	3,350	(400)
TAC309-Other Trading Services - Markets	3,350	10,023	6,673
<b>Total - Environmental &amp; Regulatory Services</b>	<b>341,817</b>	<b>396,967</b>	<b>55,150</b>

BUC001 - Fee income is £59k below target in Q3 which represents a decline of £48k when compared to the same period in 2021/22

Q3 position		
Profiled Budget	Actual Exp	Variance (under) / over spend
£	£	£

#### Environmental Services

CCC001-Climate Change	124,190	127,383	3,194
COR301-Policy Initiatives - Shopmobility	16,222	14,700	(1,521)
CPK001-Car Parks - Off Street	89,202	149,465	60,263
CPK011-On Street Civil Parking Enforcement	3,845	74,953	71,108
ENI002-Grounds Maintenance	277,903	309,057	31,155
ENI303-Landscape Maintenance	56,530	61,673	5,144
FLD001-Flood Defence and Land Drainage	99,624	96,393	(3,231)
REG004-Dog Warden	44,040	56,362	12,322
REG005-Public Health Sewerage	(19)	(19)	(0)
REG018-Pest Control	10,500	12,923	2,423
REG019-Public Conveniences	85,771	103,094	17,322
REG023-Environmental Strategy	59,895	56,912	(2,983)
RYC001-Recycling	2,250,062	2,358,812	108,749
RYC002-Green Waste	(646,214)	(593,478)	52,736
STC004-Environmental Cleansing	790,348	794,867	4,519
STC011-Abandoned Vehicles	0	(811)	(811)
TRW001-Trade Waste	(121,133)	(192,217)	(71,084)
TRW002-Clinical Waste	(825)	(190)	635
WST001-Household Waste	1,366,500	1,390,010	23,509
WST004-Bulky Household Waste	22,716	19,798	(2,918)
WST301-Env. Services Depot, Downs Rd, Witney	(11,125)	(16,952)	(5,827)

#### Total - Environmental Services

**4,518,032    4,822,736    304,704**

CPK001 - Excess parking charges income (Off Street) is £46k behind target compared to £39k for the same period last year. The remainder of the over spend is due to inflationary increases of £6k for electricity and additional costs for the APCOA system.

CPK011 - Income from on street PCNs remains significantly down at £77k behind target compared to £72k for the same period last year.

ENI002 - Parish/town council grounds maintenance invoices are behind budget by £31k.

REG004 - Recovery of costs for the Dog Warden service is behind target by £12K

REG019 - Income from Public Conveniences is £13K behind target for Quarter 3 and has an overspend of £9k for electricity costs

RYC001 - Bin purchases are £87k over budget, there is a £44k overspend on the Suez contract and £22k has been spent on the options appraisal for the design phase of the Waste Review. Underspends include £13k for Marketing, £19k for Software and additional income from recycling credits of £12,000

RYC002 - Garden Waste licence Income is £23k below target for this financial year and there are £21k costs for printing and posting of annual licences which historically have been funded through excess licence fees but are now an overspend and another £9k overspend on bins

TRW001 - there is a £41k underspend for tipping charges, and an £30k overachievement of income. Trade Waste has historically had high levels of aged debt. Our Credit Controller is proactively working with customers to make sure invoices are paid when they become due.

WST001 - there is a £28k overspend resulting from additional bin purchases and £5k additional expenditure in supplies & services

Q3 position		
Profiled Budget	Actual Exp	Variance (under) / over spend
£	£	£

#### Finance, Human Resources & Procurement

SUP003-Human Resources	118,330	113,248	(5,082)
HLD302-Miscellaneous Cash	0	26	26
HLD313-Lease Cars	0	0	0
SUP009-Accountancy	246,915	246,856	(60)
SUP010-Internal Audit	167,479	162,414	(5,065)
SUP011-Creditors	29,741	27,257	(2,485)
SUP012-Debtors	41,749	37,010	(4,740)
SUP013-Payroll	39,815	37,640	(2,175)
SUP019-Health & Safety	24,017	24,017	0
SUP020-Training & Development	20,867	20,867	0
SUP033-Central Purchasing	27,324	27,324	0
SUP035-Insurances	7,008	7,008	(0)
<b>Total - Finance, Human Resources &amp; Procurement</b>	<b>723,244</b>	<b>703,807</b>	<b>(19,437)</b>

Q3 position		
Profiled Budget	Actual Exp	Variance (under) / over spend
£	£	£

#### ICT, Change & Customer Services

SUP002-Consultation, Policy & Research	114,802	114,970	168
SUP005-ICT	1,343,478	1,381,846	38,368
SUP006-Telephones	(5,000)	4,658	9,658
SUP008-Reception/Customer Services	355,502	356,060	558
SUP014-Cashiers	100	(259)	(359)
SUP041-Business Solutions	8,451	8,451	0
TMR001-Street Naming & Numbering	0	(571)	(571)
TMR002-Street Furniture & Equipment	(11,014)	(14,232)	(3,218)
TOU002-Tourist/Visitor Information Centre	84,963	79,944	(5,019)
<b>Total - ICT, Change &amp; Customer Services</b>	<b>1,891,282</b>	<b>1,930,867</b>	<b>39,585</b>

SUP005 - £38k overspend for support & maintenance costs due to inflationary increases.

Q3 position		
Profiled Budget	Actual Exp	Variance (under) / over spend
£	£	£

#### Land, Legal & Property

ADB301-3 Welch Way (Town Centre Shop)	14,190	27,033	12,843
ADB302-Guildhall	8,521	15,905	7,384
ADB303-Woodgreen	136,954	157,099	20,145
ADB304-Elmfield	114,101	126,888	12,787
ADB305-Corporate Buildings	306,603	299,518	(7,085)
ADB306-Depot	(39,353)	(7,727)	31,625
LLC001-Local Land Charges	(135,022)	(77,096)	57,926
SUP004-Legal	187,969	196,848	8,879
TAC303-Swain Court & Newman Court Ind Est Witney	(21,926)	(30,241)	(8,314)

#### Total - Land, Legal & Property

**572,037      708,227      136,190**

ADB301 to ADB306 - Collective overspend of £74K due to electricity costs which are currently around double the cost compared to the previous year

LLC001 - There has been a steady rise in Personal Searches (unpaid non-official searches) over the last three years, causing the underachievement of income of £58K at the end of Q3.

Q3 position		
Profiled Budget	Actual Exp	Variance (under) / over spend
£	£	£

#### Leisure & Communities

CCR001-Community Safety (Crime Reduction)	62,360	65,531	3,170
CCR002-Building Safer Communities	21,061	12,610	(8,451)
CCR301 - Communities Revenue Grant	183,252	183,252	(0)
CCT001-CCTV	67,737	74,597	6,860
CSM001-Cultural Strategy	62,427	62,218	(209)
CUL001-Arts Development	37,567	31,164	(6,402)
ECD001-Economic Development	66,414	69,718	3,304
REC001-Sports Development	42,106	50,705	8,599
REC002-Recreational Facilities Development	39,572	39,415	(157)
REC003-Play	70,268	54,086	(16,183)
REC301-Village Halls	10,493	10,592	98
REC302-Contract Management	(1,099,965)	(1,119,320)	(19,355)
SUP016-Finance - Performance Review	78,020	78,313	293
TOU001-Tourism Strategy and Promotion	126,671	132,706	6,035
<b>Total - Leisure &amp; Communities</b>	<b>(232,016)</b>	<b>(254,414)</b>	<b>(22,398)</b>

REC003 - there is an ongoing programme of works throughout this financial year to repair a number of Play Areas in the District. An additional £50k was included in the 22/23 budget for this exercise.

REC302 - There is a £10k underspend against Equipment Purchases and a further underspend of £9k for professional fees

Q3 position		
Profiled Budget	Actual Exp	Variance (under) / over spend
£	£	£

#### Planning & Strategic Housing

DEV001-Development Control - Applications	(255,980)	(217,812)	38,168
DEV002-Development Control - Appeals	59,852	60,244	391
DEV003-Development Control - Enforcement	122,202	122,886	684
ECD301-WOSP - West Oxon Strategic Partnership	6,750	0	(6,750)
ENA001-Housing Enabling	84,900	77,934	(6,966)
ENI301-Landscape Initiatives	40,708	44,201	3,493
HLD315-Growth Board Project (Planning)	147,571	147,569	(2)
PLP001-Planning Policy	398,963	402,325	3,362
PLP003-Implementation	(719)	(719)	0
PLP004-Conservation	76,245	75,890	(355)
PSM001-Planning Service Mgmt & Support Serv	98,898	99,147	250
<b>Total - Planning &amp; Strategic Housing</b>	<b>779,390</b>	<b>811,665</b>	<b>32,275</b>

DEV001 - Planning Application income is currently £42k below target with Pre Application Advice £8k behind. The position has recovered significantly since Q2, with major applications received in December contributing an additional £100k of income.

Q3 position		
Profiled Budget	Actual Exp	Variance (under) / over spend
£	£	£

#### Revenues & Housing Support

HBP001-Rent Allowances	276,109	266,823	(9,286)
HBP003-Local Housing Allowance	0	55	55
HBP005-Benefit Fraud Investigation	4,108	4,167	59
HOM001-Homelessness	286,874	279,147	(7,727)
HOM002-Homelessness Grants	7,500	4,626	(2,874)
HOM003-Rent In Advance Scheme	0	(443)	(443)
HOM004-Refugees	6,633	6,634	1
HOM005-Homelessness Hostel Accommodation	0	(5,672)	(5,672)
HOM006 - The Old Court	0	5,251	5,251
HOM007 - Afghan Resettlement	(120,000)	(120,901)	(901)
LTC001-Council Tax Collection	282,642	282,214	(429)
LTC002-Council Tax Support Administration	4,977	5,528	551
LTC011-NNDR Collection	90,444	90,229	(215)
PSH001-Private Sector Housing Grants	36,489	37,566	1,077
PSH004-Home Improvement Service	(76,153)	(68,763)	7,390
<b>Total - Revenues &amp; Housing Support</b>	<b>799,624</b>	<b>786,460</b>	<b>(13,164)</b>

Q3 position		
Profiled Budget	Actual Exp	Variance (under) / over spend
£	£	£

#### Retained Services

COR002-Chief Executive	255,295	259,692	4,396
COR003-Corporate Policy Making	53,020	53,200	180
COR004-Public Relations	9,067	9,309	242
COR005-Corporate Finance	336,117	566,399	230,282
COR006-Treasury Management	20,025	14,452	(5,573)
COR007-External Audit Fees	42,750	58,500	15,750
COR008-Bank Charges	51,900	115,913	64,013
COR302-Publica Group	(4,588)	14,219	18,807
FIE341-Town Centre Properties	(453,867)	(462,089)	(8,222)
FIE342-Miscellaneous Properties	(836,045)	(717,601)	118,444
FIE343-Talisman	(1,216,881)	(1,064,139)	152,742
FIE344-Des Roches Square	(373,200)	(336,090)	37,110
FIE345-Gables at Elmfield	(40,865)	(32,724)	8,141
NDC001-Non Distributed Costs	449,325	571,794	122,469
TAC304-Witney Industrial Estate	(125,940)	(123,735)	2,205
TAC305-Carterton Industrial Estate	(373,963)	(364,363)	9,599
TAC306-Greystones Industrial Estate	(14,404)	(13,811)	593
TAC308-Other Trading Services - Fairs	5,063	1,688	(3,375)
<b>Total - Retained Services</b>	<b>(2,217,190)</b>	<b>(1,449,386)</b>	<b>767,804</b>

COR005 - In this quarter there was the settlement of a legal case that predated the formation of the District Council in 1974 and a £23k underspend professional fees

COR007 - The additional requirements for external audit from a change in the Audit guidelines have resulted in additional work and therefore additional cost for both the audit of our Revenues & Benefits system undertaken by KPMG and of our Financial Statements, audited by Grant Thornton

FIE342 - The previous tenant of our Investment Property in Essex went into liquidation and the new tenant is undertaking refit works prior to occupying the building. The over spend in this cost centre represents lost rent for this property.



## Annex B - Capital spend at Q3

### Capital Programme - 2022/23

Project	2022/23 Budget	Actual Expenditure Q3
In-cab technology		5,633
Replacement dog and litter bins	25,000	16,257
Agile Working	0	191,946
Purchase of Land at Cogges	0	76,053
Ubico Fleet - Replace Vehicle Hire Costs	1,080,000	382,206
Welch Way building renovation project	51,197	2,233
Electric vehicle recharging points	200,000	
Investment Strategy for Recovery	22,599,538	
CCTV - Upgrading	300,000	
Shop Mobility - Replacement stock	10,000	
Cottsway - Blenheim Court Growth Deal	170,500	170,500
Cottsway - Lavender Place Growth Deal	99,000	99,000
Affordable Housing in Witney	1,761,875	
Improvement Grants (DFG)	807,750	663,110
Carterton Leisure Centre PSDS Project	1,300,000	
Deployment of High Speed Broadband	1,230,366	1,187,041
IT Provision - Systems & Strategy	100,000	68,493
Council Buildings Maintenance Programme	200,000	
Community Grants Fund	200,000	137,033
Madley Park playing Fields Project	6,165	6,742
Play Parks	100,000	
Chipping Norton Creative	28,297	20,000
Raleigh Crescent Play Area (s. 106)	75,000	0
Windrush Public Art	0	4,660
Developer Capital Contributions		748,068
	<b>30,596,188</b>	<b>3,778,975</b>


### Overview of Capital Expenditure:

The Agile Working project was not budgeted for in the 2022/23 capital programme, but is included in 2023/24 at £2,150,000. The expenditure in this year will be part of the Capital slippage request presented to Cabinet in the Q4 outturn report.

There has been some progress in the delivery of replacement Ubico vehicles as we have taken delivery of vehicles that were ordered over a year ago. The manufacturers have advised that lead times are improving compared to the last 12-18 months, but we should only expect incremental improvement during 2023/24.

Final payments for Affordable Housing projects and to Gigaclear for the installation of High Speed Broadband across the District have been made in Q3. Final payment to Heylo for Affordable Housing in Witney has been made in January, which rounds off four very successful capital projects which impact positively on residents.

The Investment Strategy for Recovery is a bold programme designed to make the Council less dependent on Government funding which we anticipate reductions in. We completed the purchase of the Marriotts Walk Shopping Centre in January. This purchase allows the Council to influence and drive regeneration not only in that centre but through the whole high street.

 <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
<b>Name and date of Committee</b>	<b>Finance and Management Overview and Scrutiny Committee   February 2023</b>
<b>Report Number</b>	<b>Agenda Item No. 7</b>
<b>Subject</b>	<b>Scrutiny Work Programme 2022/23</b>
<b>Wards affected</b>	<b>All</b>
<b>Finance and Management</b>  <b>Accountable member / Group Manager Lead</b>	<b>Councillor Alaa Al-Yousuf, Chair of Finance and Management Overview and Scrutiny Committee</b> <b>Email: <a href="mailto:alaa.alyousuf@westoxon.gov.uk">alaa.alyousuf@westoxon.gov.uk</a></b>  <b>Group Manager Lead: Phil Martin, <a href="mailto:phil.martin@publicagroup.uk">phil.martin@publicagroup.uk</a></b>
<b>Economic and Social</b>  <b>Accountable member / Group Manager Lead</b>	<b>Councillor Andrew Beaney, Chair Economic and Social Overview and Scrutiny Committee</b> <b>Email: <a href="mailto:Andrew.beaney@westoxon.gov.uk">Andrew.beaney@westoxon.gov.uk</a></b> <b>Group Manager Lead : Jon Dearing, <a href="mailto:jon.dearing@publicagroup.uk">jon.dearing@publicagroup.uk</a></b>
<b>Climate and Environment</b>  <b>Accountable member / Group Manager Lead</b>	<b>Councillor Norman MacRae, Chair Climate and Environment Overview and Scrutiny Committee</b> <b>Email: <a href="mailto:norman.macrae@westoxon.gov.uk">norman.macrae@westoxon.gov.uk</a></b>  <b>Group Manager Lead: Bill Oddy, <a href="mailto:bill.oddy@publicagroup.uk">bill.oddy@publicagroup.uk</a></b>
<b>Accountable Officer</b>	<b>Andrew Brown, Business Manager - Democratic Services</b> <b>Email: <a href="mailto:Andrew.brown@publicagroup.uk">Andrew.brown@publicagroup.uk</a></b>
<b>Summary/Purpose</b>	<b>To provide the Committees with an update on the Scrutiny Work Programme 2022/23.</b>
<b>Annexes</b>	<b><a href="#">Annex I</a> - Work Programme for 2022/23</b>
<b>Recommendation</b>	<b>That the Committee notes the Scrutiny Work Programme.</b>
<b>Corporate priorities</b>	<b>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.</b>
<b>Key Decision</b>	<b>No</b>
<b>Exempt</b>	<b>No</b>
<b>Consultees / Consultation</b>	<b>None</b>

## **1. BACKGROUND**

- 1.1. At the meetings of the Scrutiny Committees in May and June 2022 the committees gave consideration to the development of their work programmes for the year. These work programmes have been brought together in a single document to provide visibility of the work of Scrutiny across the three committees.

## **2. MAIN POINTS**

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

## **3. FINANCIAL IMPLICATIONS**

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

## **4. LEGAL IMPLICATIONS**

- 4.1. None

## **5. RISK ASSESSMENT**

- 5.1. Not applicable.

## **6. CLIMATE CHANGE IMPLICATIONS**

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

## **7. ALTERNATIVES/OPTIONS**

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

## **8. BACKGROUND PAPERS**

- 8.1. None

## Financial Management OS 1 February 2023

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	2023/24 Budget	Executive Report	Councillor Levy / Elizabeth Griffiths	18 January 2023	Scrutiny aim: Report for comments or clarity
2	Medium Term financial Strategy	Report	Councillor Levy / Elizabeth Griffiths		Scrutiny aim: Report for comments or clarity
3	Finance Performance Report – Quarter 3	Quarterly Report	Councillor Levy / Elizabeth Griffiths		Scrutiny aim: Report for comments or clarity
4	Briefing on the procurement of Marriott's Walk	Report	Councillor Levy / Frank Wilson	1 Feb	Scrutiny aim: Report and Briefing Committee to note

## Financial Management OS 12 April 2023

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Treasury Management	Report	Elizabeth Griffiths / Phil Martin	When Required	Scrutiny aim:
2	Investment Property Review Update Purpose	Annual Report	Councillor Levy / Elizabeth Griffiths	April	Scrutiny aim: To receive a verbal update on the Council's investment property and the capital

## Scrutiny Work Programme 2022/23

Annex I

					valuation process; focussing on any substantial moves or changes that have occurred in the Council's property portfolio valuations for 2022.
<b>3</b>	Service Performance Report – Quarter 3	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	<b>Scrutiny aim:</b> Report for comments or clarity
<b>4</b>	Finance Performance Report – Quarter 4	Quarterly Report	Councillor Levy / Elizabeth Griffiths	Quarterly	<b>Scrutiny aim:</b> Report for comments or clarity

### Future FMOS regular reports

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

**Financial Management Regular Reports:**

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

## Economic Overview and Scrutiny 23 February 2023

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Upgrade to WO public space CCTV provision & monitoring arrangements	Verbal update – timescale requested by the Committee	Councillor Saul / Andy Barge	Verbal update – timescale requested by the Committee	Andy Barge to send a script update 2 weeks before the meeting. Remind email to be sent. re Email sent 10 January to Andy as a reminder. <b>Scrutiny aim:</b>
2	Defence Infrastructure. Jon Dearing said he had invited Mr Wooden				Defence Infrastructure. Jon Dearing had invited Mr Wooden to scrutiny meeting, no answer as yet. Sent jon an email reminder 10 Jan 23. Email received from Jon Wooden with update, no visit scheduled. <b>Scrutiny aim:</b>
3	Establishment of a working party to consider issues of concern around the Leisure Centres	<b>Remove ?????</b>	Councillor Andrew Beaney /		Think this action has been completed.
4	Service Performance Report – Quarter 2	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity – 45 mins <b>Scrutiny aim:</b> Note and comment
5	Refugee status	Statement report		Quarterly	Report for comments or clarity – 5 mins, Chair to read out. <b>Scrutiny aim:</b> Note and comment



## Economic Overview and Scrutiny 25 May 2023

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Housing Association invite to brief on their role and problems being faced	Presentation invite			Jon Dearing would draw up a crib sheet on Housing Questions and circulate this to members of the Committee for comment 5 Jan MO written to Caroline Clisshold. <b>Scrutiny aim:</b>
2	Developer contributions SI06 money (SIL)	Update	Chris Hargraves	As requested	<b>Scrutiny aim:</b>
3	Service Performance Report – Quarter 3	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity – 45 mins <b>Scrutiny aim:</b> Note and comment
4	Parking Strategy	Update	Councillor Arciszewska / Maria Wheatley	Executive in March 2023	Contact Maria 4 weeks before Committee, ask if it's a report or presentation – 30 mins Sent Maria an email reminder 10 Jan 23. Maria confirmed put back until June. <b>Scrutiny aim:</b>
5	Defence Infrastructure. Jon Dearing said he had invited Mr Wooden				Defence Infrastructure. Jon Dearing had invited Mr Wooden to scrutiny meeting, no answer as yet. Sent jon an email reminder 10 Jan 23. Email received from Jon Wooden with update, no visit scheduled. <b>Scrutiny aim:</b>

## Economic suggestions for future workstreams 2023

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

Future meeting dates: 23 March 2023

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

## Climate and Environment suggestions for future workstreams 2023

WP	Title	Format	Executive Member / Lead Officer	When	Comments
I	Governments initiative of zero recycle cost for residents	Verbal update	Councillor Arciszewska / Scott Williams	When there is news to share. Initiate began 2019 but is behind due to the pandemic, review 2022	Verbal update due from Scott Williams when there is news to share. See link for current details: <a href="https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system">https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system</a> <b>Scrutiny aim:</b>
I	Air Quality	Annual Report	Councillor Prosser/ Phil Measures / Susan McPherson	As requested	<b>Scrutiny aim:</b> To receive information and ask questions

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



WEST OXFORDSHIRE  
DISTRICT COUNCIL

CABINET (EXECUTIVE) WORK PROGRAMME  
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION AND NOTICE  
OF INTENTION TO MAKE A KEY DECISION  
1 FEBRUARY 2023 – 31 MAY 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](http://www.westoxon.gov.uk/meetings) five working days in advance of the meeting in question. Please also note that the agendas for meetings of the Cabinet will also incorporate a necessary further notice which is required to be given in relation to matters likely to be considered with the public excluded.

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

### Key Decisions

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

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

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

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

### Matters To Be Considered in Private

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

However, some matters are considered with the public excluded. The public may only be excluded if a resolution is passed to exclude them. The grounds for exclusion are limited to situations where confidential or exempt information may be disclosed to the public if present and, in most cases involving exempt information, where in the

the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The definitions of these are set out in the Council's Constitution.

**Documents and Queries**

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

Democratic Services - Email: [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk) Tel: 01993 861111



**West Oxfordshire District Council: Cabinet (Executive) Members 2022/23**

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

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

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Approval of Council Tax base and 2023/24 Budget Update	Yes	Open	Cabinet Council	11 Jan 2023 18 Jan 2023	Executive 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	
Budget 2023/24 and Medium Term Financial Plan	Yes	Open	Cabinet Council	8 Feb 2023 15 Feb 2023	Executive Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Homelessness Prevention Grant 2023/24 and 2024/25	Yes	Open	Cabinet	8 Feb 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Business Manager Housing - Caroline Clissold		
Renewal or non-Renewal of LoyalFree	No	Open	Cabinet	8 Feb 2023	Deputy Leader - Economic Development - Cllr Duncan Enright	Will Barton		

Consideration of the Levelling-up and Regeneration Bill: Reforms to National Planning Policy	No	Open	Cabinet	8 Feb 2023	Councillor Carl Rylett, Cabinet Member for Planning and Sustainable Development	Chris Hargraves		
Consideration of Local Authority Housing Fund Application	Yes	Open	Cabinet Council	8 Feb 2023 15 Feb 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul			
Waste Service Review and Update and Ubico Contract Extension	Yes	Open	Cabinet Council	8 Mar 2023 22 Mar 2023	Executive Member for Environment - Cllr Lidia Arciszewska  Leader of the Council - Cllr Andy Graham	Business Manager Contracts - Scott Williams		
Review of Grant Schemes	Yes	Open	Cabinet	8 Mar 2023	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Assistant Director - Communities - Andy Barge		

West Oxfordshire Annual Monitoring Report 2021/2022	Yes	Open	Cabinet	8 Mar 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Chris Hargraves		
Review of Car Parks	No	Open	Cabinet	8 Mar 2023	Executive Member for Environment - Cllr Lidia Arciszewska	Maria Wheatley		
Transfer of Playing Pitches to Witney Town Council	No	Open	Cabinet	8 Mar 2023	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Assets Manager - Jasmine McWilliams		
Integrated Care Strategy Engagement Work	No	Open	Cabinet	8 Mar 2023	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Heather McCulloch		
Q3 Performance Report	No	Open	Cabinet	8 Mar 2023	Executive Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		

Equality, Diversity & Inclusion Policy	No	Open	Cabinet	8 Mar 2023	Councillor Mathew Parkinson, Cabinet Member for Customer Delivery	Assistant Director - Organisational Effectiveness - Zoe Campbell		
Approval of upgrade to WODC public space CCTV provision and monitoring arrangements	Yes	Open	Cabinet	8 Mar 2023	Councillor Geoff Saul, Cabinet Member for Housing and Social Welfare	Assistant Director - Communities - Andy Barge		
West Eynsham Strategic Development Area (SDA) Masterplan	No	Open	Cabinet	8 Mar 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Chris Hargraves		
Flood Management Service Review	No	Open	Cabinet	8 Mar 2023	Executive Member for Environment - Cllr Lidia Arciszewska	Assistant Director - Business Services - Phil Martin		
Section 13A Discretionary Council Tax Appeal	No	Open	Cabinet	19 Apr 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		

Council Tax Support Fund	Yes	Open	Cabinet	19 Apr 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		
<b>Key Decisions Delegated to Officers</b>								
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	Executive Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Standing delegation: Settlement of Legal Claims The Head of Legal Services has delegated authority in the Council's Constitution to settle or compromise any proceedings as they deem appropriate and expedient for the Council's interests.	Yes	Open	Interim Head of Legal Services - Helen Blundell	29 Sep 2022	Leader of the Council - Cllr Andy Graham, Executive Member for Finance - Cllr Dan Levy	Interim Head of Legal Services - Helen Blundell		
Allocation of New Initiatives Funding	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	8 Mar 2023		Councillor Andy Graham		

Option Appraisal and Funding agreement for heating systems and decarbonisation measures at Carterton Leisure Centre	Yes	Part exempt	Cabinet  Chief Executive & Head of Paid Service - Giles Hughes	11 Jan 2023  Before 31 May 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Assistant Director - Property and Regeneration - Claire Locke		
<b>Other business for Council Meetings</b>								
Recommendations from the Constitution Working Group	Yes	Open	Council  Council  Council	19 Oct 2022  18 Jan 2023  22 Mar 2023		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		
Dispensations for Council Tax	No	Open	Council	18 Jan 2023	Leader of the Council - Cllr Andy Graham	Monitoring Officer - Susan Sale		
Appointment of Independent Remuneration Panel	No	Open	Council	18 Jan 2023		Business Manager Democratic Services - Andrew Brown		



Council Tax Support Scheme	Yes	Open	Council	15 Feb 2023		Business Manager Environmental, Welfare and Revenues - Mandy Fathers		
Appointment of Independent Persons	Yes	Open	Council	22 Mar 2023	Councillor Luci Ashbourne, Chair of Standards Sub-Committee	Monitoring Officer - Susan Sale		
Members Allowances Scheme 2023-2027	Yes	Open	Council	22 Mar 2023	Leader of the Council - Cllr Andy Graham	Business Manager Democratic Services - Andrew Brown		

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