

30 November 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 Committee Room 1, Woodgreen, Witney OX28 1NB on **Thursday, 8 December 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

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

# AGENDA

1. **Minutes of Previous Meeting (Pages 5 - 8)**  
To approve the minutes of the previous meeting on 29 September 2022.
2. **Apologies for Absence and Temporary Appointments**  
To receive any apologies and temporary appointments.
3. **Declarations of Interest**  
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
4. **Participation of the Public**  
Anyone who lives in the district or who pays council tax or business rates to the Council is eligible to read a statement or express an opinion at this meeting. You can register to speak by sending your written submission of no more than 750 words to [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk) by no later than 10.00am on the working day before the meeting.
5. **Ubico 2023/24 Business Plan**  
Purpose:  
To receive a presentation on the Draft Ubico Business Plan  
Recommendations  
Members to receive information and ask questions
6. **Air Quality Update**  
Purpose:  
Committee to receive a verbal update on Air Quality.  
  
Recommendation:  
Members to receive information and ask questions.
7. **West Oxfordshire Council Plan 2023 - 2027 (Pages 9 - 30)**  
Purpose:  
The Council's new corporate plan for 2023-27 (The Council Plan) is being developed in order to succeed the previous plan that covered the period 2020-24. In May 2022 there was a change of administration at the District Council and in July 2022 it was agreed that in light of the changing context in which the Council Plan 2020 – 24 was developed (not least by the impacts of the Covid-19 pandemic) that a review of the Council Plan would be appropriate. The West Oxfordshire Council Plan 2023 - 2027 presents five new strategic priorities for the District which reflect the wide ranging issues and challenges requiring focus and attention over the immediate and longer term. This report provides an opportunity for the Overview & Scrutiny Committees to comment on a draft of the Plan so that their views and insights can be taken into account in developing the final version of the Plan. The final version of the Council Plan will be presented to Cabinet 11 January 2023 and then Full Council in early 2023 for adoption.  
  
Recommendation:  
To provide comments on the Draft West Oxfordshire Council Plan 2023 – 27.
8. **Carbon Action Plan - Update (Pages 31 - 36)**  
Purpose:

To receive a report on Electric Vehicle Charging.

Recommendation:

To receive information and ask questions.

9. **Service Performance Report - Quarter 2 (Pages 37 - 44)**

Purpose:

To receive Service Performance Report 2022-23 Quarter Two.

Recommendation:

That Members receive the 2022/23 Q2 service performance and ask questions

10. **Committee Work Programme (Pages 45 - 60)**

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.

11. **Cabinet Work Programme (Pages 61 - 72)**

Purpose:

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

Recommendation:

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

12. **Exclusion of the Publish and Press**

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

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

Purpose:

Waste Service Review – Briefing on Waste Collection Options Appraisal

Recommendation:

Members to receive information and ask questions

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## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the

### **Climate & Environment Overview & Scrutiny Committee**

Held in the Council Chamber, Woodgreen, Witney, OX28 1NB at 2.00 pm on **Thursday, 29 September 2022**

#### PRESENT

Councillors: Norman MacRae MBE (Chairman), Charlie Maynard (Vice-Chair), Alaa Al-Yousuf, Hugo Ashton, Michael Brooker, Andrew Coles, David Cooper (to item 14), Harry Eaglestone (to item 14), Andy Goodwin, Gill Hill, David Jackson, Natalie King, Martin McBride (to item 16), Rosie Pearson, Alaric Smith and Ruth Smith.

Also present: Councillors Lidia Arciszewska (Cabinet Member for Environment), Dan Levy (Cabinet Member for Finance), Andrew Prosser (Cabinet Member for Climate Change) and Harry St John.

Officers: Lily Paulson (Climate Change Officer), Anne Learmonth and Janet Eustace (Democratic Services).

Others present: Beth Boughton and Marc Osman (Ubico). Richard Aylard (Thames Water)

#### **14 Minutes of Previous Meeting**

In the minutes held on the 23 June 2022, were approved and signed by the Chair as a correct record.

#### **15 Apologies for Absence and Temporary Appointments**

Apologies for absence were received from Councillor Ted Fenton. Councillor Gill Hill substituted for Councillor Fenton.

#### **16 Chairs Announcements**

The Chair, Councillor Norman MacRae welcomed members, officers, speakers to the meeting. He said that the timed agenda was to act as a guide. He reminded members that the role of the Committee was to scrutinise the decisions of and to make recommendations to Cabinet. He noted that this was not the forum for Councillors to raise casework.

#### **17 Declarations of Interest**

There were no declarations of interest.

#### **18 Participation of the Public**

The Chair welcomed Kay Jerrerd to the meeting. Ms Jerrerd representing the Witney Flood Mitigation Group (WFMG), addressed the Committee. A copy of the script is attached to these minutes.

The Chair thanked Ms Jerrerd for her participation and congratulated her on securing grants.

#### **19 Annual Ubico Update**

The Committee received a presentation from Beth Boughton and Marc Osman of Ubico on the Ubico Annual Update. The presentation was circulated to all Councillors after the meeting.

In discussion Councillors asked for clarification on the number of new bins being ordered each year. Bill Oddy, the Group Manager for Commercial Development, advised that about 1,000 replacement bins had been requested in the District during the year split pretty equally between new, lost and damaged. There had been a time lag in the delivery of new bins but this

29/September2022

was now down to 6.2 days. There had been some delays in collections from communal bins due to incorrect plotting but this was now being corrected.

Ms Boughton reported that the Incab system had now been installed in all vehicles. With the support of the digital team, drivers were now all using Incab which had improved the service.

Several Councillors expressed concerns raised by residents that waste which they had separated had been mixed together in a single vehicle. Ms Boughton assured Councillors that this was not happening. Waste was checked at the depot and no evidence had been found of mixed waste. Mr Oddy explained the two types of collection; the twin stream which is used in West Oxfordshire and kerb side which is used in other partner Councils. Kerb side produces a higher level of recycling but costs more to deliver. There is to be a detailed review of both systems over the coming months in the run up to re-letting the waste collection contract in April 2024.

Ms Boughton explained that there was no cross subsidy between the partner authorities and that Ubico operates as a not for profit organisation. Contract costs would increase as fuel prices rise. She said that the s.151 Officer held financial reports and copies could be made available to Councillors on request. It was noted that the vehicles belong to the Council and that replacement vehicles would have a 12 month lead in time and would cost between £5 and £6 million if diesel vehicles are purchased or circa £8m for electric vehicles.

Ms Boughton confirmed that the Depot facilities had been updated in 2017 and were good although agreed that it might be time to refurbish them with a view to improving staff facilities and also providing an electronic link between the weighbridge and the office.

The Chair thanked Ms Boughton and Mr Osman for their report and asked that the Committee's thanks be passed on to the whole Ubico team.

**Resolved** that the Committee note the report.

20

### **Carbon Action Plan - Update on One Project**

Hannah Keyon, the new Climate Change Manager introduced herself and invited Lily Poulson to update the Committee on the Carterton Leisure Centre decarbonisation project.

Lily Paulson (Climate Change Officer) said that completion of the decarbonisation project at Carterton under the current the Public Sector Decarbonisation Scheme (PSDS) funding round had proved unviable. Discussions with the distribution network operator (DNO) SSEN and a number of independent DNOs 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 before the 31 March 2023 deadline. An application was being prepared for the next round of PSDS funding which was expected to open for applications in October 2022.

Consideration had been given to moving the existing grant funding to a project in Witney but the timing was too tight.

Mr Oddy asked the Climate Change Officer about the possible utility cost revenue savings arising from the Carterton project and whether a business case had been carried out for the council to fund a decarbonisation project. The Climate Change Officer was unaware of the savings and it was agreed that these figures should come to the next meeting.

The Committee recorded its thanks to Vanessa Scott, Climate Change Manager, who had now left the Council.

**Resolved** that the Committee note the update.

Councillor David Cooper left the meeting at 3.44 pm.

29/September2022

Councillor Eaglestone left the meeting at 3.50pm

## 21 Flood and Thames Water Update

The Committee received a presentation from Richard Aylard of Thames Water. A copy of the presentation was circulated to all Councillors after the meeting.

In discussion Councillors expressed concern about the lack of capacity particularly with the new large developments underway. Mr Aylard explained that the main source of the problem was surface water getting into the foul water system. He added that finances were tight. Ofwat had taken £2 billion from the current 5 year plan. Witney needed £50m of investment. He accepted that there problems further up the Windrush but said it was for the Environment Agency (EA) to decide where phosphorus strippers were sited but that nitrates presented a bigger problem. Thames Water monitor the quality as it leaves the treatment works but the EA is responsible thereafter.

Mr Aylard described the work underway at Clanfield. He explained the different population figures for Bampton was a result of Thames Water using different figures for the annual return and for generating capacity. He agreed to enter into discussions with the Council on this issue.

The Chair thanked Mr Aylard for his presentation.

The Committee received an update on the Environment Agency's actions from Phil Martin (Group Manager - Business Support) and Laurence King (Shared Principal Engineer). Mr Martin referred to the response from the Environment Agency (EA) which had been circulated to Councillors. He suggested going back to the EA asking for further information on the number of permits issued that has been declining year on year, the relatively low level of expenditure on maintenance for 2023/24 and clarification on the water courses that will be included in the proposed modelling exercise.

Mr Martin also highlighted to the Committee that whilst the Council had a specific action in the S19 Flood Report regarding the installation of Gauge boards from Woodford Mill through to Langel Common, it might be worth looking at building in additional resilience to the electronic gauge boards, which are part of the EA's early warning system, at Worsham as the failure of the existing system compromised the time residents had to prepare for the flood during Christmas 2020. Cllr Cole said that that the existing boards on bridge street were of valued by residents and there was a lot of data collected as a result of having them so advocated Officers look at the feasibility of having both. Mr Martin said he would bring back costings information and an indications as to whether the EA would be prepared to meet the costs to the next meeting.

It was agreed that officers should raise concerns with Oxfordshire County Council about the bridge in Bridge Street where there is no flow on the northern channel.

The Committee **resolved** to ask the Leader of the Council to write to the Secretary Of State for the Environment calling on him to:

- Ensure the Environment Agency is fully funded to carry out flood protection and 'river cleanliness' works
- Ensure legislation is light enough to bring forward successful prosecutions of breaches to river pollution
- Alter Planning Legislation to make the Water Authorities statutory consultees in planning applications

**Resolved** that the Committee note the update.

29/September2022

**22 Service Performance Report - Quarter I**

Bill Oddy (Group Manager - Commercial Development) introduced this item. He said that the number of missed bins were dropping as was the amount of fly tipping. He undertook to investigate whether anyone had yet been appointed to investigate the sources of fly tipping. Considerable effort had gone into transforming the business waste service and the service now looks set to be cost neutral in 2022/23.

There was discussion around the new system of charging Town and Parish Councils to empty their litter bins. There were concerns about the way the new charges had been communicated. Mr Oddy said that the new system was fair and transparent with Councils being given good notice of the new charges that would be introduced in April 2023. The changes would generate a modest increase in income next year but all this would go back into providing the street cleansing service.

**Resolved** that the Committee note the 2022/23 Q1 service performance

Councillor McBride left the meeting at 4.45 pm

**23 Committee Work Programme**

The Chair introduced this item providing the Committee with an updated Work Programme for 2022/23.

Mr Oddy advised that the renewal of the waste contract was a major item of work. He undertook to consider circulating the papers as far in advance of the December meeting as possible to give time for consideration. He said there might be a case for briefing all members on this item.

Councillor R Smith asked whether it would be possible to widen the energy agenda to include the creation of home and community energy generation. Councillor Prosser (Cabinet Member for Climate Change) undertook to consider this.

It was agreed that the Flood agenda should look at what WODC is doing as a riparian owner. Mr Oddy suggested that officers might look at this as part of a wider exercise to identify riparian owners.

It was noted that more information was awaited on the secondary legislation following the 2021 Environment Act.

**Resolved** that the Committee note the Work Programme and the suggestions listed above.

**24 Cabinet Work Programme**

The Chair introduced this item setting out the Cabinet Work Programme 2022/23.


Councillor R Smith asked whether the Review of Grant Schemes to be taken to the November Cabinet included grants for green measures and energy conservation. She was asked to take this up with the relevant Cabinet Member.

**Resolved** that the Committee note the Cabinet Work Programme.

The Meeting closed at 5.00pm

CHAIRMAN



 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>Climate and Environment Scrutiny Committee</b> <b>8 December 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item No. 7</b></p>
<p>Subject</p>	<p><b>West Oxfordshire Council Plan 2023 - 2027</b></p>
<p>Wards affected</p>	<p>All</p>
<p>Climate and Environment Accountable member / Group Manager Lead</p>	<p>Councillor Norman MacRae, Chair Climate and Environment Overview and Scrutiny Committee Email: <a href="mailto:norman.macrae@westoxon.gov.uk">norman.macrae@westoxon.gov.uk</a>  Group Manager Lead: Bill Oddy, <a href="mailto:bill.oddy@publicagroup.uk">bill.oddy@publicagroup.uk</a></p>
<p>Accountable Officer</p>	<p>Giles Hughes, Chief Executive Officer Email: <a href="mailto:giles.hughes@westoxon.gov.uk">giles.hughes@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>The Council's new corporate plan for 2023-27 (The Council Plan) is being developed in order to succeed the previous plan that covered the period 2020-24. In May 2022 there was a change of administration at the District Council and in July 2022 it was agreed that in light of the changing context in which the Council Plan 2020 – 24 was developed (not least by the impacts of the Covid-19 pandemic) that a review of the Council Plan would be appropriate. The West Oxfordshire Council Plan 2023 - 2027 presents five new strategic priorities for the District which reflect the wide ranging issues and challenges requiring focus and attention over the immediate and longer term. This report provides an opportunity for the Overview &amp; Scrutiny Committees to comment on a draft of the Plan so that their views and insights can be taken into account in developing the final version of the Plan. The final version of the Council Plan will be presented to Cabinet 11 January 2023 and then Full Council in early 2023 for adoption.</p>
<p>Annexes</p>	<p>Annex I – Draft West Oxfordshire Council Plan 2023 - 27</p>
<p>Recommendation</p>	<p>To provide comments on the Draft West Oxfordshire Council Plan 2023 - 27</p>
<p>Corporate priorities</p>	<p>The Draft West Oxfordshire Council Plan 2023 – 27 presents a set of five new priorities for West Oxfordshire, reflecting the issues of strategic importance to the District during the time period of the Council Plan and beyond.</p>
<p>Key Decision</p>	<p>Yes</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees / Consultation</p>	<p>The Draft West Oxfordshire Council Plan 2023 – 27 was informed by the 'Your Voice Counts' programme of consultation, comprising: a digital consultation</p>

	open to all (24 August 22 to 5 October 22) which received over 4000 visitors and generated over 400 responses, a Town and Parish Council and Village Meeting Summit and a Stakeholder Event with attendance from a range of organisations active in West Oxfordshire from across the environment, social and economic sectors.
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## 1. BACKGROUND

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

These will be detailed in the Action Plan where there is a commitment from partners to work with the Council on specific projects.

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

## 2. MAIN POINTS

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

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

Putting Residents First

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

A Good Quality of Life for All

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

A Better Environment for People and Wildlife

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

Responding to the Ecological and Climate Emergency

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

Working Together for West Oxfordshire

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

- 2.3. In addition to the vision and priorities above, a portrait of West Oxfordshire is included within the Council Plan to provide contextual data on a range of themes against which the priorities sit. This has been drawn from a wide range of sources including the latest Census 2021 data

release and the recently published Oxfordshire Joint Strategic Needs Assessment (October 2022).

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

### **3. NEXT STEPS AND TIMETABLE**

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

### **4. LEGAL IMPLICATIONS**

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

### **5. RISK ASSESSMENT**

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

### **6. EQUALITIES IMPACT**

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

### **7. CLIMATE CHANGE IMPLICATIONS**

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

### **8. ALTERNATIVE OPTIONS**

- 8.1. Not relevant

**9. BACKGROUND PAPERS**

**9.1.** None.

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# West Oxfordshire Council Plan 2023-2027



*Our commitment to you*

Page 15



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## Introduction from the Leader

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

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

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

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

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

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





# West Oxfordshire Portrait



Total population:  
114,200 in 2021



Approximately 48,000  
households<sup>1</sup> in 2021



Population increase of 9%  
since 2011



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



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



## Carbon Emissions

The average resident carbon footprint is approximately 11.3 tonnes of carbon dioxide per year<sup>2</sup>.  
Target: Approximately 2.3 tonnes of carbon dioxide per person globally by 2030<sup>3</sup>



## Air Quality

In 2021, the two air quality monitoring areas recorded nitrogen oxide levels 3.5 times above the safe annual limit set by the World Health Organisation<sup>4</sup>  
WHO target: Annual mean of 10ug/m3 of nitrogen oxide<sup>5</sup>



## Biodiversity

28% of sites of special scientific interest are in a 'favourable' condition<sup>6</sup>.



## Energy Use

45% of homes in West Oxfordshire have a low energy performance rating of D or below<sup>8</sup>.



## Renewables

Renewable energy installations in 2021 produced 77,443 MWh of electricity<sup>11</sup>, equivalent to 15% of the district's electricity demand<sup>12</sup>.



## Land Use

Woodland covers 9% of land in West Oxfordshire<sup>7</sup>.



## Waste

57% of waste was recycled in the district in 2021<sup>9</sup>.  
Above national average of 44%<sup>10</sup>

## Our environment



## Food

Witney Food Bank reports a 57% increase in usage in 2022 compared to 2021<sup>13</sup>.



## Health

Life expectancy in West Oxfordshire is above the national average: 84.8 years for females and 81.5 years for males<sup>14</sup>.



## Wellbeing

On average, people in West Oxfordshire rate their life satisfaction as 7.27 out of 10<sup>15</sup>, but 19% report being lonely some or most of the time<sup>16</sup>.  
Below national average satisfaction of 7.39  
Lower levels of loneliness than national average of 22%



## Housing

House prices in 2021 were on average 11.4 times higher than average earnings<sup>17</sup>.  
Higher than national average of 9.1 times earnings



## Local Economy

Median earnings are above the national average at £629.40/week<sup>20</sup>.  
Above national average of £587.40



## Employment

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



## Education

96.6% of those under 18 are in education or training<sup>18</sup>,  
580 apprenticeships started in the 2021/22 academic year to date<sup>19</sup>.



## Safety

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



## Democratic Voice

38.5% of residents voted in the most recent local elections<sup>22</sup>



## Equality

18% of children under 16 in West Oxfordshire live in poverty<sup>23</sup>  
7.3% of households were fuel poor in 2020<sup>24</sup>.  
Both lower than national averages of 27% and 13.2% respectively.

## Our communities

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

13. <https://www.trusselltrust.org/news-and-blog/latest-stats/end-year-stats/2021-22>: 4,664 (2,015 to children); 2020-21: 4,201 (1,754 to children). And Witney Food Bank.  
14. JSNA Population Chapter - 2022  
15. <https://www.ons.gov.uk/peoplepopulationandcommunity/wellbeing/bulletins/measuringnationalwellbeing/april2020tomarch2021> Annual Population Survey - question 'Overall, how satisfied are you with your life nowadays?' with 0 being 'not at all satisfied' and 10 being 'completely satisfied'  
16. JSNA 2022: Answering question 'How often do you feel lonely?' with 'always/often' or 'some of the time' between Nov 20 and Nov 21  
17. ONS 2022. <https://www.ons.gov.uk/peoplepopulationandcommunity/housing/bulletins/housingaffordabilityinenglandandwales/2021>  
18. Oxfordshire County Council  
19. <https://explore-education-statistics.service.gov.uk/data-tables/apprenticeships-and-traineeships#subjectTabs-createTable>  
20. [https://www.nomisweb.co.uk/home/release\\_group.asp?g=6](https://www.nomisweb.co.uk/home/release_group.asp?g=6)  
21. [https://insight.oxfordshire.gov.uk/cms/system/files/documents/JSNA2022\\_Full\\_Oct22.pdf](https://insight.oxfordshire.gov.uk/cms/system/files/documents/JSNA2022_Full_Oct22.pdf)  
22. <https://www.westoxon.gov.uk/media/3ps3fhp/summary-of-results-district-council-elections-2022.pdf>  
23. <https://endchildpoverty.org.uk/> Uses March 2022 dataset from UK Gov (before housing costs) + latest local area housing costs to estimate poverty rate after housing <https://www.gov.uk/government/statistics/children-in-low-income-families-local-area-statistics-2014-to-2021>  
24. <https://www.gov.uk/government/collections/fuel-poverty-statistics>

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## OUR VISION FOR WEST OXFORDSHIRE

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

### YOU SAID:

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



Photo taken by local resident Chris Marshall



Photo taken by local resident Josie Lovick





# Priority I – Putting Residents First

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

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



## You said:

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

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

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

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



## Priority 2 – A Good Quality of Life for All

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

### Focus for Action in West Oxfordshire:-

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



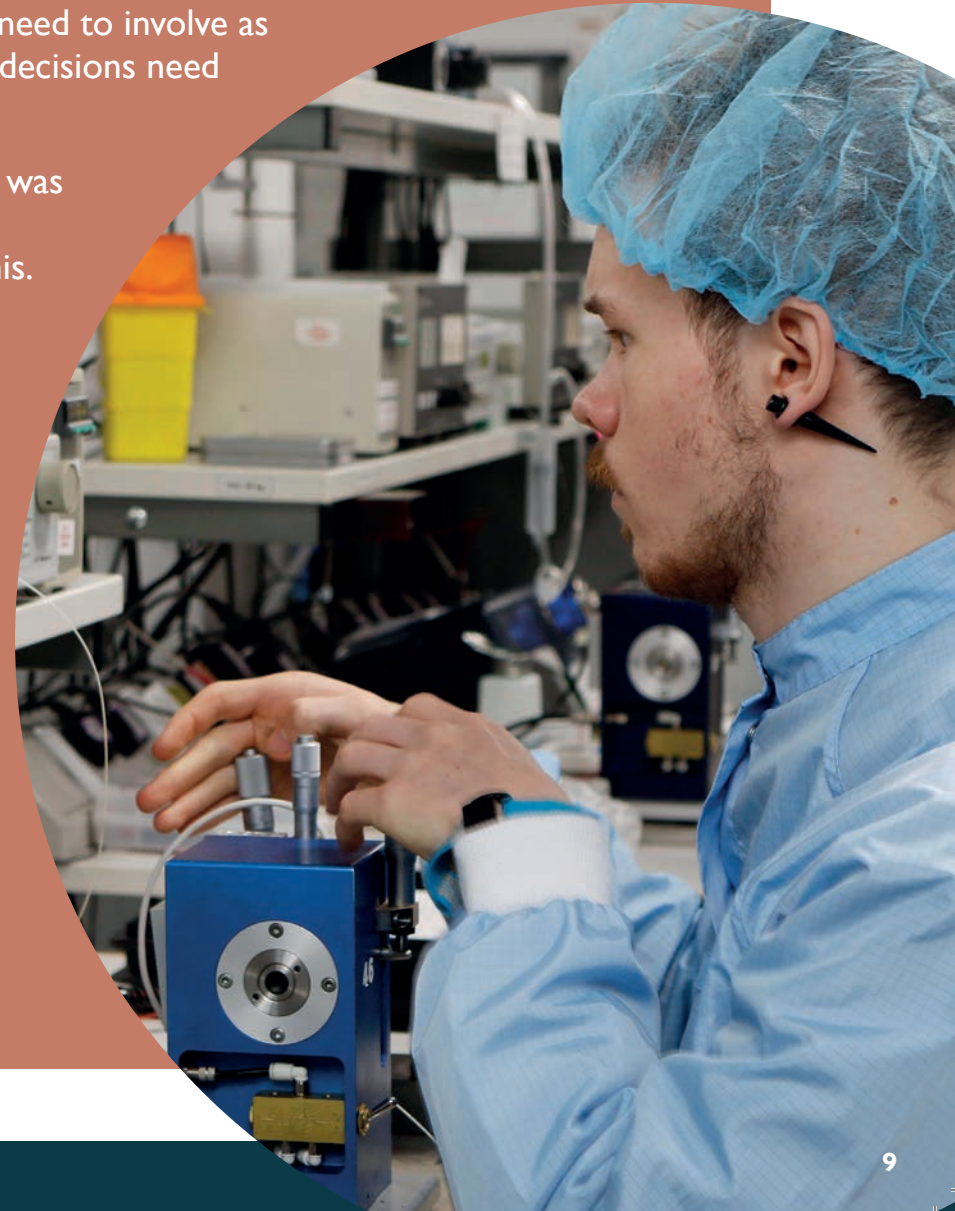
## You said:

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

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

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

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





## Priority 3 – A Better Environment for People and Wildlife

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

### Focus for Action in West Oxfordshire:-

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





## You said:

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

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

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

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

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



## Priority 4 – Responding to the Climate and Ecological Emergency

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

### Focus for Action in West Oxfordshire:-

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





## You said:

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

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

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

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



## Priority 5 – Working Together for West Oxfordshire

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

### Focus for Action in West Oxfordshire:-

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

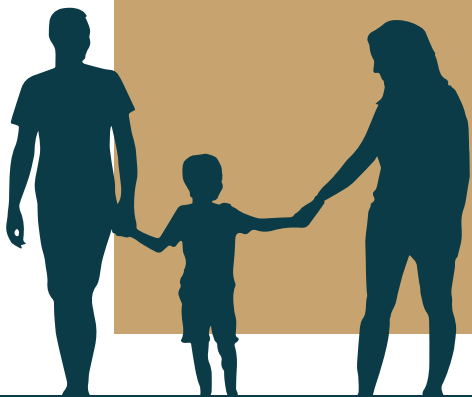


## You said:

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

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

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








WEST OXFORDSHIRE  
DISTRICT COUNCIL

# Agenda Item 8

 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>Climate and Environment Overview and Scrutiny Committee: Thursday 8 December 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item No. 8</b></p>
<p>Subject</p>	<p><b>Electric Vehicle Charging Points</b></p>
<p>Wards affected</p>	<p>All relevant Cabinet Members</p>
<p>Accountable member</p>	<p>Cllr Andrew Prosser, Cabinet Member for Climate Email: <a href="mailto:andrew.prosser@westoxon.gov.uk">andrew.prosser@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Giles Hughes, Chief Executive Tel: (01993) 861658 Email: <a href="mailto:giles.hughes@westoxon.gov.uk">giles.hughes@westoxon.gov.uk</a> Elizabeth Griffiths, Deputy Chief Executive &amp; Chief Finance Officer Tel: (01993) 861188 Email: <a href="mailto:elizabeth.griffiths@westoxon.gov.uk">elizabeth.griffiths@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>This report provides details of the Park and Charge Electric Vehicle Charging Point (EVCP) usage and options for increased EVCP provision</p>
<p>Annexes</p>	<p>None</p>
<p>Recommendation</p>	<p>That the EVCP usage and options be noted.</p>
<p>Corporate priorities</p>	<p>Climate Action: Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity Healthy Towns and Villages: Facilitating healthy lifestyles and better wellbeing for everyone A Vibrant District Economy: Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Local Industrial Strategy Strong Local Communities: Supporting and building prosperous and inclusive local communities Modern Council Services and Sustainable Finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>

**2. LEGAL IMPLICATIONS**

2.1. None

**3. RISK ASSESSMENT**

3.1. None

**4. ALTERNATIVE OPTIONS**

4.1. None

**5. BACKGROUND PAPERS**

5.1. None



## Electric vehicle charging

### I. Council car parks

As part of Park and Charge Oxfordshire, there are now electric vehicle (EV) charging hubs in five of the District Council's public car parks with a total of 32 double electric vehicle charging points (EVCs), serving 64 parking bays. Since their installation, the use of these fast chargers has increased, as shown in the Table I below. All chargers are managed by EZ-Charge and any changes to energy prices are agreed in advance with WODC. Further details of the project can be found here: <https://www.westoxon.gov.uk/environment/climate-action/electric-vehicle-charging-points/>.

Table I: Park and Charge usage data

Car park	Number of individual charges	Date opened	Metric	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Total
Carterton Black Bourton Road	12	19/04/2022	kWh used	528.92	1,428.59	1,760.12	1,505.87	1,876.40	1794.84	2359.79	11,254.53
			Total sessions	48	111	111	98	127	105	167	767.00
			Average session duration				02:04	02:09	02:18	02:56	
Chipping Norton New Street	12	26/04/2022	kWh used	209.43	2,169.93	2,116.56	2,155.22	3,066.49	2909.03	3967.64	16,594.30
			Total sessions	29	164	176	166	236	217	265	1,253.00
			Average session duration				03:31	03:14	04:23	04:36	
Eynsham Back Lane	12	12/04/2022	kWh used	322.14	969.98	952.61	660.20	853.10	1673.83	2028.77	7,460.63
			Total sessions	39	55	50	40	51	70	82	387.00
			Average session duration				03:12	03:17	03:48	03:23	
Witney Woodford Way	16	04/04/2022	kWh used	1,099.57	2,608.62	2,960.74	3,378.36	3,590.88	2734.46	3545.17	19,917.80
			Total sessions	93	150	179	183	173	158	202	1,138.00
			Average session duration				03:27	03:52	03:16	03:11	
Woodstock Hensington Road	12	19/04/2022	kWh used	970.51	2,966.70	3,118.76	3,336.07	4,411.80	3978.73	6234.03	25,016.60
			Total sessions	67	179	185	182	243	189	308	1,353.00
			Average session duration				04:05	04:00	05:19	04:03	

Policy EVI 3 of the Oxfordshire Electric Vehicle Infrastructure Strategy (OEVI) states that: "The Councils will aspire to reach or exceed a target of converting 7.5% of local authority managed public car park spaces, to fast or rapid EV charging by 2025".

To increase the number of chargers, Oxfordshire authorities jointly applied to the local electric vehicle infrastructure (LEVI) pilot funding in June this year. The Office for Zero Emission Vehicles (OZEV) decided not to fund the project due to the need to 'level up' other areas; however, advised that the bid should be resubmitted for main LEVI funding. OZEV have noted the unhelpful

competitive nature of the bidding process and that innovation should not be prioritised for innovation's sake when many councils simply need to roll out proven solutions like cable gullies and EV hubs. There remains, however, several uncertainties around the LEVI funding in relation to:

- When the main LEVI fund will open – potentially the start of next F/Y, or earlier in Jan/Feb if government want to spend ASAP. There is the possibility that it could be put back/cancelled with change of leadership.
- Over how many years the £450 million fund will be spread – no current indication.
- How the £50 million revenue funding will be allocated – whether it will be used to fund core project management as part of projects, staff training, or separate non-capital projects.
- How the main LEVI bidding process will work – whether it will be competitive (like the LEVI pilot) or rolling programme assessing merit of each project (like ORCS).
- Other limitations on submissions e.g. max value per bid.

Given the above, the Council should not wait for the main LEVI fund to install more chargers. One approach is for the Council to invest in chargers, potentially in conjunction with solar generation. Further work is required to determine whether this approach is viable, taking into account cost, revenue and risk.

Another option is to commence with a procurement exercise to find a provider to deliver a fully funded turnkey solution. Soft market testing with charge point operators (CPOs) indicates:

- Many players in the market seem willing to offer fully funded schemes as long as the contract is long enough, i.e. 15 years as standard, they own the kit, and the portfolio is a good mix.
- Most see a mix of residential sites and park and rides/fast and rapid chargers as appealing, with most willing to enter consortia if they cannot provide all themselves.
- Most see the inclusion of rapid chargers at residential sites as appealing, others consider this essential.
- Strong overall preference for profit share model based on open-book, as it is simple and the industry standard.
- Most need flexibility in setting own tariffs that flex with energy prices and are able to commit to set profit margins, e.g. pence per kW.
- Fairly unanimous support for a phased approach to rollout. Some see key benefits in initial oversupply to encourage uptake.
- All supportive of inclusivity e.g. provision of larger bays.
- All seemingly willing to consider solar/battery.

If this is the preferred approach, the next step is to draw up detailed tender specifications to encourage competition around quality and profit share:

- Determine which sites, in addition to the LEVI shortlist, should be installed with chargers to meet OEVIS requirements.
- Identify market attractiveness and how sites can be grouped to support delivery across the district.
- Specify number of rapid/ultra-rapid chargers for each site.
- Set out requirements for accessible and specialist bays, e.g. for larger vans, car clubs etc.
- Reflect on what our expectations/requirements are around income share over the life of the contract.
- Consider where renewables and battery storage are desirable, how this might be funded, and whether the Council can sell solar energy to operators.
- Establish timescales and appropriate phasing.

EVCP provision in the Woodgreen council offices car park is being considered as part of the wider agile working strategy.

## 2. Council vehicle fleet

The Waste Service Review is underway and will assess options for the replacement of the waste vehicle fleet. Consideration is also being given to other Council controlled vehicles and how the switch to EV can be facilitated.

## 3. Town and Parish Council micro-hubs

In addition to our own sites, a large number of sites owned by Town and Parish Councils have been put forward for potential mini EV charging hubs. Some of these sites are close to where large numbers of residents lack off-street parking, and others are in villages where public EV charging is needed for visitors. These smaller micro-hubs can fill the gaps between key EV charging hubs. These sites are likely to be less profitable/fully fundable for CPOs; however, could potentially be cheap to install if EV chargers are connected to existing energy supplies and avoid new DNO connection.

A similar scheme to Plug-in Suffolk is proposed, where EV chargers are procured and installed by the County Council and gifted to Town and Parish councils to run as community assets. The modest income could be used to fund ongoing EVCP maintenance. OCC would like to bid for internal funding to offer a similar scheme similar to fast-track the deployment of public EV charging in some of these remote areas. Funding could potentially come from the On-street Residential Chargepoint Scheme (ORCS) or other funding secured directly by Town and Parish Councils. Expressions of interest have been received from some parish councils in West Oxfordshire. This work is led by OCC as part of the PaZCO Net Zero Route Map and Action Plan. Planning permission, consents and monitoring all need to be considered.

## 4. On-street charging

The OxGul-e project has been testing a low-tech solution that allows residents without a driveway to safely charge their car on the street outside their home using home power supply. The Gul-e is a simple channel installed in the pavement that allows a cable to be safely connected between a wall-mounted charger and an EV at the kerbside. It has been created by ODS Group, Oxford City Council's local authority trading company.

The cost per Gul-E needs to be reduced as it is still higher than most people are willing to pay. LEVI funding could subsidise the cost of mass rollout of Gul-Es, in terms of kit and installation costs, with residents contributing towards their own charger and planning fees. In the meantime, Motability are interested in piloting Gul-Es for disabled users in Oxfordshire.


## 5. Car clubs

The Hooky Car Club in Hook Norton is a good example of an EV community car club. Oxfordshire councils have a role in facilitating the rollout of similar schemes across the district, as well as the wider promotion of EVs and chargers. One such way could be through Oxfordshire Climate Action.

The Council will continue to work closely with other districts regarding EVs and learn from best practice.

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# Agenda Item 9

 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>Climate and Environment Overview and Scrutiny Committee: Thursday 8 December 2022.</b></p>
<p>Report Number</p>	<p><b>Agenda Item No. 9</b></p>
<p>Subject</p>	<p><b>Service Performance Report 2022-23 Quarter Two</b></p>
<p>Wards affected</p>	<p>All relevant Cabinet Members</p>
<p>Accountable member</p>	<p>Cllr Dan Levy, Cabinet Member for Finance Email: <a href="mailto:dan.levy@westoxon.gov.uk">dan.levy@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Giles Hughes, Chief Executive Tel: (01993) 861658 Email: <a href="mailto:giles.hughes@westoxon.gov.uk">giles.hughes@westoxon.gov.uk</a>  Elizabeth Griffiths, Deputy Chief Executive &amp; Chief Finance Officer Tel: (01993) 861188 Email: <a href="mailto:elizabeth.griffiths@westoxon.gov.uk">elizabeth.griffiths@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>This report provides details of the Council's operational performance at the end of 2022-23 Quarter Two (Q2)</p>
<p>Annexes</p>	<p>Annex A – Service Dashboards</p>
<p>Recommendation</p>	<p>That the 2022/23 Q2 service performance be noted</p>
<p>Corporate priorities</p>	<p>Climate Action: Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity Healthy Towns and Villages: Facilitating healthy lifestyles and better wellbeing for everyone  A Vibrant District Economy: Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Local Industrial Strategy Strong Local Communities: Supporting and building prosperous and inclusive local communities  Meeting the Housing Needs of our Changing Population: Securing the provision of market and affordable housing of a high quality for a wide range of householders making their home in West Oxfordshire Modern Council Services and Sustainable Finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>

## I. BACKGROUND

- I.1. The Council monitors service performance each quarter and a report on progress towards achieving the aim and priorities set out in the Corporate Plan is produced at the end of Q2 and Q4. On 13 July 2022, Cabinet agreed to revise the Council Plan and develop an Action Plan that will set out how the priorities in the Council Plan will be delivered. Following consultation with stakeholders, a final draft will be presented to Cabinet on 11 January 2023 before adoption at Full Council on 18 January 2023.
- 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. At the end of Q2, the Council Tax collection rate was similar to previous levels (except 2020-21) but could be impacted as we move through the year. The Council has completed the roll out of the mandatory £150 Council Tax rebate, and the window for applying for the discretionary scheme closed on 2 October 2022. The discretionary scheme is aimed at those who need help most, including people on benefits, people living in shared accommodation and people on a low income that were not eligible for the mandatory scheme. At the end of September 2022, the Council had paid out £4,720,800 to 31,472 households. Looking further ahead, the Council has reviewed and consulted on the Council Tax Support scheme for the next financial year so that more households can be helped to pay their council tax. The proposals were presented to Cabinet in November 2022, and approved for recommendation to Council;
  - ii. The Business Rates collection rate has improved on the previous two years but has not returned to pre-Covid levels. The collection rate was depressed over the previous two years due to the impact of Covid-19. The Government is continuing to support certain businesses with extended retail relief of 50% during this financial year. As part of the Covid Additional Relief Fund (CARF), the Council distributed a total of £1,720,503 to 834 businesses that were not eligible for the extended retail relief but have been affected by Covid-19. These businesses have had 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 September 2022 there were 164 sponsor properties registered. The number of new sponsors and guests signing up for the Homes for Ukraine scheme remains relatively low. However, the need to re-match guests to new sponsors continues to rise as relationships break down or the sponsor does not wish to continue in the Homes for Ukraine scheme after six months. A dedicated Ukraine

Housing Support Officer has been recruited and started in October to help with the re-matching, emergency accommodation and move-on advice.

- iv. Affordable housing completions are ahead of the year to date target. The 63 affordable homes completed during the quarter included the completion of Blenheim Court, Carterton scheme that received Growth Deal funding and will offer residents homes at social rent. 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.

## **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. Following on from the Your Voice Counts consultation which comprised a consultation using the CommonPlace digital platform (running from 24 August to 20 October 2022), a Summit for Town and Parish Councils and Parish Meetings and a Stakeholder Event, five strategic priorities have been identified which will form the emerging West Oxfordshire Council Plan 2023 – 2027:
- Putting Residents First
  - A Good Quality of Life for All
  - A Better Environment for People and Wildlife
  - Responding to the Climate and Ecological Emergency
  - Working Together for West Oxfordshire
- 2.2. The emerging West Oxfordshire Council Plan 2023 – 27 is due to be received by the three Council Scrutiny Committees on 24 November 2022, 7 and 8 December 2022. A final draft will be presented to Cabinet on 11 January 2023 before adoption at Full Council on 18 January 2023.

## **3. SERVICE PERFORMANCE SUMMARY**

- 3.1. Overall, performance at the end of Q2 appears mixed. The improvements in benefits performance have been maintained, and the council tax collection rate is where we would expect it to be. Business rates collection rate has improved compared to the previous year but is not back to pre-Covid levels. A shortage of staff in customer services and the waste crew has affected some areas of service delivery such as longer average wait times and missed bins.
- 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 increased competition for some staff in particular for qualified professional staff such as planners. 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 has reviewed the Council Tax Support scheme in preparation for the next financial year, and the potential options for supporting more households on low income.

- 3.4. There are a number of improvement programmes in progress across services including Planning and Revenues and Benefits, and the Waste service, as well as specific actions to return performance to previous levels. Much of the work is 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. Waste and environment

- Households produced 12.5% less household waste in the first six months of 2022-23 than the same period of the previous year. Since emerging from the pandemic, all household waste streams (tonnages) have fallen, although residual waste tonnages have generally not reduced as much as other waste streams. However, taking into account the increase in households in the District, residual waste per household has fallen back to pre-Covid levels.
- Between April and September 2022, the combined recycling rate was 58.21% compared to 60.4% in the previous year. The lower combined recycling rate was due primarily to a three percentage point drop in the composting rate as a result of a prolonged period of hot weather and lack of rainfall during the summer months.
- The number of missed bins per 100,000 scheduled collections has improved over the last 12 months. Performance continues to be affected by a shortage of staff caused by illness/absence and challenges securing agency staff in a buoyant employment market, and more frequent vehicle breakdowns as the vehicles move towards end of life. Although staffing returned to full capacity during Q2, the service is focussing efforts on increasing resilience as well as implementing actions to improve delivery of the service.

Resolution: A range of improvement work continues including staff restructure, the transfer of the garden waste team to the depot at Downs Road to improve service resilience, and 1-2-1 In-Cab support and training to ensure that the capabilities of the new technology are maximised.

There are plans in place to set up a recruitment pool of agency staff who are multi-skilled to both improve resilience and address any potential shortage of staff in the future and the move of the garden waste team to Downs Road will help support this mitigation.

- The Council was having difficulties with obtaining some recycling containers due to delays in the supply chain, which are outside of the Authorities control. These containers have now arrived and deliveries to new builds are being prioritised.
- Fly tips increased during lock down and 'stay at home' messages. Although there was a decline as the nation emerged from the lock down, fly tips may start to increase again as a result of the cost of living crisis and an inability or reluctance to pay for the disposal of both household and business waste.

Cabinet agreed to additional resources in the budget 2022-23 to increase enforcement activities around fly tipping and improving its response to issues raised. The new post



holder commenced in mid-September and will undertake a range of reactive and proactive work.

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

**4. LEGAL IMPLICATIONS**

4.1. None

**5. RISK ASSESSMENT**

5.1. None

**6. ALTERNATIVE OPTIONS**

6.1. None

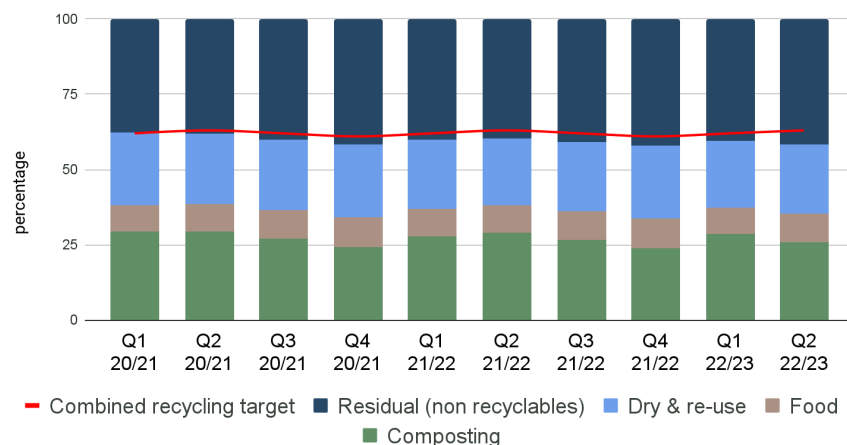
**7. BACKGROUND PAPERS**

7.1. None

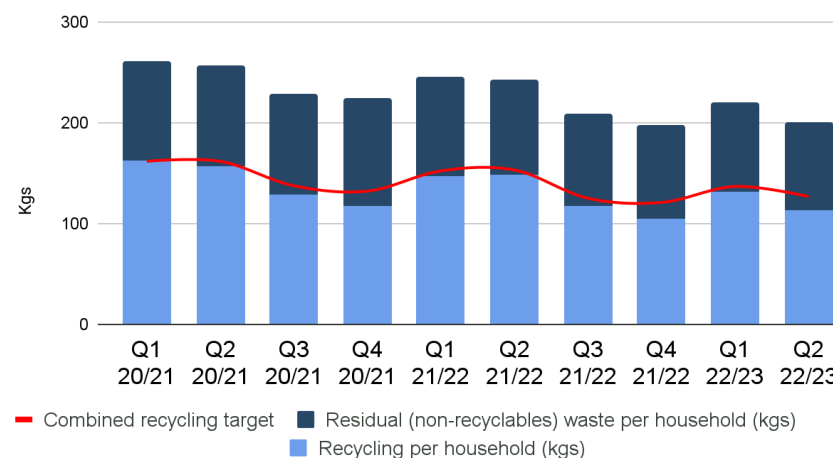
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## Waste and Environment Quarter 2

(Cumulative) Household waste collected composition



Household waste collected per household

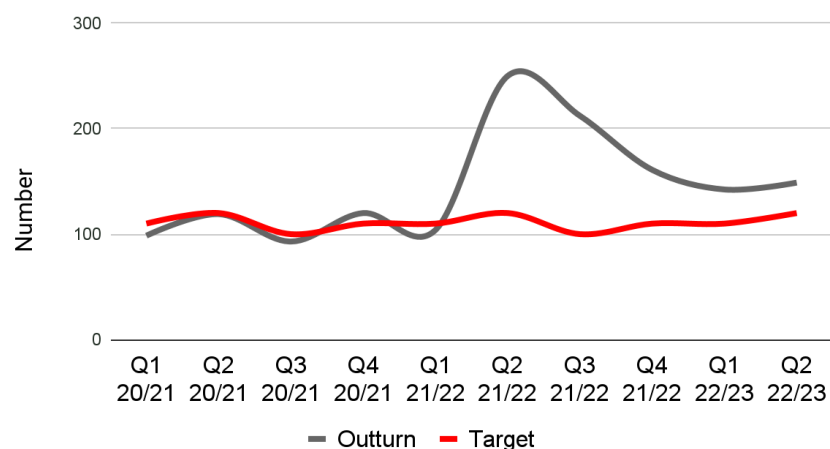


Since emerging from Covid-19, households are producing less household waste, although residual waste tonnages have generally not reduced as much as other waste streams. Taking into account the increase in households in the District, residual waste per household has fallen back to pre-Covid levels. The combined recycling rate was lower than expected at the end of Q2 due to the prolonged period of hot weather and lack of rainfall in the summer months.

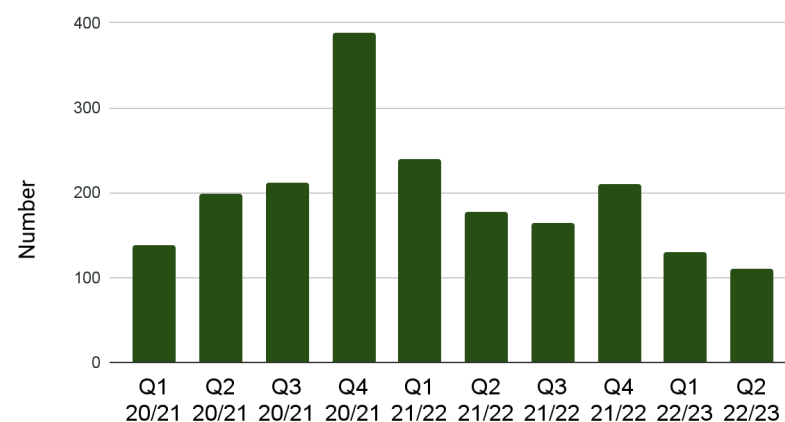
The number of missed bins remains relatively high. A range of improvement work is underway including staff restructure to improve the working culture, the transfer of the garden waste team to the depot at Down's Road to improve service resilience, and 1-2-1 In-Cab support and training to ensure that the capabilities of the new technology are maximised.

The number of fly tips peaked during the final national lockdown and have decreased which may reflect the lifting of restrictions. There are concerns that fly tips may increase due to the cost of living crisis and a reluctance to pay for the disposal of household and business waste. Following agreement by Cabinet to fund additional resources to increase enforcement activities around fly tipping, the post was taken up in September.


Missed bins per 100,000 scheduled collections



Number of flytips collected



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 <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
<b>Name and date of Committee</b>	<b>Climate and Environment Overview and Scrutiny Committee 8 December 2022</b>
<b>Report Number</b>	<b>Agenda Item No. 10</b>
<b>Subject</b>	<b>Scrutiny Work Programme 2022/23</b>
<b>Wards affected</b>	<b>All</b>
<b>Climate and Environment  Accountable member / Group Manager Lead</b>	<b>Councillor Norman MacRae, Chair Climate and Environment Overview and Scrutiny Committee</b> Email: <a href="mailto:norman.macrae@westoxon.gov.uk">norman.macrae@westoxon.gov.uk</a>  <b>Group Manager Lead: Bill Oddy, <a href="mailto:bill.oddy@publicagroup.uk">bill.oddy@publicagroup.uk</a></b>
<b>Economic and Social Accountable member / Group Manager Lead</b>	<b>Councillor Andrew Beaney, Chair Economic and Social Overview and Scrutiny Committee</b> Email: <a href="mailto:Andrew.beaney@westoxon.gov.uk">Andrew.beaney@westoxon.gov.uk</a> <b>Group Manager Lead : Jon Dearing, <a href="mailto:jon.dearing@publicagroup.uk">jon.dearing@publicagroup.uk</a></b>
<b>Finance and Management  Accountable member / Group Manager Lead</b>	<b>Councillor Alaa Al-Yousuf, Chair of Finance and Management Overview and Scrutiny Committee</b> Email: <a href="mailto:alaa.al-yousuf@westoxon.gov.uk">alaa.al-yousuf@westoxon.gov.uk</a>  <b>Group Manager Lead: Phil Martin, <a href="mailto:phil.martin@publicagroup.uk">phil.martin@publicagroup.uk</a></b>
<b>Accountable Officer</b>	<b>Andrew Brown, Business Manager - Democratic Services</b> Email: <a href="mailto:Andrew.brown@publicagroup.uk">Andrew.brown@publicagroup.uk</a>
<b>Summary/Purpose</b>	To provide the Committees with an update on the Scrutiny Work Programme 2022/23.
<b>Annexes</b>	<a href="#">Annex 1</a> - Work Programme for 2022/23
<b>Recommendation</b>	That the Committee notes the Scrutiny Work Programme.
<b>Corporate priorities</b>	To enable the Committee to review the Scrutiny Work Programme and support the Council's priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services.
<b>Key Decision</b>	No
<b>Exempt</b>	No
<b>Consultees / Consultation</b>	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 OS 8 December 2022

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
1	Ubico Business Plan (40 mins)	Presentation	Councillor Arciszewska / Beth Broughton	December 2022	Consultation on the Draft Ubico Business Plan <b>Scrutiny aim: Provide feedback and ask questions</b>
2	Waste Service Review – Briefing on Waste Collection Options Appraisal (60 mins)	Presentation	Councillor Arciszewska / Scott Williams	December 2022	Scrutiny to receive information on the Waste Collection Options Appraisal review <b>Scrutiny aim: Receive information and ask questions</b>
3	Air Quality Update (30 mins)	Verbal Update	Councillor Prosser / Phil Measures	December 2022	Phil Measure to provide a verbal update <b>Scrutiny aim: Receive information and ask questions</b>
4	West Oxfordshire Council Plan 2023 - 2027	Report	Astrid Harvey / Councillor Alaa Al-Yousuf / Phil Martin	December	<b>Scrutiny aim:</b> To note views and insights
5	Carbon Action Plan – update on one project (30 mins)	Verbal update and supporting documentation	Councillor Prosser / Hannah Kenyon	Every committee update on one project	<b>Project - Electric Vehicle Charging</b> <b>Scrutiny aim: Receive information and ask questions</b>
6	Service Performance Report – Quarter 2 (20 mins)	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity <b>Scrutiny aim: Receive information and ask questions</b>

Further meeting dates: 25 January 2023

## Scrutiny Work Programme 2022/23

Annex I

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
I	Waste Service Review (120 mins)	Report	Councillor Arciszewska / Scott Williams	January 2023	<p>To give the Committee the opportunity to scrutinise and comment on the waste service review.</p> <p><b>Scrutiny aim: To scrutinise and comment on the report to Cabinet and Council</b></p>

Further meeting dates: 23 March 2023

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

Climate and Environment suggestions for future workstreams 2023



Scrutiny Work Programme 2022/23

Annex I

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
I	Governments initiative of zero recycle cost for residents	Verbal update	Councillor MacRae / Scott Williams	When there is news to share. Initiate began 2019 but is behind due to the pandemic, review 2022	Verbal update due from Scott Williams when there is news to share. See link for current details: <a href="https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system">https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system</a>  <b>Scrutiny aim:</b>

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.

WP	Title	Format	Cabinet Member / Lead Officer	When	Scrutiny Aim and Comments
1	Waste Service Review – Briefing on Waste Collection Options Appraisal (60 mins)	Presentation Report sent before meeting to Councillors	Councillor Levy / Elizabeth Griffiths Bill Oddy / Scott Williams	Before Cabinet	Scrutiny to receive information on the Waste Collection Options Appraisal review <b>Scrutiny aim:</b> Receive information and ask questions
2	2023/24 First Draft Budget and Medium Term financial Strategy	Cabinet Report	Councillor Levy / Elizabeth Griffiths	14 December 2022	<b>Scrutiny aim:</b> To note and comment
3	Treasury Management Update	Report	Elizabeth Griffiths / Phil Martin	December	<b>Scrutiny aim:</b> Task and finish group – advice from Arlington Close. Criteria for contract due in December. Comments or Clarity
4	West Oxfordshire Council Plan 2023 - 2027	Report	Astrid Harvey / Councillor Alaa Al-Yousuf / Phil Martin	December	<b>Scrutiny aim:</b> To note views and insights
5	Service Performance Report – Quarter 2	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	<b>Scrutiny aim:</b> Report for comments or clarity

## Scrutiny Work Programme 2022/23

Annex I

WP	Title	Format	Cabinet Member / Lead Officer	When	Scrutiny Aim and Comments
1	Waste Service Review (120 mins)	Report	Councillor Arciszewska / Scott Williams	January 2023	To give the Committee the opportunity to scrutinise and comment on the waste service review.  <b>Scrutiny aim: To scrutinise and comment on the report to Cabinet and Council</b>
2	2023/24 Budget and Medium Term financial Strategy	Cabinet Report	Councillor Levy / Elizabeth Griffiths	14 December 2022	<b>Scrutiny aim:</b>
3	Service Performance Report – Quarter 3	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	<b>Scrutiny aim:</b> Report for comments or clarity

### Financial Management OS 12 April 2023

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

## Scrutiny Work Programme 2022/23

Annex I

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

### Financial Management suggestions for future workstreams 2023

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

### Financial Management Regular Reports:

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

## Scrutiny Work Programme 2022/23

Annex I

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.
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### Economic Overview and Scrutiny 24 November 2022

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

### Item 5 - Questions to GLL

No.	Question	Raised by	Answer from GLL
1.	Can I again raise a question regarding disability access particularly to the Windrush Leisure Centre? Hoist equipment out of use / changing bed broken.	Councillor Jill Bull	GLL recognises the importance of this disability access equipment and apologise for its failure to provide a full service. It is extremely difficult in the current economic and employment environment to arrange repairs and replacements in a timely manner for specialist equipment. I am pleased to report that the access hoist is working and has been in consistent use since it was repaired however GLL has faced challenges with its contractors to bring the changing bed back in use. Having received assurance that this would be completed in September this has not been possible and a new bed is now promised for delivery later this month. Whilst repairs are awaited there is a customer notice on GLL's website and ongoing communication with users
2.	After having meetings with them previously it was agreed that communication would be better and if equipment was out of use we would be informed so as not to disappoint service users on arrival at the centre.	Councillor Jill Bull	GLL is committed to developing strong and effective communication with all users through a variety of platforms. Where we have issues we let people know via our website and by signs in the centre and of course verbally when they are at the centre. We will continue to utilise social media opportunities including the West Oxfordshire District Council platforms to increase communication with members of the public on communicating key information including the promotion of activities.
3.	Regarding the new system of booking on line - this is not accessible to all and needs to be looked at again.	Councillor Jill Bull	Whilst GLL encourages users to book via its Website and App the option for customers to attend the centre or call and book remains available. Customers can ring GLL's contact centre to make bookings on 02034578700. Please encourage any customers who require specific support to contact Matt Simmons (phone number provided via Leisure Client Team).
4.	It would be helpful to have a status update on the Carterton football playing	Councillor Charlie Maynard	GLL's Partnership Manager met with Cllr Maynard to discuss the football pitches. Investment has been committed by GLL and a winter programme has been

	fields which have been out of action for a while		scheduled as per the meeting. As always Matt Simmons remains available as the point of contact for issues with these pitches.
5.	What is the trend on visitor numbers?	Councillor Rosie Pearson	The return of older users and corporate members has been lower than anticipated as we recover from the covid pandemic. Visitor numbers are currently down by 21% compared to 2019, this decrease is mainly in the area of Health and Fitness with swimming lessons for example being fully recovered and exceeding 2019 levels. GLL is working hard to recover the overall position back to pre-pandemic levels but this has been made additionally challenging with the cost of living crisis we are all currently facing. GLL is in active dialogue with the Council, developing new initiatives and products to encourage residents to return to using the centres.
6.	Is there information on how visitors travel to the leisure centres, and whether this could be made easier?	Councillor Rosie Pearson	GLL plots the membership catchment for each of its centres. Current data does not show how customers travel however the distance and location of user populations suggests that the majority travel by car or bus. GLL has committed to survey users to establish their modes of transport, once completed this will inform travel plans for the centres.
7	Do the leisure centres have a role in our response to the cost of living and energy crisis?	Councillor Rosie Pearson	GLL is rolling out nationally a 'Warm Spaces' initiative in many of its centres. This will provide a free of charge warm place where residents can come and meet a friendly face advertised across the week. To deliver this initiative GLL has formed a partnership with Age UK and Brakes Catering, with Age UK supporting with volunteers and Brakes providing catering supplies. Additionally in Chipping Norton GLL is working in partnership with the Chippy Larder to provide an extended service with volunteer support and refreshments from the Larder along with the delivery of a "Cost of living support event". Warm Spaces will be available this month in Carterton and Chipping Norton.



## Economic Overview and Scrutiny 23 February 2023

WP	Title	Format	Cabinet Member / Lead Officer	When	Scrutiny Aim and Comments
1	Upgrade to WO public space CCTV provision & monitoring arrangements	Verbal update – timescale requested by the Committee	Councillor Saul / Andy Barge	Verbal update – timescale requested by the Committee	Contact Andy Barge beginning of November, remind that its an update on timescales – Max 4 slides, ten minutes, 10 minutes for questions. <b>Scrutiny aim:</b>
2	Parking Strategy	Update	Councillor Arciszewska / Maria Wheatley	Cabinet in January 2023	Contact Maria 4 weeks before Committee, ask if it's a report or presentation – 30 mins <b>Scrutiny aim:</b>
					<b>Scrutiny aim:</b>
					<b>Scrutiny aim:</b>

## Economic Overview and Scrutiny 25 May 2023

WP	Title	Format	Cabinet Member / Lead Officer	When	Scrutiny Aim and Comments
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					Scrutiny aim:
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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 Scrutiny aim:
2	Health Care Provision in Oxfordshire	Ongoing	Councillor Aitman / Andy Barge / Heather McCulloch	As required	Scrutiny aim: Health Care Provision in Oxfordshire
3	Local Police with status update	Verbal update	Chair		Scrutiny aim:
4	WODC Housing in for a briefing on WODC housing work, responsibilities, current status and future				Scrutiny aim:
5	Enforcement Update	Update	Kelly Murray		Scrutiny aim:

## Scrutiny Work Programme 2022/23

Annex I

6	REEMA North Site, Carterton update (Jon Wooden, Deputy Head Estates)	Written Update	Councillor Saul / Giles Hughes Jon Wooden	When Required	Regular committee written update <b>Scrutiny aim:</b>
7	Food Strategy – Working Group	Brief or Scoping document	Councillor Aitman / Andy Barge / Heather McCulloch	Committee to be updated	This may not need to actually happen Completion by 23 February 2023

### Economic Overview and Scrutiny Regular Reports:

Regular Reports	Further Information	Comments	Lead Officer / 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

Scrutiny Work Programme 2022/23

Annex I

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



WEST OXFORDSHIRE  
DISTRICT COUNCIL

CABINET (EXECUTIVE) WORK PROGRAMME  
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION AND NOTICE  
OF INTENTION TO MAKE A KEY DECISION  
1 DECEMBER 2022 – 31 MARCH 2023

By virtue of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, local authorities are required to publish a notice setting out the key executive decisions that will be taken at least 28 days before such decisions are to be taken. The Regulations also require notice to be given of any matter where it is proposed that the public will be excluded during consideration of the matter.

This Forward Plan incorporates both of these requirements. In the interests of transparency, it also aims to include details of those items to be debated by the Cabinet that relate to either policy/budget formulation, matters which will be subject to a recommendation to the Council, and other matters due to be considered by the Cabinet. This programme covers a period of four months, and will be updated on a monthly basis. The timings of items may be subject to change.

It should be noted that although a date not less than 28 clear days after the date of this notice is given in each case, it is possible that matters may be rescheduled to a date which is different from that given provided, in the cases of key decisions and matters to be considered in private, that the 28 day notice has been given. In this regard, please note that agendas and reports for meetings of the Cabinet are made available on the Council's website at [www.westoxon.gov.uk/meetings](http://www.westoxon.gov.uk/meetings) five working days in advance of the meeting in question. Please also note that the agendas for meetings of the Cabinet will also incorporate a necessary further notice which is required to be given in relation to matters likely to be considered with the public excluded.

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

#### Key Decisions

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

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

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

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

#### Matters To Be Considered in Private

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

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

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

**Documents and Queries**

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

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



## West Oxfordshire District Council: Cabinet Members 2022/23

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

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

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

Decarbonisation of Carterton Leisure Centre	Yes	Fully exempt	Cabinet	16 Nov 2022	Cabinet Member for Climate Change - Cllr Andrew Prosser	Business Manager Assets & Council Priorities - Andrew Turner		
Performance Monitoring Q2	No	Open	Cabinet	14 Dec 2022	Councillor Dan Levy, Cabinet Member for Finance	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
2023/24 First Draft Budget and Medium Term Financial Strategy	Yes	Open	Cabinet	14 Dec 2022	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Counter Fraud and Anti-Corruption Policy	No	Open	Cabinet	14 Dec 2022	Cabinet Member for Finance - Cllr Dan Levy	Head of Counter Fraud and Enforcement Unit - Emma Cathcart		
Proposal for a new locally led pan-regional partnership for the Oxford to Cambridge region	Yes	Open	Cabinet	14 Dec 2022	Leader of the Council - Cllr Andy Graham	Chief Executive & Head of Paid Service - Giles Hughes		

West Oxfordshire Infrastructure Funding Statement (2021/22)	Yes	Open	Cabinet	14 Dec 2022	Cabinet Member for Planning and Sustainable Development - Carl Rylett	Chris Hargraves		
Pavement License Fee Reimbursement	No	Open	Cabinet	14 Dec 2022	Deputy Leader - Economic Development - Cllr Duncan Enright	Assistant Director - Residents' Services - Jon Dearing		
West Eynsham Strategic Development Area (SDA) Masterplan	No	Open	Cabinet	14 Dec 2022	Cabinet Member for Planning and Sustainable Development - Carl Rylett	Chris Hargraves		
Approval of Council Tax base and 2023/24 Budget Update	Yes	Open	Cabinet Council	11 Jan 2023 18 Jan 2023	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Revised Council Plan	Yes	Open	Cabinet Council	11 Jan 2023 18 Jan 2023	Leader of the Council - Cllr Andy Graham	Chief Executive & Head of Paid Service - Giles Hughes	Scrutiny	

Review of Grant Schemes	Yes	Open	Cabinet	11 Jan 2023	Cabinet Member for Stronger Healthy Communities - Cllr Joy Aitman	Assistant Director - Communities - Andy Barge		
Flood Management Service Review	No	Open	Cabinet	11 Jan 2023	Cabinet Member for Environment - Cllr Lidia Arciszewska	Assistant Director - Business Services - Phil Martin		
Proposed Refurbishment and new Audio Visual for Council Chambers	Yes	Open	Council	11 Jan 2023	Cabinet Member for Customer Delivery - Cllr Mathew Parkinson	Assistant Director - Business Services - Phil Martin		
Review of Car Parks	No	Open	Cabinet	11 Jan 2023	Cabinet Member for Environment - Cllr Lidia Arciszewska	Maria Wheatley		
Transfer of Playing Pitches in Witney Town Council	No	Open	Cabinet	11 Jan 2023	Cabinet Member for Stronger Healthy Communities - Cllr Joy Aitman	Assets Manager - Jasmine McWilliams		

Waste Service Review and Redesign	Yes	Open	Cabinet Council	8 Feb 2023 15 Feb 2023	Cabinet Member for Environment - Cllr Lidia Arciszewska  Leader of the Council - Cllr Andy Graham	Business Manager Contracts - Scott Williams		
Final Budget Recommendations	Yes	Open	Cabinet Council	8 Feb 2023 15 Feb 2023	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Q3 Performance Report	No	Open	Cabinet	8 Feb 2023	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Homelessness Prevention Grant 2023/24	Yes	Open	Cabinet	8 Feb 2023	Cabinet Member for Housing and Social Welfare - Cllr Geoff Saul	Business Manager Housing - Caroline Clissold		
Equality, Diversity & Inclusion Policy	No	Open	Cabinet	8 Feb 2023	Councillor Mathew Parkinson, Cabinet Member for Customer Delivery	Assistant Director - Organisational Effectiveness		



Affordable Housing Delivery Options	No	Open	Cabinet	8 Feb 2023	Cabinet Member for Housing and Social Welfare - Cllr Geoff Saul	Business Manager Housing - Caroline Clissold		
Approval of upgrade to WODC public space CCTV provision and monitoring arrangements	Yes	Open	Cabinet	8 Feb 2023	Councillor Geoff Saul, Cabinet Member for Housing and Social Welfare	Assistant Director - Communities - Andy Barge		
West Oxfordshire Annual Monitoring Report 2021/2022	Yes	Open	Cabinet	8 Feb 2023	Cabinet Member for Planning and Sustainable Development - Carl Rylett	Chris Hargraves		
Proposed Property Acquisition under the Council's Investment Strategy	Yes	Fully exempt	Cabinet	8 Feb 2023	Cabinet Member for Finance - Cllr Dan Levy	Chief Executive & Head of Paid Service - Giles Hughes		
<b>Key Decisions Delegated to Officers</b>								
Allocate funding from the Project Contingency Earmarked Reserve to fund ad hoc services	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	31 Dec 2022	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		

Final terms of the acquisition recovery and investment strategy proposal	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	30 Sep 2023	Deputy Leader - Economic Development - Cllr Duncan Enright	Chief Executive & Head of Paid Service - Giles Hughes		
Standing delegation: Settlement of Legal Claims The Head of Legal Services has delegated authority in the Council's Constitution to settle or compromise any proceedings as they deem appropriate and expedient for the Council's interests.	Yes	Open	Legal Services Manager - Susan Gargett	29 Sep 2022	Leader of the Council - Cllr Andy Graham, Cabinet Member for Finance - Cllr Dan Levy	Legal Services Manager - Susan Gargett		
<b>Other business for Council Meetings</b>								
Recommendations from the Constitution Working Group	Yes	Open	Council Council Council	19 Oct 2022 18 Jan 2023 26 Apr 2023		Monitoring Officer - Susan Sale		

Appointment of Independent Persons	Yes	Open	Council	18 Jan 2023	Councillor Luci Ashbourne, Chair of Standards Sub-Committee	Monitoring Officer - Susan Sale		
Programme of Meetings for 2023/24	No	Open	Council	18 Jan 2023	Leader of the Council - Cllr Andy Graham	Business Manager Democratic Services - Andrew Brown		