

21 September 2022

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CLIMATE & ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE

You are summoned to a meeting of the Climate & Environment Overview & Scrutiny Committee which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Thursday, 29 September 2022 at 2.00 pm.**



Giles Hughes
Chief Executive

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

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

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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. **2pm Minutes of Previous Meeting (Pages 5 - 44)**
To approve the minutes of the meeting held on 23 June 2022.
2. **Apologies for Absence and Temporary Appointments**
3. **Declarations of Interest**
To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
4. **Participation of the Public**
Anyone who lives in the district or who pays council tax or business rates to the Council is eligible to read a statement or express an opinion at this meeting. You can register to speak by sending your written submission of no more than 750 words to democratic.services@westoxon.gov.uk by no later than 10.00am on the working day before the meeting.
5. **2pm-2.50pm Annual Ubico Update**
Purpose:
To receive a presentation from Beth Boughton of Ubico on the Ubico Annual Update.
Recommendation:
That the Committee notes the update and comments where necessary.
6. **2.50-3.20pm Carbon Action Plan - Update on One Project (Pages 45 - 46)**
Purpose:
To receive an introduction from the new Climate Change Manager, Hannah Keyon and an update on Carbon Action Plan - One Project.

Recommendation:
That the Committee notes the update and comment where necessary.
7. **3.20-4pm Flood and Thames Water Update**
Purpose:
To receive a presentation from Richard Aylard on the Flood and Thames Water update.
To receive a presentation from Phil Martin and Laurence King on Environment Agency actions update.

Recommendation:
That the Committee notes the update and comments where necessary.
8. **4.00-4.20pm Service Performance Report - Quarter I (Pages 47 - 68)**
Purpose.

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

Recommendations.

That the Committee resolves to note the 2022/23 QI service performance.

9. **4.20-4.25pm Committee Work Programme (Pages 69 - 82)**

Purpose:

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

Recommendation:

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

10. **4.25-4.30pm Cabinet Work Programme (Pages 83 - 92)**

Purpose:

To give the Committee the opportunity to comment on the Cabinet Work Programme 2022/23.

Recommendations:

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

(END)

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Public Document Pack Agenda Item 1

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the

Climate & Environment Overview & Scrutiny Committee

Held in the Council Chambers, Woodgreen, Witney, OX28 1NB at 2.00 pm on **Thursday, 23 June 2022**

PRESENT

Councillors: Charlie Maynard (Vice-Chair), Alaa Al-Yousuf, Hugo Ashton, Michael Brooker, Andrew Coles, David Cooper, Harry Eaglestone, Ted Fenton, Andy Goodwin, Gill Hill, David Jackson, Michele Mead, Rosie Pearson and Ruth Smith.

Officers: Laurence King (Shared Principal Engineer), Phil Martin (Group Manager - Business Support), Bill Oddy (Group Manager - Commercial Development), Louise Oddy, Vanessa Scott (Climate Change Manager WODC) and Scott Williams (Business Manager - Commissioning Strategy), Michelle Ouzman (Strategic Support Officer), and Anne Learmonth (Strategic Support Officer).

1 Apologies for Absence and Temporary Appointments

Councillor Michele Mead substituted for Councillor Norman MacRae, Councillor David Jackson substituted for Councillor Alaric Smith and Councillor Gill Hill substituted for Councillor Martin McBride.

2 Minutes of Previous Meeting

In the minutes held on the 23 May 2022, Councillor Coles noted that Councillor Graham was quoted as speaking where it was Councillor Goodwin that spoke. The minutes were corrected, approved and signed by the Chair as a correct record.

3 Committee appointments and start time for civic year 2022/23

1. Councillor Fenton proposed Councillor Norman MacRae, this was seconded by Councillor Mead, was duly put to the vote which was unanimous and therefore **Resolved** that Councillor Norman MacRae be elected as Chair of the Committee.

The Vice-Chair asked for proposal for the Vice-Chair of the Committee, Councillor Goodwin proposed Councillor Charlie Maynard, this was seconded by Councillor Ashton, was duly put to the vote which was unanimous and therefore

Resolved that Councillor Charlie Maynard be elected as Vice-Chair of the Committee.

2. The Vice-Chair informed the committee that Councillor Norman MacRae had suggested that the committee in the civic year 2022/23 should start at 2pm. Councillor Ruth Smith stated that due to commitments she would prefer start time to be 3:30pm.

Councillor Mead proposed that the start time for the committee should be 2pm, this was seconded by Councillor Alaa Al-Yousuf, was duly put to the vote.

10 votes were in favour of 2pm, two votes against, and one abstention. **Resolved** the start time for the committee for civic year 2022/23 will be 2pm.

4 Chair Announcements

The Vice-Chair Councillor Charlie Maynard welcomed members, officers, speakers from the Environment Agency, officers from Oxfordshire County Council and members of the public to the committee, and thanking them all for attending.

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The Vice-Chair introduced key attendees that were attending outside of West Oxfordshire District Council (WODC):

Evie Kingsmill and Joe Cuthbertson represented the Environmental Agency (EA)

Nick Mottram and Alice Dimaline attended remotely from Oxfordshire County Council.

William Wareing represented the Witney Flood Mitigation Group.

The Vice-Chair informed the committee that he had prepared three slides which would be shown during agenda item 7.

5 Declarations of Interest

There were no declarations of interest received.

6 Participation of the Public

The Vice-Chair welcomed William Wareing to the meeting.

Mr Wareing representing the Witney Flood Mitigation Group (WFMG), addressed the Committee, and focussed on:

- Good Maintenance leads to Flood Risk Prevention
- Multi Agency Meetings
- Emergency Planning
- Maintenance
- Councillor Engagement

A copy of Mr Wareing's transcript is attached to these minutes.

The Vice-Chair thanked Mr Wareing for his participation.

7 Witney Flood Report Update

The Vice-Chair asked Environmental Agency (EA) for an update on the Witney Flood Report.

Joe Cuthbertson from EA provided a high level update to the committee, as one of the many agencies involved. The EA role is the organisation that has the strategic overview of all sources of flood risk, which means we support and work with risk management authorities like local flood and highways authorities to ensure that flooding from rivers, drains, road drains and sewage is managed effectively. The operational responsibility for managing response to each of those flood types falls with different organisations. The lead local flood authority would lead on the smaller rivers and surface flood waters. The EA would lead on the main rivers which Witney has and the EA has a role.

In response to the report Mr Cuthbertson briefed on the following:

- Flood warning was late – upgrades have been done to flood warning arrangements, to enable an earlier and more reliable warning in the future. The breach threshold has been lowered, upstream the flow gauge has an alarm fitted to ensure earlier warnings.
- Engagement with the Witney Flood Mitigation Group – meetings have occurred and EA will commit to continue engagement.
- Medium term – EA have made bids for funding for river maintenance for example removing some of the larger blockages, river banks are cleared, this is in addition to the maintenance plan. This is a limited source of funding and staffing to carry out maintenance, which has been extended for Witney, which is in place for this financial year, work has begun.

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- Looking at riparian owners' rights – owners that have properties that back onto the banks of rivers, it is their responsibility to keep it clear. Working with the Witney Flood Mitigation Group to identify these owners. EA will advise these owners on how they can maintain the river banks to keep them clear.
- Longer term – EA are updating the modelling which informs the EA flood mapping which is published online. Updating this modelling for Windrush and smaller tributaries. This will give more accurate representation of what areas are likely to flood and when. Looking at levels of rainfall that are likely to cause flooding. New modelling expected early 2024, there is a limited team working on this for the whole country. EA is exploring every avenue it can to assist Witney residents. An economic assessment will then be made following the update to see what could be put in place for Witney.

The Vice-Chair thanked Mr Cuthbertson for the update and went onto announced that Councillor Enright was organising an Emergency Flood Planning meeting on 6 July, which will focus on human side of emergency planning, which all present was invited to. Today however should be focused on the division of responsibilities between the parties present at the committee in terms of maintenance of the rivers rather than the emergency actions, which will be Councillor Enright's focus on 6 July.

The Vice-Chair slides were then shown at the meeting, a copy of which is attached to these minutes.

The Vice-Chair explained that the slide was EA data since 1950, Windrush river discharge data by day, available on line. The height of the floods have increased and the frequency of the floods increased, so it's a bigger problem today than in 20th century. Based on Oct 2021 data, of the 93 days since 1950 the discharge of the Windrush lower end was over 15 cubic meters a second, 89 of them were in the last 15 years, 21 of them in the last 12 months.

Next slide showed a EA map of South East West Oxfordshire, a map of main rivers, each blue line is a main river, which means a permit is required to dig out a ditch. The riparian owners are responsible to get the work done, to do the work you need a permit from the EA. A lot of ditches and rivers needing maintenance, a huge undertaking when you look at the scale and length of the river. The EA maps are available on line on the EA website.

The Vice-Chair invited questions from the committee to EA.

Councillor Pearson asked what were the criteria for permits being granted or not granted.

Mr Cuthbertson explained reason for permits is so that the flood risk could be assessed. This is called flood risk activity permitting. Riparian owners are liable for up to 8m from the bank of the river, an example is someone may want to build a jetty for a boat. Applications for permits are assessed to ensure that works do not increase flood risk at other areas of the river. Often work that is required is to reduce the risk of flooding. Determination timescale is typically two months from when the application is received, for complex cases it can take longer, sometimes it's because further information is required.

See link for further information: <https://www.gov.uk/government/publications/environmental-permitting-regulations-exempt-flood-risk-activities/exempt-flood-risk-activities-environmental-permits>

The Vice-Chair asked EA how many permits had been granted in the last 3 years and the distances in total.

Evie Kingsmill from EA took the question as an action to take away and come back on.

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Councillor Ruth Smith asked for clarity, did human response to emergency flooding get considered at Social and Economic Scrutiny Committee.

Mr Oddy the Group Manager - Commercial Development, Leadership and Management Team, clarified that emergency planning and the impact on the community would generally be dealt with at Social and Economic Scrutiny Committee.

Councillor Ruth Smith also commented that the Section 19 report that the LFA published was slightly different than the one that was published on the Agenda, and that she realised the dates were different but suggested members take a look at the one that LFA had published online.

Councillor Fenton asked EA about the riparian owners responsibility to keep the watercourses clear, and that they are encouraged to do so. What happens if they don't do it.

Mr Cuthbertson confirmed that it depended on the risk, they would offer advice and guidance. Enforcement is less well resourced, so on occasion EA had to go and do the work if the risks were high. On the whole though it was not a huge issue with riparian owners. EA rely on people reporting, but often its spotted by teams doing maintenance.

Councillor Al-Yousuf remarked that he had not received an invite to Councillor Enright's 6 July meeting, and added he would not be able to attend. Councillor Al-Yousuf also commented that he thought that the human response to flooding should really sit with the Climate and Environment Scrutiny committee.

The Vice-Chair confirmed that everyone was invited to the meeting on 6 July, and that following the meeting, it would still be picked up within this scrutiny committee.

Councillor Al-Yousuf also enquired why the meeting was being held outside the scrutiny committee. The Vice-Chair confirmed he would ask councillor Enright and come back with an answer.

Councillor Al-Yousuf added that he looked forward to hearing from the county council and others later in the meeting, and hoped that information goes beyond information exchange, and wants the outcome to be action plan and recommendations to the Cabinet. So far what he had heard was useful and informative but as a scrutiny committee we should be recommending. The Vice-chair agreed with Councillor Al-Yousuf comments.

Councillor Coles thanked EA for attending and was pleased to hear that work on Emma's Dyke was going to happen. However what was needed was a flood mitigation scheme, until Witney is given the investment for a scheme we are going to continue every few years to have major floods occurring.

Councillor Brooker asked EA is the investigation into the Hayley Road ditch up to the Colbert or is it just underneath the road, who is ultimately responsible. Mr Cuthbertson confirmed that he would need to check and get back to the committee.

The Vice-Chair introduced the Oxfordshire County Council (OCC) virtual attendees Nick Mottram and Alice Dimaline, as OCC were the lead authority. At present it was an informal agreement, however there was a formal arrangement to be put in place, and asked if the formal arrangement could be finalised by the next month.

Nick Mottram referred to the Agency Agreement and agreed that at present it was operating on an informal arrangement. After reviews with legal teams and sign off it can be put in place. He would be open to review any outstanding items that WODC may have concern with.

The Vice-Chair invited Mr Mottram to explain to the committee how the lead authority works, and the dynamics of the team.

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Mr Mottram explained that the lead local flood authority works under the Flood Water Management Act. It's there to ensure that various risk management authorities work together to manage risk, that they are working effectively together. There are inputs from EA a key partner, district councils, highways, emergency planning functions, and OCC. Delegated powers down the local authorities and the Section 19 Investigation reports. WODC Officers put together a very helpful flood investigation report, that's not quite the same as the formal Section 19 report that we need to issue on behalf of the RLFA, it provides a starting point. Section 19 reports are published on our website and additional information on management of flooding. Section 19 reports provides a more detailed framework for action, a whole suite of recommendations, and who consultations should be with. The recommendations are pretty much the same as the WODC Officers recommendations, there are slight adjustments where felt more appropriate, and change of wording slightly, however its very much the same document.

The Vice-chair referred to page 11 of the report where there were actions and progress, then on page 36 to page 38 there are main actions. There are no dates or timelines, or in some cases how, and does not say who would action. Having a specific title of who would be responsible for auctioning, would help. If EA, WODC, OCC were in agreement in the next month could 5.2 main actions be reviewed so that this information is reflected in the document, specifically time, how if relevant, and who is responsible.

Mr Cuthbertson commented that these were recommendations, and they needed to firm up actions, how and timescales are dependant. This would be the plan, and as the actions are updated it would be transparent and online.

Mr Laurence King the Shared Lead Flood Risk Management Officer, Development Management, commented on the EA key modelling exercise that was being done, he thought it would be helpful to the committee to have EA give expectations on timescales for the key modelling, as most recommendations lead on from the modelling.

Evie Kingsmill confirmed that modelling was underway, data collection would be occurring over the summer, the model would hope to be ready back end of 2023, which would be fairly detailed in nature., as a sound evidence base is needed to look at a viable business case for funding.

The Vice-Chair commented that it is uncomfortable to hear the length of timescales, especially when you look at 2007, 2014 and 2020 floods which all were supposed to be once in a 100 years, its concerning, time is not on our side. Are there not actions that can be taken now rather than waiting until end of 2023 just to get the model.

Mr Cuthbertson explained that the EA programme is the biggest in the EA history, and large spending the government requires spot on evidence, which is why they need the modelling. Climate change is causing a lot of the flooding issues and it was happening all over the country, he could assure WODC that modelling was not happening any faster anywhere else in the country. However its not to say that there aren't anything that can't be done sooner, around the maintenance and working with the flood mitigation working groups. It's a challenge, flooding is getting worse and its devastating when it happens.

The vice-Chair asked if as EA goes through the action plan can small stuff that could make an impact, can we be informed of what these are and what the costs maybe, as WODC and OCC may need to look at funding. A list would be appreciated of what could be done within the next twelve months.

Mr King confirmed that his team consistently looked for quick wins, if there is anything we could do locally we would do it to our best of our ability. If there are any quick wins the partnership identifies we will do it.

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The Vice-Chair commented that the EA have maps that differentiate rivers by low, medium and high risk, is this right and could WODC have a copy, just for West Oxfordshire.

Evie Kingsmill confirmed that she could provide some links for the minutes and the committee, and there is an interactive map on line..

The Vice-Chair stated it would be helpful to have a view where there is a risk to property or life.

Evie Kingsmill confirmed that this was part of the modelling.

The Vice-Chair asked for the EA view of where there is property or life risk in West Oxfordshire only.

Mr Cuthbertson eluded to the emergency planning that they worked with partners that show vulnerable areas, populations within a flood plain, hospitals, schools.

Mr King added that the maintenance plan will go a long way to know where the risks are too.

Councillor Goodwin asked about the modelling, would it include all low, medium and high risk areas.

Mr Cuthbertson confirmed that the modelling would turn into maps to show low, medium and high areas. All new developments are looked at closely with the developer and EA often ask developers to do an in depth investigation into flood risks, which EA can assist them with.

Councillor Al-Yousuf asked that the committee to support the cabinet member with the portfolio of flood management with a set of recommendations. For the next committee could we have an opinion on the status of the agency agreement with OCC.

The Vice-Chair agreed and was hoping that with OCC agreement of one month for the final agreement to be in place would be confirmed.

The Vice-Chair guided the committee to page 49 of the report, which was the Thames Water answers to questions. He particularly highlighted the sewage treatment works spend in the last 15 years, and encouraged committee members to look at the forecast spend and the population numbers re capacity.

Mr Phil Martin the Group Manager - Business Services, Leadership and Management Team, introduced the Thames water report. Mr Martin stated that the Thames Water report was only received recently within the past few days, on page 50, they had flagged up what was being excluded, this was quite key in regards to failures. Whilst they did provide some information, especially on investment. We need to understand where the failures are, more data is required. We believe we have only a partial picture at the moment. We have been in contact with Thames Water about bringing them to the table, to talk about the information that has been omitted for whatever reason.

Councillor Fenton was concerned there was no investment in Clanfield and no future investment, and I know that works have been done.

Mr King agreed and said that they wanted to talk to Thames Water about the different departments within the organisation on how they work together and share information. Operational expenditures are not even mentioned in the reports, the true expenditure we have yet to get to. Maybe pick a pilot area to focus on expenditure.

Councillor Al-Yousuf was concerned about capacity of staff hours, technical expertise, analysing the data and information. WODC responsibility as a planning authority to ensure we check sewage capacity, do we have resource for this.

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Mr King commented that planning are relying on expert opinion, Thames Water are not a statutory consultee, they do comment but not as a statutory consultee which needs to change. If they do comment and say there is a problem, it gives the opportunity to negotiate with the applicant for Section 106 money, once its got planning consent the water supplier accepts the connection. If Thames Water comments that a development wont breach the trigger would we question that opinion, we probably would not, it's a difficult situation.

Councillor Ruth Smith agreed that it stays into specialist scientific expertise that local authority does not have.

Mr Martin agreed all operational data would have been useful, and perhaps it was not available. It was a good start of the overall picture.

Mr King thought they could analysis the data site by site, however hydraulic models and validation of those would be challenging, time consuming and expensive.

Mr King added that there was going to be an open day at Witney Sewage Treatment Works soon so he thought Councillors would probably attend to ask questions.

The Vice-chair thanked Mr Martin for bringing the Thames Water report to the attention of the committee. Whilst officers continued to work with Thames Water, perhaps Mr Richard Aylard of Thames Water could be invited to the next committee.

Councillor Ruth Smith referred to the paragraph in the report on page 50 re the practicality of providing detailed reporting.

Mr King also confirmed that Thames Water intend to hold surgeries possibly at Woodgreen WODC offices, where individual Parishes would be invited to come in and talk about local problems, probably in the autumn.

Councillor Brooker asked if WODC could request Thames Water to provide the information that we want.

Mr Martin confirmed they would push for information in consultation with Thames Water.

8

Annual Carbon Action Plan 2022/23

The Vice-Chair introduced the Climate Change Manager (WODC), Land, Legal and Property, Ness Scott.

Ness Scott gave the committee a verbal update on the Annual Carbon Action Plan 2022/23.

The Annual Carbon Action Plan is focused on decarbonising the Councils estate and reaching the target of carbon neutral by 2030. Within the plan WODC looked at scope 1 emissions, scope 2 emissions, and some of scope 3. Primarily all the councils fossil fuel, and gases and fuels used in the councils buildings and operations, including vehicle fleets, staff travel, business travel, Councillor travel, everything that will be included in the carbon account each year.

Carbon action plan split into three sections:

- council offices, property and sites
- leisure centre buildings
- waste vehicle fleet, machinery and all other vehicles owned by the council

The measures to decarbonise those areas are being carried out by teams that work across those service areas.

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Each year the Council looks at how the carbon account figures have changed year on year, that work is being pulled together at the moment, hopefully figures to be completed by end of the summer.

Council offices decarbonisation the main areas are energy sustainability, will be fed into agile strategy, work is in progress as part of the agile project. There will be an impact where staff have been home working and some will continue to do so, also commuter mileage is taken into account. Encouraging staff to cycle or to walk to work, Publica have announced staff salary sacrifice for the purchase of low emission vehicles.

Carbon offsetting strategy, the team are looking at certified schemes to put into place for offsetting carbon.

Leisure focus is on the age of the heating system in our centres. Carterton Leisure Centre heating system approaching end of life. A successful bid for 1.3million contribution to heat pump alternative, with solar panels on the roof has been secured, in the process of developing a business case.

Council Waste Service review working with the management as new service will have a carbon impact and a key driver.

Climate change Strategy that was published last February, for example some of the works included the park and charge work that has just been completed,

Carbon Action Tool Kit has been put forward for an award with LGC Awards 2022.

Bia diversity on land management, great achievements this year, taking forward nature conservation for the councils estates, working with schools and communities, and in the autumn hedgerow planting.

The Vice-Chair thanked Ness Scott for the update and asked for councillors questions.

Councillor Goodwin asked about homeworking using more carbon at home and how that was being addressed.

The Climate Change Manager confirmed there was a balance to be struck, started with question and answer sessions with staff, posted advice to staff on how to reduce energy and how to save on bills at home. Publica have been really open and will support staff with options either working at home or within the offices.

Councillor Goodwin enquired if WODC were on track for the 2030 target and would the offset be high.

The climate Change Manager confirmed that systems may need replacing sooner rather than end of life, and offset maybe required, however it would be a short term off set arrangement, hence the strategy so that these can be considered.

Councillor Goodwin enquired if the heat pump replacement in the leisure centre would be net zero. The Climate Change Manager explained that the leisure centre was built in two phases and phase two was only 2019, the heating system in this building is not being changed. Decarbonisation is focussed on the pool area in the original building which is run on gas boilers, so it's not a complete net zero but a substantial change.

Councillor Brooker asked firstly, if the EV charging units were fast charge or standard charge. Neighbours that live at Woodgreen want to purchase E vehicles, however they have no way of charging at the moment. Suggestion that out of office hours could there not be charging points at Woodgreen for example for residents to use. Secondly, the green spaces at Welsh way, not all WODC land, lack of grass cutting, can we use the land to better use.

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The Climate Change Manager confirmed that fast charges focus on overnight charging for local residents, they are not rapid charge points. They are more than capable of doing a top up in a short period of time. More information can be brought back from the park and charge team. Data would be useful, in three months' time there should be six months' worth of performance data. Hoping to produce a quarterly report moving forward. Sustainability measures in the agile workplace will be looking at greener solutions. Therefore what happens to Woodgreen carpark is part of the consideration within the agile project.

Councillor David Cooper asked that a lot of public buildings still have asbestos, the cost of removal and impact to landfill the cost of offsetting is this part of the carbon accounting, and at what cost.

The Climate Change Manager confirmed that staff that look after estates buildings have condition reports so any issues with asbestos would be flagged in this way. Estates team oversee all replacements of materials, the climate team make recommendations, and suggestions for advising on decarbonisation. The property and estates team are instrumental in making it all happen.

Councillor Coles during the development of the parking action plan, I suggested that the park enforcement team uses local buses to get about, a number of other authorities do this and let them travel free. Has this been in discussion.

The Climate Change Manager confirmed that it had not been discussed as yet, but she would take it away and talk to the parking team about it.

Councillor Pearson will there be more carparks that will have EV charge points installed.

The Climate Change Manager confirmed the initial project now completed, they would be monitoring the usage and uptake. They were also looking at joining up with the EV team at OCC, to extend EV parking to other sites, county wide.

Councillor Ruth Smith asked if Ness Scott could answer a question under the works programme.

Councillor Goodwin stated he thought that the meeting was not long enough to include the climate action points, it used to be a separate meeting and was at least two hours long. Merging the two meetings does not give enough time to address all items. The Vice-Chair suggested that climate action always be on top of the work programme moving forward.

The Vice-Chair had nothing but praise for all the work that had been achieved so far on WODC assets. And thanked Ness's team. WODC assets is only one percent of West Oxfordshire assets, the other for the other 99% we should lead the drive to address carbon neutrality within the district.

Councillor Brooker reminded about the question on land management.

Ness Scott stated that the land management plans were published at the start of the year in January, it's a five year management plan. It will evolve and grow and more areas will be added, need to ensure that its cost neutral and work with the grounds maintenance contractors. Year one we are seeing wild flower meadows are coming up,

Councillor Al-Yousuf mentioned that WODC had been nominated for LGC awards 2022, and he wanted to congratulate the team and wanted it acknowledged and noted.

A question was raised before the meeting in writing from Councillor Al-Yousuf:

"How is WODC performing with regard to its commitment to tackling the climate emergency compared to other councils in Oxfordshire? Climate Emergency UK has given WODC a score of 50%. Is this organisation reputable, and is its methodology credible?"

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Answer from The Climate Change Manager:

For Oxfordshire, the running order was:

West Oxfordshire: 50%

Oxford City: 48%

Oxfordshire County: 43%

Cherwell District Council: 45%

South Oxfordshire: 0%

Climate Emergency UK, a sector-led organisation established in 2019 to track and record council's climate change commitments, launched their Council Climate Plan Scorecards on 27 January 2022. The scorecards are an assessment of all UK councils', publicly available, climate action plans and strategies. The findings are varied, with the average score for all council types around 50%.

The assessment was done after each council answered a questionnaire, signposting their strategy, action plans and funding commitments. (I can only assume South Oxfordshire did not complete theirs!)

For WODC, the main items used for assessment were:

- Carbon Action Plan, and pathway to carbon neutral by 2030 (published October 2020)
- Local Recovery Plan (published October 2020) – climate as a key theme and funding subsequently allocated to short term posts taking forward climate action
- Council Plan – climate as a key theme
- Climate Change Strategy, setting out the framework for cross-District priorities embedding the ecological emergency within that
- The Climate Action Survey (carried out in 2020 to inform the Climate Change Strategy objectives) – the fact the Council's strategy was developed from a public consultation and addressed the issues raised by consultees would have scored well.
- Climate Action Bulletins to the WO Climate Action Network (380 members) as ongoing communication with local communities

These were the main components WODC fed into the assessment.

It's a desktop study, informed only by the strategy and plans for each Council submitted as part of the questionnaire. They looked for demonstration that climate and nature were being considered as integral and that consultation plays a key role for Councils - we scored well on engagement as you can see and this would most certainly be down to the fact our climate action survey went on to influence a strategy and ongoing communications.

The Climate Change Manager thought it was as good an assessment as a UK-wide desktop assessment could be. It will obviously have its shortcomings, as all assessments will, but as a high-level indicator of progress I would say it's been a helpful benchmarking.

Councillor Al-Yousuf asked if the 50% was a pleasing score. Does the methodology reflects urban versus city geographically, agriculture versus industrial.

Ness Scott replied that it was a strong start, which was also a strong start, and yes the scope was broad, but it still has value.

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Sections	West Oxfordshire District Council	Cherwell District Council	South Oxfordshire District Council	Vale of White Horse District Council	Average district council score
<u>Governance, development and funding</u>	10/21	12/21	0/21	0/21	9.4/21
<u>Mitigation and adaptation</u>	8/18	8/18	0/18	0/18	8.1/18
<u>Commitment and integration</u>	3/7	5/7	0/7	0/7	3.8/7
<u>Community, engagement and communications</u>	★ 9/9	4/9	0/9	0/9	4.7/9
<u>Measuring and setting emissions targets</u>	4/5	4/5	0/5	0/5	2.6/5
<u>Co-benefits</u>	2/4	2/4	0/4	0/4	1.9/4
<u>Diversity and inclusion</u>	0/5	0/5	0/5	0/5	0.5/5
<u>Education, skills and training</u>	1/5	1/5	0/5	0/5	1.5/5
<u>Ecological emergency</u>	2/4	0/4	0/4	0/4	1.8/4

The Vice-Chair thanked Ness Scott for her attendance and update.

9

Presentation on the Environmental Services Innovation Programme (ESIP)

2021/22 (Case Study)

Scott Williams the Business Manager - Contracts, Environmental Services Manager and assisted by Louise Oddy – the Service Designer, gave two slide presentation to the committee. The first on Environmental Services Innovation Programme (ESIP), followed by the Waste Bin Placement and Renewal Programme.

Environmental Services Innovation Programme (ESIP) is a partnership between Cotswold District Council (CDC), Forest of Dean District Council (FoDDC), West Oxfordshire District Council (WODC), Publica and Ubico to deliver shared innovation projects.

Bill Oddy, the Group Manager - Commercial Development, Leadership and Management Team, added that WODC were spending £7.5 million per year and the service has an the impact on climate change.

The Contracts Business Manager focused on the main priority areas and ESIP Year 1 (2021-22) achievements, concluding that the initial targeted £400k worth of additional income/savings and have achieved £850k.

The next presentation was on the Waste Bin Placement and Renewal Programme, focusing on the programme, challenges and year 2 (2022/23) key projects.

Copy of the slides are attached to these minutes, with a copy of the case studies.

Following the presentations Mr Williams invited the committee to ask questions and comment on the service.

23/June2022

Councillor Coles thanked Scott Williams and Louise Oddy for their work and commitment, however he was not convinced that the service was not as successful as we thought, given the savings could more bins be provided. He did not believe the message take litter home was getting through, especially dog waste and questioned accuracy of the recycling waste as it was deposited into the same bin. Councillor Coles also reported that a resident had informed him that a call to WODC re bins was referred to Town Council. Problem is residents are being told to refer to Town Council and then Town Council are referring back to WODC. Councillor Coles also confirmed he had offered to meet Ubico to show them where a bin is desperately required near Springfield Oval.

The Service Designer clarified that waste was in clear bags so that when collected recyclable waste could be clearly visible, and therefore checked and can be delivered to recycling.

The Group Manager – Commercial Development stated all the bins are paid for, supplied by and installed by WODC, whether they are highways (responsibility of Town/Parish council), or on private land. Confusion may lie where bins lie on private land, collections are paid by Town/Parish Council but still done by Ubico. There has been an increase in capacity to reduce overflow bins and the data available suggests there is a dramatic reduction in reports of overflowing bins, so this is working. New dog waste bins are 90 litres, whereas the old ones were only 30 litres. Ubico will continue to look at locations to improve services as an on going process. In residential areas, a significant number of bins were located in ex council estates. The councils new policy is to encourage residents to take litter home, if there is a particular problem in a certain area we would look at it.

The Service Designer added that she speaks to every customer personally and responds to all enquiries. The Group Manager – Commercial Development added that some of the scripting in customer services where the complaints go initially have not been updated for a while. Therefore they would pick that up as an action to confer with customer Services and update them on the latest scripts, so that calls are directed to the right teams. Residents will not know which bin is responsible of WODC and which is Town/Parish council, WODC needs to take ownership of the enquiry and follow through to resolution, and we will contact Town/Parish councils if needed.

Councillor Ashton asked for clarification if the Town Council paid for bins on parklands for example. Group Manager clarified that all bins are paid for by WODC, the empty costs if on adopted highway land is the responsibility of Town Council, WODC would do this and recharge the Town Council. WODC were going to give Town and Parish councils time to budget for the recharge and this will be adopted next financial year.

Councillor Ashton added he had complaints of smelly bins. The Service Designer did clarify they had not received any complaints, however they would look at each complaint if it came through to them and ensure the bin was collected. Bill Oddy added that a service review was on its way and part of the review would be street cleansing. They wanted to introduce a new way of managing bin collection, for example some bins may have a seasonal collection type, bins emptied more frequently in the summer. This will involve the in cab technology solution that Scott Williams eluded to in his presentation. We will be able to identify hot spots, and target Ubico teams for collections, in a smarter way. Not only saving money but also saving carbon, not having to go to a bin that does not need a collection.

Councillor Hill congratulated the team on getting the new bins delivered and installed, and the fact that missed collections shows on line and that you can report a bin full on line.

The Group Manager confirmed that the on line facility will be promoted, as it was a new service.

23/June2022

Councillor Jackson wanted it on record his appreciation of Bill Oddy, Scott Williams and Louise Oddy, and the teams efforts, he had no complaints to the new open bins.

Louise Oddy thanked Councillor Jackson and thanked the Ubico teams for their hard work, in all weathers and all locations.

The Vice-Chair, thanked Scott, Bill and Louise for the update.

10 Service Performance Report 2021-22 Quarter Four

Bill Oddy the Group Manager - Commercial Development, introduced the quarter four Service Performance Report. He advised the Committee to focus on page 81/82 and 96, on the end of year report 2021/22. He added that there were challenges during the pandemic but it was good to see missed bin collections were reducing.

The Vice-Chair asked the committee if they had any questions on the report.

Councillor Coles noted that there were increases in fly tipping. The Group Manager – Commercial Development remarked it was most probably due to council sites being closed during the pandemic.

Councillor Jackson enquired if Councillors could be informed if bins were missed so that they could be pre warned before residents contacted them.

The Group Manager – Commercial Development confirmed that with the new in cab technology they were starting to use smart systems and were working towards Ward Councillors could be informed in future of missed collections. At present it is on the Council website, in the future we should be able to email individual residents.

11 Cabinet Work Programme 2022/23

The Group Manager – Commercial Development, Bill Oddy guided the committee to focus on the PSDS 3 Carterton, which was a huge project. Cabinet will also need to make decisions on the Waste Contract review, this scrutiny committee should will need to scrutinise that piece of work, as a priority, and probably for Finance Management Overview and Scrutiny committee.

The Vice-Chair noted that the contract partnership was a huge expenditure and was due for review, could there be a joint Committee meeting, between Climate and Environment and Finance Management scrutiny committees.

The Group Manager – Commercial Development reminded Councillors they could attend the finance Management Scrutiny committee if they wanted to.

The Climate Change Manager did not think PSDS 3 Carterton was ready yet to go to Cabinet in July so there was time.

Councillor Al-Yousuf reminded members that there had been a joint Economic and Environment Committee meeting earlier in the year, however there could be constitutional reasons why committees are separated, it would need to be looked into.

Councillor Coles reminded the committee they could have an additional committee meeting if necessary. Also this committee should look at approval of funding for West End Link, as there is a flood plain in the meadow for example which falls into this committees remit. Councillor Brooker and Councillor Pearson also referred to West End Link, and the Local Plan.

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12

Committee Work Programme for 2022/23

The Vice-Chair looked at the provisional plan set out at the moment, but asked for suggestions from the committee for additional items to be added.

Councillor Goodwin raised that the Climate Action Working Group used to be a meeting on its own, separate from the scrutiny committee, he did not feel 25 minutes did the Carbon Action Plan justice, and wanted a separate meeting again for two hours where all climate issues could be focussed on.

Councillor Al-Yousuf informed the Committee that there had been several discussions on Councillor Goodwin's point. This committee if it feels it wants it could dedicate a meeting to one topic, or have additional meetings. It's a decision for the whole committee to decide. Additionally to form a separate working group is difficult in getting staff, and councillors together all at one time.

Councillor Ruth Smith knows the Cabinet member for Climate Change was asking how climate Change should be approached, so this committee could liaise or recommend suggestions to the Cabinet member.

The Vice-Chair asked the Group Manager – Commercial Development what his guidance would be with the Committee Work Programme. The Group Manager – Commercial Development eluded to the committee looking at cost, issues, procurement, and climate change decisions for the Work Programme. The committee here, is to add significant value and scrutiny to anything that comes its way, not to look into all the detail, the officers do that, but to scrutinise the higher level decisions. The Group Manager – Commercial Development also suggested that the Committee could if it wanted to, set up a small working group to work with the officers to report back to this Committee, that is all in the committees power to do so, however officers are more than capable in dealing with the detail and reporting back to the committee.

Councillor Coles added that the reason the Climate Action Working Group was set up, it emerged from a motion, and that motion has now concluded with the setting up of the Climate Action Plan.

Councillor Mead added that a working group is a task and finish group, there are no minutes that go out to the public domain, therefore you lose transparency and you are unable to have public engagement. Whereas this committee allows open and honest transparency and public engagement.

Councillor Goodwin hoped that the Cabinet Member for Climate Change would set the agenda for this so that it can be scrutinised.

Councillor Booker, stated that in September there are already many items on the agenda. Perhaps there could be one for Climate on its own once the Cabinet Member for Climate Change has announced the agenda.

The Vice-Chair stated these were pencilled in but it is open for discussion what the Committee wants to review in September and beyond.

The Group Manager – Commercial Development expected the Council to review its corporate plan, clearly that will have elements within it that the Committee should be looking at. That is a significant policy decision, and should be on in September. Look at where scrutiny can add most value.

The Vice-Chair stated he would want to look at the 99% climate challenges, as the focus is currently on 1%, and how this could be explored.

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Councillor Ruth Smith had a suggestion for work streams, community energy, talking to other partners about what can be done for Witney, in affordable new energy. Delivering for residents as well as our own buildings.

The Group Manager, Bill Oddy explained that Councillors, would speak to the cabinet member, and if a policy decision was happening, this committee could call that in and scrutinise it.

The Climate Change Manager, Ness Scott informed the committee that Enysham was a pilot working with low carbon solutions, an action plan was in place, updates will be in the bio annual report.

The Vice-Chair concluded Councillors should email himself, Councillor MacRae and Democratic Services with any work programme requests.

The Group Manager suggested that as the September Committee is the next Committee that the order of what's on the work programme agenda could be drafted today. Council Plan and the Waste Service Review are significant items and should be scrutinised before it goes to Cabinet. Carbon Action Plan update also should be on the agenda.

The Vice-Chair agreed and suggestions from the committee should still come through to be looked at, and maybe there could be scope for additional committee, we await the Chairs return for his input.

13 Members Questions

Councillor Coles raised the following question:

“The last Air Quality records were published in June 2021. Could the Committee be given an expected date when the next one is due for publication please, bearing in mind that these records are always for the previous year?”

Officer's response:

1. The Air Quality report is operates on a calendar year basis. All Air Status Reports (ASR) should be submitted by June 30th each year. The report covers January – December of the previous year. So, this year's reports, which are in the process of being submitted, cover Jan-Dec 2021.
2. The WODC Team finalise a draft for DEFRA submissions by 30th June
3. DEFRA typically reverts within 1-3 months
4. WODC publishes the results by September/October

The Meeting closed at 5.06 pm

CHAIR

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**Transcript of Verbal Submission to WODC Environment Overview and Scrutiny Committee
Meeting on 23/6/2022 at 14:00**

Re: Update from Witney Flood Mitigation Group

William Wareing

Update from Witney Flood Mitigation Group

Dear Councillors and guests, thank you for allowing me to speak today.

I am one of the founders and spokesperson for Witney Flood Mitigation Group.

Firstly, I would like to welcome the newly appointed councillors to this committee, we look forward to working with you on the subject of flood prevention. I would like to thank WODC for the initiative taken to make this committee meeting part of the coordination of the recent Multi Agency collaboration following the actions highlighted in the 2020 Flood Report issued by WODC, which we of course had input to.

There are a number of matters I want to bring to your attention today.

Good Maintenance leads to Flood Risk Prevention - we have gained independent advice from an experienced and well-equipped river engineering contractor that better maintenance of the river is achievable (given the flood report stated the river is in poor condition) so the right solutions are simply about coordination and appropriate funding - but mostly about the drive to succeed in reversing past decisions.

Multi Agency Meetings - despite our flood group being a stakeholder, there has so far not been any engagement with us as party of the group - we ask that we are included in future meetings where we would hope to advise you and in turn communicate with the community on any progress made. We have had very good engagement and collaboration from the EA and expect the same from all other parties. So, what exactly is happening with the rest of the agencies? We certainly hope to find out today.

Emergency Planning - despite numerous requests and referring us WTC, we are yet to see any detail of a joined-up Emergency Plan for Witney, so that we can all play our part very effectively when the next flood event occurs. We have been advised that this is not publicly available however how can we work together and coordinate without that? Like all emergency plans, they are made up of joined up action at Town, District and County level along with the emergency services where everyone including us can play our parts. Once again, your engagement is requested. Working together, there are always numerous ways we can help our community such as joint communications and establishing a network of and training volunteer flood wardens.

Maintenance - once again I return to the subject of maintenance where after repeated requests for detail on maintenance, we have so far only received a broad list of areas maintained yet see little evidence of that so please provide those in detail. As highlighted to us by the Principal Structures Lead at OCC, de-silting under Witney Bridge at Bridge Street alone is pointless and needs to be part of a coordinated response to increase capacity of the channel, especially at the critical sections, working upstream from Farm Mill/the A40 underpass all the way to Bathing Place and beyond to New Mill.

Councillor Engagement - We of course are aware that a number of our councillors also hold positions at County level, and we ask that they continue to work on our behalf to best represent Witney's flood risk issues at County level and help us get more engagement and representation with the Lead Local Flood Authority, and of course OCC is ultimately responsible for Emergency Planning.

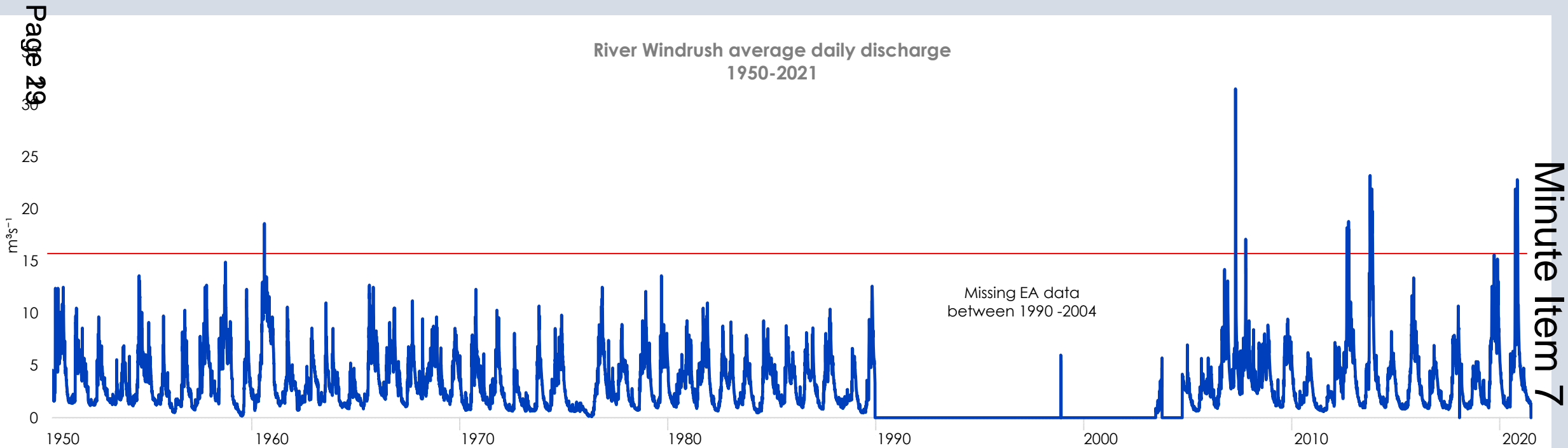
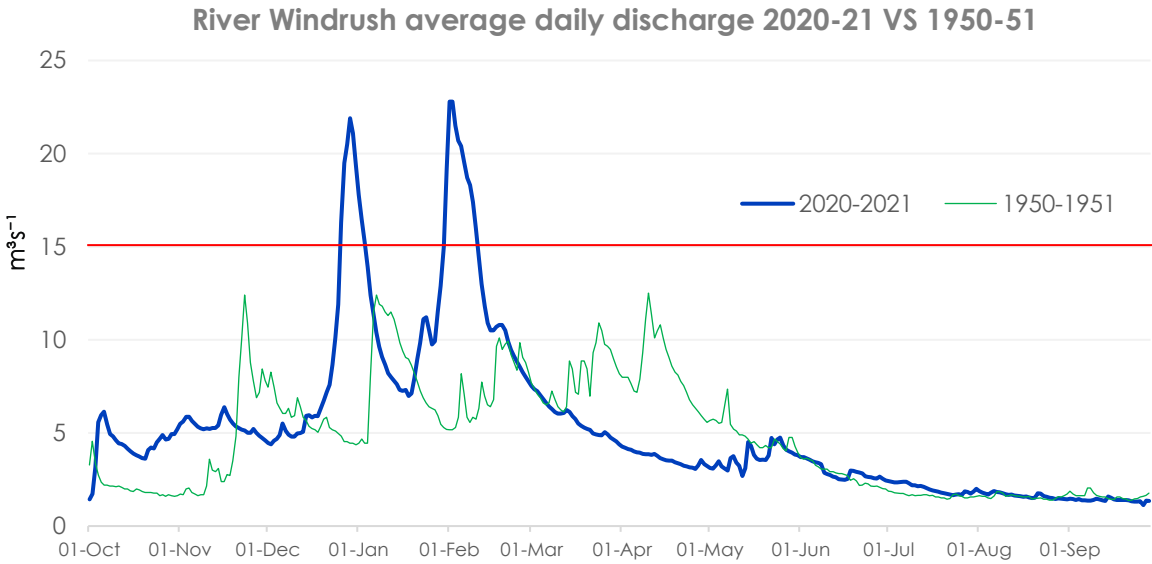
We are here today mostly to hear of progress being made of course however as you know we can only do that under participation of the public. Thank You.

River Windrush floods - increasing in both frequency and severity

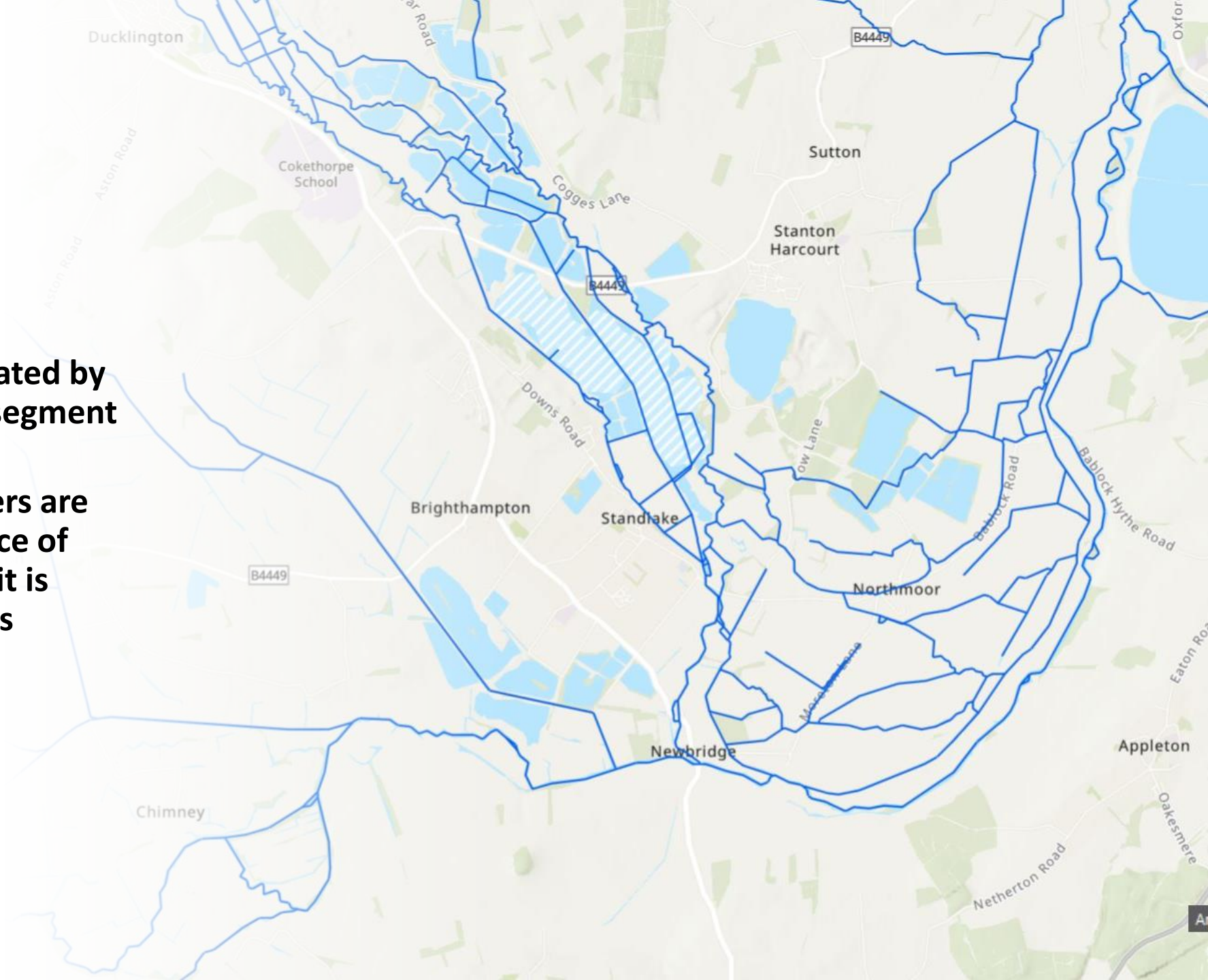
As per this data, since records began in October 1950, there have been:

- 93 days where the discharge at Newbridge has been over 15 cubic metres per second
- 89 of these days have occurred in the last 15 years, with
- 21 occurring in the last 12 months.

How much is due to climate change and how much is due to land use change is debatable. What is not debatable is that both the frequency and the severity of floods has increased substantially. This deteriorating situation needs to be at the centre of all decisions relating to the river, including flood control, planning approvals and sewage treatment.



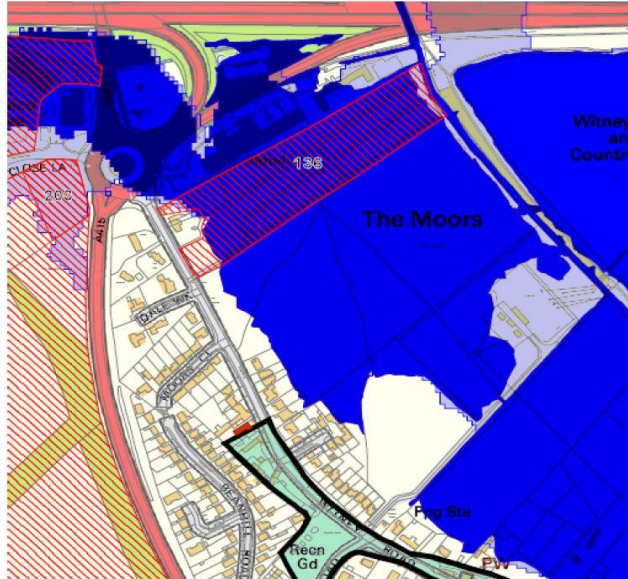
- “Main Rivers”, as designated by Environment Agency, in a segment of West Oxfordshire
- While riparian landowners are responsible for maintenance of “Main Rivers”, an EA permit is required before any work is carried out



Example of major near term flood risk – The Moors field, Ducklington

2010 EA flood map

Floodzone 3 in dark blue



Current EA flood map

Floodzone 3 in pale blue



- Planning permission currently being sought for 120 houses (approx. 300 people) on a portion of The Moors field
- Application was unanimously turned down by Lowlands Planning Sub-Committee in February. However, flood risk could not be listed as an objection as neither the EA nor OCC (the Lead Local Flood Authority) raised any objections re floodin, unsurprisingly as the current flood map shows no problem. A planning Inquiry is now underway regarding the application
- As per WODC's Witney flood report:
 - The EA's 2014 model does not take account of tributaries - neither the Colwell Brook, nor Queen Emma's Dyke which join at the northern corner of The Moors, which then join the Windrush at the eastern corner of The Moors
 - The 2020 floods were a "greater than a 1 in 100 year" event; as were the 2014 floods and the 2007 floods
- This flawed EA flood model is what current planning decisions are being based on. As is clear above, this potentially puts a large amount of people at high risk

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Environmental Services Innovation Programme (ESIP)

Minute Item 9

Background

- West Oxfordshire District Council is a partner in Ubico Ltd (with 7 others)
- Ubico performs environmental services on behalf of the Council:

Waste & Recycling collection

Trade Waste

Street Cleansing

Landscape services

Container deliveries

Environmental Services Innovation Programme (ESIP)

- Environmental Services Innovation Programme (ESIP) is a partnership between Cotswold District Council (CDC), Forest of Dean District Council (FoDDC), West Oxfordshire District Council (WODC), Publica and Ubico to deliver shared innovation projects.

Priority Areas

The ESIP programme focuses on 6 main priority areas:

- Increase service efficiency delivering reduced operating costs
- Reduce the carbon produced by environmental services
- Optimise and develop paid for products to increase income for shareholder councils
- Further innovation around systems, processes and structures building on Salesforce and In-cab technology
- Improve the customer experience
- Build on our use of business information to continue to make informed decisions

ESIP Year 1 (2021-22) Achievements

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- ✓ Agreement of refuse and garden waste collection increase fleet size to reduce hire costs (WODC)
- ✓ Introduction of in-cab system (CDC & WODC) delivering a £25,580 fuel saving (62 ton CO2) in WODC, and contributing to a 47% reduction in missed bins in CDC
- ✓ Providing bulk stocks of litter picking equipment to parish and town councils in support of the Clean & Green programme (CDC)
- ✓ Garden Waste licence fee increase delivering £513k of additional combined income (All)
- ✓ Waste and recycling container delivery charging (CDC) delivering £7,433 in income
- ✓ Grounds maintenance improvements to support biodiversity priority (WODC)
- ✓ Driver liaison post (CDC) delivering £14,959 fuel saving which equates to 36.6 tons of CO2
- ✓ Review of waste demand to inform follow on projects (All)
- ✓ Litter Bin Placement and Renewal Programme likely to deliver circa £70k of additional income in 2023 (WODC)
- ✓ Garden waste stickers implementation (FODDC) saving £6,500
- ✓ Removal of bring sites has led to the avoidance of up to £112k in additional cleansing work which was unbudgeted for (WODC)
- ✓ Garden waste reduced number of loaders delivering £67,486 (WODC)
- ✓ Supporting the Clean and Green Programme (CDC) in additional cleansing
- ✓ Vehicle maintenance - new ways of working (WODC) delivering a £34,000 saving
- ✓ DMR (Dry Mixed Recycling) new contract (WODC)
- ✓ Procurement of electric vehicles including a new sweeper at WODC

Targeted £400k worth of additional income/savings and have achieved £850k!



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Waste Bin Placement and Renewal Programme

Background

- Council made decision to invest in replacing previous litter and dog bins with new dual bins
- Previously no guidance on locations
- No replacement programme
- Visually unattractive
- Total cost annually of circa £450K to empty (£377 each)
- Each bin costs £4k over it's life (10 year life)



Programme

- ✓ Programme focussed on all 81 parishes
- ✓ Introduced a new emptying schedule for all bins
- ✓ Anyone can now report overflowing bins online
- ✓ New maps showing locations of bins
- ✓ Reduced costs and increased income for the Council
- ✓ Work completed by end of April 2022

Challenges

- Some negative feedback on social media but on the whole positive reaction
- Unreliable data regarding quantity/location
- Residents have strong views about bins
- Scale of programme and hinderance in staff numbers brought about by COVID!



“The bins look great and I have had lots of positive comments from dog walkers”

Parish Councillor

“The new bins through the village look so much smarter. We are delighted by these initiatives on the part of WODC.”

Chairman of the Parish Council



West Oxfordshire District Council
@WodcNews

Out with the old, in with the new!

Working with parish councils we have now installed over 100 new #litterbins & removed some of our more 'vintage' bins in the process.

We're investing £50k alone into improving our bins as part of our priority to improve the local environment.



12:15 PM · Sep 30, 2021 · Orlo

“Thank you for installing that bin by the stile so quickly”

Parish Councillor

ESIP Year 2 (2022-23)

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- Building on the relationships and confidence and capability in the team built up in the first year
- Greater focus on efficiencies, benefits realisation, and traditional business reviews
- More robust approach to price (fee setting) in 2023/24
- Focus on short, medium, and longer term benefits
- Don't underestimate the scale (risk and opportunity)

Key Projects Year 2 - WODC Focus

- Waste & Recycling Service Review in preparation for 2024
- Trade Waste review
- Garden Waste licence renewal review
- Street Cleansing review
- Landscapes review



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Questions



PUBLICA



Environmental Services Innovation Programme (ESIP) 2021/22 - Year 1 Case Study

Overview

Waste and recycling collection represents one of the most fundamental municipal services that local government offers, presenting councils with huge challenges and potential opportunities in terms of emerging agendas around the environment, climate emergency, and digital services.

The Environmental Services Innovation Programme (ESIP) is a partnership between Cotswold District Council (CDC), Forest of Dean District Council (FoDDC), West Oxfordshire District Council (WODC), Publica and Ubico to deliver shared innovation projects.

The ESIP programme focuses on 6 main priority areas:

- Increase service efficiency delivering reduced operating costs
- Reduce the carbon produced by environmental services
- Optimise and develop paid for products to increase income for shareholder councils
- Further innovation around systems, processes and structures building on Salesforce and In-cab technology
- Improve the customer experience

- Build on our use of business information to continue to make informed decisions

Key projects and benefits ESIP has delivered in 2021/22 include:

- Alloy in-cab systems at CDC and WODC
- Waste service review in FODDC
- Over £850k of combined efficiencies or additional income for CDC, WODC, and FoDDC

Background

Working in partnership, officers from Publica and Ubico met with stakeholders to develop a 'long list' of potential opportunities, which could be introduced to meet one or more of the programme priority areas.

This 'long list' was then refined to identify the projects which could be delivered in 2021/22 and these were subsequently taken forward.

A total combined savings/additional income target of £400k was also agreed for the programme.

What we did

Following data collection, review and modelling, individual business cases were produced setting out any investment required and the likely outcomes and benefits which could be achieved. Partner authorities were asked to consider the business cases and the programme was updated accordingly.

Any good practice realised in one area/district is shared in the other districts to support commonality of service and also improve team resilience.

Results

The main projects which have been delivered during 2021/22 are:

- Agreement of refuse and garden waste collection increase fleet size to reduce hire costs (WODC)
- Introduction of in-cab system (CDC & WODC) delivering a £25,580 fuel saving (62 ton CO₂) in WODC, and contributing to a 47% reduction in missed bins in CDC
- Providing bulk stocks of litter picking equipment to parish and town councils in support of the Clean & Green programme (CDC)
- Garden Waste licence fee increase delivering £513k of additional combined income (All)
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- Garden waste reduced number of loaders delivering £67,486 (WODC)
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- Vehicle maintenance - new ways of working (WODC) delivering a £34,000 saving
- DMR (Dry Mixed Recycling) new contract (WODC)
- Procurement of electric vehicles including a new sweeper at WODC

Wider benefits

The programme has exceeded the additional income/reduced expenditure target of £400k, delivering over £850k of combined efficiencies or additional income for CDC, WODC, and FoDDC

The introduction of Alloy in-cab technology at CDC and WODC will assist with future collaboration across the Ubico partnership and present greater opportunities.

Resources required to deliver

The Councils have made significant one-off investments in elements such as the Alloy in-cab system (CDC & WODC) and increased number of vehicles (WODC).

Ubico and Publica made a very significant resource investment to deliver the programme and the benefits, which have been achieved with no requirement for additional/external resources to deliver the projects.

Next steps

Year one of ESIP was completed in March 2022 and was largely an 'enabling' phase where the relationship and trust between the councils, Ubico and Publica was further developed and technologies such as in-cab and improved digital services were delivered.

Year two will build on this platform with a focus on strategic service change such as cross boundary working for Cotswold District Council, Forest of Dean District Council, and West Oxfordshire District Council and service reviews in order to deliver larger benefits.





WEST OXFORDSHIRE
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PUBLICA 

Litter Bin Placement and Renewal Programme Case Study

In December 2020 West Oxfordshire District Council (WODC) adopted a new set of public waste bin principles which outlined where bins would be located in the future. The council took the decision to install new 90ltr dual litter and dog waste bins to replace the 'end of life' separate dog waste and litter bins.

Overview

In July 2021 the "Litter Bin Placement and Renewal Programme" started to remove and replace 1,200 litter and dog waste bins, completing the implementation phase of the programme in May 2022 and achieving the following results:

- A total of 631 new dual bins were installed in 81 parishes across West Oxfordshire.
- A reduction of 58.8% in reports of litter bins overflowing
- The programme implemented a structured and consistent framework to ensure bins were located strategically to meet local needs, ie higher numbers of bins in high footfall areas like town centres
- A new emptying schedule was published and made available to town and parish councils
- A digital map was created to show locations and condition of bins
- The council identified £70,000 of additional income to empty bins in locations that were not adopted highway e.g. play parks and recreation fields

Background

Under the Environmental Protection Act 1990, WODC is a "Litter Authority" and therefore responsible for cleansing of the adopted highway within its district boundary. This act includes providing and maintaining any street or public place receptacles for refuse or litter (referred to as litter bins) - <https://www.gov.uk/guidance/litter-and-refuse-council-responsibilities-to-keep-land-clear>

It is the duty of a "Litter Authority", to make arrangements for regular emptying and cleansing of any litter bins provided/maintained by them. The regular emptying must be sufficiently frequent to ensure that no such litter bin or its contents shall become a nuisance or give reasonable grounds for complaint.

WODC had approximately 700 90ltr litter and 500 30ltr dog waste bins (total 1,200) in place across the district. The bins were in varying conditions and had differing levels of usage. Many of the receptacles were at end of life and this

reflected poorly on the Council and the District, which attracts millions of visitors annually. In many cases, there were multiple bins (dog and litter) in the same location and these were not accessible to people with physical disabilities.

Some Parish and Town Councils had requested litter and/or dog waste bins in their parks and playgrounds, which they are responsible for. In some cases, the emptying of these bins was being paid for by Parish and Town Councils and in some areas, the costs were being met by WODC.

The locations of litter and dog bins were inconsistent across the district and there was no proper maintenance or replacement programme. The dog bins were in many cases not accessible to all users as they were mounted on poles and to dispose of waste people were required to lift the lid on the top, presenting a potential public health risk.

Some Town and Parish Councils were not aware of when bins in their area were scheduled to be emptied and there was no proper system in place to request additional bins.

What we did

The council adopted a project management approach to deliver the programme, by appointing a sponsor and project lead, and project leads from the council's waste company, Ubico. The installation of new dual bins was done one parish at a time starting with A (Ascott -Under- Wychwood) and working through to W (Witney).

The programme implementation phase started in July 2021 and emails were sent to all town and parish councils informing them. Only 20% of town and parish councils responded to a request for information, despite being sent multiple requests. This subsequently caused communication breakdown in some parishes when the programme was implemented and changes on the ground started to occur. To overcome this, all Town and Parish Councils were emailed a few weeks ahead of the work starting in their area and in a number of cases, site meetings were arranged.

The project team held weekly stand-up review meetings initially and these increased to daily meetings during the final phase of the implementation due to the pace of implementation increasing.

The programme lead reported progress on several occasions to the Councils' Environmental Overview

and Scrutiny Committee, ensuring elected Councillors were kept informed. The Cabinet Member for Environment was briefed on progress every month and the team had a programme tracker.

The implementation phase across 81 parishes in the district, installing 631 new dual bins, was completed in May 2022, 10 months after it started.

A reduction of 47.4% in the number of bins across West Oxfordshire was the result of:

- combining litter and dog waste into a dual bin
- rationalising bins that were located at isolated bus stops and laybys; and removing bins that were located in residential areas

Residents of the district are encouraged to take litter and dog waste home and dispose of it in their grey refuse bin. As a result of the reduction in the number of public space waste bins there has not been a visual increase in the amount of littering.

Results

- A total of 1,200 litter and dog waste bins have been reviewed
- A total of 631 new dual bins were installed

Benefits

- The new dual bins improve the appearance of council assets and branding
- There has been a 58.8% reduction in complaints of overflowing bins (Q4 2021 compared to Q4 2022)
- A new emptying schedule has been published and made available to Town and Parish Councils
- £70,000 of additional income was identified

The implementation benefits outlined at the start of the programme have been over achieved. The secondary benefits will be identified as part of a review of the street cleansing service in 2022/3 as part of the Environmental Services Innovation Programme (ESIP).

Next steps

The management of public bins was transferred to the contracts team to manage at the completion of the programme.



Climate Action Update

Carbon Action Plan

<https://www.westoxon.gov.uk/media/tslaufqh/carbon-action-plan.pdf>

1.0 Council Offices, Properties and Sites

Carbon Account: The Council's carbon account for the financial year 2021/22 is almost complete. Once it has been audited, the results will be published in the Climate Action Biannual Report to Full Council and in the Annual Monitoring Report.

Agile Working Strategy (AWS): As part of the AWS, the heating system for Woodgreen is being reviewed. Heaton Design and Engineering Ltd were commissioned to provide updated costs and carbon savings for the two heating options: installing new gas boilers or installing a hybrid heating system comprising gas boilers and an air source heat pump. The Chief Executive has delegated authority in consultation with the Leader and Cabinet members for Climate Change and Finance on the system that is selected.

2.0 Leisure Centres and Facilities

Carterton Leisure Centre: An application is being prepared for the next round of Public Sector Decarbonisation Scheme (PSDS) funding, expected to open for applications in October 2022. Completion of the decarbonisation project under the current PSDS funding round became unviable following discussions with the distribution network operator (DNO) SSEN and a number of independent DNOs who confirmed that the timeframes to deliver a new substation (which is required as part of the decarbonisation works for the building) would mean that the project would not be completed ahead of 31 March 2023 deadline. In the meantime, an investment grade proposal for the low-carbon heating system and decarbonisation works is being commissioned as part of a two-stage Design and Build contract. Appointment of a contractor is expected in October 2022. The outputs of the IGP, coupled with a refined business case, will go to Scrutiny Committee ahead of formal approvals.

3.0 Council Vehicle Fleet, Machinery and Transport

Waste Service Review: The Waste Service Review report is being prepared by Frith Waste Management Consultants. The outputs of the options appraisal will inform the waste vehicle fleet replacement plans.

Climate Change Strategy

<https://www.westoxon.gov.uk/media/32wj4oq1/wodc-climate-change-strategy-24-03-21.pdf>

1.0 Protecting and Restoring Natural Ecosystems

Prosperity Fund: Two projects were successfully selected to receive support from the WODC Prosperity Fund: Deer Park South enhancements and the Biodiversity Toolkit.

Kilkenny Lane Country Park Volunteers: A new volunteer group to support the management of KLCP was launched in June, undertaking activities such as ditch and pond clearance, seed collecting and wildflower surveys.

Land Management Plans: Ubico have been successfully delivering the new LMPs, with the new urban wildflower areas and floodplain meadows managed appropriately. Completion of the wildflower meadow restoration at KLCP is being undertaken.

Windrush in Witney: WODC, the Wychwood Forest Trust and the Lower Windrush Valley Project (OCC) are developing a lottery fund bid to carry out landscape restoration across the Witney floodplain meadows. Potential activities include coordinated floodplain meadow management, reintroduction of grazing in areas, a new volunteer group and a programme of events and rural skills training over the course of several years.

Hedgerows: Hedgerow planting is to take place around the WODC estates over the autumn, with free tree stock from the Woodland Trust and Tree Appeal following successful donation applications. These will be planted with help from Publica employees, Madley Park school, the Witney Woodland Volunteers and the KLCP volunteer group. The Wychwood Forest Trust will also be carrying out hedge laying on the Madley Park estate and providing training opportunities for local volunteer groups.

Cross-council collaboration: Biodiversity Officer Rachel Crookes has 0.5 days seconded to the Lower Windrush Valley Project for 9 months to cover a maternity leave period.

2.0 Energy

Retrofit Funding: LAD 3, Sustainable Warmth, and HUG funding will focus on supporting low-income households. The Inter Authority Agreement (IAA) from the South East NZ Hub is being reviewed by Legal before being signed.

Affordable Warmth: The Better Housing Better Health service (BHBH) is run by the National Energy Foundation (NEF). A contract waiver has been approved to secure the continuation of the BHBH service for FY 2022/23.

Fuel Poverty Grant: During the cost of living crisis, it is proposed that the fund be opened up to emergency repairs for low income households that either live in high cost properties to heat or with a vulnerability to the cold. Examples include emergency boiler repairs, boiler replacement or smaller repairs such as windows.

3.0 Active Travel and Low-Carbon Transport

4.0 Standards in New Development

PaZCO Route Map and Action Plan: Hannah Kenyon has assisted in the development of the Action Plan through involvement in the Enabling Mechanisms Focus Group and Action Plan Consultation Session.


5.0 Engage, Support & Educate

Climate Action Bulletin: The next edition of the quarterly newsletter will focus on retrofit advice and cost of living support.

Climate Q&A: To celebrate the Great Big Green Week, an informal climate Q&A session is being run on 28 September to answer staff's questions on climate.

KLCP BioBlitz: A 'Bioblitz' has been successfully held at Kilkenny Lane Country Park to educate the public about the wildlife at the site and collect environmental records over a 24 hr period. The day had several sessions run by experts from the Thames Valley Environmental Records Centre for families, and a wildlife trail around the site.

Agenda Item 8

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>CLIMATE AND ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE – 29 SEPTEMBER 2022</p>
<p>Report Number</p>	<p>AGENDA ITEM NO 8</p>
<p>Subject</p>	<p>SERVICE PERFORMANCE REPORT 2022-23 Q1</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Dan Levy, Cabinet Member for Finance Email: dan.levy@westoxon.gov.uk</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 Annex B – Detailed Revenue Budget Comparison Annex C – Capital expenditure in the quarter</p>
<p>Recommendation</p>	<p>That Cabinet resolves to note the 2022/23 Q1 service performance</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>

Exempt	No
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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. A programme of engagement was also agreed which will inform the development on these two documents that will involve three core activities to run through August and September 2022: A public digital consultation, a stakeholder event and an event for Town and Parish Council. A draft Council Plan will be brought to Full Council on 19 October 2022.

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. Customer services

- The average call wait time in Q1 was relatively high at two minutes and 54 seconds due to high customer contact combined with a shortage of staff. Performance, however, remains within the three minute standard considered good for local authorities (GovMetric). The service supported the roll out of the mandatory £150 council tax /energy rebate to households and the discretionary scheme via a number of channels including telephone, email/electronic and in-person. Advisors provided advice to residents/customers, completed online forms and set up direct debits. Those households which were not on direct debit were required to provide the appropriate documentation which resulted in a higher number of in-person visits to Council offices. Additional resources were allocated to responding to emails. In addition, staff shortage has also contributed to longer average wait times, in particular during the week of the Jubilee bank holidays. Turnover of staff which also includes staff taking opportunities to progress in the organisation impacts on capacity due to the loss of experience.

Resolution: To address the loss of expertise, the training programme has been improved so that new starters complete the core training within a shorter period than previously.

Over the next few weeks, the service will focus on managing demand through improved engagement with other services and fully assessing and understanding the impact of other services' communications with customers/residents on resources in the customer services team throughout the year. This will help to ensure that customer services staff are fully briefed and resources are better managed to meet potential demand. The Channel Choice project, a longer term project, has commenced, and the processes in services with high call volumes are being reviewed to reduce the need for customer contact;

3.6. 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.

3.7. 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).

3.8. Revenues and Benefits

- Business rates collection rate achieved its target in Q1, and is around eight percentage points higher than the same period of the previous year. The collection rate was depressed over the previous two years due to the impact of Covid-19 on businesses. Although, the collection rate was looking positive at the end of Q1, we can expect the cost of living crisis to impact on businesses as the economy slows down.
- Processing times for Council Tax Support new claims and changes are close to or on target at 21 days (Target: 20 days) and 3.4 days (Target: 5 days) respectively. The usual small backlog of cases at the end of Q4 arising from end of year processing and the closing down of the system is expected to be cleared by early September. Further improvements are expected in the next quarter;

- The average processing time for Housing Benefit changes has not improved as much as Council Tax Scheme processing times as HB is more complex to process. However, it has begun to return to more normal levels (Actual: 7.7 days, Target: 4 days). Performance in the previous year was affected by a combination of factors including high workloads related to both Covid-19 and the implementation of the new benefits system when the average processing time exceeded 20 days for the majority of the year before improving to just over 14 days at year end.

During the quarter both the Revenues and Benefits teams together with some additional temporary staff were supporting the roll out of the £150 council tax rebate. There is further work over the next few weeks to administer the discretionary scheme.

Resolution: Workloads in the service are being managed and additional temporary staff were brought in to support the Council Tax rebate roll out. The OpenPortal which provides a facility for clients to self-serve was officially launched in January 2022, and is improving the customer journey, and has started to reduce the number of phone calls. Further work is being undertaken by the Customer Experience Improvement Team to ensure that the right systems are in place as well as improving the way the Council communicates with customers, for example via the websites, forms and letters.

3.9. Waste and environment

- The combined recycling for Q1 was 59.7%, not dissimilar to Q1 of the previous year but lower than 2019-20 the pre-Covid year (60.9%). Since emerging from the pandemic, all household waste streams (tonnages) have fallen. However, residual waste tonnages were 6.5% higher than in the same period of 2019-20 but taking into account the increase in households in the District, residual waste per household has fallen back to pre-Covid levels.
- The number of missed bins per 100,000 scheduled collections has improved over the last 12 months. The number of missed bins per 100,000 reduced from 250 a year ago to 142 this quarter, still relatively high but improving. The implementation of in-cab technology in September 2021 has contributed to the improvement, although the full impact has not yet been demonstrated due to both staffing and vehicle issues. In Q1, performance was affected by a shortage of staff caused by high turnover and an inability to secure agency staff in a buoyant employment market; and more frequent vehicle breakdowns as the vehicles move towards end of life. Service delivery in Q1 was also impacted by a change to a waste round which was not clearly communicated to crew members.

Resolution: There are plans in place to set up a recruitment pool of agency staff who are multi-skilled to both improve resilience and address the shortage of staff. Further work is being undertaken with crews to improve operations including embedding the use of in-cab technology so that the benefits can be fully realised, as well as improving the working culture.

3.10. The service dashboards are attached at **Annex A**.

4. LOCAL GOVERNMENT OMBUDSMAN REVIEW 2021-22

- 4.1. The latest Annual Review Letter for West Oxfordshire District Council sets out the complaints that were made against the Council in 2021/22, as well as the outcome of those complaints
- 4.2. In total, the LGO received seven complaints/enquiries about this Council, which related to Benefits and Tax (three) and Housing (two), Corporate Services (one) and Planning and Development (one). In the previous year, the LGO received 11 complaints/enquiries, six of which related to Planning and Development.
- 4.3. During the first wave of the Covid-19 outbreak, the LGO temporarily paused its casework for three months to allow authorities to concentrate efforts on vital frontline services during the first wave of the Covid-19 outbreak. This will have reduced the number of complaints the LGO received and decided in the previous year.
- 4.4. Nine decisions were made by the LGO in 2021/22; two complaints were closed after initial enquiries; four complaints were referred back to the Council for a local resolution, and three complaints were investigated in detail. Of the three complaints that were investigated in detail by the LGO, one was upheld.
- 4.5. The upheld case was related to Benefits and Tax. The Council was found to be at fault because it issued the complainant with a council tax bill and failed to notify them of their right of appeal to the Valuation Tribunal. The Council agreed to reissue the bill with the relevant appeal information and to update its website and council tax bill letter so it provides information about council tax liability appeals.

5. LEGAL IMPLICATIONS

- 5.1. None

6. RISK ASSESSMENT

- 6.1. None

7. ALTERNATIVE OPTIONS

- 7.1. None

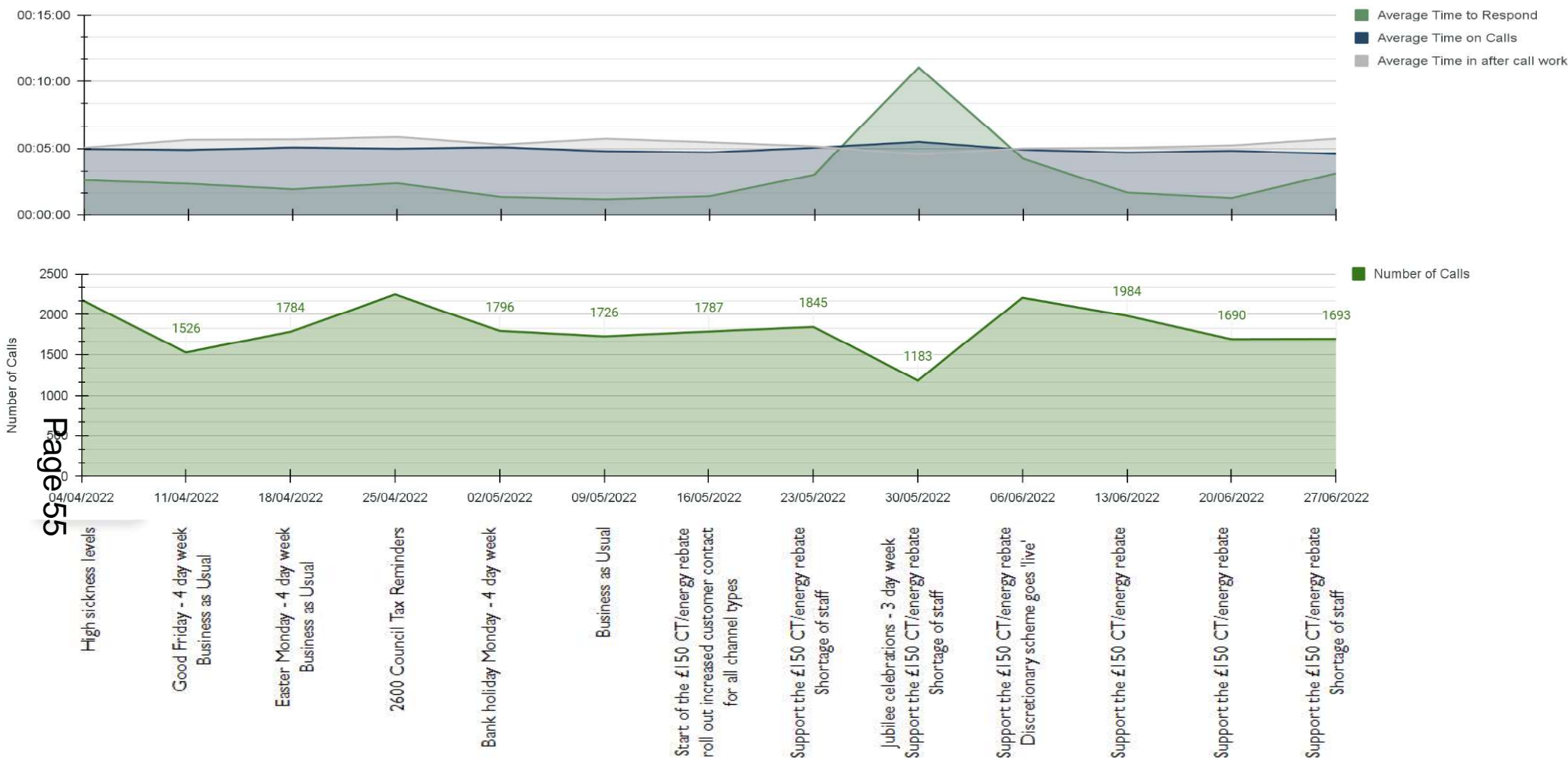
8. BACKGROUND PAPERS

- 8.1. None



Satisfied

Customer Services Quarter 1



Service delivery can be affected by a range of factors both within the service and in other services. For example, shortage of staff, new systems, how the Council communicates with residents /clients.

Call volumes spiked during the week of 25 April following the mail out of 2600 council tax reminders.

The roll out of the £150 council tax /energy rebate to households commenced in mid-May contributing to an increase in customer contact via all channels over a number of weeks and especially during the roll out of the discretionary scheme during the week of 6 June. Advisors provided advice to residents and customers on

the scheme, completed online forms and set up direct debits. Those households which were not on direct debit were required to provide the appropriate documentation which resulted in a higher number of F2F visits to Council offices. Additional resources were allocated to responding to emails.

The average time to respond spiked in the week of 30 May due to a shortage of staff. Call volumes appear lower for that week due to the Jubilee bank holidays (3 day week).

Over the next few weeks, the service is focusing on managing demand through improved engagement with other services; and better understanding the impact of other

services' communications with customers/residents on resources in the customer services team throughout the year.

As part of the Channel Choice project and the Customer Experience Improvement programme, processes in services that have high call volumes are being reviewed and streamlined where possible to reduce call volumes and the need for customer contact

Note: The response time, on call time, and after call time data include data for West Oxfordshire specific staff and shared staff, based on a 60% - 40% split respectively. This arrangement helps to improve resilience in the service.

Development Management Quarter I

Average Planner
Caseload

38

TARGET 50

Average Senior
Planner Caseload

21

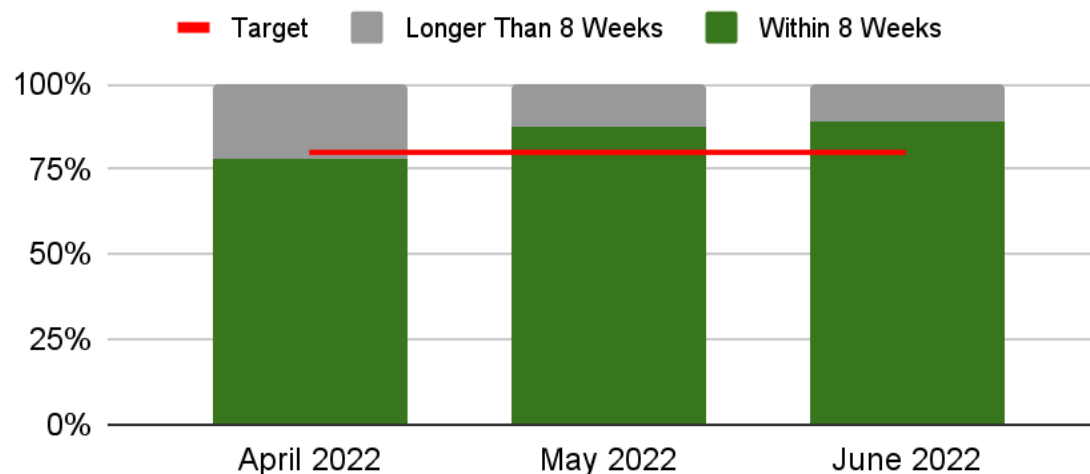
TARGET 35

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.

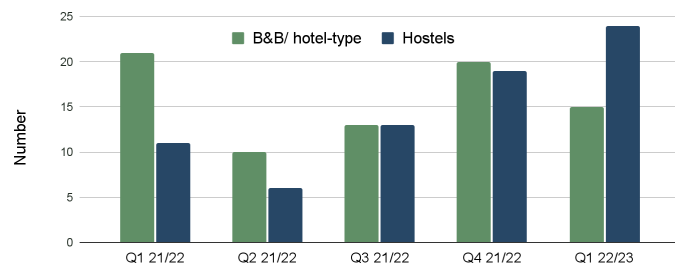
No customer satisfaction surveys were completed this quarter due to customer service advisors prioritising customer queries



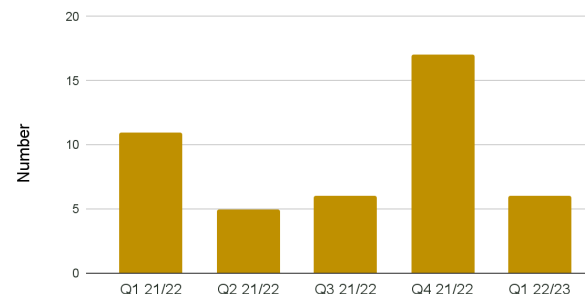
Housing Quarter I

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

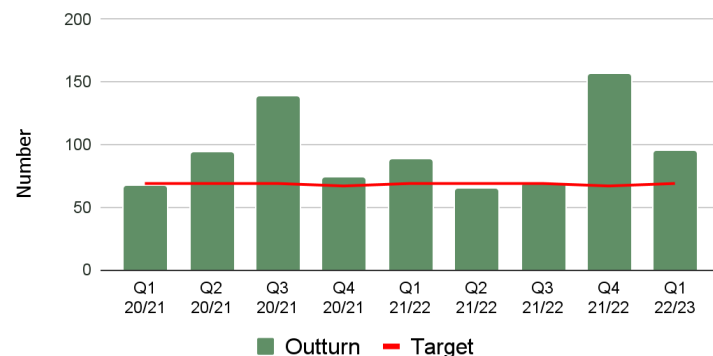


The number of successful 'move ons' from Emergency Accommodation to long term accommodation

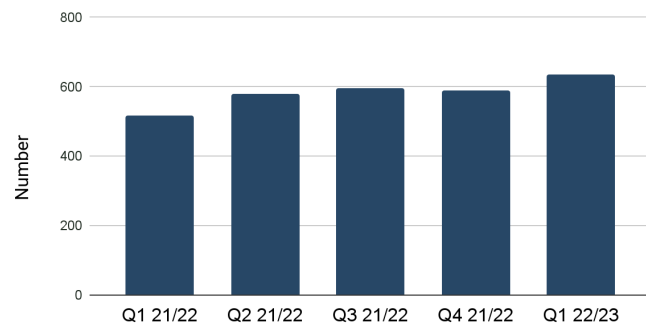


The number of affordable homes reaching practical completion

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



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



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.

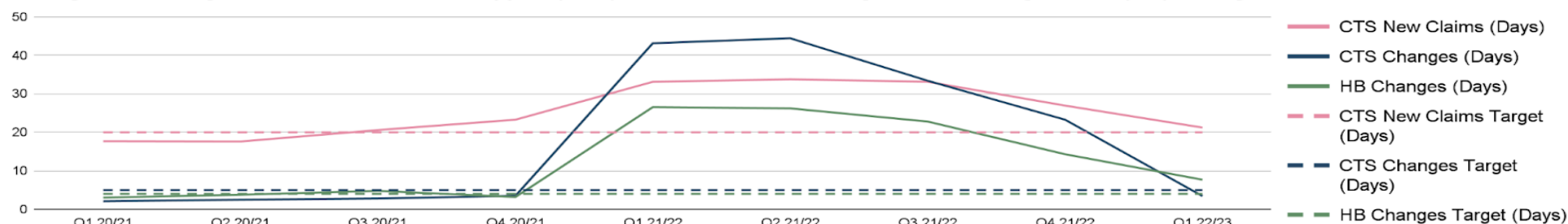
The availability of social housing stock remains low, partially due to prevention measures in place to assist those affected by the financial implications of Covid and the increasing cost of living. Private Rented Sector is less accessible due to affordability.

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.

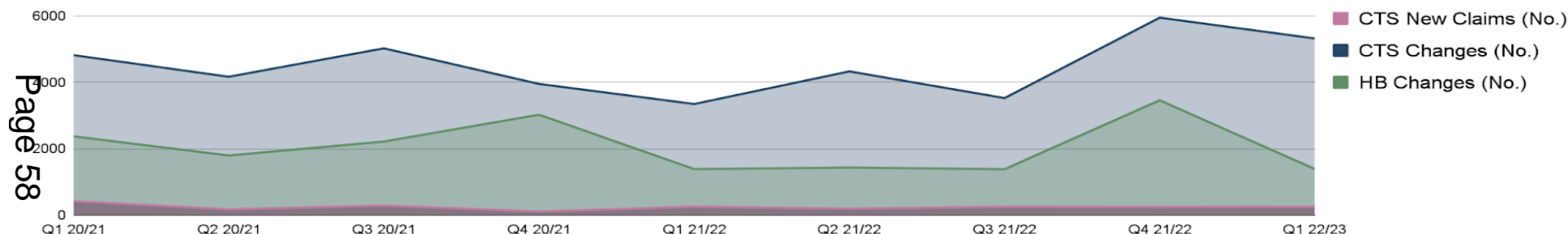
In addition, a range of proactive work is being undertaken to reduce the number of LTE properties in the District. During Q1, 216 properties were removed from the LTE list, although 263 were added. A three month rolling action plan is in place to reduce the number of LTE properties. The current focus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

Revenues and Benefits Quarter I

Average Processing Times For Council Tax Support (CTS) New Claims and Changes and Housing Benefit (HB) Changes

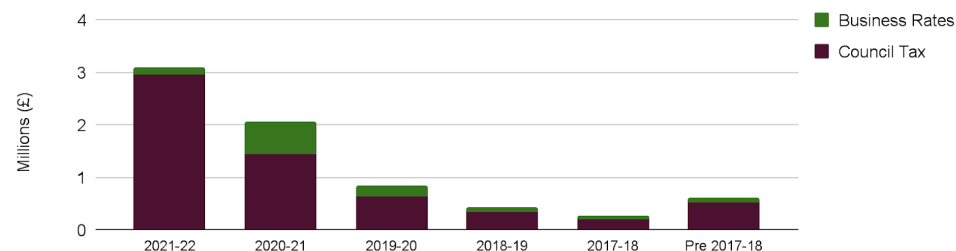


Number of Council Tax Support (CTS) New Claims and Changes and Housing Benefit (HB) Changes Assessed



22/23 Collection Rates				
	Council Tax		Business Rates	
	Actual	Target	Actual	Target
QTR	32.6%	23%	35.8%	25%
YTD	32.6%	23%	35.8%	25%

Council Tax & Business Rates Aged Debt



Qtrly Aged Debt

% Change Council Tax

-10.7%

% Change Bus. Rates

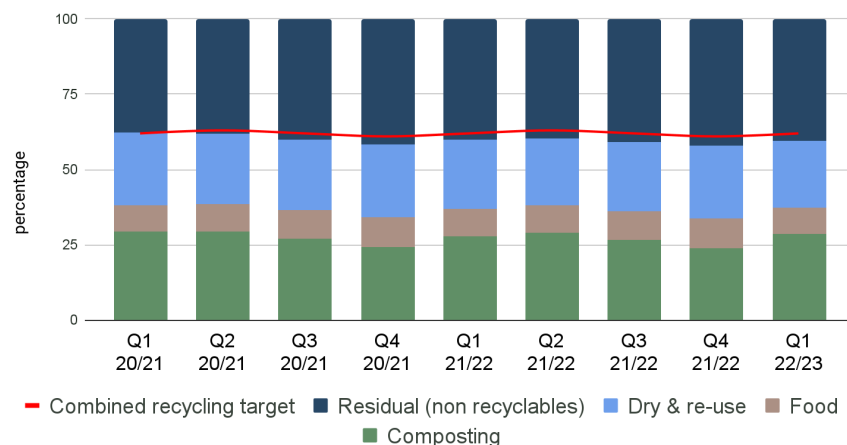
-63.1%

Significant improvements have been made in benefit processing times. The number of CTS changes is increasing due to a rise in Universal Credit claims attributable to both the natural transfer from legacy benefits and potentially the cost of living crisis. Both council tax and business rates collection rates appear healthy, in particular business rates collection rate is up eight percentage points on Q1 of the previous year. The collection rates were depressed over the previous two years due to the impact of Covid-19 on households and businesses, and the pause in recovery action. By the end of Q1, over 90% of eligible households had received the £150 council tax rebate to help with the rising cost of living, and £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. These businesses will have their business rates accounts credited which will help to reduce the debt owed. Although the grant relates to the previous year, the timing of the receipt may mean it is used to offset the current year's account. There is a dedicated team in place for the recovery of rates who are up to date on cases; and reduced previous years' council tax debt by around £733,000 and business rates by around £2.09m or 63% since the previous quarter. Business rates outstanding debt is expected to fluctuate until around December 2022 due to the impact of CARF.

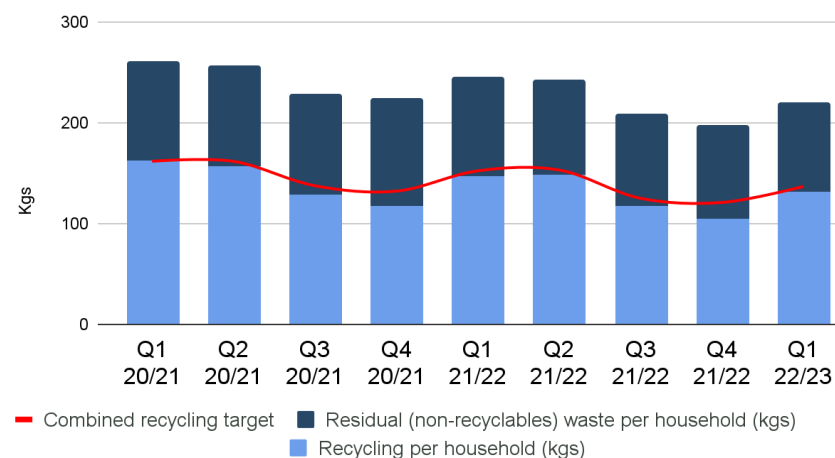


Waste and Environment Quarter I

(Cumulative) Household waste collected composition



Household waste collected per household



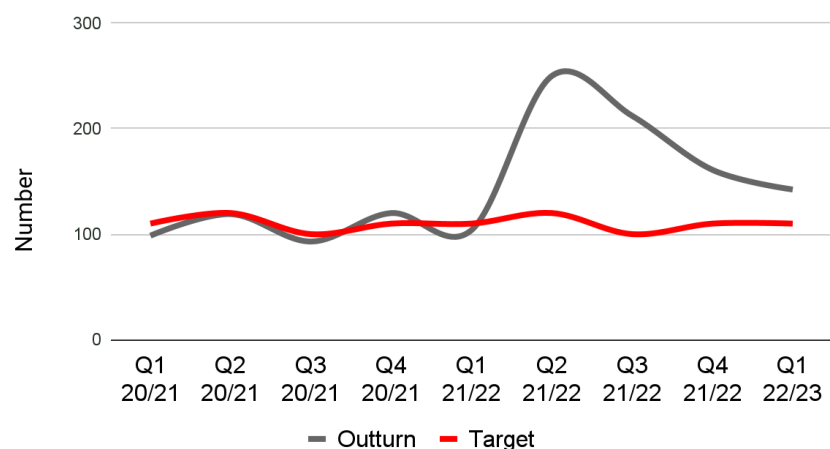
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The combined recycling for Q1 was 59.7%, not dissimilar to Q1 of the previous year but lower than 2019-20 the pre-Covid year (60.9%), largely due to higher residual waste tonnages. Since emerging from the pandemic, all household waste streams (tonnages) have fallen. Taking into account household growth in the District, residual waste per household has fallen back to pre-Covid levels.

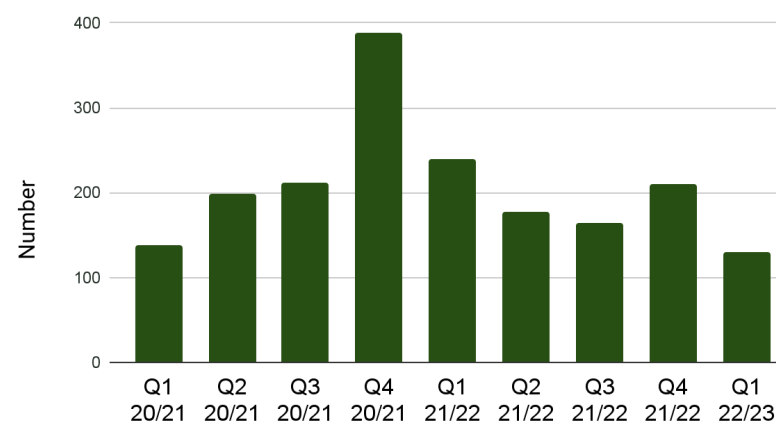
Missed bins performance has improved over the last year but appears to have plateaued slightly this quarter. In-cab technology is likely to have contributed to the improvement, although the full impact has not yet been demonstrated. There was a shortage of staff due to high turnover and an inability to secure agency staff due to a buoyant employment market as well as vehicle breakdowns. Improvement work is being undertaken with crews to improve operations and embed in-cab technology.

The number of fly tips peaked during the final national lockdown and have decreased which may reflect the lifting of restrictions. As part of the budget 2022/23, Cabinet agreed to additional resources to increase enforcement activities around fly tipping and improving our response to issues raised. Work is progressing on the recruitment in post

Missed bins per 100,000 scheduled collections



Number of flytips collected



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Detailed revenue budget comparison

Annex A

Q1 position		
Profiled Budget	Actual Exp	Variance (under) / over spend
£	£	£

Democratic Services

DRM001-Democratic Representation and Mgmt	84,450	84,439	(11)
DRM002-Support To Elected Bodies	97,648	103,242	5,594
ELE001-Registration of Electors	44,204	46,770	2,566
ELE002-District Elections	36,350	38,836	2,486
ELE005-Parish Elections	0	210	210
ELE008-Police & Crime Commissioner Elections	11,062	11,062	0
SUP001-Administration	93,704	92,831	(873)
Total - Democratic Services	367,418	377,390	9,972

Q1 position		
Profiled Budget	Actual Exp	Variance (under) / over spend
£	£	£

Environmental & Regulatory Services

BUC001-Building Control - Fee Earning Work	(21,774)	(22,163)	(389)
BUC002-Building Control - Non Fee Earning Work	783	783	(0)
EMP001-Emergency Planning	3,377	1,627	(1,750)
ESM001-Environment - Service Mgmt & Supp Serv	23,912	23,912	0
PSH002-Private Sector Housing-Condition of Dwellings	750	0	(750)
REG001-Environmental Health General	0	0	0
REG002-Licensing	4,818	5,610	792
REG009-Environmental Protection	43,403	44,078	675
REG011-Authorised Process	(12,000)	(9,331)	2,669
REG013-Pollution Control	34,198	29,434	(4,764)
REG016-Food Safety	33,485	31,325	(2,160)
REG021-Statutory Burials	1,250	(1,400)	(2,650)
TAC309-Other Trading Services - Markets	6,250	8,288	2,038
Total - Environmental & Regulatory Services	118,452	112,162	(6,290)

Detailed revenue budget comparison

Annex A

Finance, Human Resources & Procurement

Q1 position			
Profiled Budget	Actual Exp	Variance (under) / over spend	
£	£	£	
SUP003-Human Resources	40,443	37,948	(2,495)
HLD302-Miscellaneous Cash	0	(655)	(655)
HLD313-Lease Cars	0	0	0
SUP009-Accountancy	82,272	80,958	(1,314)
SUP010-Internal Audit	61,740	59,036	(2,704)
SUP011-Creditors	10,189	8,951	(1,239)
SUP012-Debtors	14,192	9,307	(4,885)
SUP013-Payroll	13,647	12,547	(1,101)
SUP019-Health & Safety	8,006	8,006	(1)
SUP020-Training & Development	6,956	6,956	(1)
SUP033-Central Purchasing	9,108	9,108	0
SUP035-Insurances	2,336	2,336	0
Total - Finance, Human Resources & Procurement	248,889	234,495	(14,393)

ICT, Change & Customer Services

Q1 position			
Profiled Budget	Actual Exp	Variance (under) / over spend	
£	£	£	
SUP002-Consultation, Policy & Research	38,268	37,731	(537)
HLD301-ICT Purchases	34,000	35,787	1,787
SUP005-ICT	491,995	490,551	(1,444)
SUP006-Telephones	2,500	(2,968)	(5,468)
SUP008-Reception/Customer Services	117,535	116,306	(1,229)
SUP014-Cashiers	0	(1,129)	(1,129)
TMR001 - Street Naming & Numbering	0	(571)	(571)
TMR002-Street Furniture & Equipment	(3,671)	(3,803)	(132)
TOU002-Tourist/Visitor Information Centre	26,021	26,208	187
Total - ICT, Change & Customer Services	761,781	753,246	(8,535)

Detailed revenue budget comparison

Annex A

	Q1 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
Land, Legal & Property			
ADB301-3 Welch Way (Town Centre Shop)	15,352	11,030	(4,322)
ADB302-Guildhall	6,816	8,712	1,896
ADB303-Woodgreen	118,169	111,269	(6,900)
ADB304-Elmfield	93,434	86,794	(6,639)
ADB305-Corporate Buildings	109,869	112,743	2,874
ADB306-Depot	(19,959)	(15,774)	4,185
LLC001-Local Land Charges	(39,007)	(21,155)	17,852
SUP004-Legal	67,082	80,848	13,766
TAC303-Swain Court & Newman Court Ind Est Witney	(7,309)	(8,009)	(700)
Total - Land, Legal & Property	344,447	366,458	22,011

ADB303 & ADB304 - the underspend relate to Electricity where we have not yet been invoiced under the new joint procurement contract headed by CBC

LLC001 - Land Charges income is £18k under target. In the first quarter income has averaged £11k per month compared to an average of £14k per month in Q1 of 2021/22

SUP004 - £18k relating to judicial review of West Eynsham plan

Detailed revenue budget comparison

Annex A

	Q1 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
Leisure & Communities			
CCR001-Community Safety (Crime Reduction)	30,087	24,336	(5,751)
CCR002-Building Safer Communities	1,079	5,679	4,600
CCR301 - Communities Revenue Grant	113,282	113,582	300
CCT001-CCTV	(1,387)	1,450	2,837
CSM001-Cultural Strategy	20,576	21,772	1,196
CUL001-Arts Development	13,606	16,831	3,225
ECD001-Economic Development	21,805	19,907	(1,898)
REC001-Sports Development	13,902	13,483	(419)
REC002-Recreational Facilities Development	12,991	12,941	(51)
REC003-Play	22,789	9,664	(13,125)
REC301-Village Halls	3,464	3,465	1
REC302-Contract Management	4,202	1,825	(2,377)
SUP016-Finance - Performance Review	25,907	25,907	(0)
TOU001-Tourism Strategy and Promotion	41,923	40,856	(1,067)
Total - Leisure & Communities	324,226	311,696	(12,530)

REC003 - reactive repairs & maintenance is £13k below budget, expenditure will be incurred later in the year

Detailed revenue budget comparison

Annex A

	Q1 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
Environmental Services			
CCC001-Climate Change	57,596	55,723	(1,873)
COR301-Policy Initiatives - Shopmobility	5,407	4,552	(855)
CPK001-Car Parks - Off Street	95,750	119,072	23,322
CPK011-On Street Civil Parking Enforcement	516	26,686	26,170
ENI002-Grounds Maintenance	114,468	118,235	3,767
ENI303-Landscape Maintenance	42,843	45,236	2,393
FLD001-Flood Defence and Land Drainage	32,741	28,723	(4,018)
REG004-Dog Warden	13,830	14,290	460
REG018-Pest Control	4,908	4,453	(455)
REG019-Public Conveniences	25,524	22,427	(3,097)
REG023-Environmental Strategy	19,965	18,957	(1,008)
RYC001-Recycling	738,145	764,726	26,581
RYC002-Green Waste	(1,074,522)	(994,325)	80,197
STC001 - Street Cleansing	11,574	7,843	(3,731)
STC004-Environmental Cleansing	260,910	265,340	4,430
STC011 - Abandoned Vehicles	0	(13)	(13)
TRW001-Trade Waste	(171,641)	(156,102)	15,539
TRW002-Clinical Waste	(275)	0	275
WST001-Household Waste	457,851	446,362	(11,489)
WST004-Bulky Household Waste	7,638	5,979	(1,659)
WST301-Env. Services Depot, Downs Rd, Witney	(10,875)	11,291	22,166
Total - Environmental Services	632,353	809,456	177,103

Car Parking - income is £43k below target with an average monthly income of £6.9k in Q1. This is an improvement from the same period last year when average monthly income was only £3.6k

RYC001 - Suez contract £17k overspent, forecast overspend for the year is £195k plus there has been a £13k overspend on recycling bins

RYC002 - Green Waste in Q1 is £80k below target. Historically the cost of printing annual licences and posting them to residents has been paid for through oversubscription but as income is below target, there is a £34k shortfall for the production and distribution of annual licences. The forecast for 2022/23 is that there will be a general overspend of £70k in Green Waste.

Detailed revenue budget comparison**Annex A**

Environmental Services cont:

TRW001 - income is £32k below target which is a £10k improvement from Q1 2021/22. An underspend of £16k on Waste Tipping charges payable to OCC provides an offset to unachieved income

WST001 - there is an £11k underspend on equipment purchases i.e. waste containers

WST301 - £16K overspent repairs & maintenance, £6k overspend on rent

Planning & Strategic Housing

	Q1 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
DEV001-Development Control - Applications	(86,560)	(53,330)	33,230
DEV002-Development Control - Appeals	19,817	23,818	4,001
DEV003-Development Control - Enforcement	40,501	40,501	(0)
ECD301-WOSP	2,250	0	(2,250)
ENA001-Housing Enabling	28,067	25,517	(2,550)
ENI301-Landscape Initiatives	13,203	13,203	(0)
HLD315-Growth Board Project (Planning)	35,158	30,737	(4,421)
PLP001-Planning Policy	115,681	120,478	4,797
PLP003-Implementation	(240)	(240)	0
PLP004-Conservation	25,215	24,860	(355)
PSM001-Planning Service Mgmt & Support	29,033	24,060	(4,973)
Total - Planning & Strategic Housing	222,125	249,603	27,478

DEV001 - Planning Fee income is £34k below target at the end of Q1, a 5% drop compared to Q1 2021/22. The income budget was increased by £100,000 for 2022/23 on the basis of large scale applications coming forward in the year.

Detailed revenue budget comparison

Annex A

	Q1 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
Retained Services			
COR002-Chief Executive	62,236	63,196	960
COR003-Corporate Policy Making	17,140	17,140	0
COR004-Public Relations	3,023	863	(2,160)
COR005-Corporate Finance	111,707	114,131	2,424
COR006-Treasury Management	6,675	1,000	(5,675)
COR007-External Audit Fees	14,250	14,250	0
COR008-Bank Charges	26,600	58,546	31,946
COR302-Publica Group	(127,300)	(118,756)	8,544
FIE341-Town Centre Properties	(266,688)	(264,867)	1,821
FIE342-Miscellaneous Properties	(341,705)	(349,679)	(7,974)
FIE343-Talisman	(541,043)	(506,309)	34,734
FIE344-Des Roches Square	(124,400)	(117,276)	7,124
FIE345-Gables at Elmfield	(10,217)	(11,432)	(1,216)
NDC001-Non Distributed Costs	127,775	127,788	13
TAC304-Witney Industrial Estate	(61,480)	(63,433)	(1,953)
TAC305-Carterton Industrial Estate	(89,166)	(83,762)	5,404
TAC306-Greystones Industrial Estate	(7,076)	(11,659)	(4,583)
TAC308-Other Trading Services - Fairs	(2,688)	(1,667)	1,021
Total - Retained Services	(1,202,356)	(1,131,926)	70,430

COR008 - Bank Charges have been a cause for concern for some time. Last year we negotiated a better contract with Lloyds and will save c£39k over the course of the year. We are now looking at a tender for our card transaction processing with the potential of saving a further £50k per annum. The tender is currently at an early stage, but details will be reported to Members when they are available


FIE343 - there are currently 3 vacant units at Talisman which is impacting on our rental income. The Estates team have been successful in finding a new tenant to take possession of Unit 1 once refurbishment works have been completed.

FIE344 - Unit 1 Des Roches Square is currently vacant but there are two interested parties holding negotiations with the Estates Team.

Detailed revenue budget comparison

Annex A

	Q1 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
Revenues & Housing Support			
HBP001-Rent Allowances	92,270	88,477	(3,793)
HBP003-Local Housing Allowance	0	34	34
HBP005-Benefit Fraud Investigation	1,369	1,390	21
HOM001-Homelessness	(171,777)	(168,034)	3,743
HOM002-Homelessness Grants	2,500	876	(1,624)
HOM003-Rent In Advance Scheme	0	0	0
HOM004-Refugees	6,546	6,546	0
HOM005-Homelessness Hostel Accommodation	0	1,987	1,987
HOM006 - The Old Court	60,888	62,372	1,484
LTC001-Council Tax Collection	123,347	128,456	5,109
LTC002-Council Tax Support Administration	1,659	1,903	244
LTC011-NNDR Collection	32,948	28,481	(4,467)
PSH001-Private Sector Housing Grants	11,863	12,110	247
PSH004-Home Improvement Service	(15,601)	(15,975)	(374)
Total - Revenues & Housing Support	146,011	148,621	2,609

 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	Climate and Environment Overview Scrutiny Committee September 2022
Report Number	Agenda Item No 9
Subject	Scrutiny Work Programme 2022/23
Wards affected	All
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
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
Finance and Management Accountable member / Group Manager Lead	Councillor Alaa Al-Yousuf, Chair of Financial 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.

Climate and Environment O/S 29 September 2022

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
1	Annual Ubico update	Presentation	Councillor Arciszewska / Beth Boughton (Ubico)	Annually	Contract review – 50 minutes
2	Carbon Action Plan – update on one project	Verbal update and supporting documentation	Councillor Prosser / Hannah Kenyon / Andrew Turner	Every committee update on one project	Introduction of new Climate change Manager, strategic update, and key project focus – 30 minutes
3	Flood update	As Required	Councillor Arciszewska / Laurence King / Phil Martin	When Required	Brief verbal update. Has the OCC/WODC formal arrangement document been signed by all parties and is place - 40 minutes
4	Service Performance Report – Quarter I	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity – 20 minutes

Climate and Environment OS 8 December 2022

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
1	WODC Service Design / delivery Options	Report	Bill Oddy / Scott Williams / Dan Levy	December 2022	Scrutiny to review options. - 75 minutes Will go to FMOS Scrutiny too.
2	Carbon Action Plan – update on one project	Verbal update and supporting documentation	Hannah Kenyon / Andrew Turner / Councillor Prosser	Every committee update on one project	Project - EV Charging Points, energy costs, private residents - 30 minutes
3	Flood update	As Required	Laurence King / Phil Martin / Councillor Arciszewska	When Required	15 minutes
4	Service Performance Report – Quarter 2	Quarterly Report	Dan Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity – 20 minutes
5	Air Quality Update	Verbal Update	Phil Measures	December 2022	Phil Measure to provide a verbal update - 15 minutes

Further meeting dates: 23 March 2023

Climate and Environment suggestions for future workstreams 2023

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
1	Local Plan	Report	Giles Hyghes / Chris Hargreaves /		Update on the Local Plan
2	Environment Act	Report			Councils actions on the new act
3	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

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.

Economic Overview and Scrutiny 8 September 2022

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
1	Youth Needs Assessment Active Oxfordshire	Update	Councillor Aitman / Andy Barge / Heather McCulloch	When Required	Emmylou Brossard
2	Active Oxfordshire - creating a Movement for Movement	Update and Presentation	Councillor Aitman / Andy Barge / Heather McCulloch	When Required	Josh Lenthall
3	REEMA North Site, Carterton update (Jon Wooden, Deputy Head Estates)	Written Update	Councillor Saul / Giles Hughes Jon Wooden	When Required	Regular committee written update
4	Greenwich Leisure Limited (GLL)	Annual Update	Councillor Aitman / Reps from GLL to attend	Annual	Members to provide questions up front to GLL
5	Service Performance Report – Quarter 1	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity

Item 4 - Questions to GLL

Question	Raised by	Answer from GLL
1. Can I again raise a question regarding disability access particularly to the	Councillor Jill Bull	

<p>Windrush Leisure Centre. Hoist equipment out of use / changing bed broken</p> <p>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.</p> <p>3. Also regarding the new system of booking on line - this is not accessible to all and needs to be looked at again.</p> <p>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.</p> <p>5. What is the trend on visitor numbers?</p> <p>6. Is there information on how visitors travel to the leisure centres, and whether this could be made easier?</p> <p>7. Do the leisure centres have a role in our response to the cost of living and energy crisis?</p>	<p>Councillor Jill Bull</p> <p>Councillor Jill Bull</p> <p>Councillor Charlie Maynard</p> <p>Councillor Rosie Pearson</p> <p>Councillor Rosie Pearson</p> <p>Councillor Rosie Pearson</p>	
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Economic Overview and Scrutiny 24 November 2022

WP	Title	Format	Cabinet Member / Lead Officer	When	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	
	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.
3	Parking Strategy	Update	Councillor Arciszewska / Maria Wheatley	Cabinet in January 2023	
4	Food Strategy – Working Group	Brief or Scoping document	Councillor Aitman / Andy Barge / Heather McCulloch	Committee to be updated	Completion by 23 February 2023
5	Service Performance Report – Quarter 1	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity
6	Enforcement Update		Kelly Murrey		

Further meeting dates: 23 February 2023, 25 May 2023

	REEMA North Site, Carterton update (Jon Wooden, Deputy Head Estates)	Written Update	Councillor Saul / Giles Hughes Jon Wooden	When Required	Regular committee written update
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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
2	Health Care Provision in Oxfordshire	Ongoing	Councillor Aitman / Andy Barge / Heather McCulloch	As required	Health Care Provision in Oxfordshire
3	Local Police with status update	Verbal update	Chair		
4	WODC Housing in for a briefing on WODC housing work, responsibilities, current status and future				

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.

Finance and Management OS 28 September 2022

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
1	New Procurement and Contract Management Strategy	Report	Councillor Levy / Ciaran Okane	September 2022	
2	Treasury management update	Report	Councillor Levy / Elizabeth Griffiths	September 2022	Task and finish group – advice from Arlington Close. Criteria for contract due in December.
3	Decarbonisation Scheme Carterton Leisure Centre	Cabinet Report	Councillor Arciszewska / Councillor Levy / Vanessa Scott	September 2022	Maybe pushed back to December.
4	Greenwich Leisure Limited (GLL) response to energy crisis	Verbal Update / Report	Councillor Aitman / Councillor Levy	September 2022	
5	Service Performance Report – Quarter 1	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity

Finance and Management OS 7 December 2022

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
1	Agile working	Report	Councillor Prosser / Councillor Levy / Giles Hughes	When required	
2	WODC Service Design Options (Ubico)	Report	Councillor Levy / Elizabeth Griffiths	Before Cabinet	Will go to Climate and Enviro Scrutiny too.
3	Carbon Action Plan Project Expenditures	Report	Councillor Prosser / Vanessa Scott / Andrew Turner	When required	Carry forward to December
4	2023/24 First Draft Budget and Medium Term financial Strategy	Cabinet Report	Councillor Levy / Elizabeth Griffiths	14 December 2022	
5	Service Performance Report – Quarter 2	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity

Further meeting dates: 1 February 2023, 12 April 2023

Finance and Management suggestions for future workstreams 2023

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments

Finance and 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.



CABINET (EXECUTIVE) WORK PROGRAMME

INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION AND NOTICE OF INTENTION TO MAKE A KEY DECISION

September 2022 – February 2023

Published

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	<i>Housing and Social Welfare:</i> <i>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.</i>
Lidia Arciszewska	<i>Environment:</i> <i>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.</i>
Andrew Prosser	<i>Climate Change:</i> <i>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.</i>

For further information about the above and all members of the Council please see www.westoxon.gov.uk/councillors

Key Decisions Delegated to Officers

Item	Delegated decision	Decision Maker	Delegated by	Exempt?	Decision due
Outline Business Case to Improve Openness and Transparency in Council Business and Support Agile Working and Decarbonisation Measures	Final decision on a replacement heating solution	Chief Executive in consultation with the Leader and Cabinet members for Climate Change and Finance	Cabinet, 13 July 2022	No	By 31 March 2023
Budget Monitoring Report Year End Outturn	To allocate funding from the Project Contingency Earmarked Reserve to fund ad hoc investigation, advice and consultancy services for potential investments and projects	Chief Finance Officer	Cabinet, 13 July 2022	No	No end date
Recovery and Investment Strategy Proposal	Final terms of the acquisition	Chief Executive in consultation with the Chief Financial Officer and the Cabinet member for Economic Development	Cabinet, 13 July 2022	Yes	By 30 Sept 2023
Settlement of Legal claim	Key decision on a settlement of a legal claim due to the value and detail, this decision will be exempt	Head of Legal Services – Susan Gargett		Yes	By 29 Sept 2022

Business for Cabinet Meetings

Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Review of Monitoring Officer arrangements	Yes	No	Cabinet	21 Sept 2022	Cllr Graham, Overall Strategy	Giles Hughes		
Performance Monitoring Report Q1– 2022/23	No	No	Cabinet	21 Sept 2022	Cllr Levy, Finance	Elizabeth Griffiths		
New Lease at Unit 1 Talisman Business Centre, Bicester	Yes	Yes	Cabinet	21 Sept 2022	Cllr Levy, Finance	Jasmine McWilliams		
Implementation of local connection criteria and fee regime for the self-build register	No	No	Cabinet	21 Sept 2022	Cllr Rylett, Planning & Sustainable Development	Murry Burnett / Chris Hargraves		
Review of West Oxfordshire District Council's Hackney Carriage Table of Fares	No	No	Cabinet	21 Sept 2022	Cllr Duncan Enright	Jon Dearing		
Section 13A Council Tax Discount Appeals	No	Yes	Delegated Decisions	4 Oct 2022	Cllr Levy, Finance	Mandy Fathers		
Commercial Investment in Solar PV	No	No	Cabinet	12 Oct 2022	Cllr Dan Levy	Andrew Turner		
Data Retention Policy	No	No	Cabinet	12 Oct 2022	Cllr Graham, Overall Strategy	Claire Hughes		

Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Proposed Property Acquisition under the Council's Investment Strategy	Yes	Yes	Cabinet	12 Oct 2022	Cllr Levy, Finance	Elizabeth Griffiths		
Council Tax Exceptional Hardship Policy	Yes	No	Cabinet	12 Oct 2022	Cllr Dan Levy Finance	Mandy Fathers	Portfolio Holder, Leader, Monitoring Officer, Legal Services, Group Manager Residential Services	
Combe Village Design Statement (VDS)	No	No	Cabinet	12 Oct 2022	Cllr Rylett, Planning and Sustainable Development	Chris Hargreaves		
Review of Grant Schemes	Yes	No	Cabinet	16 Nov 2022	Cllr Aitman, Stronger Healthy Communities	Andy Barge		

Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Disposal of Play Areas in Witney to Witney Town Council	No	No	Cabinet	16 Nov 2022	Cllr Arciszewska, Environment; Cllr Levy, Finance	Jasmine McWilliams		
Council Tax Support Scheme proposals for 2023/2024	Yes	No	Cabinet Council	16 Nov 2022 18 Jan 2023	Cllr Levy, Finance	Mandy Fathers		
Equality, Diversity & Inclusion Policy	No	No	Cabinet	16 Nov 2022	Cllr Parkinson	TBC		
Rural England Prosperity Fund	No	No	Cabinet	16 Nov 2022	Cllr Graham and Cllr Enright	Claire Locke		
Flood Management Service Review	No	No	Cabinet	16 Nov 2022	Cllr Arciszewska Environment	Phil Martin		
West Oxfordshire Playing Pitch Strategy	No	No	Cabinet	16 Nov 2022	Cllr Aitman, Stronger Health Communities	Scott Williams		
Waste Service Review and Redesign	Yes	No	Cabinet Council	14 Dec 2022 18 Jan 2023	Cllr Arciszewska, Environment	Scott Williams	Climate & Environment Scrutiny	

Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Review of Options- Hensington Road, Woodstock	No	No	Cabinet Council	14 Dec 2022 11 Jan 2023	Cllr Graham, Overall Strategy	Claire Locke		
Performance Monitoring Q2	No	No	Cabinet	14 Dec 2022	Cllr Levy, Finance	Elizabeth Griffiths		
2023/24 First Draft Budget and Medium Term Financial Strategy	Yes	No	Cabinet	14 Dec 2022	Cllr Levy, Finance	Elizabeth Griffiths	Finance and Management Scrutiny	
Affordable Housing Delivery Options	No	No	Cabinet	14 Dec 2022	Cllr Saul, Housing & Social Welfare	Caroline Clissold		
Approval of upgrade to West Oxfordshire's public space CCTV provision and monitoring arrangements	Yes	No	Cabinet	14 Dec 2022	Cllr Saul, Housing & Social Welfare	Andy Barge		
Counter Fraud and Anti-Corruption Policy	No	No	Cabinet	14 Dec 2022	Cllr Levy, Finance	Emma Cathcart		
Approval of Council Tax base and 2023/24 Budget Update	Yes	No	Cabinet Council	11 Jan 2023 15 Feb 23	Cllr Levy, Finance	Elizabeth Griffiths		
Revised Council Plan	Yes	No	Cabinet Council	11 Jan 2023 18 Jan 23	Cllr Graham Overall Strategy	Giles Hughes	Scrutiny (TBC)	

Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Final Budget Recommendations	Yes	No	Cabinet Council	8 Feb 2023 15 Feb 2023	Cllr Levy, Finance	Elizabeth Griffiths		
Q3 Performance Report	No	No	Cabinet	8 Feb 2023	Cllr Levy, Finance	Elizabeth Griffiths		
Homelessness Prevention Grant 2023/24	Yes	No	Cabinet	8 Feb 2023	Cllr Saul, Housing & Social Welfare	Caroline Clissold		

Other business for Council Meetings

Item for Decision	Exempt?	Decision – Maker	Date of Decision	Lead Member	Lead Officer	Consultation	Background Documents
Constitution Working Group - terms of reference and appointment of members	No	Council	19 Oct 2022	Chair of Constitution Working Group	Susan Sale		
Recommendations from the Constitution Working Group	No	Council	19 Oct 2022 18 Jan 2023 26 April 2023	Chair of Constitution Working Group	Susan Sale		
Programme of Meetings for 2023/24	No	Council	19 Oct 2022/16 Nov 2022	Cllr Andy Graham	Andrew Brown		
Appointment of Independent Persons	No	Council	18 Jan 2023	Chair of Standards Sub-Committee	Susan Sale		