

Monday, 3 October 2022

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## ECONOMIC AND SOCIAL OVERVIEW AND SCRUTINY COMMITTEE

You are summoned to a meeting of the Economic and Social Overview and Scrutiny Committee which will be held in the Committee Room 1, Woodgreen, Witney OX28 1NB on **Tuesday, 11 October 2022 at 6.30 pm.**



Giles Hughes  
Chief Executive

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

Councillors: Andrew Beaney (Chair), Rizvana Poole (Vice-Chair), Luci Ashbourne, Jill Bull, Nathalie Chapple, Owen Collins, Jane Doughty, Natalie King, Liz Leffman, Nick Leverton, Charlie Maynard, Lysette Nicholls, Rosie Pearson, Harry St John and Alex Wilson

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

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

# AGENDA

1. **Minutes of Previous Meeting (Pages 5 - 12)**  
To approve the minutes of the meeting held on 26 May 2022 and 8 September 2022.
2. **Apologies for Absence**  
To receive any apologies for absence.
3. **Declarations of Interest**  
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
4. **Participation of the Public**  
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. **Chair's Announcements**  
Purpose:  
To receive any announcements from the Chair of the Committee.
6. **Youth Needs Assessment (Pages 13 - 48)**  
Purpose.  
To share the findings of the Youth Needs Assessment.  
  
Recommendations.  
It is recommended that the Economic and Social Overview and Scrutiny Committee:
  - a) Note the report as Annex A.
7. **Active Oxfordshire Presentation**  
Purpose.  
To give the Committee an overview of the partnership's focus and initiatives.  
  
Recommendation.  
Committee to note the presentation.
8. **REEMA North update from Jon Wooden**  
Purpose:  
To receive an update from Jon Wooden re REEMA North.  
  
Recommendation:  
That the update be noted by all Councillors in attendance.

9. **Service Performance Report 2021-2022 Quarter Four (Pages 49 - 70)**

Purpose:

To give the Committee the opportunity to comment on the Q4 Performance Monitoring Report.

Recommendation:

That the Committee notes the update.

10. **Committee Work Programme (Pages 71 - 86)**

Purpose:

To provide the Committee with an updated Work Programme for 2021/2022.

Recommendation:

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

11. **Cabinet Work Programme (Pages 87 - 98)**

Purpose:

To give the Committee the opportunity to comment on the Cabinet Work Programme published on 16 August 2021.

Recommendation:

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

(END)

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## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the  
**Economic and Social Overview and Scrutiny Committee**  
Held in the Council Chamber at 6.00 pm on **Thursday, 26 May 2022**

### PRESENT

Councillors: Andrew Beaney (Chair), Rizvana Poole (Vice-Chair), Luci Ashbourne, Jill Bull, Nathalie Chapple, Owen Collins, Jane Doughty, Nick Leverton, Charlie Maynard, Lysette Nicholls, Rosie Pearson, Harry St John and Alex Wilson.

Officers: Giles Hughes (Chief Executive), Bill Oddy (Group Manager - Commercial Development), Caroline Clissold (Housing Manager, Planning and Housing), Tom See (Homeseeker Plus Lead, Revenues & Housing Support), Andy Barge (Group Manager – Communities, Leadership and Management Team), Anne Learmonth (Strategic Support Officer) and Michelle Ouzman (Strategic Support Officer).

#### **10 Minutes of Previous Meeting**

The minutes of the meeting held on 10 February 2022 were approved and signed by the Chair as a correct record.

#### **11 Apologies for Absence**

There were no apologies for absence received.

#### **12 Declarations of Interest**

There were no declarations of interest received.

#### **13 Participation of the Public**

There were no participation of the public.

#### **14 Chair's Announcements**

The Chair welcomed everyone to the committee and asked for all members and officers present, to introduce themselves.

Following introductions the Chair announced that future meetings would start at 6:30pm, he asked members if they were in agreement,

**Resolved** all members agreed that future meetings would begin at 6:30pm.

#### **15 Housing Update from Caroline Clissold**

Caroline Clissold the Housing Manager, Planning and Housing, introduced herself and Tom See the Homeseeker Plus Lead, Revenues & Housing Support,

Caroline Clissold brought a slide presentation for members of the committee, a copy of which would be circulated to the committee members following the meeting.

Caroline Clissold introduced the presentation on Housing and Homelessness, the main topics of the briefing were:

- Challenges for Housing
- Business as usual – post pandemic
- Homeseeker Plus data – 2021-22
- Homelessness presentation data 2021-22

26/May2022

- Emergency accommodation and hostel update
- Housing First update
- Adult Homelessness Pathway recommissioning 2022 – update
- Upcoming affordability housing developments
- Our focus for 2022-23

Councillor St John asked how many people were wanting to downsize within silver and gold properties. Caroline Clissold confirmed none in the silver category, and not a significant number in the gold category.

Councillor Leverton enquired about staffing levels as they were the same before the pandemic was this enough, Caroline Clissold confirmed that yes staffing levels were the same but they had no resilience. The team had spent the last two year being reactive, moving forward they were being proactive, resolving issues before reaching homeless.

Councillors discussed the success of the Aspire Hostel. Caroline Clissold, confirmed during the pandemic they were proud that the COVID measures implemented resulted in a zero outbreak. They hoped to move people on within 56 days or until they have found a suitable placement, currently housing a total of 45 people. Those staying at Aspire had support offices assistance to help with moving forward. They also had use of Cottsway flats, and at the moment they only had 5 people in the local Travelodge, which they only ever used as a stopgap. Housing associations were pledging about 50 properties to Aspire programme, including social housing bungalows. They were working with around 100 sponsors for Ukraine family settlements, awaiting for them all to go through the security checks, they would work with the families , especially on breakdowns at placements, assisting in moving on to another household sponsor. Empty properties in the region had been around 600, this figure had now dropped as a result of working with owners and landlords. The Aspire programme had been successful and other regions were duplicating the initiative the council here had implemented.

Councillor Doughty wanted it noted that members thanked the team, the progress was incredible and asked for this thanks to be shared with the team who had worked extremely hard to achieve the positive results spoken about at the meeting.

Tom See confirmed a detailed report would be issued soon that contained full figures and percentages of placements and properties, which can be shared with the members of the committee.

## **16 REEMA North update from Jon Wooden**

Jon Wooden was not present at the meeting but sent a written update, this was read out by Michelle Ouzman, the Strategic Support Officer for the meeting:

“The MOD housing project on the REEMA North site has moved forward through our scrutiny and approvals process, and we are now in the final approvals stage and hoping for an outcome in late June/early July. We can assure you that behind the scenes a huge amount of effort continues to go into obtaining authority to proceed with this initiative, and we remain as keen as ever to work closely with West Oxfordshire District Council to move the project forward to the benefit of both organisations. In parallel we continue to develop and refine our strategy for the site. To this end we have produced preliminary layouts for the planned 182 Service family homes (and for the remaining land that is planned to become available for private housing) and we have been reviewing previous planning submissions to inform us ahead of working up an application to a full submission.”

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The Chair thought the update was a positive one.

Giles Hughes the Chief Executive stated it would be useful if the committee could receive regular updates, it was agreed to request an update for each future committee meetings.

Councillors commented on the development and councillor Mead was able to add going forward the MOD wanted to offer HM Service personnel help to buy scheme.

## 17 CCTV Update from Andy Barge

Andy Barge the Group Manager – Communities, Leadership and Management Team introduced himself to the members and gave a verbal update on the progress on the upgrading the public open space CCTV cameras covering areas of Carterton and Witney, plus the associated monitoring control room arrangements.

Mr Barge introduced the update by giving a brief background:

- Currently 61 cameras - 57 in Witney and 4 in Carterton. First installed in 2002. Upgraded 2009.
- Monitoring currently at Witney police station, with staff employed by TVP and a Service Level Agreement with the Council
- Also monitoring control rooms in Oxford City, Banbury and Abingdon

Mr Barge explained there was a long standing desire for a shared Oxfordshire hub control room. The main benefits being economies of scale from having one control room instead of four, more 'real time' monitoring, less lone working, capital investment from Thames Valley Police (TVP) and resilience from fail over to other TVP hubs with the same monitoring equipment.

The disadvantages of a shared monitoring hub are potential loss of local knowledge and a small loss of local employment, depending where the hub is located.

There is £300,000 capital budget for investment in CCTV, subject to business case.

Recently commissioned a camera optimisation piece of work. Technology has moved on so much, questions like have we got the right cameras in the right places needs to be considered, which is supported by crime density mapping and seeing if the scheme can be extended to cover Chipping Norton.

Progress has been hampered for a number of reasons:

- Design and implementation of a TVP shared hub in Buckinghamshire ahead of Oxfordshire;
- Where in Oxfordshire a shared hub could be located, with each of the existing control rooms having a degree of uncertainty over longevity, or not being suitable to host a hub;
- Hub before new cameras – compatibility of cameras and full functionality e.g. AI
- Which Districts wanted to be part of a shared hub, with some having made more recent investment in new equipment. Does the business case stack up for them?
- Cherwell's first draft budget option to stop its funding for CCTV

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Mr Barge concluded in early April, Thames Valley Police and Crime Commissioner tabled a report to the Police and Crime Panel outlining a new vision for CCTV and bringing fresh impetus to the shared hub.

Vision recognises that CCTV exists primarily for the benefit of policing and the wider interests of community safety. Therefore it is right that policing shoulders the lion share of the responsibility for providing the capability.

The long term vision is for CCTV across Thames Valley to be provided by Thames Valley Police. The Force would own the equipment/contracts, be responsible for maintenance and employ staff to monitor the service. This “single owner” model will help to consolidate technology, drive savings through economies of scale, improve integration with police systems and provide increased resilience.

Under this model district and town councils (and commercial beneficiaries such as shopping centres) will continue to make a financial contribution using an agreed funding formula and as part of the partnership agreement local authorities would allow TVP to use appropriate street furniture for the placement of equipment

TVP has employed a CCTV Operations Manager to drive this forward and the working group next meets later in June to consider a draft outline business case for

Plan B partner with another district or plan C standalone provision.

The Chair asked would the next steps be within this year. Mr Barge confirmed that the outline business case was hoped to be completed by autumn, so that a decision could be made.

Councillor Bull stated that for years Carterton had only 4 camera's but they were paying just as much as Witney that had far more cameras in place.

Mr Barge confirmed moving forward there would be more transparent funding, proportioned in the right operating module.

Councillor St John enquired about the £300,000, was it still intact, Mr Barge confirmed the capital programme budget remained at £3000.000, and if Thames Valley Police take control of the control rooms, the Council should see economies of scale against revenue savings, which will benefit the Council.

Councillor Nicholls asked which partnerships were likely if plan B, Mr Barge confirmed potentially Oxford City or Cherwell as they had invested recently in their own CCTV programme.

Councillor Maynard and Wilson were interested in the number of Cameras that the Council had and where they were. Mr Barge was able to confirm in Witney there were 23 in the town centre, 26 at Marriott's Walk and 8 in Wallgate.

Councillor Poole asked about crime rates in relation to camera locations. Mr Barge would circulate to the committee members the crime density map after the meeting.

Councillor Pearson enquired if there were camera statistic available in relation to crimes in the area. Mr Barge said the Police statistics were on number of incidents not CCTV camera or even body cameras that Police wore.

The Chair thanked MR Barge for the update and looked forward to the programme moving forward.



26/May2022

**18 Committee Work Programme**

The Chair informed the committee members that he would be revising the committee work programme and asked that members think of what they would like to be included on the programme moving forward and to inform him by 6 June 2022 via email. Therefore is was

**Resolved** that the committee work programme would be next reviewed at the next Economic and Social Overview and Scrutiny committee meeting.

**19 Cabinet Work Programme**

The Chair explained that the agenda for the committee had been produced before the annual council meeting and therefore the Council's Cabinet had now changed, therefore he suggested that the committee review the Cabinet Work programme at the next Economic and social Overview and Scrutiny meeting.

**Resolved** that the committee agreed to review at the next committee meeting.

**20 Members Questions**

Councillor St John asked if GLL had come back with the mystery shopper results.

Councillor Doughty confirmed that the mystery shopper initiative was in progress, plus the cleanliness checks.

The Meeting closed at 7.45 pm

CHAIR

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## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the  
**Economic and Social Overview and Scrutiny Committee**  
Held in the Council Chamber at 6.30 pm on **Thursday, 8 September 2022**

### PRESENT

Councillors: Andrew Beaney (Chair), Rizvana Poole (Vice-Chair), Jill Bull, Nathalie Chapple, Natalie King, Charlie Maynard, Lysette Nicholls, Rosie Pearson, Ruth Smith (Substituted for Owen Collins), Harry St John and Alex Wilson

Also present Councillor Aitman (Cabinet member for Stronger, Healthy Communities) and Councillor Cahill.

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

#### **21 Election of Chair for the 2022/23 Council Year**

Proposed by Councillor Poole, seconded by Councillor Bull that Councillor Beaney be elected as Chair of the meeting for the 2022/23 Council Year.

#### **22 Election of Vice-Chair for the 2022/23 Council Year**

Proposed by Councillor Beaney, seconded by Councillor Ruth Smith that Councillor Poole be elected as Vice-Chair of the meeting for the 2022/23 Council Year.

#### **23 Death of Her Majesty Queen Elizabeth II**

At this point in the meeting, the Chair was notified that the death of Her Majesty Queen Elizabeth II had been announced.

The Chair read the following statement:

‘It is with great sadness that I have to inform you that the Council has been notified of the death of Her Majesty the Queen.

As a mark of respect, the Council will be flying the Union Flag at half-mast at our offices. A statement from the Chair (on behalf of the Council) will be published on the Council website and across our social media.

The County Council are leading on guidance for how we respond as local councils in line with national procedure which is a set by the Royal Household and we will pass on information as we receive it.

We will be publishing on our website all the details for leaving condolences and tributes as we get detailed information from the Royal Household on their preferences. We will also be using our social media channels to share any key information over the coming days.


If you have any questions can you please contact the Chief Executive Giles Hughes’

The Chair then closed the meeting.

Meeting adjourned at 6.35 pm

CHAIR

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 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>ECONOMIC AND SOCIAL OVERVIEW AND SCRUTINY MEETING – 11 October 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item 6</b></p>
<p>Subject</p>	<p><b>YOUTH NEEDS ASSESSMENT</b></p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Councillor Geoff Saul, Housing and Social Welfare Email: <a href="mailto:geoff.saul@westoxon.gov.uk">geoff.saul@westoxon.gov.uk</a> Councillor Joy Aitman, Stronger, Healthy Communities Email: <a href="mailto:joy.aitman@westoxon.gov.uk">joy.aitman@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Heather McCulloch – Community Wellbeing Manager <a href="mailto:heather.mcculloch@publicagroup.co.uk">heather.mcculloch@publicagroup.co.uk</a></p>
<p>Summary/Purpose</p>	<p>To share the findings of the Youth Needs Assessment</p>
<p>Annexes</p>	<p>Youth Needs Assessment Summary Report</p>
<p>Recommendation/s</p>	<p>It is recommended that the Economic and Social Overview and Scrutiny Committee: <i>a) Note the report as Annex A</i></p>
<p>Corporate priorities</p>	<p>Healthy Towns and Villages: Facilitating healthy lifestyles and better wellbeing for everyone  Strong Local Communities: Supporting and building prosperous and inclusive local communities</p>
<p>Key Decision</p>	<p>NO</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>Young people across West Oxfordshire have been consulted with</p>

## **1. BACKGROUND**

- 1.1. Covid-19 has had a significant impact on residents in West Oxfordshire, with voluntary and community sector organisations receiving increased referrals and newly created mutual aid groups picking up and providing additional neighbourly support. Young people were disproportionately disadvantaged by Covid with their education, social and work opportunities affected.
- 1.2. The Council's understanding of the issues faced by children and young people, prior, during and following the Covid-19 emergency has been limited to date, and reliant almost entirely on countywide and national data which includes a very small sample from West Oxfordshire residents.
- 1.3. It was agreed as part of the Council's Covid-19 Recovery Plan that a district wide youth needs assessment would be undertaken to develop a comprehensive understanding of the priorities that young people identify as important to them in order to ensure that service and infrastructure provision meets their needs.
- 1.4. The summary report is included as Appendix A.
- 1.5. We worked in partnership with youth organisations to agree the surveys and to seek professional opinions about issues facing young people. This was facilitated through West Oxfordshire Youth Forum and the Professionals Reference Group.
- 1.6. We had face to face conversations with young people and parents to gather more information about some of the key themes from the Youth Survey results.

## **2. MAIN POINTS**

- 2.1. The key points to highlight are:
  - 3908 young people in secondary schools and sixth form colleges across the district participated in our paper based Youth Survey.
  - 177 parents participated in our online Parents Survey
  - The majority of young people, and their parents, feel that West Oxfordshire is a safe place to live.
  - Sixty-five percent of young people want to move away from West Oxfordshire when they are older and while a lot of them want to do so for positive reasons (education, travel and independence), some identified that their reasons for wanting to move away was due to lack of opportunities, rurality and expense.
  - Mental health is incredibly important to young people and they have experienced difficulties accessing the specialist support they need.
  - Climate change is very important to young people and some of them have anxiety about the future because of this.
  - The most common barriers to accessing activities are due to them being too far away; too expensive or because they do not have anyone to go with them.

- There has been a significant impact on education, whilst some young people thrived because home was a safer environment than school, the majority struggled with education during lockdowns, worrying about getting behind in their school work and concerned about how this will affect their future.

### **3. MOVING FORWARD**

3.1. The council may want to consider:

- A workshop on the topic with all Councillors – possibly as part of another event
- Providing funding for youth activities and potentially youth led activities to improve mental health
- Advocating strongly for more expanded specialist mental health services to support young people and their families
- Creating more opportunities to involve young people in the political system at a local level.
- Creating more opportunities for young people to influence decision making.
- Creating more opportunities for young people to engage with the Council in relation to topics of greatest concern – for example Climate Change
- Dedicated resource with focus on youth at the council

### **4. FINANCIAL IMPLICATIONS**

4.1. There are no direct financial implications of the report itself.

4.2. There were additional costs incurred by the Council in undertaking the work. This included additional officer time and costs for data entry staff. This would need to be considered if the exercise were to be repeated in the future.

### **5. LEGAL IMPLICATIONS**

5.1. None associated with this report. All data has received is non-identifiable.

### **6. RISK ASSESSMENT**

6.1. None

### **7. EQUALITIES IMPACT**

7.1. The terminology LGBTQ+ and non-binary are regularly used throughout the current report. If there is terminology that the council would prefer to replace this, it is important this is agreed as soon as possible.

7.2. The report considers a wide range of themes and highlights inequalities within West Oxfordshire.

### **8. CLIMATE CHANGE IMPLICATIONS**

- 8.1. The survey was paper-based as it has been evidenced that this is a more effective way of achieving a high level of responses. A web based or digital solution was considered and could be considered again if this activity is to be repeated. A copy of the survey is attached as Appendix B.
- 8.2. Over 75% of young people identified climate change as important to them and this may be a key area where the Council can start to have conversations with young people, through social media and schools.

**9. ALTERNATIVE OPTIONS**

- 9.1. Not applicable.

**10. BACKGROUND PAPERS**

- 10.1. None



# Youth Needs Assessment - 2022

Report for informal Cabinet – 17<sup>th</sup> August 2022

Author and researcher: Emmylou Brossard

Responsible Officer: Heather McCulloch

Portfolio: Community, health and wellbeing

## Introduction

Young people were disproportionately affected by the pandemic - their learning was interrupted, they lost out on opportunities to develop social skills, they lost opportunities to earn and work, they were not able to gain access to professional health services to support with physical or mental health. Our understanding of the needs of children and young people, prior, during and following the Covid emergency, up to this point, is limited and relies mostly on national or countywide level data.

In October 2020 the Council's Recovery plan identified that a focus on young people was important at this time but it wasn't clear what part the Council would be placed to take. The decision was taken to ask young people directly what they thought was needed and to conduct the first Youth Needs Assessment for West Oxfordshire. A stakeholder reference group including key countywide youth organisations and Oxfordshire County Council's Youth lead and the Public Health team, is in place to support the work.

## Our commitment

- To continue to listen and learn from young people and act on recommendations
- To share the results of the YNA as widely as possible with a range of organisations, commissioners and influencers to amplify the voices of young people in the district.
- To use the insight to inform decision making and service delivery

## What do we hope will happen as a result of the survey?

- The Council will have a better understanding of youth needs and be able to consider youth voices in decision making and services design where it impacts young people
- Support services working with young people will have a clear message from residents of West Oxfordshire and be able to refer to the Youth Needs Assessment to support with evidencing need when applying for funding or designing services
- Young people will see the impact of their feedback and know that their opinion matters and that their voice is heard

## Who does this survey represent?

### Age Group 11-18

- Those attending secondary schools or 6th form colleges within West Oxfordshire

### Age Group 11-25

Where they have additional needs including:

- Young people accommodated through the Young People's Homeless Pathway (YHPA)
- Young People with additional needs

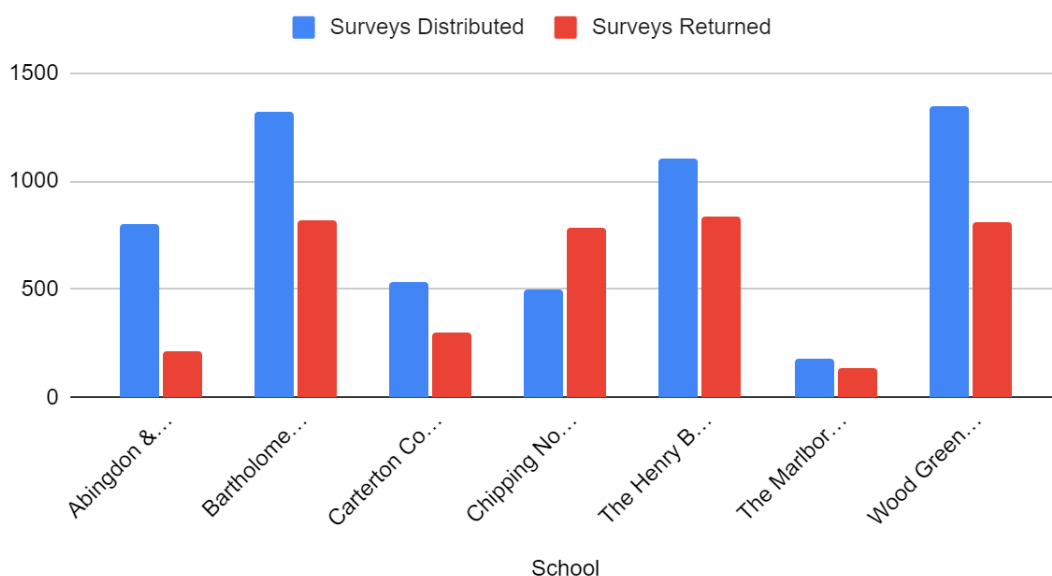
## How have we gathered this information?

We invited secondary schools in the district to participate in the Youth Needs Assessment by giving out a paper survey to students in their registration period to complete. The survey was voluntary, students could complete as little or as much of the survey as they wanted. In total we received 3908 responses to our survey.

Schools that participated:

Abingdon & Witney College  
Bartholomew School  
Carterton Community College  
Chipping Norton School  
The Henry Box School  
The Marlborough Church of England School  
Wood Green School

### Surveys Distributed and Surveys Returned



Once we were able to categorise the data, to better understand the issues young people were passionate about, interested in or concerned by, we then opened an online survey for parents, to which we had 177 responses.

Both surveys were scrutinised and approved by a multidisciplinary reference group which included representatives from Public Health, Oxfordshire County Council, Oxfordshire Youth and Thames Valley Police.

Additionally, we spoke to young people and parents about specific issues through focus groups and drop in sessions. These sessions were an opportunity to explore some of the key themes and gain a fuller understanding of them.

## Limitations of the Youth Survey

We wanted to keep the survey anonymous and the decision was made to limit the amount of identifiable information we collected to ensure this.

We collated the recorded information per school, so the geographic area for each school is based on the school catchment area. We know that some children do attend school from outside of their catchment areas for various reasons and we need to consider if this will have an impact on the information we report.

In many cases, when young people responded to the survey they did not include their age. The decision was made to estimate the ages where they were missing, by looking at the ages of the surveys within the batch that were being recorded. As the surveys went out in batches per class, and were collected in this way, we felt this was the best way to make an estimated guess.

Marlborough School opened up the survey to year 7 pupils only, so it may not be possible to utilise the data from their students as comprehensively as data from other schools.

## Limitations of Parents Survey

This survey went out towards the end of the school year, and was publicised via email and social media to parents of children attending the participating schools.

We received 177 responses, of which 125 were from parents of children and young people at Wood Green School in Witney. We have to reflect that the data received from parents is Witney centric, and may possibly not be fully representative of the wider district.

In comparison to the Youth Survey, the Parents Survey did not include 'free text questions', instead multiple choice and text box questions were asked, with no option to add further information.

## Scope of the Youth Needs Assessment

The Youth Needs Assessment covered the following areas:

- **Gender & Identity:** LGBTQ+, support and need for support
- **Activity:** activity levels, activity participation, activity barriers
- **Safety online and in the community:** online safety and in the community
- **Health:** smoking, drugs and alcohol
- **Attitudes to West Oxfordshire:** do young people want to live here when they grow up, and if not why?
- **Challenges facing young people:** friends and family; education, pressure, money, safety, drugs and alcohol, identity
- **'Youth voice' and 'being heard':** who do young people go to for help; how do young people like to communicate; what are their needs?
- **The impact of Covid 19:** how has Covid affected young people?
- **Mental Health:** where do young people receive help from, how easy was it to access?

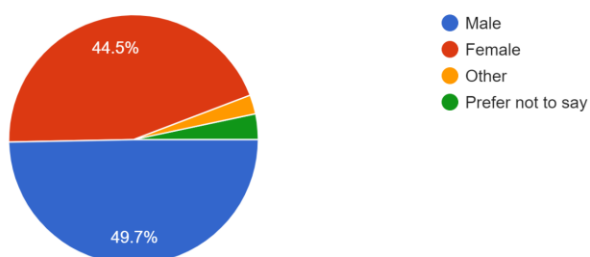
## Highlights

- Young people and their parents feel that West Oxfordshire is a safe place to live
- The most common barriers to accessing activities are due to having to travel too far to attend them, the activities are too expensive, and they don't have anyone to attend activities with.
- Mental health is incredibly important to young people and they have experienced difficulties getting the help they need.
- Whilst many young people want to move away from West Oxfordshire when they are older, a lot, but not all of them are for positive reasons. There is a clear message from young people that there is a lack of opportunity locally.
- Climate change is very important to young people and some of them have worries about the future because of this.
- Covid-19 has had a significant impact on education, some young people thrived during lockdowns because they felt that school was an uncomfortable or unsafe environment, but the majority of young people are worried about how much they have fallen behind in their school work and how this will affect their future.

## 1. Gender and Identity

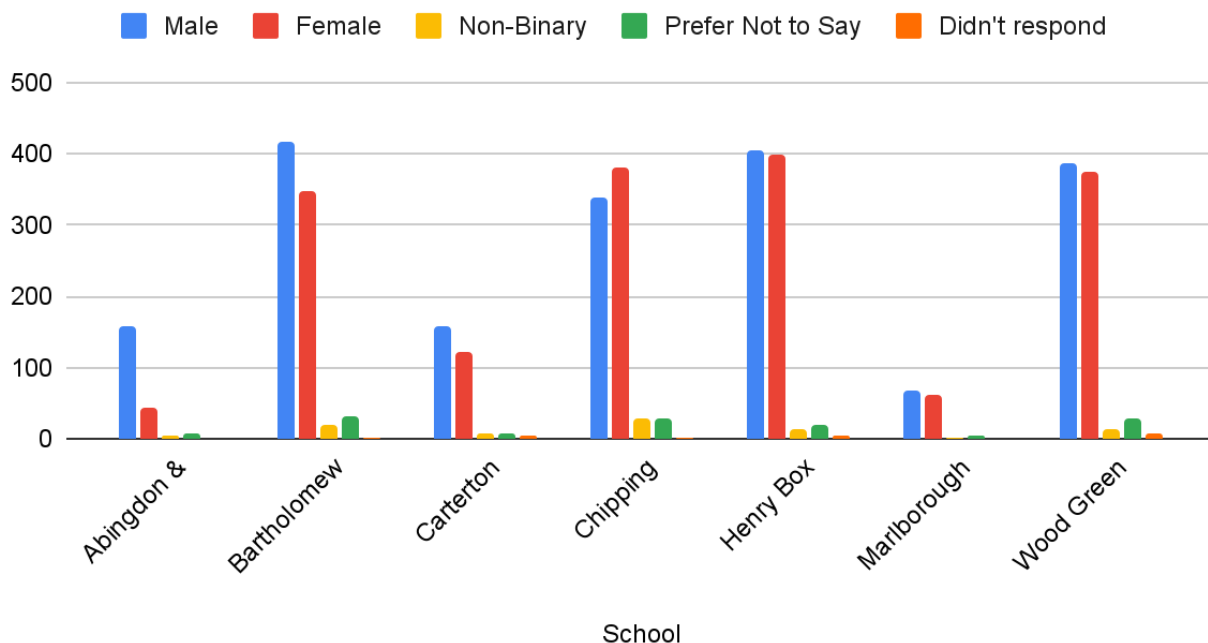
We have a good representation of genders within our Youth Survey Responses:

Gender  
3,886 responses



When looking at the breakdown by educational establishment, we can see that there was a much larger representation of males responding to the survey and this will need to be considered when utilising the data:

## Gender Breakdown by School



Gender Identity can have important links with health and wellbeing and being transgender is linked to a greater risk of self harm and suicide. ([LGBT Public Health Outcomes Framework Companion Document](#))

In 2019, the Office for National Statistics published data from a survey on LGBT experiences, which showed that at least 2 in 5 respondents experienced verbal harassment or physical violence, noting that 9 out of 10 incidents were not reported because respondents thought “it happened all the time”.

In our survey we did not ask respondents specifically to identify their sexual identity, but we did ask them to identify their gender, giving options for “other” to encompass all non cisgender. Respondents were also given the opportunity to opt out of sharing their identity.

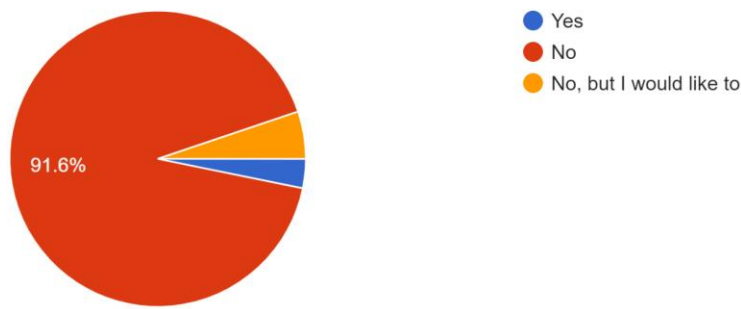
Given all we know about the risk around mental and physical health and wellbeing relating specifically to people that identify as LGBTQ+ we wanted to explore the opportunities locally to support young people.

“Youth Work offers young people safe spaces to expose their identity, increase their confidence and think through the consequences of their actions” National Youth Agency

Of the 3884 responses, just under 9% of young people attend an LGBTQ group, or want to attend one

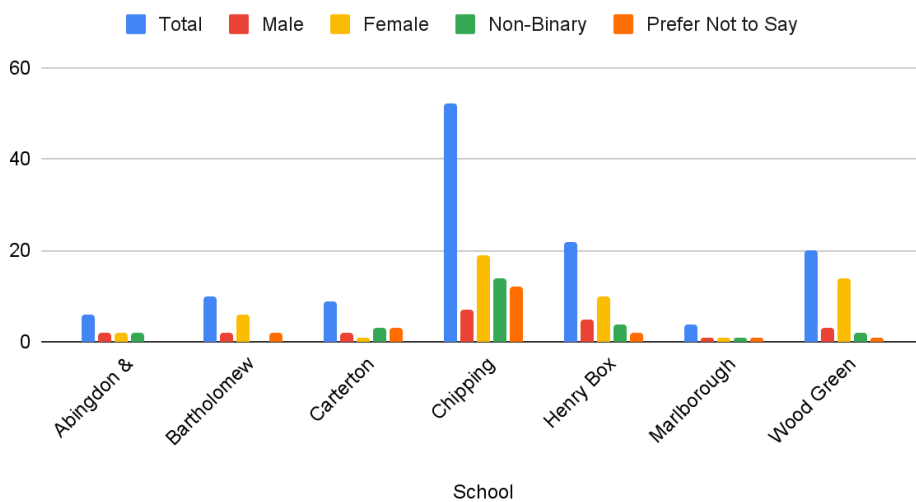
## Do you attend an LGBTQ+ Group?

3,844 responses



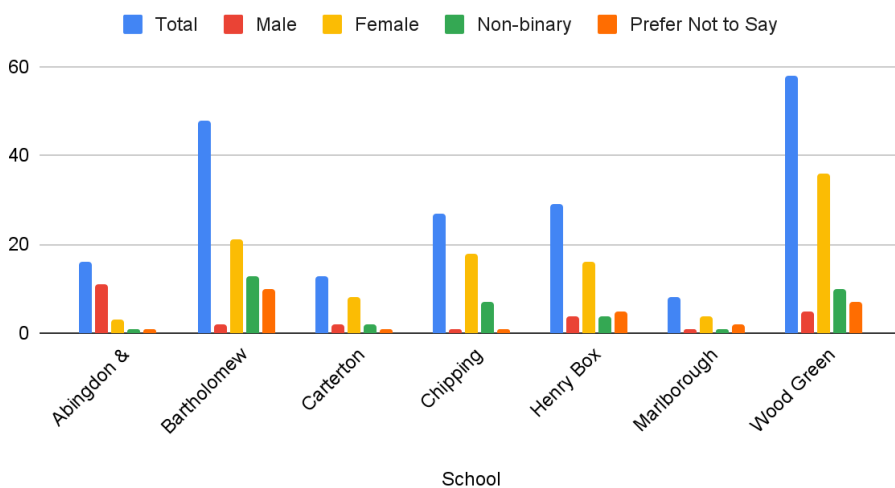
We explored by school catchment area where LGBTQ+ Groups are available and Chipping Norton has a clear lead on opportunities that LGBTQ+ young people are engaging in.

## Attendance at LGBTQ+ Group by School



We also wanted to explore where the need is:

## Would like to attend an LGBTQ+ Group

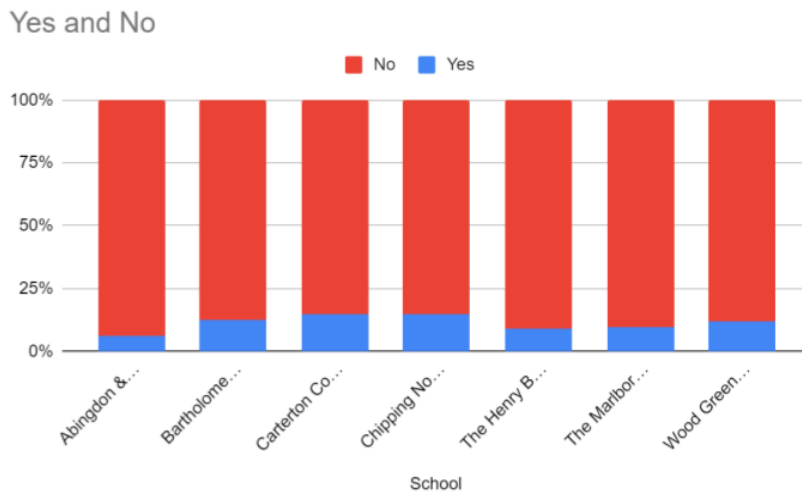


Key organisations that offer LGBTQ+ Support within the district include LGBTQI West Oxfordshire, Got2b and Topaz.

## 2. Activity

With just 11.8% of the young people who responded to this survey reporting that they attend a youth club, we wanted to explore what other activities young people are engaged in; what they would like to access, and what the barriers are to accessing them.

### Youth Club Attendance by School



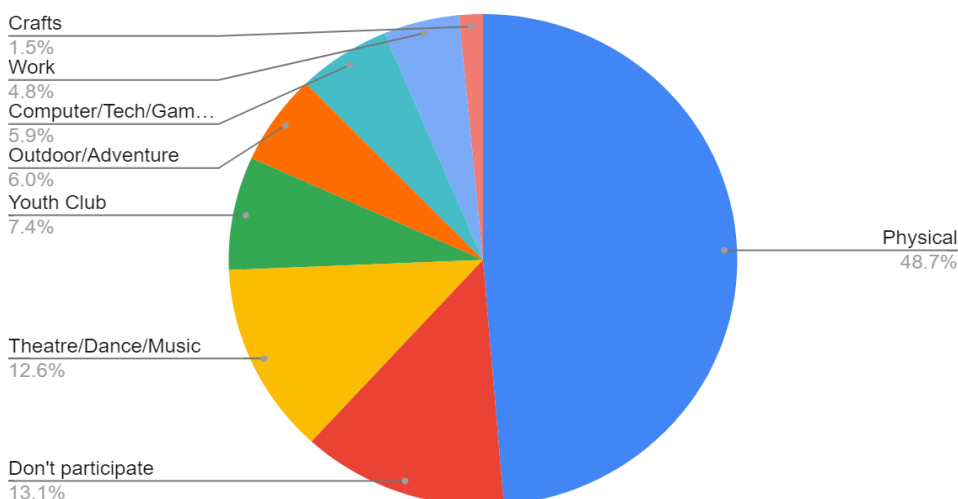
This information will be a valuable tool for the council in decision making for grant funding, planning permission and developer contributions towards community facilities (S106).

It will also be helpful for youth organisations in Oxfordshire, giving them clear guidance on where there may be opportunities to develop or offer activities and opportunities for young people in our communities.

When young people were asked about activities they did, or activities they would like to be able to do, we left a text box so that they could tell us as much or as little as they wanted.

From this information we created categories so that we could easily classify the data, please see the next page for a breakdown of these categories.

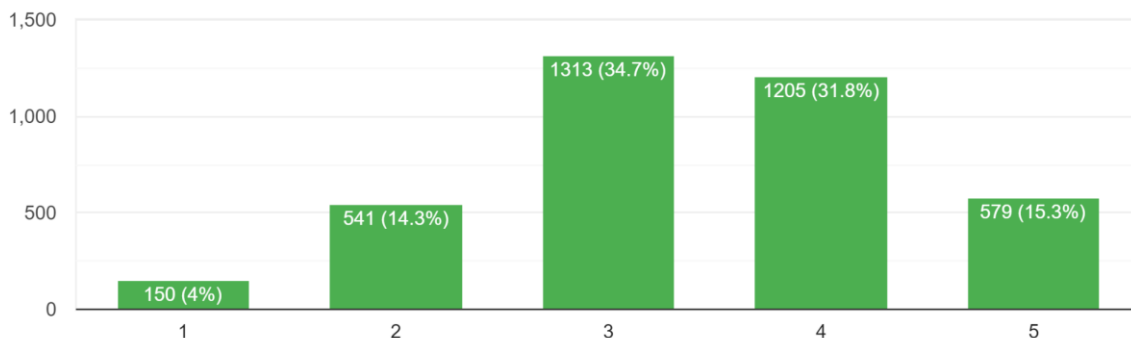
### Activities Young People Participate In



The chart above represents the activities undertaken by 1795 young people who responded to this question about what activities they participate in outside of school time, and clearly aligns with our understanding of young people having good activity rates within the district.

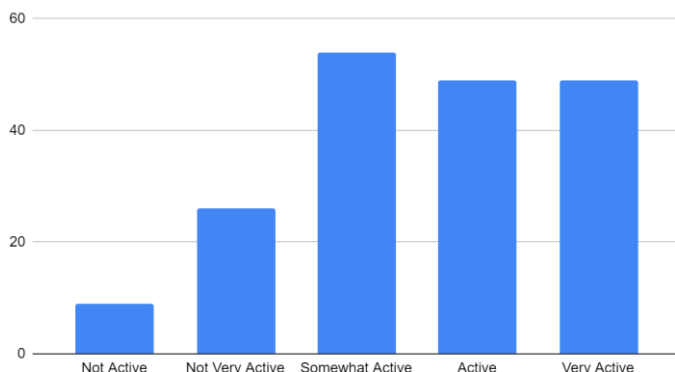
How active do you feel you are?

3,788 responses



Parents agreed as well:

Parents: How active do you feel your child is?



When we asked young people what activities they wanted to do but couldn't access, we left this as an open question. They then could write as little or as much as they wanted and as a result we had a very broad range of responses.

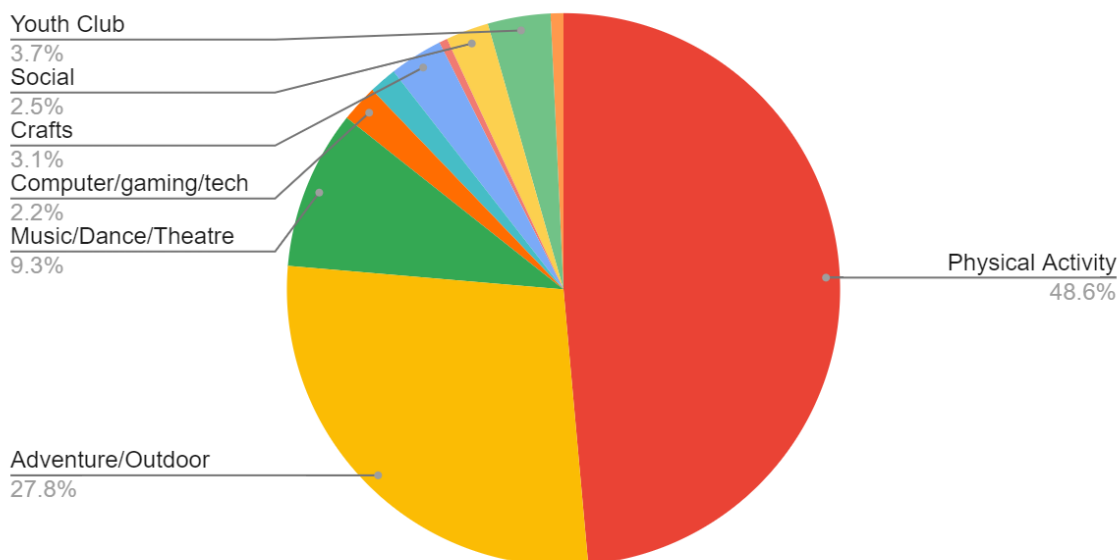
To support us in better understanding this, we created categories and the following were the most popular types of activities that young people wanted in West Oxfordshire:

- Physical
- Outdoor/Adventure
- Music/Theatre/Dance
- Youth Club
- Crafts

We will shortly be exploring these categories of activities, at a district level in this report, and at a school catchment level, in the full report.



## What Types of Activity Would you Like to Do but Cannot Access?



Physical activity clearly takes the lead, and is closely followed by adventurous/outdoor activities.

Top 10 Physical Activities Young People Want					
West Oxfordshire	Total	Male	Female	Non-binary	Prefer not to say
Football	102	59	41	2	0
Basketball	84	59	21	0	3
Boxing	58	38	19	1	0
Swimming	57	26	28	0	3
Gym	53	21	27	2	3
Netball	44	3	39	0	2
Rugby	40	18	19	1	0
Badminton	38	21	11	2	3
Tennis	34	18	12	2	2
Hockey	29	5	21	1	1

Top 10 Adventurous/Outdoor Activities Young People Want						
West Oxfordshire		Total	Male	Female	Non Binary	Prefer not to say
Climbing		49	17	27	3	2
Skiing		44	29	11	2	2
Ice Skating		39	5	31	2	1
Snowboarding		38	35	1	0	2
Horse Riding		38	2	33	0	3
Skateboarding		23	15	8	0	0
Surfing		22	14	7	0	1
Archery		22	4	12	3	3
Sky Diving		20	15	2	1	2
Go Karting		20	19	1	0	0

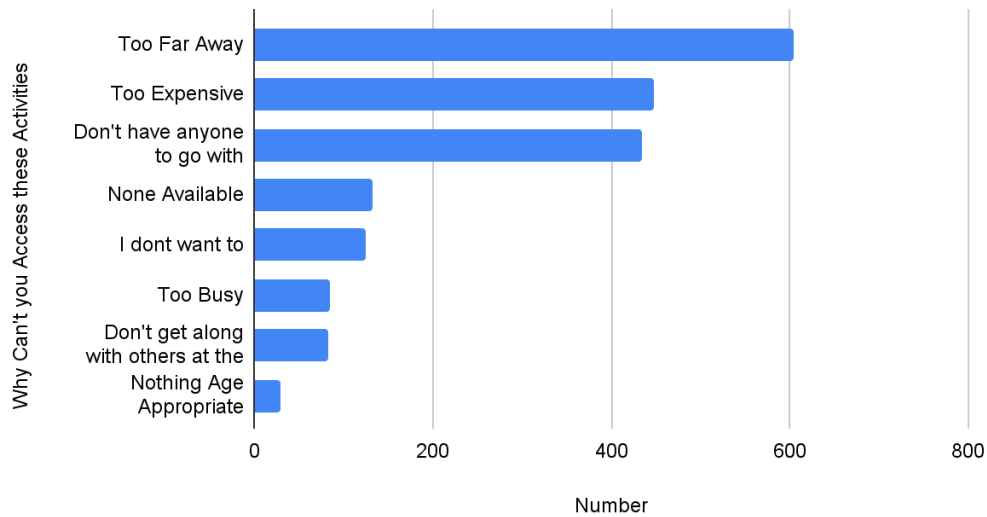
Top 10 Dance/Music/Theatre Activities Young People Want					
West Oxfordshire	Total	Male	Female	Non Binary	Prefer not to say
Dance	48	3	42	1	2
Play an Instrument/Lessons	35	8	24	1	2
Acting/Drama	26	3	23	0	0
Singing	15	1	11	2	1
Music	7	1	5	1	0

We have explored the barriers to accessing these activities, and the top 5 reasons have been listed below. In the full report there will be an analysis on location specific limitations, which may support the council in future planning decisions and grant funding.

1. Too far away
2. Too expensive
3. Don't have anyone to go with
4. The activity is not available
5. Don't get along with others at the activity

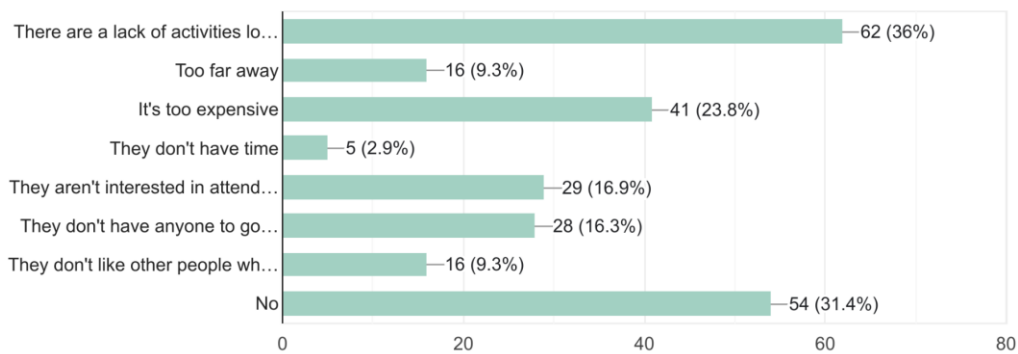
Please see charts below for full responses:

## Why Can't you Access these Activities



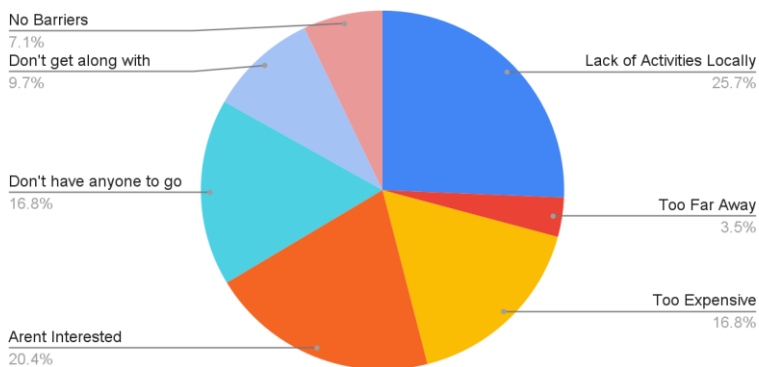
## Are there any barriers to your child accessing activities? (select all that apply)

172 responses



On further investigation of the data, 37% of parents reported that their children did not engage in activities outside of school, yet only 7% of these had no barriers to accessing activities

## Parents Views on barriers when their child is not accessing activities

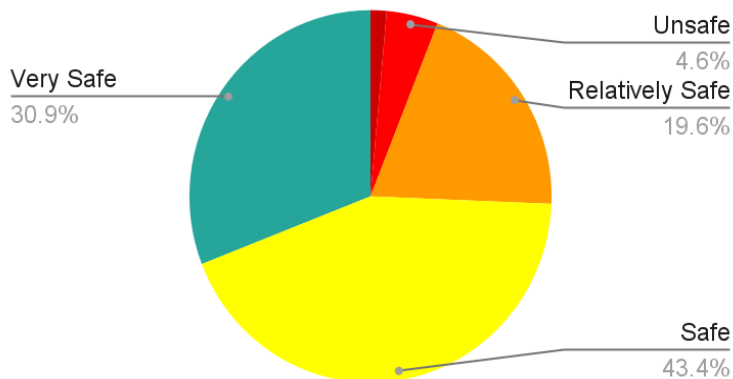


Which is a significant difference to the 30% of parents overall who reported there were no barriers to accessing activities.

### 3. Safety online and in the community

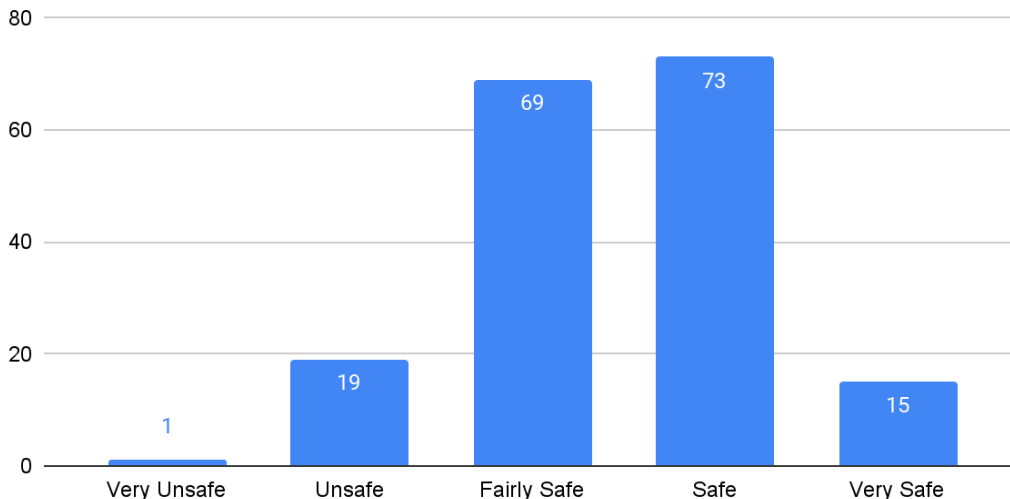
We have explored the environments young people like to hang out, how safe they feel hanging out there and what they think will make them feel safer. We can confirm that the majority of young people and their parents feel that the areas they (or their children) socialise with friends are safe:

#### Safety Scale



1 = Very Unsafe; 2 = Unsafe; 3 = Fairly Safe; 4 = Safe; 5 = Very Safe

#### Parents views on how safe they feel their child is in the community



We know that the majority of young people like to socialise with their friends in the following places:

1. At a local park or woodland
2. At their house or at a friends house
3. Walking around their community, village or town
4. At school or college
5. Shopping, restaurants, cafes and cinemas.

We asked young people what would make them feel safer in the place they spend time with friends and 22.5% said nothing would make them feel safer. The top 5 responses identifying a solution or support are below:

1. Having someone else with them, or being part of a group
2. Having increased or better lighting
3. Having more police, or police patrols in the areas they hang out
4. CCTV
5. Having somewhere safe to go/hang out

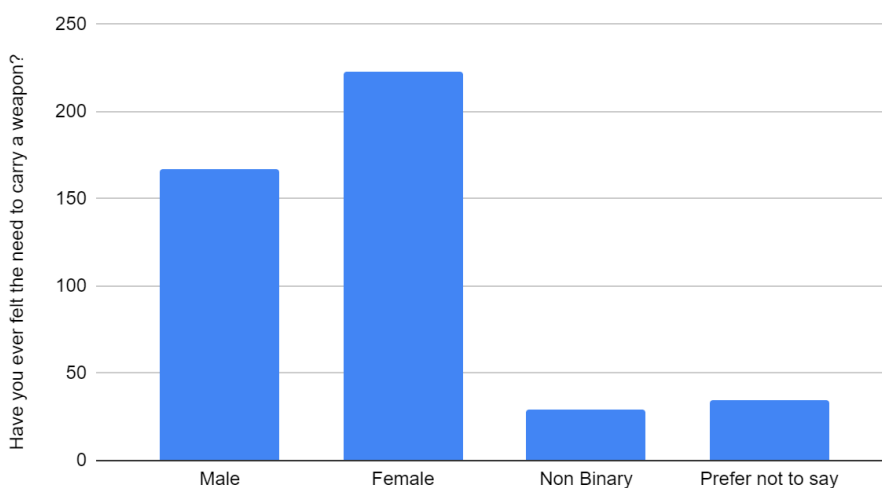
When responding to the question, just under 300 young people identified that having certain people removed from the areas they hang out would increase their feelings of safety.

Of these, 159 were female, and 40% of them identified that being female put them at a disadvantage when considering what would make them feel safer. With comments about having “less creepy men” or having experienced being followed and approached by men (on foot and by car), about worries of being harassed, catcalled and leered at, about being sexualised and worried about being kidnapped.

28 young people talked about drugs being a concern, and eight about gangs.

We asked young people if they had ever felt the need to carry a weapon, 454 young people, or just over 13% of the three percent of the 3304 young people who responded to this question, said they had. The chart below shows the gender breakdown:

Weapons and Gender



In the 2021/2022 financial year, the council received funding from the Home Office to support in making Witney feel safer for women and girls. We spend this funding on upgrading lighting from yellow sodium lighting to brighter, white LED lighting in alleyways leading to the town centre. Additionally we funded some environmental works to remove tree branches blocking CCTV; running Train the Trainer Bystander Training for Street Pastors and Police providing the Street Pastors in Witney with a new gazebo and accessories including mobile phone chargers. We consulted with young women at Abingdon and Witney College, who identified key areas they worried about walking, and highlighted the need to improve lighting in those areas. At the time funding was specific to Witney, but opportunities for the Council to further this work could be considered in other areas in the District.

## 4. Health

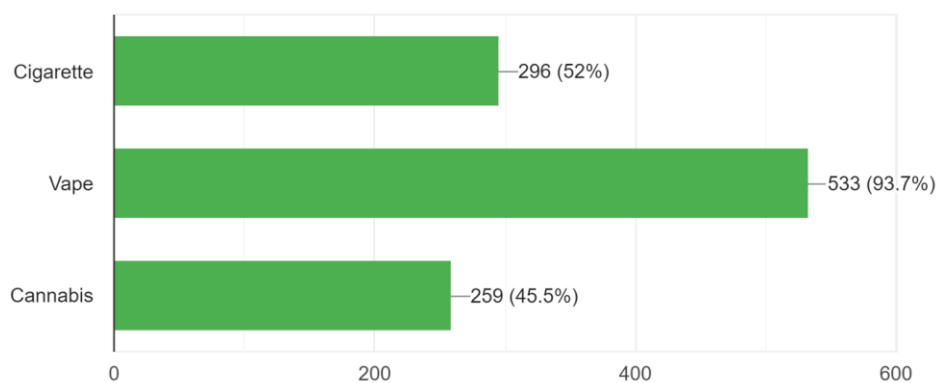
Throughout the survey, in free text answers about a range of issues, many young people identified being concerned about vaping, peer pressure to do it and being around others who are vaping themselves. Although alcohol and addiction were reported as concerns and issues for young people, this was less prevalent than concerns around drugs and vaping.

One young person wrote “people think all teenagers are bad, drunk or smoke”, to put this in context, 14.5% of young people had smoked in the last year and just over 25% of young people had drunk alcohol with friends.

There is clear evidence surrounding the risks to smoking tobacco and cannabis, but vaping is an emerging area of research. The tables below shows the current trends towards smoking all three within the district:

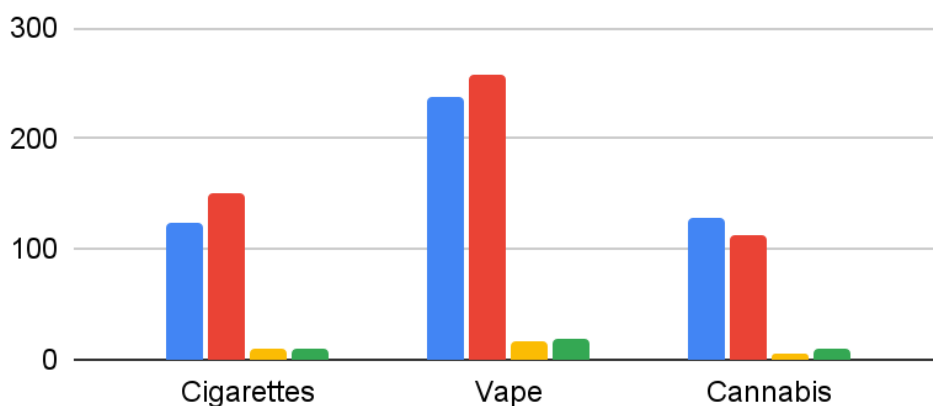
In the last year have you smoked any of the following?

569 responses



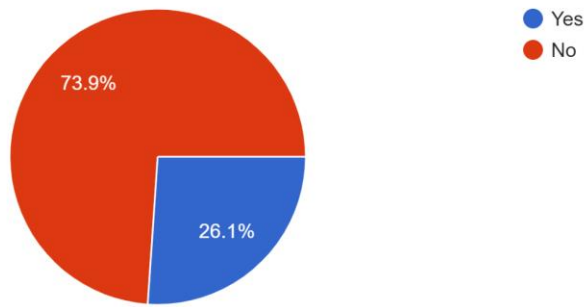
Have you smoked any of the following in the past year? by gender

Male Female Non-Binary Didn't Say

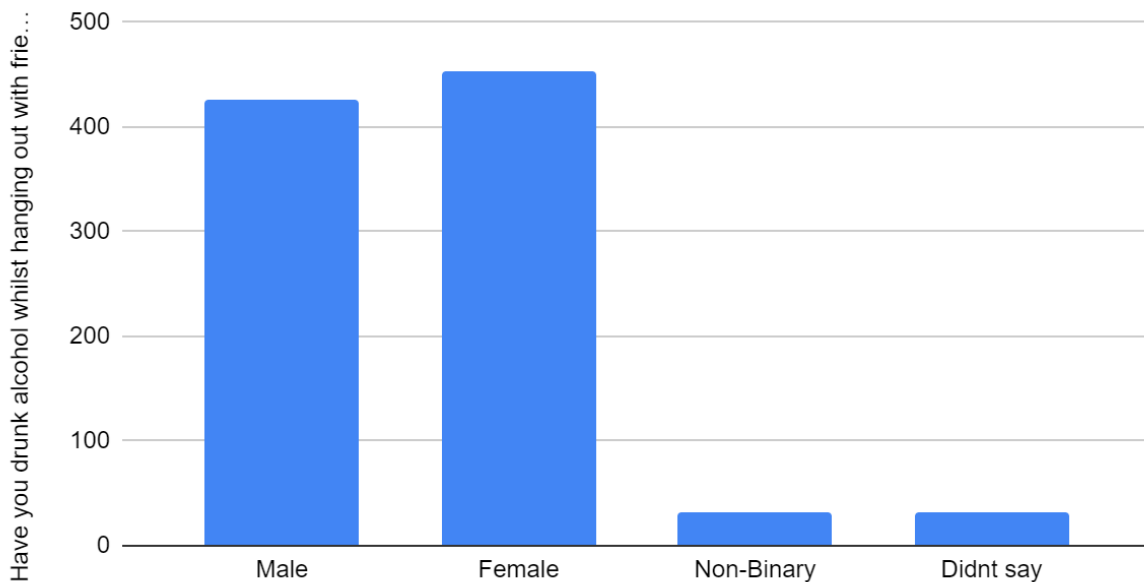


In the last year have you drunk alcohol whilst hanging out with friends

3,623 responses



Have you drunk alcohol whilst hanging out with friends in the last year

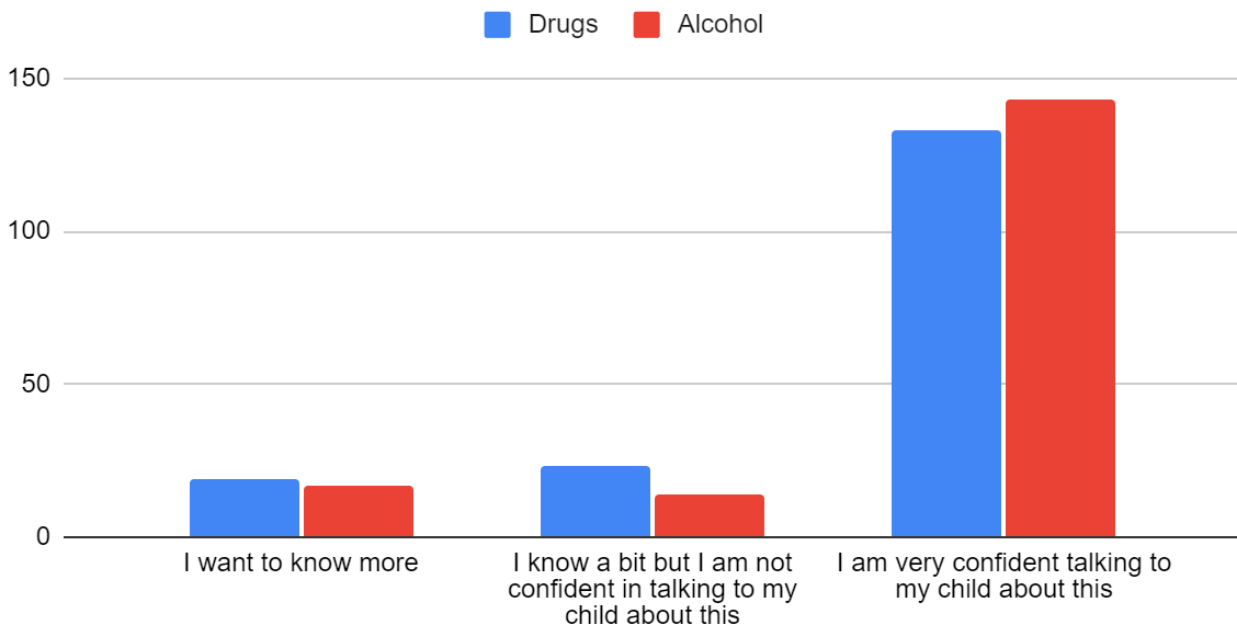


Not every child who smokes cannabis or drinks alcohol will experience addiction or exploitation as a result and we must recognise that being a teenager is about growth, challenges, testing boundaries and exploration of identity. It would be considered risk taking and experimenting are typical and normal parts of child development.

For young people who are affected by familial drugs/alcohol misuse, or need support around their own drug or alcohol use, there is Aquarius, a service for any young person aged 8-19 (and up to 25 where appropriate) who work therapeutically on a one to one basis and also offer peer support through group sessions where suitable. Young people can self refer or their parents can refer them for support.

The table below shows that the majority of parents who answered this survey felt confident in talking to their children about drugs and alcohol.

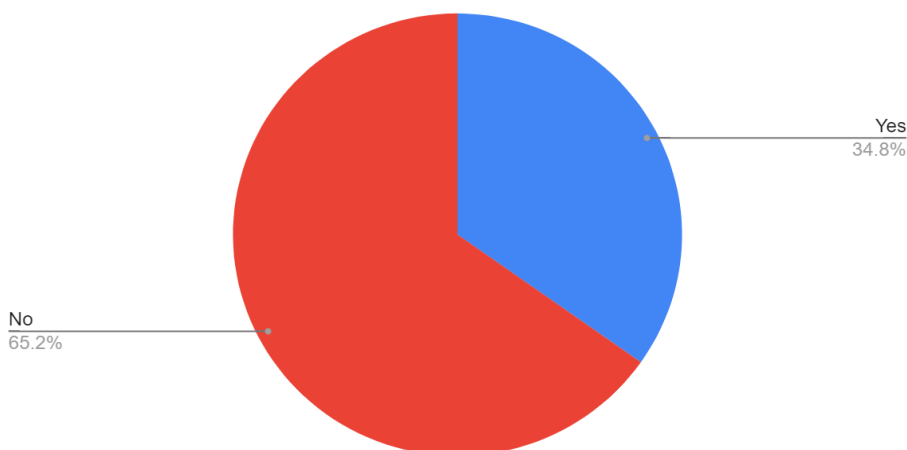
## Parents views on discussing drugs and alcohol with their children



## 5. Attitudes to West Oxfordshire

We asked if young people would like to continue to live in their area when they are adults, and if they didn't why not.

Do you think you will continue to live in your area when you are an adult?



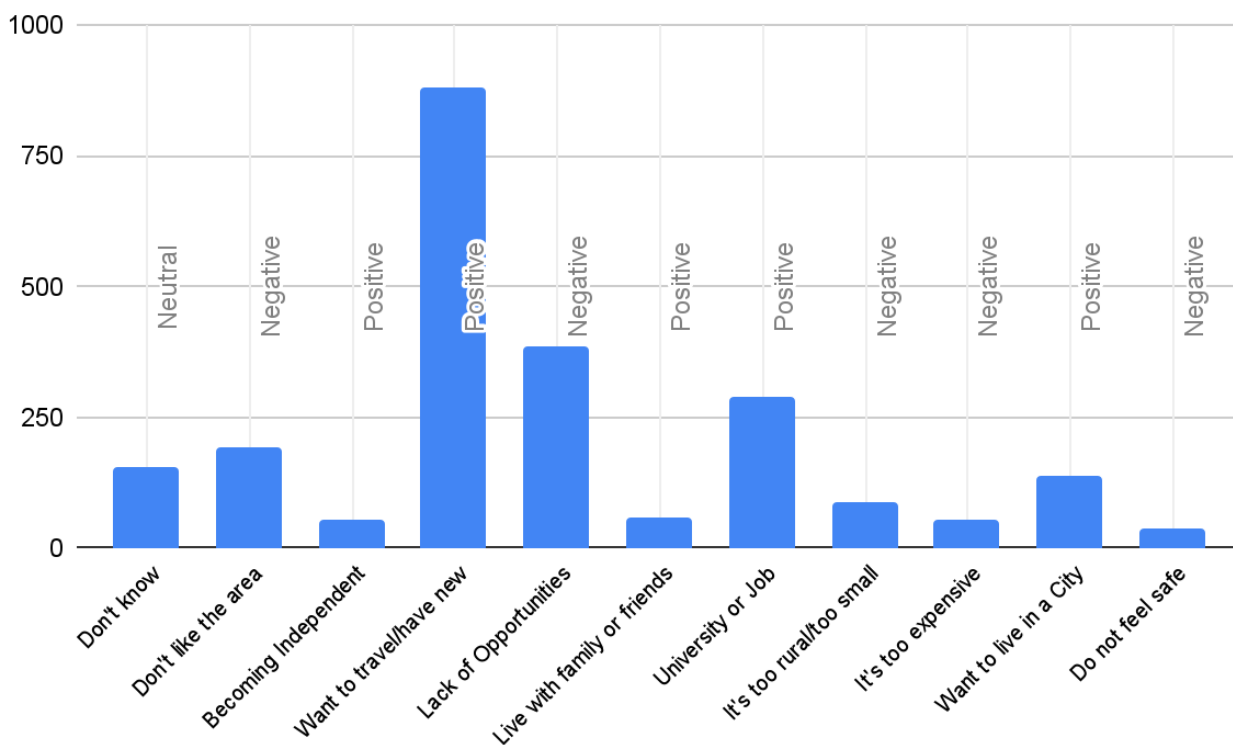
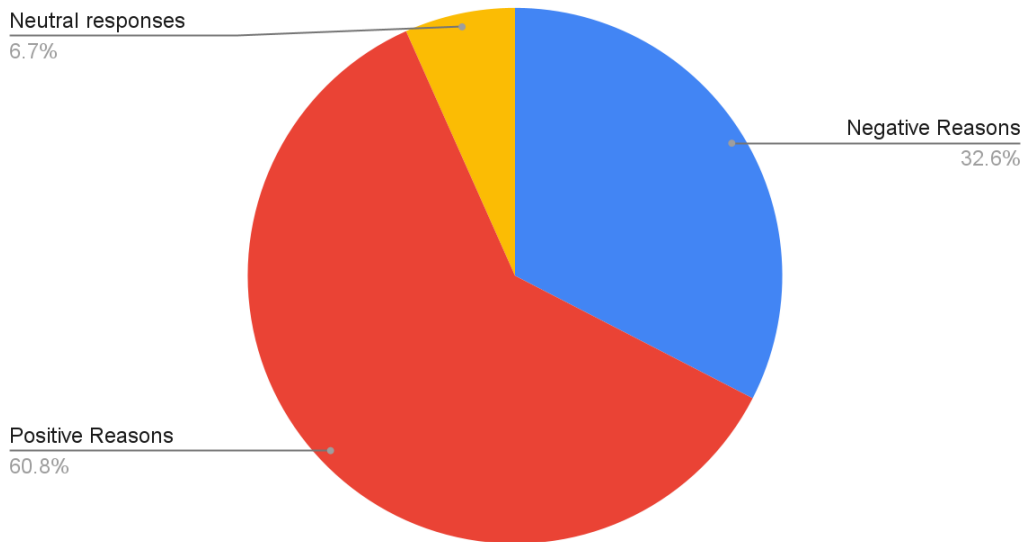
The key reasons for wanting to move away were a mix of positive, negative and neutral responses which can be grouped into the following themes:

- Freedom and Adventure
- Lack of Opportunities and Recreation Locally



- Pursuit of Education and Career
- The Difficulties of Rural Living

## Reasons for wanting to move away from West Oxfordshire

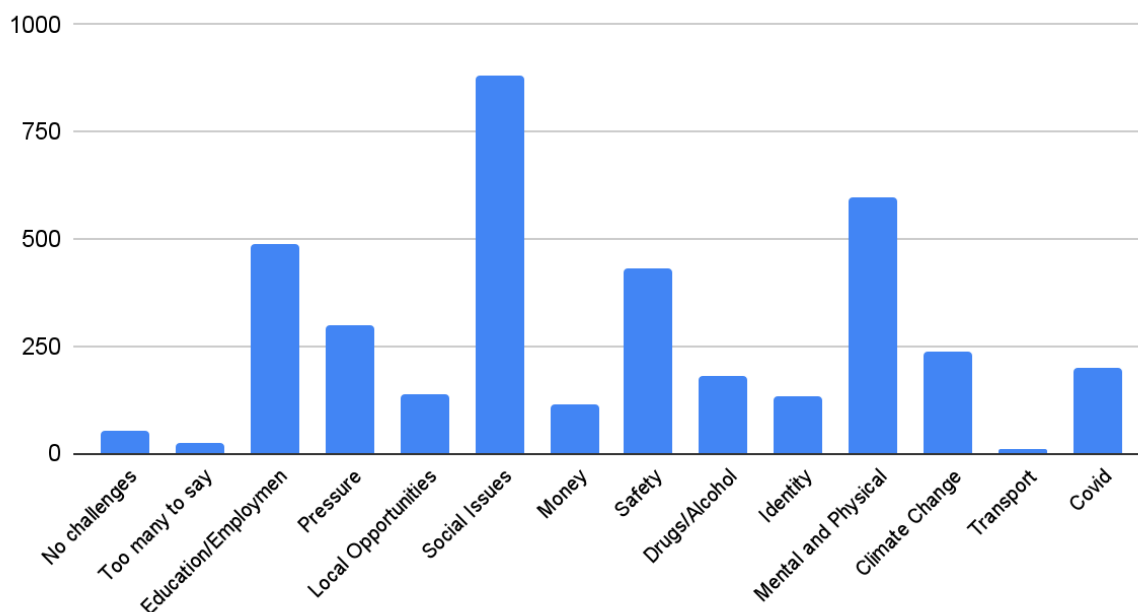


It is clearly evident that the overwhelming reason for young people wanting to move away from the district is because they want to travel and experience new things. However, approximately 30% of young people want to move away because of the lack of opportunities, because they don't like the areas they live in, because it is too expensive or because it's too rural.

## 6. Challenges facing young people

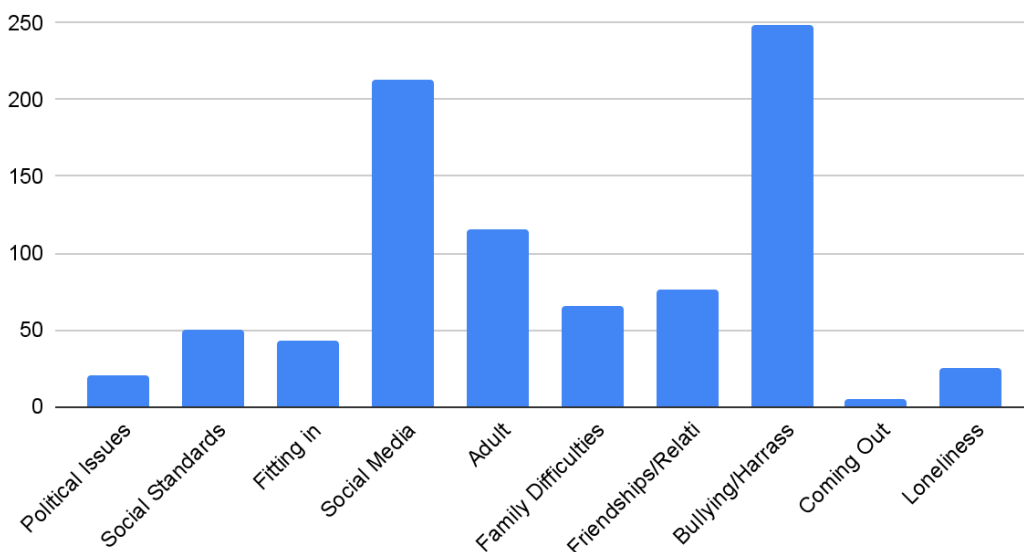
What is it like to be a young person, are the challenges they face the same as those we, as adults, think they face? To find out we asked them an open question and gave them space to write what they wanted to say. As you can see from the graph below social issues scored highly, followed by mental and physical wellbeing as well as education and employment.

### Challenges Facing Young People



Social issues were such a broad reaching category that encompassed relationships, social media and social perceptions. We decided to break this down further.

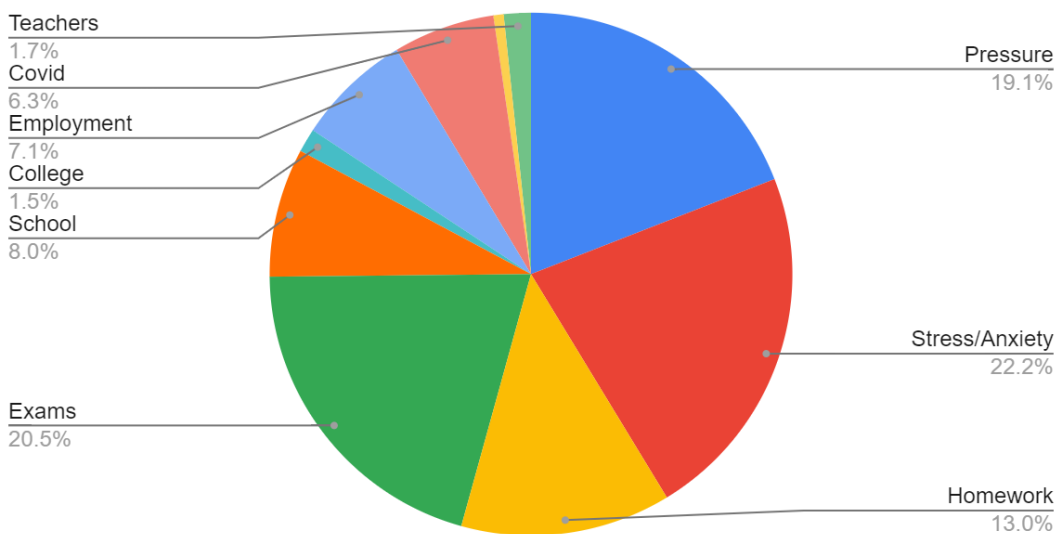
### Challenges: Social Issues - Subcategories



Bullying and harassment; social media and adult perceptions/criticisms/not being listened to by adults were the top challenges within the social issues categories.

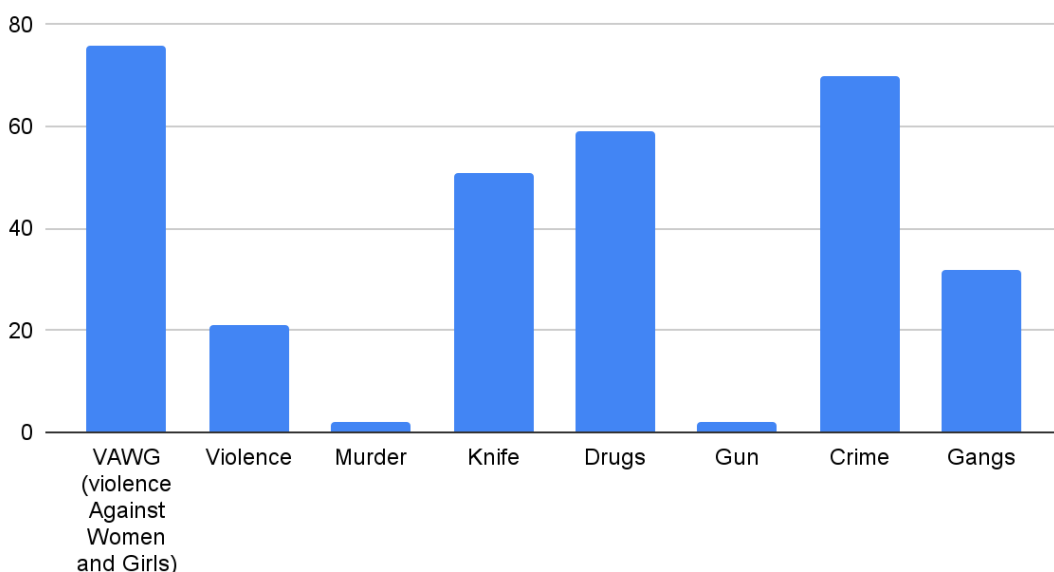
Of the 268 young people who highlighted bullying and harassment as an issue, just over 20% specifically mentioned cyber or online bullying. Some young people talked about adults not addressing this when it happened in front of them.

### Challenges: Young people's language to describe education and employment issues



When talking about crime and safety, there were some clear areas where the council can look to support young people. The term Violence Against Girls and Women (VAWG) was not used regularly, but where terms like being followed/approached; harassed by older men; sexual assault and rape were talked about and the person talking about this identified as female it was included in the VAWG category below. Knife crime and drugs were also a common topic of concern.

### Challenges: Young people's language to describe crime issues



Mental and physical wellbeing also scored highly, later in this report we will explore mental health in more detail, so it is important to highlight some key facts about the physical wellbeing part of this category.

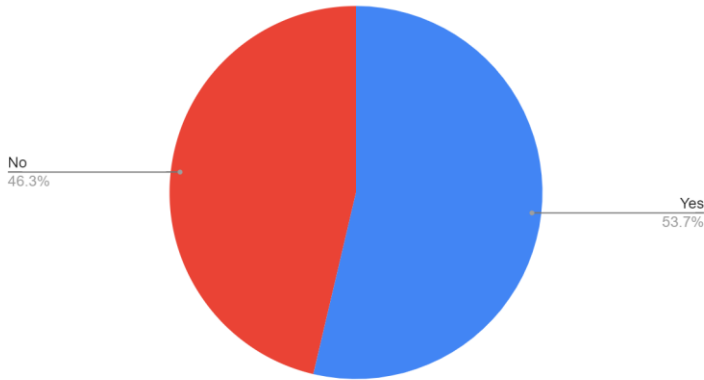
Of the 577 young people who highlighted physical and mental wellbeing issues as a challenge for; only 108 (19%) of these highlighted physical wellbeing issues, below is a list of those issues (in order of importance):

- **Vape**
- **Smoking**
- **Drugs**
- **Sleeping**
- **Obesity**
- **Body**
- **Support for those with Special Educational Needs**

## 7. 'Youth voice' and 'being heard'

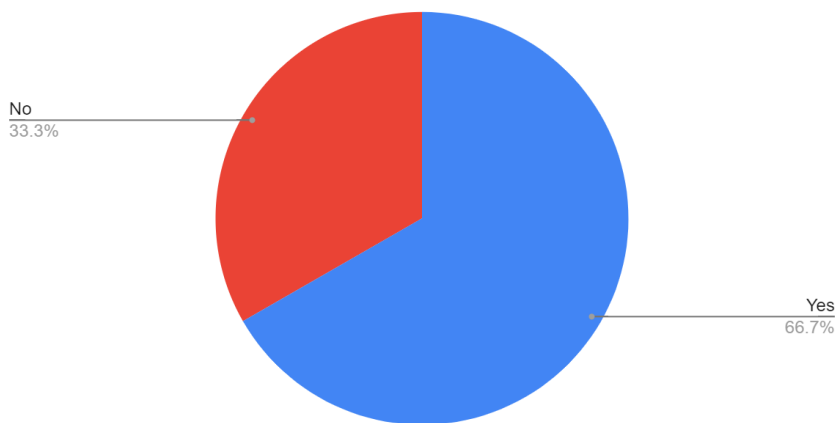
Young people were asked "Do you feel that your voice is heard and that adults listen to your views and thoughts on important issues?"

Is your Voice Heard?



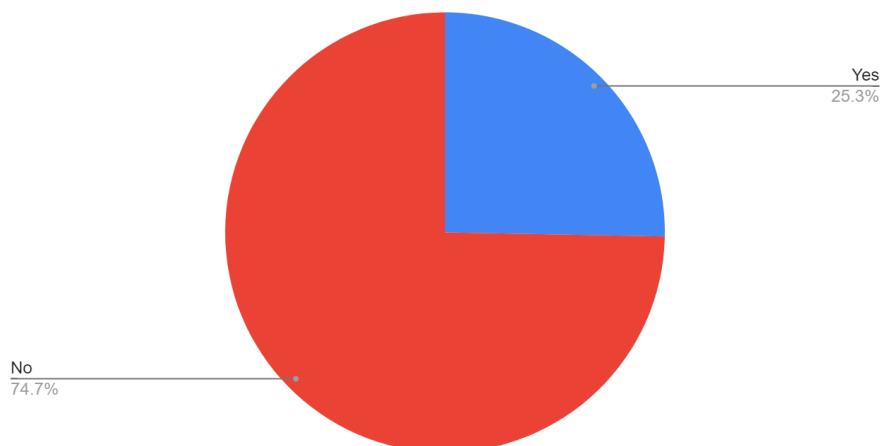
Below the chart represents the 1948 young people who said they felt heard by adults, and tells us if they feel adults will do anything with that information:

Young People who felt Heard and Believe adults will Act on what they tell them



We also looked at those that didn't feel their voices were heard by adults and their views on whether adults would act on what they told them:

Did not feel Heard and Believe that Adults will Act on what they tell them



A common theme within the Social Category of the Challenges question, was around adult perceptions of young people, that they don't listen to young people, or that they do not believe young people are mature enough to have an opinion, or that parents and teachers have such high expectations of them which they feel incredible amounts of pressure to live up to. One young person wrote:

***“We're ignored, underestimated, told others know better, not having those who act out punished or taught better so we know nothing will ever change, student debt, mental health problems (which are ignored), being given too much work and getting stressed while adults say they had it worse (that doesn't mean it's good), having to take charge of a world when we're older that will be damaged from the generations before us and now unfixable, there's not been enough of a change for everyone to still be themselves”***

- ★ Not being heard or ignored
- ★ Not being understood
- ★ Not being taken seriously
- ★ Having high expectations and pressure put on them
- ★ Adults having a negative perception of youth or ascribing stereotypes to them
- ★ It not helpful for adults to talk about their own experiences (in my day...) when the social norms and laws may have changed and are not relevant to young people today

When asked about what young people need these were the to 10 themes:

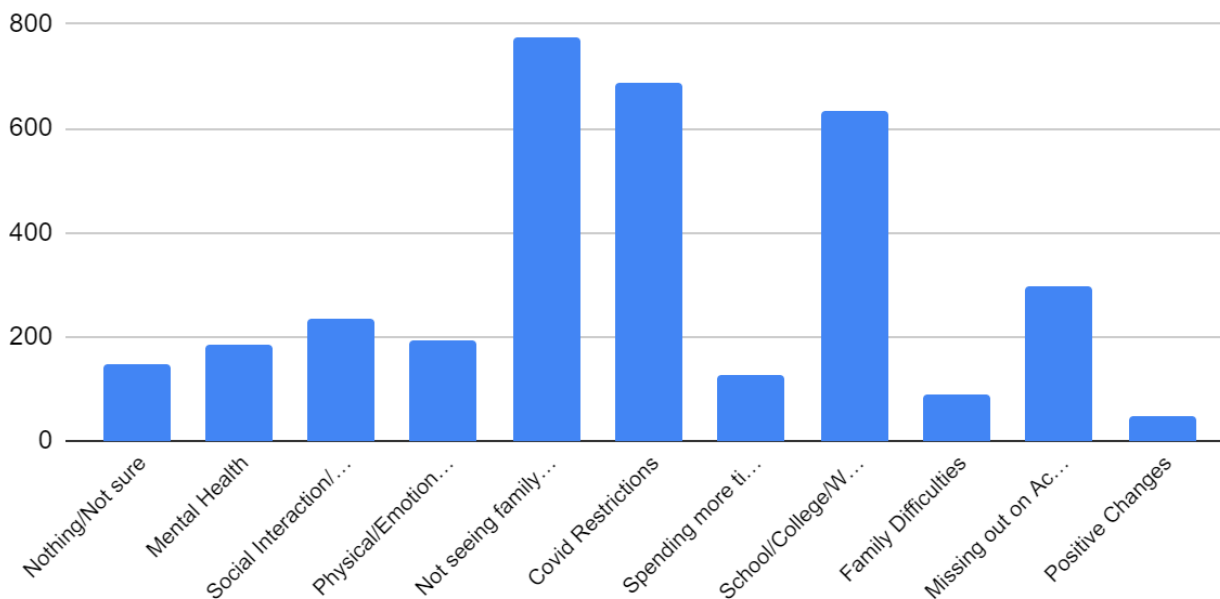
What Do Young People Need		
Theme	No. of YP	Details
Mental Health	291	To make mental health services more accessible and ensure there is more support available, safe spaces in school to go to if you are struggling, shorter CAMHS waiting lists.
Education/ Employment	222	For education to include life skills including finances, less homework, less stress, more activities for sixth form students, more clarity on decisions around exams, support and facilities for those who identify as a different gender, healthier food in the canteen, help with bullying, talk about mental health more,
Advice/Support/ Help	214	Young people would like more support for mental health/having someone to talk to when struggling. Young people also feel their voice is not heard enough, which can make them feel isolated. Additional support for families is highlighted, particularly around the cost of living crisis.
A Voice	115	Young people feel their voice is rarely heard, particularly around environmental issues and decisions relating to their future. Generally feel they are not listened to or taken seriously.
Things to Do	96	There's a clear desire for more social activities/clubs for young people, which would stop them just wandering around/some resorting to more anti-social behaviour. More accessible mental health support if required. Additional social media/online protection.
Safe Places to Hang Out	68	More safe social spaces, where young people can meet and have fun, without having to spend loads of money, particularly

		in the evenings.
Money	49	More funding into mental health services and reductions on public services such as bus passes. Cheaper, more accessible alternatives for social activities.
Green Spaces/Climate Change	49	Significant lack of climate action, making a lot of young people anxious for their futures. Additional looked after, green safe spaces for all.
Safety	42	More safety from knife crime and drug abuse. Additional support/learning on internet safety, cyber protection and hacking. More street lighting for young people at night would make them feel considerably safer.
Less Pressure	30	Greater support in balancing a healthy school life, home life and social life. The workload at A-level and pressure from teachers, alongside exam pressures is affecting many young people's mental health.

## 8. The impact of Covid-19

Young people are very clear in telling us that the biggest changes for them since Covid are not seeing family and friends, Covid-19 restrictions and the pressure it has put on school/college:

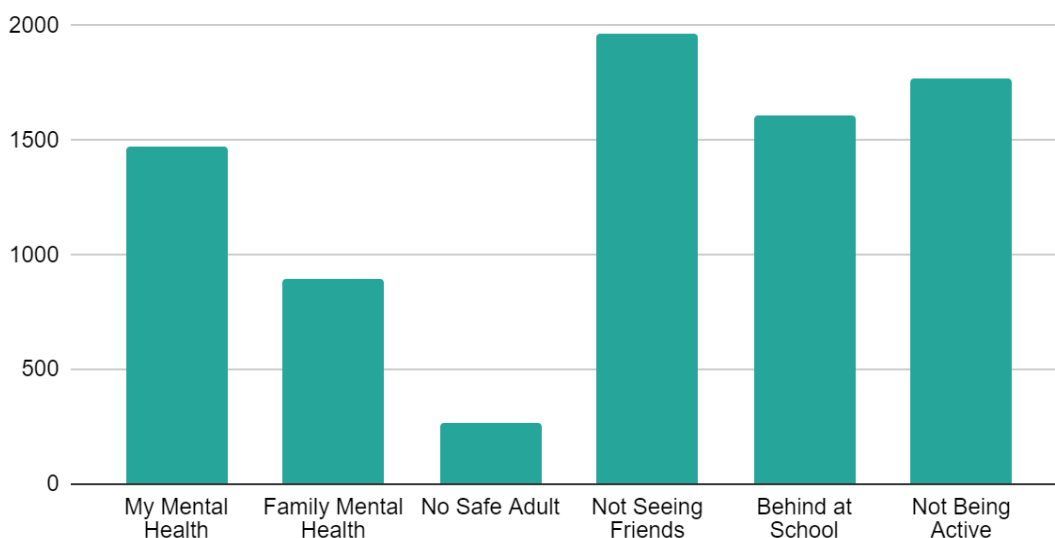
vs What has been the biggest change for you since Covid-19



What has been the biggest change for you since Covid-19

Young people have told us during focus groups that having to wear masks and take regular tests have increased their anxiety levels, that not seeing loved ones or friends was really hard on them, and that being online all the time for social and educational activities was really difficult for them.

How has Covid-19 Affected You?



How has Covid-19 Affected You?



Youth workers and parents have expressed concerns about how difficult it has been for young people to get back into school and activities, stating that some social skills have been lost, or issues around self esteem and confidence have been exacerbated. A few examples of this in the words of young people when talking asked about the biggest changes for you since Covid-19:

***“Lost confidence in socialising”***

***“My friendship group, my confidence to talk to people”***

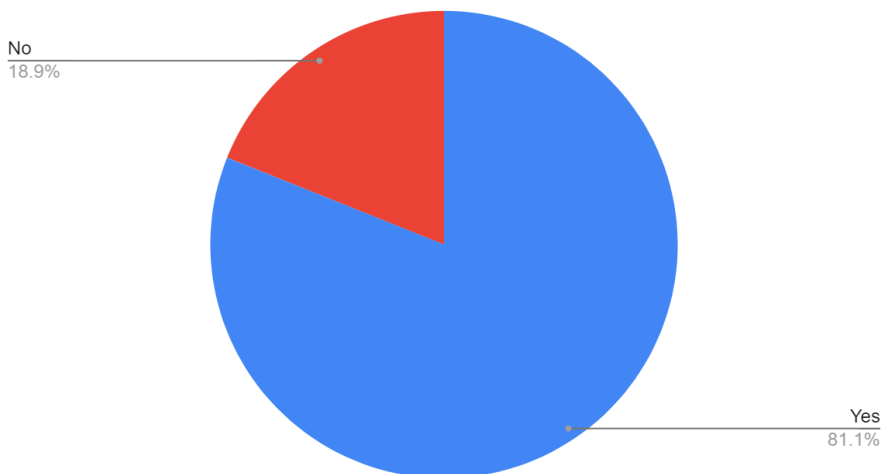
***“I have lost my confidence”***

***“My confidence has gone down and mental health got worse”***

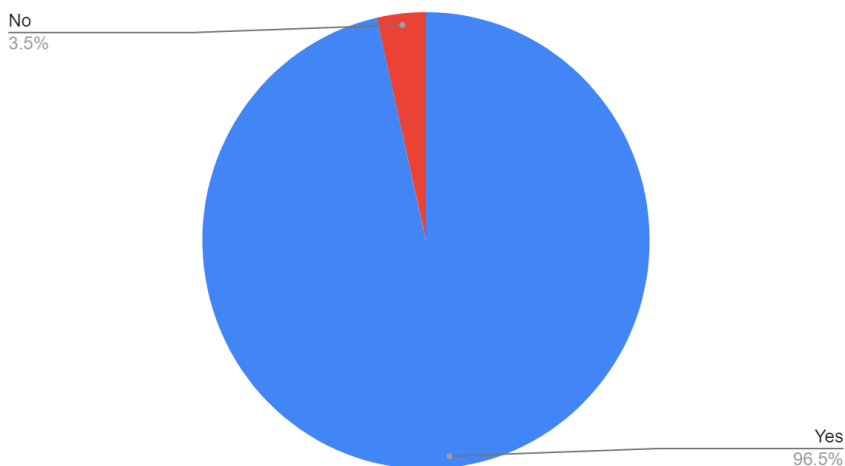
***My appearance and perspective, confidence in myself”***

The Oxwell school Survey 2020 identified that for some young people Covid-19 had a positive effect as they did not feel safe at school, yet for others home was not a safe place. We looked to get a snapshot to understand feelings of safety in each environment to see how this is represented in West Oxfordshire:

Is School a Safe Place for You?



Is Home a Safe Place for You?



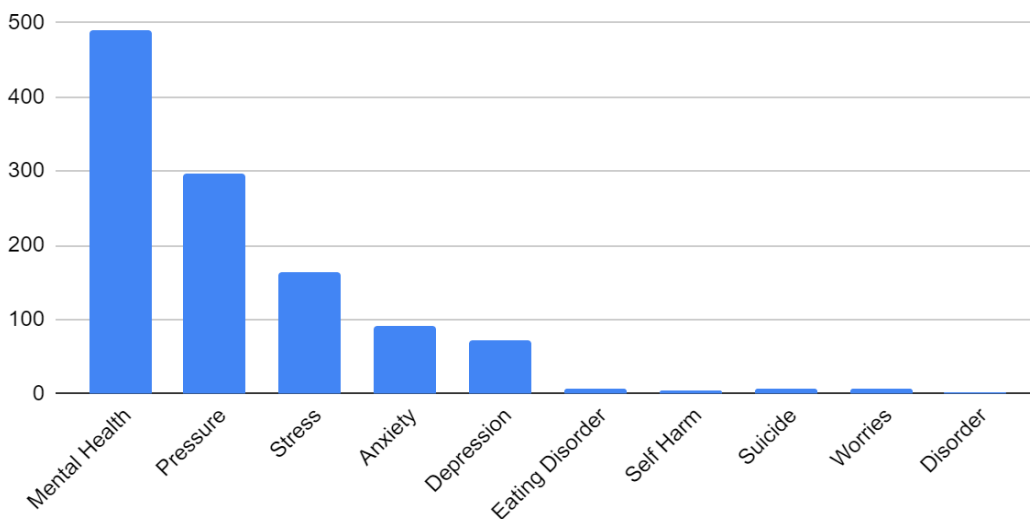
Some young people thrived during lockdown, feeling more comfortable attending classes online rather than in person. Regardless of whether school was a safe place for them or not, Covid-19 lockdowns and regulations left many uncertainties around exams, some not having the right equipment to attend classes online, feeling an intrusion into their personal spaces via video link; or feeling unmotivated to contribute to online lessons. Young people in West Oxfordshire feel under pressure to do well from parents and teachers, but have felt they are getting behind in school work and don't feel supported.

As we have previously discussed, West Oxfordshire has a very active population of young people, engaged in a wide variety of activities, but many youth services and activities had to close and some have yet to reopen. We know from the data that one of the barriers to accessing activities is not having anyone to go with and Covid-19 regulations stipulated how often and who people could do their daily exercise with.

## 9. Mental Health

Previously we explored some of the key issues that young people highlighted as challenges they face, and amongst these, physical and mental well being scored highly. Below is a chart which represents the language used around mental health within the challenges questions:

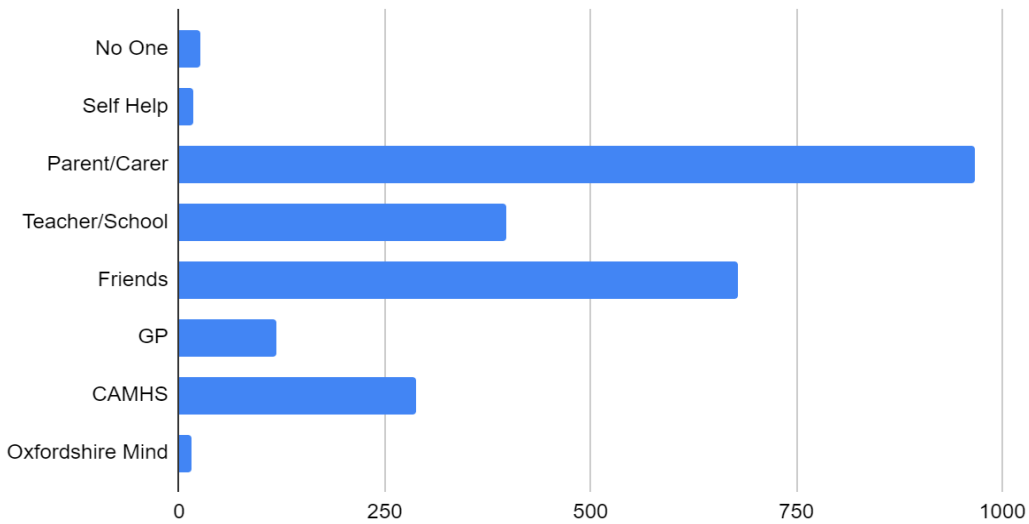
Challenges: Young people's language to describe mental health issues the face



Just under 1500 young people said that their mental health was affected by Covid, which represents just under 40%.

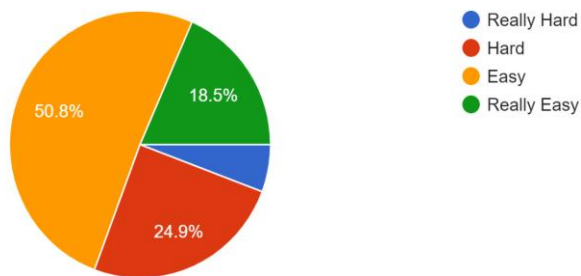
38% of young people have received help with their mental health and we explored who helped them and how easy it was to access that help:

## Who helped you with your Mental Health?

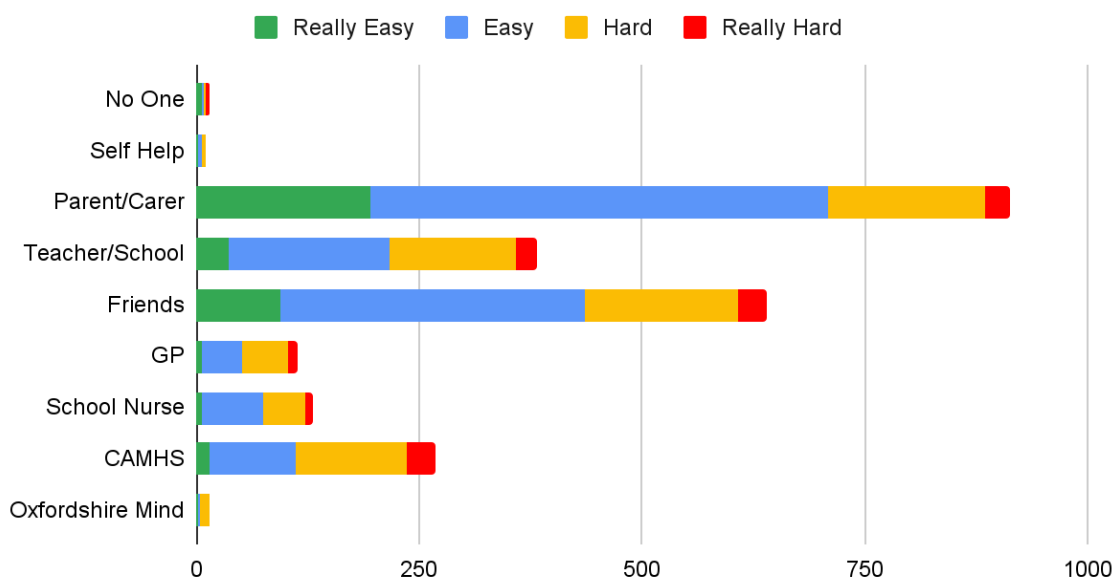


## How easy was it for you to access this support?

1,656 responses



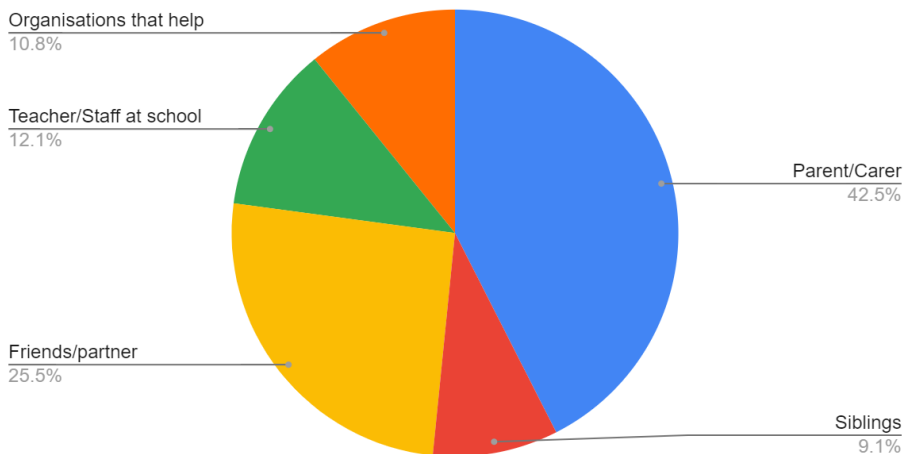
## How Easy was it was it to Access this Support?



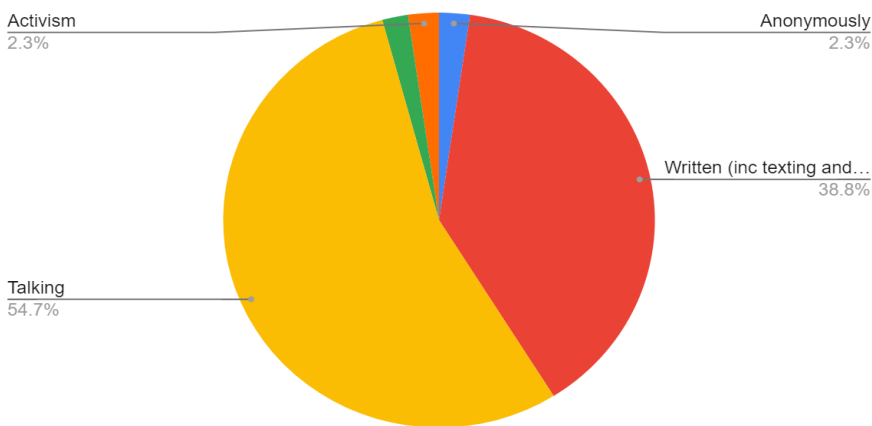
Additionally, when asked 'What do Young People Need?', support with mental health was the most important need, followed by advice/support/help, which whilst not necessarily stating mental health, it is reasonable to assume that young people do not feel supported or are unable to access the support they need.

We wanted to understand how young people share their thoughts and feelings, who with and how, the charts below tell us that parents and friends are the key people young people connect with, and that talking or writing (including texting, emailing and posting on social media) are the easiest ways for them to do this.

### What is the Easiest Way to Share Your Thoughts and Feelings - Who



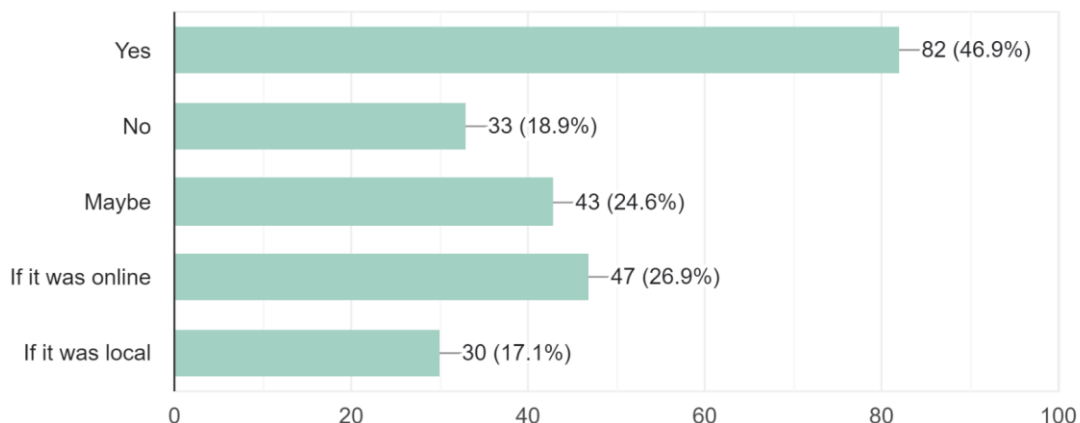
### What is the easiest way to share your thoughts and feelings - How



During Covid-19, Oxfordshire Youth and Oxfordshire Mind were offering Mental Health First Aid courses to parents and carers. As parents have been highlighted as the main sources of support for young people, we wanted to explore with parents if this is something they would be interested in, with positive results.

## If it was available, would you be interested in attending a mental health first aid course designed specifically to help parents support their children

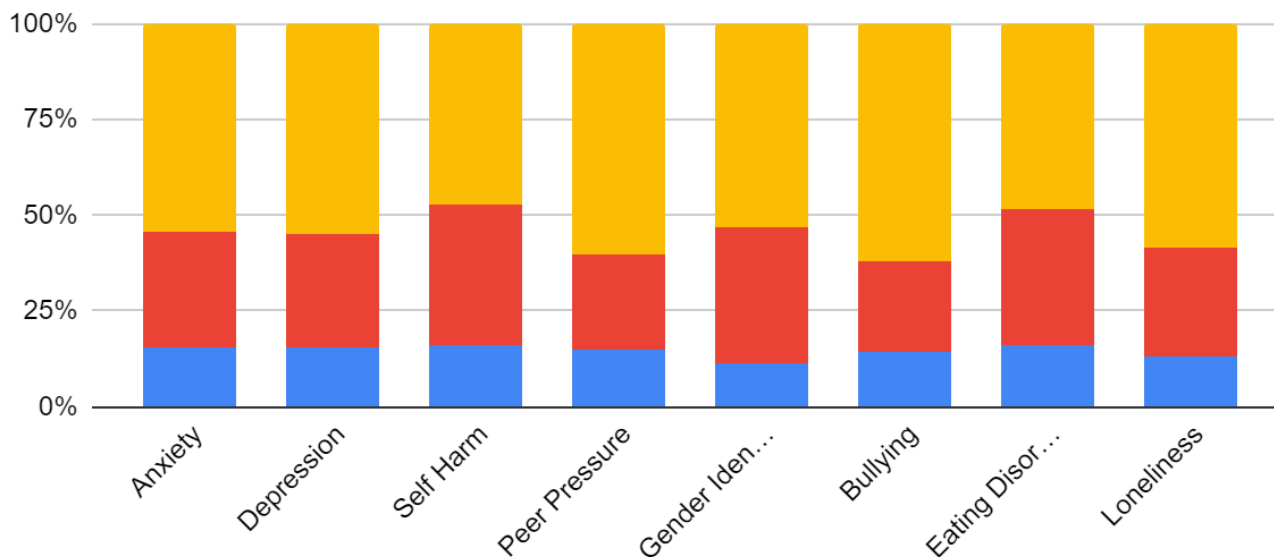
175 responses



We also explored with parents how comfortable they felt about discussing some of the issues young people have highlighted in the survey:

## How well informed do you feel about these issues that young people have said are a challenge they face?

- Very confident in talking to my child about this and where to go for help
- I know a bit but am not comfortable in talking to my child about this
- I want to know more



Within the district we have a small number of voluntary and community sector organisations that specifically provide mental health support for young people – sometimes this includes their families. Due to the long waiting lists for CAMHS, these services are often being used to support young people with acute mental health difficulties, including suicidal feelings and self-harm. These organisations are limited by short term funding which presents a risk for continuity and the young people we have spoken with have all said that having stability when accessing mental health services is very important.

## Reflections:

Young people:

- Want to be active and have access to opportunities local to them that are inexpensive.
- Want to be heard, their views listened to, respected and acted on.
- Want safe spaces to socialise with friends
- Mental health is really important to them, that help and support is not easy to access and they think more should be done.
- Are active online and it would be a good way to communicate with them on a range of topics important to them.
- That climate change is worrying and they want us to do something about it.
- That Covid-19 has significantly impacted on their mental health, education and social development.

Author: Emmylou Brossard  
August 2022



# Youth Needs Assessment

WEST OXFORDSHIRE  
DISTRICT COUNCIL

This is an anonymous survey, which means that the information you choose to share with us cannot be used to identify you.

**Age:**

**Gender Identity:**

Male  Female  Other  Prefer not to say

**Do you attend an LGBTQ+ group?**

Yes  No  No, but I would like to

**Do you attend a Youth Club?**  Yes |  No

**What activities do you participate in outside of school hours?**

**What Activities would you like to do but cannot access?**

**Why can't you access these activities?**

- Too expensive
- Too far away
- Don't have anyone to go with
- Don't get along with others already involved
- Other  please tell us more:

**How active do you feel you are?**

- 1
  - 2
  - 3
  - 4
  - 5
- Not active Very Active

**Where do you like to hang out with friends?**

**How safe do you feel going to your local hang out area?**

- 1
  - 2
  - 3
  - 4
  - 5
- Very Unsafe Very Safe

**What would make you feel safer?**

**Have you ever felt the need to carry a weapon to protect yourself?**  Yes |  No

**In the last year have you smoked any of the following?** Cigarette  Vape  Cannabis

**Have you drunk alcohol whilst hanging out with friends in the last year?**  Yes |  No

**Do you think you will continue to live in your area when you are an adult?**  Yes |  No

**If no, why not;**

**What are the challenges facing young people today?**

**Is climate change/climate action important to you?**  Yes |  No

**Do you feel that your voice is heard, and that adults listen to your views and thoughts about important issues?**  Yes |  No

**Do you feel that adults with do anything with the information you share about an issue you are worried or passionate about?**  Yes |  No

**What is the easiest way for you to share your thoughts and feelings about issues affecting you?**

**What has been the biggest change for you since Covid-19?**

**How has Covid-19 affected you? (Please Tick all that apply)**

- It has affected my mental health
- It has affected the mental health of a family member
- No safe adult to talk to outside of family
- Unable to see friends
- Getting behind in school work
- Not being as active as before
- Other  please tell us:

**Over the last year how would you rate your mental health at its best?**

- Very low  Low  Doing OK  Good
- Coping very well

**And at its worst?**

- Very low  Low  Doing OK  Good
- Coping very well

**Have you ever received help for your mental health?**  Yes |  No

**Who helped you?**

- Parent/carer  Teacher/staff at school
- Friends  GP  School nurse
- CAMHS  Oxfordshire Mind
- Other - Please state:

**How easy was it for you to access this support?**

- Really hard  Hard  Easy  Really easy

**Is school a safe place for you?**  Yes |  No

**Is home a safe place for you?**  Yes |  No

**Who is first person you would share your worries with?**

- Parent/carer  Sibling  Best Friend
- Teacher  Youth Worker  School Nurse
- Other  please state:

**What social media do you use? (Please tick all that apply)**

- TikTok  Facebook  Instagram
- Twitter  Snapchat  None

**What do you like best about Social Media?**

**What do you least like about Social Media?**

**Do you feel safe online?**  Yes |  No

Most of the time


**What would you do if someone was saying bad things about you or someone else on social media?**

**Is there anything you would like to us to know about what young people need?**

**Thank you for taking our survey – your comments will help us (adults) understand young people better.**



# 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>Economic and Social Overview and Scrutiny Committee: Thursday 11 October 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item No. 9</b></p>
<p>Subject</p>	<p><b>Service Performance Report 2021-22 Quarter Four</b></p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>All relevant Cabinet Members</p>
<p>Accountable officer</p>	<p>Giles Hughes, Chief Executive Tel: (01993) 861658 Email: <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 progress towards delivering the priorities in the Council Plan during 2021/22 and operational performance at the end of 2021-22 Quarter Four (Q4)</p>
<p>Annexes</p>	<p>Annex A – Annual Statement of the Council Plan 2020-24 Annex B – Service Dashboards</p>
<p>Recommendation</p>	<p>That the Annual Statement of the Council Plan and 2021/22 Q4 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</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.
- I.2. Performance in those service areas relating to the work of this Committee is provided in this report.
- I.3. 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.4. 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. Following the surge in the Omicron variant in November 2021, the government announced the move back to Plan A on the 19 January 2022; and staff were no longer being asked to work from home and face masks were no longer mandatory. On 24 February 2022, the government confirmed the ending of domestic legal restrictions for Covid-19 including the legal requirement to self-isolate. Staff were reminded to be cautious and retain the good habits learned over the last 20-24 months, especially as infection rates were high.
  - ii. The rising energy prices and higher cost of living is affecting householders, in particular those on low incomes. The Council has started to administer the £150 council tax rebate for homeowners in bands A-D, and those more vulnerable residents in Council Tax bands E to H.
  - iii. The Council's business rates collection figure (in year) continues to be affected by the cumulative impact of Covid-19 on businesses. The Government supported certain businesses with extended retail relief during the year, and the Council recently received £2.27m of Covid Additional Relief Fund (CARF) to be distributed to those businesses that are not eligible for the extended retail relief but have been affected by Covid-19. In addition, the Council administered 1252 Omicron mandatory grants to businesses (mainly leisure and hospitality) totalling £1,325,051 during Q4.
  - iv. In addition to supporting the Syrian and Afghan Resettlement programmes, the Council is standing with Ukraine. A special email address has been set up as dedicated point of contact to help deal with the volume of enquiries. The Council is supporting the 'Homes for Ukraine' scheme in which people in the UK will be able to sponsor/host a Ukrainian individual or family. The Council is working with the County Council to ensure that sponsoring households' properties are inspected and the necessary safeguarding checks are completed; and together with Asylum Welcome, they are providing support for sponsors and guests. Currently, 87 sponsors have been registered in the District.
  - v. One hundred and fifty-six affordable homes reached practical completion in Q4, totalling 378 for the year, well ahead of the target of 274. The success of the

Oxfordshire Growth Deal schemes is becoming apparent with 80 homes completed in Q4 on the Housing 21 affordable extra care scheme at Chipping Norton, and two Cottsway schemes in Carterton and Bampton that have been funded by Growth Deal are expected in the next quarter providing homes at social rent. An additional 17 homes were completed at Cottsway's site at Upavon Way, Carterton, which is part of a larger all-affordable site that is due in Q1 2022/23.

- vi. The Planning team returned to full capacity in Q4 including the two additional posts that the Council approved in August 2021, and is having a positive impact on planning determination times and caseloads.

## 2. COUNCIL PRIORITIES

2.1. A comprehensive update of progress towards delivery of the Council Plan 2020-24 and Covid-19 Recovery Plan during 2021-22 can be found at **Annex A**. Some of the highlights are presented below:

- The Council's [broadband rollout project with Gigaclear](#) was formally completed in December 2021. WODC and HM Government each invested £1.6m in the project, contracting Gigaclear to connect 4,788 of the most rural premises in West Oxfordshire with Fibre to the Premises broadband. The Council's investment levered a further £6.7m funding from Gigaclear to extend the network resulting in access of a total of over 12,000 properties in the District to ultra-fast broadband as a result of the project.
- The Council successfully bid to Homes England for a 3 year Housing Development and Community Facilitator to enable housing delivery of Salt Cross Garden Village. The post holder is focussing on projects developing community led housing and self-build housing at the Garden Village.
- The Council successfully bid to the government's PropTech fund for £125k to develop a new digital engagement platform that makes readily available information on community infrastructure and developer contributions that exist (or can be created) into a single, accessible and visually engaging repository.
- Four thousand responses have been received from young people across the District to a survey that will inform the West Oxfordshire Youth Needs Assessment. This will inform a comprehensive understanding of the priorities of young people in order to ensure that future services and infrastructure provision meets their needs and that the significant impact on young people in terms of their education, employment options, development opportunities and social skills can be mitigated against.
- Five-year Biodiversity Land Management Plans for twelve Council-owned natural green spaces have been developed, consulted on and subsequently embedded within Ubico's contract renewal 2022 as cost-neutral changes.
- Working in partnership with Cottsway Housing and benefitting from Growth Deal Funding, the Council has worked to enable redevelopment of 49 units for affordable social rent which were no longer fit for purpose at two sites: 18 units at Lavender Place, Bampton and 31 units at Blenheim Court, Carterton.
- An award of £78k from the government's 'Brownfield Land Release Fund' has been made to the Council which will unlock a Council owned site in Chipping Norton for eight affordable net-zero carbon custom built homes. A planning application is forthcoming for the homes and associated sustainable amenities including e-vehicle club with car charging points.

### **3. SERVICE PERFORMANCE**

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

3.2. Overall, planning performance has started to improve. The percentage of applications determined within eight weeks or an agreed timescale achieved its target in March 2022. High workloads in line with the national trend combined with a number of vacant posts had resulted in a lower level of performance. The team has now reached full capacity with all vacant posts filled including two additional posts, which is having a positive impact on officer caseloads, but also reflects the build up of a small backlog of applications awaiting registration/validation. The validation team has already delivered good improvements in the time from receipt to validation, with further improvements expected when the new planning checklist and guidance to applicants to improve the quality of applications submitted, is implemented. Other plans include implementing the next phase of the Enterprise software to improve case management, as well as exploring how customer contact can be improved using customer services 'champions' embedded within the planning service who can also support case officers.

3.3.

### **4. LEGAL IMPLICATIONS**

4.1. None

### **5. RISK ASSESSMENT**

5.1. None

### **6. ALTERNATIVE OPTIONS**

6.1. None

### **7. BACKGROUND PAPERS**

7.1. None



WEST OXFORDSHIRE  
DISTRICT COUNCIL

COUNCIL PLAN ANNUAL STATEMENT  
**April 2021 - March 2022**

Our vision is to support West Oxfordshire to be fit for the future through:



**1. Climate Action**

Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.



**2. Healthy Towns and Villages**

Facilitating healthy lifestyles and better wellbeing for everyone.



**3. A Vibrant District Economy**

Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy.



**4. Strong Local Communities**

Supporting and building prosperous and inclusive local communities.



**5. Meeting the Housing Needs of our Changing Population**

Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire.



**6. Modern Council Services and Sustainable Finance**

Delivering excellent modern services whilst ensuring the financial sustainability of the Council.

## Introduction

Two years have passed since the launch of the [West Oxfordshire Council Plan 2020 – 24](#) in January 2020 when the Council embarked on delivering the projects defined as a means of achieving the **Council Plan vision** to support West Oxfordshire to be fit for the future through delivery of the following priorities:

1. **Climate Action:** Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity
2. **Healthy Towns and Villages :** Facilitating healthy lifestyles and better well being for everyone
3. **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
4. **Strong Local Communities:** Supporting and building prosperous and inclusive local communities
5. **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 households making their home in West Oxfordshire
6. **Modern Council Services and Sustainable Finance:** Delivering excellent modern services whilst ensuring the financial sustainability of the Council

During this period and in tandem with delivering the Council Plan, efforts initially pivoted towards responding to the sudden challenges posed by the pandemic, principally supporting West Oxfordshire residents, its business and economy, and community and voluntary sector and latterly to developing the West Oxfordshire Covid-19 Recovery Plan through cross-party engagement and delivering the Themes of this plan: Economy, Community, Climate and Council, Service Delivery & Finance.

This agility and ability to adapt to the unprecedented pandemic, reflects well on the Council and its staff and demonstrates that they have remained true to the vision in the Council Plan to be ‘fit for the future’. The Covid-19 Recovery Fund invested by the Council to deliver the Covid-19 Recovery Plan has had the dual benefit of making a meaningful contribution to Council Plan delivery due to the close alignment of these Themes with the six Council Plan Priorities. The Covid-19 Recovery Plan has provided the Council with a helpful framework for ensuring that the wide ranging impacts of the pandemic have been mitigated against.

The Council undertook a wide range of activities, providing support to individuals, charities and communities throughout 2021-22 which included:

- Working closely with NHS colleagues to:
  - Host and resource 3 x ‘walk in’ vaccination centres based in the Welch Way Office, where boosters as well as 1st / 2nd Jabs were given to 12-15s & 16 plus. Just under 8,500 vaccinations were given
  - Set up and manage a community symptom free testing site in Carterton – just under 1800 test carried out and 800 kits handed
  - Facilitate the establishment and running of the Covid test site that was based in Woodford Way Car Park
  - Support the running of a vaccination centre in Elmfield for vulnerable children
  - Operate a Community Collect Scheme for test kits from the Welch Way Office– over 1,000 handed out

- Supporting the local Test and Trace scheme in Oxfordshire – Over 640 visits carried out as well as undertaking over 230 requests for desktop checks
- Co-ordinating the operation of the Mobile Testing Unit (MTU) in Carterton
- Provided a dedicated support Hub with Resident Support Workers in place to respond to calls from residents in need and provide complex support, help with food, signposting and referrals, conducting 844 Test and Trace support calls and 324 contact tracing visits
- Funding support:
  - Distribution of funding (£44,850) to all food groups in the District
  - Distributing food support through the Household support fund (£100,000) to residents in need through Citizens Advice West Oxfordshire.
  - Administration of the extended Winter Support Grant, working closely with Citizens Advice West Oxfordshire
  - Additional food support for those in temporary accommodation
  - Provision of additional food support to those receiving the Test and Trace payment
  - Securing £40,000 for a grants programme for West Oxfordshire community food projects administered by Good Food Oxfordshire
  - Securing and allocating Contain Outbreak Management funding (£103,450) towards:
    - APCAM and the Help Hub for Mental health services for young people and families
    - Volunteer Link Up for vaccination transport support
    - Citizens Advice for an additional debt and welfare adviser
    - Reducing the risk to provide domestic abuse training for community groups and professionals
- Offering free training to VCS including food groups, which covered topics such as governance, GDPR, vision writing, working with volunteers etc
- Provision of emergency food parcels to vulnerable families
- Actively supporting local community groups and helping to develop food groups.

This Annual Statement details progress against each of the 6 Council Plan priorities and achievements against the aims of the Covid-19 Recovery Plan. It should be read in conjunction with the [WODC Annual Monitoring Report for the period 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021](#). The AMR is structured around the 6 Council Plan priorities, setting out progress against the Local Plan as the strategic development framework for the District. By priority, an outline of the current district context in terms of background/contextual information and what has happened during the AMR period is provided. Facts and figures are used to illustrate the Council's progress/patterns of change against a number of indicators – such as carbon emission reductions, numbers of affordable homes delivered, visitor numbers to leisure centres, and local workforce structure.



## Climate Action: Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity

### Covid-19 Recovery Theme: Climate

The Council has been working on its commitment to proactively respond to the climate and ecological emergency as set out in its Carbon Action Plan (the Pathway to Achieving Carbon Neutral by 2030) and Climate Change Strategy through a wide ranging work programme. The work has been further supported by 3 fixed-term posts resourced through the Councils Covid-19 Recovery Fund: Carbon Action Plan Officer, Biodiversity and Countryside Land Management Officer and a Development Management Sustainability Officer. These posts have added capacity and expertise to complement existing capacity to take action towards addressing the climate and ecological emergency identified as a priority in the Council Plan and Recovery Plan. An overview of deliverables over the 2021-22 year are provided below.

- The [WODC Sustainability Standards Checklist](#) was launched in May 2021, providing a framework of standards for assessing planning applications against in terms of their sustainability on a range of criteria relating to water use and flood risk; biodiversity; green and active travel; aligning with net-zero carbon; sustainable construction; and materials and waste. From launch until 31 March 2022 66 major and 26 minor planning applications have been assessed against the criteria and a focus has been given to raising the sustainability of development proposed. To further embed the benefits of assessing planning applications against sustainability criteria, the Validation Checklist against which all planning applications are checked prior to registration and determination has been updated to require submission of a Sustainability Statement demonstrating how the sustainability measures are met.
- Landscape and biodiversity assessments of 12 key WODC owned sites has been undertaken, informing the production of five year [Land Management Plans](#) for each with a view to restoring and improving the existing natural habitats and biodiversity of the sites and/or creating new wildlife habitats to increase their ecological value. The LMP's are designed to achieve multiple benefits as a result of changes to the way the land is maintained, improving natural capital assets across the Council's estate including carbon storage, flood management and pollination.
- Delivery of two externally funded projects to improve energy efficiency in private rented properties, providing energy efficiency assessments and guidance to landlords to implement improvements to energy efficiency. In a further contribution towards improving energy efficiency of homes and those at risk of fuel poverty in the District, the Council continues to fund the Better Housing, Better Health service, providing low income households access to grants for energy efficiency improvements, and a further range of Fuel Poverty Grants for those on means tested benefits to make essential energy efficiency improvements. In the latter half of 2021 – 22 34 assessments were undertaken and 5 energy-efficiency installations were completed.
- In November 2021 the Royal Assent of the Environment Act mandated a Biodiversity Net Gain of 10%, with the aim of ensuring development, and/or land management leaves the natural environment in a measurably better state than it was beforehand. [The Interim Biodiversity Net Gain Guidance for Developers and Ecological Consultants](#) was updated in July 2021 providing guidance to developers to ensure that sufficient information is submitted to demonstrate Biodiversity Net Gain. Thames Valley Environmental Records Centre continues to support WODC to screen biodiversity metric calculations submitted to ensure that they achieve a Net Gain for Biodiversity. In the 2021 – 22 period 13 applications were submitted with Biodiversity Net Gain calculations. Of these, 2 secured a Biodiversity Net Gain on site and 1 offsite, with 9 pending a decision and one application being refused.

- WODC continued to play an active role on the [Oxfordshire Nature Partnership](#) which has the purpose 'to radically enhance nature, its positive impact on our climate and the priority it is given, helping to make Oxfordshire an exemplar county for people and nature to thrive'. This strategic forum exists to guide nature recovery in an integrated way to produce multiple benefits for local people, the economy and the environment. At a County level WODC also sits on the [Environment Advisory Group of the Future Oxfordshire Partnership](#) which exists to embed critical environmental thinking across the Future Oxfordshire Partnerships and to link closely with the Oxfordshire Nature Partnership. At a cross county level WODC sits on the [Cotswolds National Landscape Board](#) and [the Oxford to Cambridge Arc](#) to represent West Oxfordshire's environment in this wider strategic context.
- The Council commissioned the [Witney Flood Investigation Report \(January 2022\)](#) into the floods at Christmas 2020 to inform understanding of the event. WODC works collaboratively through an informal agency agreement with Oxfordshire County Council (as the Lead Local Flood Authority), undertaking flood investigations, enforcement and consent functions on behalf of the LLFA for West Oxfordshire. It has been confirmed that an updated flood risk model for the River Windrush and its tributaries through the town is to be carried out by the Environment Agency which will be informed, in part, by the findings of the Witney Flood Investigation Report.
- WODC continues to partner others through the Windrush and Evenlode Catchment Partnerships. This approach aims to build better functioning river catchments by:
  - Recognising catchments as interconnected systems
  - Working in partnership to tackle multiple challenges together
  - Harnessing natural processes wherever possible
  - Capitalising on opportunities for solutions on a catchment scale

Under the Thames Water Smarter Catchment Initiative, a £3million fund has been made for the [Evenlode Catchment Partnership](#) for delivery of projects between 2020-25 focussing on: water quality and advocacy; landscape, habitat and biodiversity; natural flood management; and education, access and recreation.

## Healthy Towns and Villages: Facilitating healthy lifestyles and better wellbeing for everyone

### Recovery Theme: Communities

The value of adopting a 'Healthy Place Shaping' approach in new and existing developments is highlighted in the Council Plan. In February 2022 the Council further expressed their commitment to this by passing the motion that *'Each Member commits to being a champion for Healthy Place Shaping (HPS) utilising the core principles (and the tools available to them) to influence and underpin all aspects of their work. To recognise that within their role as Members, their commitment is crucial to the organisation of HPS. Actively encouraging/challenging one another, officers, Parish and Town Councils to use HPS approaches, to influence future decisions for council services, ensuring that they have the best possible outcomes for the health and wellbeing of all residents of West Oxfordshire.'*

Healthy Place Shaping activity falls under three branches:

- Community Activation – connecting local people and community groups, schools and businesses to enable them to enjoy healthier lifestyles and create activities, facilities and services which make their communities healthy, resilient and sustainable
- Built Environment – ensuring homes, streets and other buildings are healthier, people can easily access green spaces, and are enabled to cycle, walk and socially interact in order to improve health and wellbeing
- New Models of Care – re-shaping and developing local health, wellbeing and care services, and the infrastructure which supports people to achieve physical and/or mental health benefits.

Examples of the Healthy Place Shaping approach being put into action by the Council are:

- The Built Indoor Leisure Facilities Strategy reached its final draft stage in March 2022, informed by an audit of current indoor leisure facilities stock across the District and Sport England modelling leisure facility need against projected population growth. Stakeholder consultation was also undertaken, including a Focus Group looking at the scope for a relocated Windrush Leisure Centre ('Windrush 2') and a residents' online survey to inform the required facility mix for any new Windrush 2. This activity has sought to address the current, latent and unmet need for built leisure facilities across West Oxfordshire. Following adoption of the Built Indoor Leisure Facilities Strategy, an associated Action Plan will establish a programme of delivery for the Strategy.
- Consultants have produced a Playing Pitch Strategy and Action Plan for the District that provides robust justification for the provision of outdoor playing pitches and sport facilities that meet the needs of existing and future residents and visitors to West Oxfordshire. It also provides the evidence required to help protect playing fields to ensure sufficient land is available to meet existing and projected future pitch requirements. This important document will form part of the evidence base for the forthcoming Local Plan Review by ensuring that existing facilities are the most appropriate in terms of quantity, quality and location and gives consideration to how to best meet the additional needs generated by planned housing and economic growth. Furthermore, the Strategy identifies a number of sites for development to meet the District's need for Playing Pitches.

## **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**

### **Recovery Theme: Economy**

The economy of the district has been greatly affected by the Covid-19 pandemic and a reframing of efforts to address recovery and renewal of the economy has been the focus over the last year, as set out in the Covid-19 Recovery Plan. This is in addition to making progress on the actions identified in the Council Plan, for example the roll out of the Electric Vehicle Charging Point programme and early consideration toward a Masterplan and Station Travel Plan for Hanborough Station. This dual approach to proactively addressing the short and long term challenges facing the local economy is described below.

The Council's Covid-19 Recovery Fund resourced 2 full time posts to increase capacity for supporting local businesses impacted negatively by the pandemic and associated restrictions, recognising the acute impact of these on town centres and employers. Specific initiatives to counter this impact include:-

- A Welcome Back Fund allocation of £195k has been invested across the District to support the safe return to the high streets and help build back better from the pandemic. A range of public realm improvements (e.g. better signage, amenity landscape and seating) and promotional activity and events benefitted Witney, Burford, Carterton, Charlbury, Chipping Norton, Eynsham and Long Hanborough. These were delivered in partnership with local Town and Parish Councils, Wake up to Woodstock, Marriots and Woolgate Shopping Centres and local businesses.
- The Council used Welcome Back funding to procure the LoyalFree 'place promotion app' to support local businesses. The app is connected to a platform that any town centre retailer in the district can use to promote offers, discounts and loyalty schemes. The scheme has been promoted through the 'Love West Oxfordshire' campaign and helps footfall across town centres by encouraging repeat purchases, discounts and other offers as well as listing events and interactive trails to entice new visitors to West Oxfordshire. To date there are 3015 users of LoyalFree and the app has promoted 290 businesses.
- The Council has been working with other districts and Makespace Oxford on the Oxfordshire-wide [Meanwhile in Oxfordshire Project](#). The purpose of the project was to try and fill selected vacant units in our high streets with a variety of offerings to mitigate the negative impact of empty units. A number of premises were considered as part of this, but, positively and in a sign that the local economy was recovering, did not proceed because long term tenants were found. The Guildhall in Chipping Norton has been successfully taken on by the project and is filled partly by the [Chippy Larder](#), thus making a meaningful contribution to addressing the issue of food security in the town, with the remaining space available as a co-working space and small offices.
- In the fourth quarter of the 2021-22 year the Council distributed 1,252 one-off grants of up to £6,000 on behalf of government to businesses in the hospitality and leisure sectors to counter impacts of the Omicron variant of Covid-19. The total distributed was £1,325,051. The Council also used

part of its Additional Restrictions Grant (ARG) allocation to run a 'Business Growth Support' scheme (BGS) which provided one to one advice sessions and cash grants to 86 businesses. The advice sessions were delivered by OxLEP.

The value of the provision of Electric Vehicle Charging Points (EVCP) was specified in the Council Plan as a means of improving public realm in our town centres and an action to be taken towards achieving a vibrant district economy. Under the roll out of the [Park and Charge Oxfordshire](#) project into West Oxfordshire, a total of 32 electric vehicle charging points serving 64 parking bays have been installed in five of the Council owned car parks at: Woodford Way in Witney; New Street in Chipping Norton; Black Bourton Road in Carterton; Hensington Road in Woodstock and Back Lane in Eynsham. This contributes to delivering Electric Vehicle Infrastructure at sites in Council ownership and also to meeting the ambitions of the Oxfordshire EV Infrastructure Strategy to reach a target of 7.5% of local authority managed car parks providing Electric Vehicle charged spaces by 2025. A 7.5% target is equivalent to 263 charged parking bays in Council owned car parks across the District. The 64 bays delivered under Park and Charge Oxfordshire represent 24% of this target. This, alongside public realm improvements, will enable town centres to evolve to meet the changing expectations of resident shoppers, businesses and visitors alike.

Hanborough Station was identified in the Council Plan as a focus for partnership effort to secure new and upgraded infrastructure to increase use of sustainable transport and improve connectivity. WODC and Oxfordshire County Council are now jointly commissioning the preparation of a Station Masterplan and Station Travel Plan (STP) in order to identify and deliver improvements to Hanborough Station, including consideration of accessibility improvements to the station. The bespoke STP will bring about a range of outputs including consideration of 'stewardship' issues, acting as a vehicle for change and planning a 'legacy'. The exercise will take a 'community led' approach to tap into local knowledge, enthusiasm and making use of local skills to help develop a robust rationale for investment. It is anticipated evidence will be gathered to understand:

- The profile of new developments and existing populations
- Stated preferences of travel
- Key routes and data of the locality/visitor patterns
- Scope for alternative travel such as cross promotion of the Liftshare scheme

Improved infrastructure at Hanborough Station will also benefit the 40 hectare Salt Cross Science and Technology Park allocated in the Local Plan which is in close proximity to the station. The delivery of the Salt Cross Science Park is a key ambition of the Oxfordshire Local Industrial Strategy and will make an unprecedented contribution to the economic development of West Oxfordshire.

Turning to broadband infrastructure, the Council's [broadband rollout project with Gigaclear](#) was formally completed in December 2021. WODC and HM Government each invested £1.6m in the project, contracting Gigaclear to connect 4,788 of the most rural premises in West Oxfordshire with Fibre to the Premises broadband. The Council's investment levered a further £6.7m funding from Gigaclear to extend the network resulting in access of a total of over 12,000 properties in the district to ultra-fast broadband as a result of the project.

## Strong Local Communities: Supporting and building prosperous and inclusive local communities

### Recovery Theme: Communities

Two years into the pandemic and the importance of the Council Plan 'Strong Local Communities' priority has not diminished. The dynamic and inspiring community sector response across West Oxfordshire to the challenges introduced by the pandemic has provided a strong foundation from which to further develop a range of approaches to support the district's communities. The Council committed in the West Oxfordshire Covid-19 Recovery Plan to taking an active role in improving the health and wellbeing of its communities, investing resources in two particular strands of activity:-

*Wellbeing Hubs:* research with 48 community organisations and statutory service providers has been undertaken to explore the scope of and potential model for hubs as a means of providing a mix of services in partnership with other service providers, including advice, housing and welfare support for the community either through networking or co-locating or embedding staff in a local area. This research has been complemented by an asset mapping exercise to understand fixed buildings and greenspaces available in primary settlements alongside people/community groups.

Three models have been identified: Model 1: A Building, Model 2: A Person or People and Model 3: A Connected Way of Working. A 12 month 'test and learn pilot' of Model 2 has been funded with the appointment of a 'Carterton Hub Worker', in partnership with Carterton Connects, who is based in the Carterton Family Centre to connect people with services and providing advice. Similarly, a 'Community Builder' has been put in post for Witney Central focussing on supporting the community on the Smiths Estate. Finally, the Council has implemented Model 3 by facilitating the Witney Forum, bringing together local organisations and statutory services in Witney to share information and network. 50 organisations are in contact through the forum. This meets the Council Plan aim to 'help build resilience in communities with more effective joint working and intelligence sharing.'

*Active Lives:* the Council identified the need for a focus on helping people, especially those who are alone or with long term health conditions, to improve levels of physical activity in light of severe restrictions on movement by the pandemic. This reduced mobility was identified as a risk factor leading to physical decline, the consequences of which could lead to additional burdens on the NHS and which the Council seeks to mitigate against. A dedicated person centred activity programme called 'Move Together' has been offered to all residents who have shielded during the pandemic. A targeted 'Go Active Get Healthy' project has also been offered to help people with diabetes manage their condition through greater levels of activity.

Beyond these two strands of activity, the Council's Response Hub, established at the outset of the pandemic in March 2020 has been able to extend its reach with the appointment of staff funded through the Contain Outbreak Management Fund (COMF) to provide direct support and signposting to those residents requiring assistance and a specialist outreach function to further develop relationships between the Council and neighbourhood response groups and other voluntary and community sector partners.

A Youth Needs Assessment is underway to develop a comprehensive understanding of the priorities of young people in order to ensure that future services and infrastructure provision meets their needs and that the significant impact on young people in terms of their education, employment options, development

opportunities and social skills can be mitigated against. 4,000 survey responses have been received by young people which are being categorised into themes. Focus Groups will be held to explore these themes further to provide a robust evidence base for the Youth Needs Assessment.

Moving to activity not emanating from the Covid-19 Recovery Plan, attention has been given to longer term planning for the District's communities and their infrastructure needs in the years ahead as the Strategic Development Areas identified in the Local Plan, and smaller sites, are delivered to ensure that existing and incoming residents benefit and that the approach promotes social integration and cohesion. The Council successfully bid to the government's PropTech fund for £125k to develop a new digital engagement platform that makes readily available information on community infrastructure and developer contributions that exist (or can be created) into a single, accessible and visually engaging repository.

The benefit of this platform is that it will enable communities to better understand and interrogate local community infrastructure priorities. It will present:

- What development is proposed for their local area
- What infrastructure improvements have already been provided or are proposed to be provided as a result of new development in their local area
- The overall process of developer contributions including how they are negotiated, the differences between Section 106 legal agreements and the Community Infrastructure Levy
- How to put forward suggestions for infrastructure improvements needed locally (eg by being able to drop a pin on a map or plot out a new pedestrian or cycle route which would benefit the community)

A further commitment to working with partners to promote West Oxfordshire as a visitor attraction (whilst protecting its essential character) is made in the Council Plan. Given the significant contribution the visitor economy makes to West Oxfordshire communities, it is evident that there is a particularly acute need for support to recover and renew in the wake of the pandemic and the Cotswolds Tourism team have been working directly with tourism businesses to enable adaptation by improving their online capabilities. Partnership work with Wake up to Woodstock, the Witney Chamber of Trade and local businesses has focussed on enhancing destination marketing of Witney and Woodstock through [www.cotswolds.com/witney](http://www.cotswolds.com/witney) and [www.cotswolds.com/woodstock](http://www.cotswolds.com/woodstock)

Options for encouragement of sustainable tourism practices within the visitor economy have been investigated. The Sustainable Tourism Survey elicited 60 responses from local businesses and demonstrates a strong interest in improving the sustainability of their businesses.

The Council is also committed to supporting, through the distribution of grants, voluntary and community activity and partnership actions which help to progress delivery of the Council Plan and thereby benefiting West Oxfordshire communities. In the 2021 – 22 year £187,851 was granted to 15 organisations and/or projects and detail of these can be viewed on pages 279 – 298 of the [Cabinet Paper - March 2022](#).

## 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

### Recovery Theme: Communities

In October 2021 the Council formally adopted the [West Oxfordshire Affordable Housing Supplementary Planning Document](#) (AH SPD) which will steer the successful delivery of West Oxfordshire Local Plan Policy H3 'Affordable Housing' by providing detailed guidance on the delivery of affordable housing in West Oxfordshire for the Council, developers, housing providers and local communities. The AH SPD is now a material planning consideration.

Local Plan Policy H3 requires the provision of on-site affordable housing as part of larger market housing schemes of 11 or more units varying by location from 35% - 50%. In addition, smaller market housing schemes of 6-10 units within the Cotswolds AONB are required to make a financial contribution towards the provision of affordable housing within the District. The policy also addresses the issue of housing mix and the provision of affordable housing in rural areas including through rural exception sites. By providing additional guidance on the implementation of these requirements, the AH SPD seeks to set out a range of options and requirements to secure delivery of successful affordable housing schemes across the District that meet the housing needs of our changing population.

Options for delivery are presented including criteria for identifying qualifying sites; the size of affordable homes needed, the preferred tenure mix, rural exception sites and self and custom build schemes. Delivery is addressed through requirements relating to design criteria, accessibility and adaptability, space standards, zero carbon homes and modern methods of construction. Specific delivery mechanisms are articulated including housing options for the Armed Forces and also Key Workers and Community Led Housing.

In 2021-22, 378 new affordable homes have completed in the District, far greater than the Local Plan identified average annual need of 274. Of this total, 241 are affordable rent and 137 are shared ownership. These are located in Freeland, Minster Lovell, Chipping Norton, Carterton, Burford, Long Hanborough, Woodstock, Witney, North Leigh and Bampton. It is anticipated that this target will again be exceeded in 2022-23 with a non-binding forecast of 336 completions.

Schemes of particular note which meet the housing needs of our changing population, as required by this Council Plan priority include:

- Delivery in partnership with Oxfordshire County Council, and with the use of Growth Deal Funding, of 80 extra care affordable homes in Chipping Norton.
- An award of £78k from the government's 'Brownfield Land Release Fund' has been made to the Council which will unlock a Council owned site in Chipping Norton for eight affordable net-zero carbon custom built homes. A planning application is forthcoming for the homes and associated sustainable amenities including e-vehicle club with car charging points.
- In partnership with Cottsway Housing and benefitting from Growth Deal Funding, the redevelopment of 49 units for affordable social rent which were no longer fit for purpose at two sites: 18 units at Lavender Place, Bampton and 31 units at Blenheim Court, Carterton.



- In partnership with Registered Provider Heylo Housing and the Oxfordshire Growth Deal, the Council has benefited from Heylo Housings ability to negotiate bulk purchase of new homes from developers for use as shared ownership housing. 43 properties have been secured with 32 of these sold and 11 in the process of completion.

The rollout of the 'Blenheim Approach' in partnership with Blenheim Estate continues apace. This innovative 'affordable rent' housing model seeks to deliver affordable housing available at between 60 – 80% of market rental costs. It is the intention of Blenheim Estate to retain ownership of the rental properties so they can be held in perpetuity for local people, especially those within the key worker categories. At the Park View development in Woodstock, 11 affordable homes have been delivered out of a total of 150, with completions set to increase substantially in 2022-23.

In addition to this the Council is exploring a range of housing products for existing and upcoming developments to broaden the range of Low Cost Home Ownership products on these. These include Rent to Buy, Build to Rent and Discount Market Sale and First Homes which are defined in the AH SPD on pages 14, 15 and 16 respectively. A number of Rent to Buy properties are scheduled to come forward at the Milestone Road site in Carterton and 4 properties as First Homes at Discount Market Sale are being developed in Long Hanborough. The [Pre-submission Area Action Plan for Salt Cross Garden Village](#) includes a Policy 24 'Build to Rent' (at page 174) in support of Build to Rent proposals coming forward at Salt Cross Garden Village.

Within the West Oxfordshire Local Plan there is a requirement for sites of over 100 homes to provide suitable self-build/custom finish plots. Self-build is also promoted through a Council maintained [self-build register](#) which can be accessed on the Council website and additional guidance is provided in the aforementioned Affordable Housing SPD. Policy 25 'Custom and Self-Build Housing' contained within the Pre-submission Area Action Plan for Salt Cross Garden Village supports delivery of this specialist type of housing within the site and demonstrates the Council's commitment to support this alternative type of housing as a means of meeting the housing needs of our changing population. A successful bid was made to Homes England for a 3 year Housing Development and Community Facilitator to enable housing delivery of Salt Cross Garden Village. The post-holder will focus on projects developing community led housing and self-build housing at the Garden Village.

The Council continues to pursue opportunities for working in partnership with legacy landowners to accelerate delivery of affordable housing in the district. The AH SPD invites those landowners (particularly in smaller rural settlements) who are considering development as part of their long term legacy planning to engage with the Council to explore the scope for delivering affordable housing through rural exception sites. Furthermore the Council is collaborating with Parish Councils, Registered Providers and developers to bring forward smaller schemes to help meet local need for affordable housing.

The Council is also working proactively to address the issue of rough sleeping and in mid-2021 purchased the Old Court House in Witney to provide safe, flexible accommodation for adults who are rough sleeping or at risk of it. The property contains 15 units of high quality, self-contained bedsits. By being able to offer homeless clients direct access to accommodation at the Old Court House it mitigates the need to fund more costly B&B accommodation which is often out of area. This approach is much more cost effective to the council and beneficial to the client as they are placed close to existing support networks. A partnership with employment charity and social enterprise [Aspire](#) provides bespoke onsite support to assist residents to move on successfully at the right

time into long term accommodation and provides one to one support to ensure access to services including health, mental health and addiction agencies as well as employment, training/education opportunities

## Modern Council Services and Sustainable Finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council

### Recovery Theme: Modern Council Services and Sustainable Finance

Achievement of the aforementioned 5 Council Plan priorities are dependent on the Council having a sound financial footing. Previous budgetary constraints have been amplified by the pandemic (greater draw on Council services, extraordinary service costs and lost revenue streams) and so the challenge of matching delivery ambitions to the Council's revenue stream makes this final Council Plan priority of delivering excellent modern services whilst ensuring the financial sustainability of the Council a key priority.

The WODC Recovery [Investment Strategy](#) 2020 – 24 starts from a premise that there is a significant funding gap that needs to be closed and capital investment is a major tool available to the Council to achieve this so long as it covers the revenue implications of that investment and makes an appropriate return. Capital Investment provides a route to delivering the ambitious programme of the Council set out in the Council Plan, with 6 delivery themes in the Investment Strategy defined as: · The provision of adequate and affordable housing · Green Energy & Carbon Reduction; · Delivering Infrastructure for Jobs & Economic Growth; · Reinvigorating Commercial Centres to ensure our economic vibrancy; · Maximising existing and new income streams from service delivery; · Developing a commercial culture to our decision making whilst retaining a public service ethos.

A £2.4million acquisition has been completed in the 2021 – 22 year of a commercial building in Carterton currently occupied by The Garden Trading Centre and was an opportunity to consolidate the land and buildings into single ownership. Further investment will be made to substantially improve the asset with repairs to the roof. The return is in line with the requirement that any investment generates a return in the order of 3.5% above the borrowing cost and thus makes a contribution towards closing the revenue funding gap set out in the Medium Term Financial Strategy. Further detail of activity under the Investment Strategy can be found in the [Investment Strategy Report 2022-23](#).

Two areas of particular focus are the Agile Working Project (Office Rationalisation) and the Environmental Services Innovation Programme. The Council has embarked on an office rationalisation exercise to look at ways of generating revenue from Council owned offices. New office layouts have been proposed which reduce the office footprints by 40%, enabling vacated areas to be tenanted. This has been made possible by the adoption of an 'Agile Working Strategy' which requires staff to become 'hybrid workers', mixing the remote working that was the 'norm' during the pandemic with in office working. Additional benefits to this approach are an estimated 40 – 50% reduction in carbon emissions from reduced staff mileage and opportunities for enhanced 'work/life balance' for staff.

The Environmental Services Innovation Programme was launched in June 2021 with a focus on delivering efficiency measures relating to three criteria: service cost, performance and climate (including carbon savings/biodiversity impact mitigation). In the early phase of the ESIP, 39 lower level projects have been delivered eg in-cab digital waste management system (Yotta), rationalisation of dog waste/litter bins, change to grounds maintenance practices to mitigate wildlife habitat loss. The next phase of the ESIP for West Oxfordshire is the Council's waste service review which will consider environmental and CO2 impacts. An options appraisal will explore opportunities which may be brought about by cross boundary working and/or the sharing of a depot with a

neighbouring waste collection authority. The options appraisal will in turn feed into waste vehicle replacement plans in readiness for the Council's current Waste and Recycling Collection Contract with Ubico ending in 2024, and which coincides with the majority of the current collection vehicles being 7 years old and at end of life. Ahead of this, an electric waste vehicle was added to the Council's Waste Vehicle Fleet in 2021.

Turning to modernisation of Council service delivery, provision of digital options for businesses and residents as a means of offering more choice for accessing services has continued to progress in this second year of the Council Plan. Customers can access Council services more conveniently via a range of online self-serve tools, whilst still having access to an advisor on the phone or face to face if preferred. In Witney, this can be at the relaunched Customer Service Centre on Welch Way where Customer Services, Housing and Benefits Officers are based. The launch of [OpenPortal](#) in 2022 enables 24/7 online self-service of Council Tax and Business Rates accounts and the claiming of Benefits.

Central to the digitalisation of Council services is the Salesforce platform which has further evolved to meet a variety of service needs:-

- Integration of Salesforce with a new digital Waste Management System (Yotta) to enable monitoring of bulky household, clinical and commercial waste as well as missed bin collections and replacement container requests. Ubico is able to access information updates via use of tablets in their service trucks on route.
- Platform enhancements to increase efficiencies through better transparency and case management, including the addition of high priority queues to expedite response rate to urgent queries
- Distribution of a variety of Covid-19 related business grants including: Additional (Covid-19) Restrictions Grant to previous applicants paid under the Restart:Strand 2 (Hospitality and Leisure) scheme, the WODC Business Growth Support Scheme and the Omicron Hospitality and Leisure Grants.

The aforementioned successful application for £125k of PropTech funding to establish a new digital engagement platform will enable the Council to greatly improve its digital engagement capacity through the establishment of a new digital engagement platform using software '[CommonPlace](#)'. This centralised, transparent and accessible web-based resource can also be downloaded as an app, enabling communities to better understand and interrogate local community infrastructure priorities and funding opportunities, as well as providing the means of submitting infrastructure priorities to the Council for their local area. The Council will benefit through improved engagement and knowledge sharing but via reduced resource burden as local communities will be enabled to 'self-serve' and establish information requirements themselves.

# Development Management Quarter 4

Average Planner Caseload

40  
TARGET 50

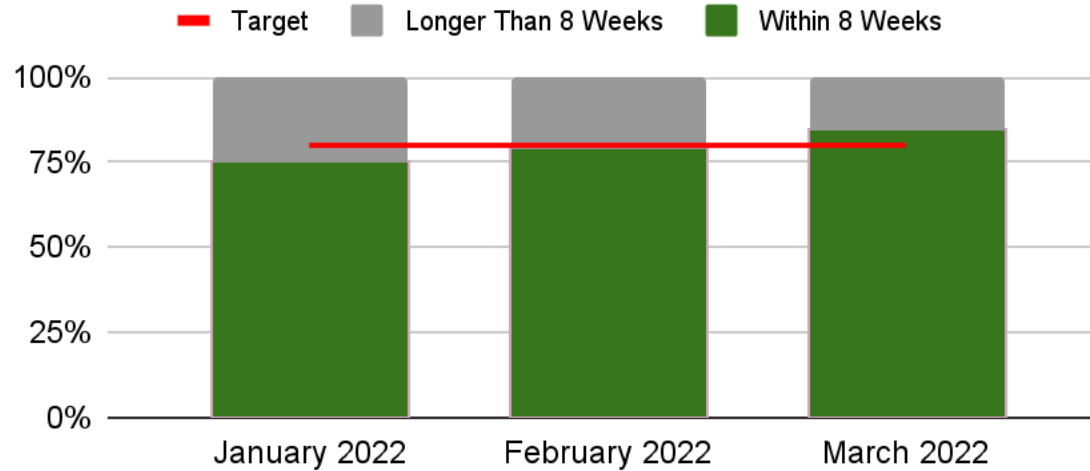
Average Senior Planner Caseload

27  
TARGET 35

Average Principal Planner Caseload

17  
TARGET 20

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



Average Cases closed per Planner in Quarter

49  
TARGET 50

Average Cases closed per Senior Planner in Quarter

19  
TARGET 40

Average Cases closed per Principal Planner in Quarter

20  
TARGET 25

Average days from receipt to validation

8  
TARGET 7

Customer Satisfaction



90.5%

The central bar chart shows planning determination performance is gradually improving and exceeded its target in March 2022. The team has reached full capacity with all vacant posts filled including two additional posts, which is having a positive impact on officer caseloads. This has allowed the team to revert to their intended structure, ensuring that Principal and Senior Planners caseloads have decreased as a result of not trying to cover the work of vacancies in addition to their own complex caseload. Senior Officer closure rates have been impacted by a vacancy arising at the end of Q3, which was filled in March 2022.

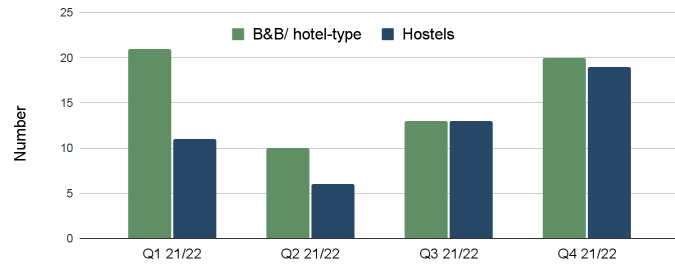
The decision to enter into a shared partnership arrangement for the technical administrative part of the service has paid dividends as nearly half of the team at West left during the first part of the quarter. The arrangements prevented the development of a large backlog of applications awaiting registration/validation. The average days from receipt to validation was impacted by a higher volume of applications in March, ending just outside of the target at eight days. It is expected to return to within seven days in the next quarter, as a result of filling vacancies in the planning admin team.



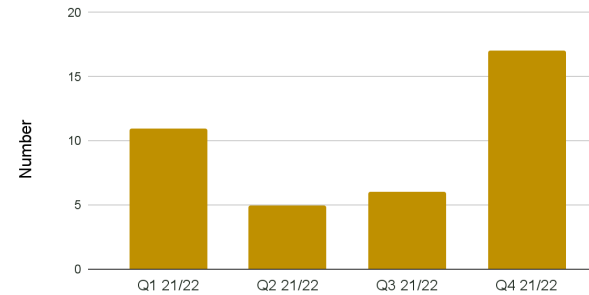
# Housing Quarter 4

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

\*\* 22 bed spaces available in hostels

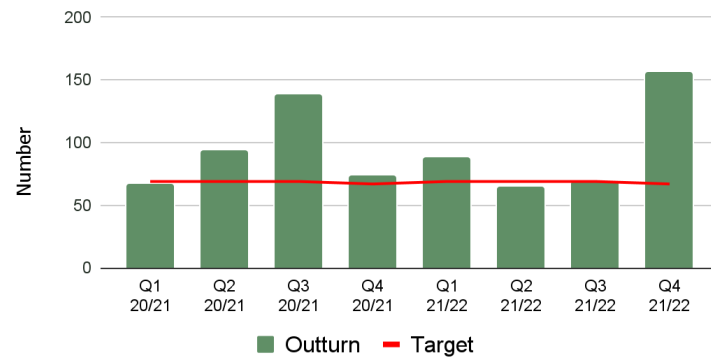


The number of successful 'move ons' from Emergency Accommodation to long term accommodation



The number of affordable homes reaching practical completion

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



The number of people contacting the Council as homeless or threatened with homelessness increased in Q3 and into Q4 due to the ending of Covid related financial incentives and the new Government request to accommodate all rough sleepers under Protect and Vaccinate directive in December 2021 in response to concerns surrounding the impact of the Omicron variant.

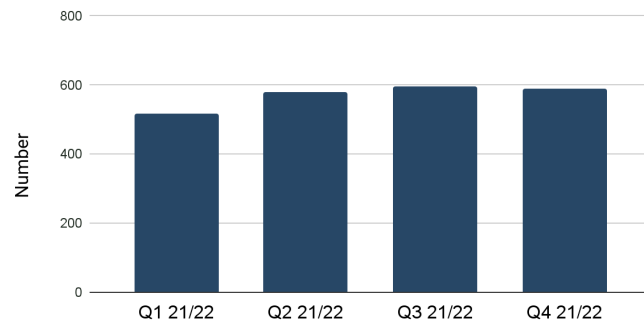
Going forward, the Housing Team is refocusing more resources on the Prevention approach with the recruitment of specialist Complex Needs officers as well as moving people on from emergency accommodation as quickly as possible using Specialist Temporary Accommodation officers who are able to offer dedicated support and bespoke solutions.


The availability of social housing stock however remains low, partially due to prevention measures in place to assist those affected by the financial implications of Covid and the increasing cost of energy to remain in their own home. Accessing the Private Rented Sector remains difficult due to affordability.

The lifting of the eviction ban on 1 October 2021 has resulted in an increase in both the number of families and domestic abuse cases approaching for assistance with their housing. During Q4, targeted provision for rough sleepers has been provided as part of the Severe Weather Emergency Protocol. Over the coming months, the Council will need to be mindful of potential future demand resulting from asylum dispersal and the impacts on services.

Through negotiation with developers, the Council is able to facilitate the delivery of affordable housing. 156 homes were completed for affordable rent and shared ownership making a total of 378 for the year, well ahead of the target. The success of the Oxfordshire Growth Deal schemes is becoming apparent with 80 homes completed in Q4 on the Housing 21 affordable extra care scheme at Chipping Norton. In addition, a range of proactive work is being undertaken to reduce the number of LTE properties in the District. The Council's Long Term Empty officer contacts property owners to offer advice on the options available to them, and during Q4 removed 170 properties from the LTE list, although 163 were added. A three month rolling action plan is in place to reduce the number of LTE properties

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



 <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
Name and date of Committee	<b>Economic and Social Overview and Scrutiny Committee 11 October 2022</b>
Report Number	<b>Agenda Item No. 10</b>
Subject	<b>Scrutiny Work Programme 2022/23</b>
Wards affected	All
Climate and Environment Accountable member / Group Manager Lead	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>
<b>Economic and Social</b> Accountable member / Group Manager Lead	<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> Group Manager Lead : Jon Dearing, <a href="mailto:jon.dearing@publicagroup.uk">jon.dearing@publicagroup.uk</a>
Finance and Management Accountable member / Group Manager Lead	Councillor Alaa Al-Yousuf, Chair of Finance Management Overview and Scrutiny Committee Email: <a href="mailto:alaa.alyousuf@westoxon.gov.uk">alaa.alyousuf@westoxon.gov.uk</a>  Group Manager Lead: Phil Martin, <a href="mailto:phil.martin@publicagroup.uk">phil.martin@publicagroup.uk</a>
Accountable Officer	Andrew Brown, Business Manager - Democratic Services Email: <a href="mailto:Andrew.brown@publicagroup.uk">Andrew.brown@publicagroup.uk</a>
Summary/Purpose	To provide the Committees with an update on the Scrutiny Work Programme 2022/23.
Annexes	<a href="#">Annex I</a> - Work Programme for 2022/23
Recommendation	That the Committee notes the Scrutiny Work Programme.
Corporate priorities	To enable the Committee to review the Scrutiny Work Programme and support the Council's priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services.
Key Decision	No
Exempt	No
Consultees / Consultation	None

## **1. BACKGROUND**

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

## **2. MAIN POINTS**

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

## **3. FINANCIAL IMPLICATIONS**

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

## **4. LEGAL IMPLICATIONS**

- 4.1. None

## **5. RISK ASSESSMENT**

- 5.1. Not applicable.

## **6. CLIMATE CHANGE IMPLICATIONS**

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

## **7. ALTERNATIVES/OPTIONS**

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

## **8. BACKGROUND PAPERS**

- 8.1. None



Economic Overview and Scrutiny Tuesday 11 October 2022

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

Economic Overview and Scrutiny 24 November 2022

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
1	Upgrade to WO public space CCTV provision & monitoring arrangements	Verbal update – timescale requested by the Committee	Councillor Saul / Andy Barge	Verbal update – timescale requested by the Committee	
2	Refugee Update	Update	Phil Martin / Paula Massey	Verbal update – timescale requested by the Committee	To keep the committee up to date on the work being carried out to support the refugees.
3	Parking Strategy	Update	Councillor Arciszewska / Maria Wheatley	Cabinet in January 2023	
4	Food Strategy – Working Group	Brief or Scoping document	Councillor Aitman / Andy Barge / Heather McCulloch	Committee to be updated	Completion by 23 February 2023
5	Service Performance Report – Quarter 1	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity
6	Enforcement Update		Kelly Murrey		
7	Greenwich Leisure Limited (GLL)	Annual Update	Councillor Aitman / Reps from GLL to attend	Annual	Members to provide questions up front to GLL

Item 7 - Questions to GLL

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	
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	
3. Also regarding the new system of booking on line - this is not accessible to all and needs to be looked at again.	Councillor Jill Bull	
4. It would be helpful to have a status update on the Carterton football playing fields which have been out of action for a while.	Councillor Charlie Maynard	
5. What is the trend on visitor numbers?	Councillor Rosie Pearson	
6. Is there information on how visitors travel to the leisure centres, and whether this could be made easier?	Councillor Rosie Pearson	

Scrutiny Work Programme 2022/23

Annex I

7. Do the leisure centres have a role in our response to the cost of living and energy crisis?	Councillor Rosie Pearson	
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Further meeting dates: 23 February 2023, 25 May 2023

	REEMA North Site, Carterton update (Jon Wooden, Deputy Head Estates)	Written Update	Councillor Saul / Giles Hughes Jon Wooden	When Required	Regular committee written update
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**Economic suggestions for future workstreams 2023**

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
1	RAF Brize Norton	As required	Councillor Saul / Giles Hughes	AS REQUIRED	Business model for housing on site – last update given May 2022
2	Health Care Provision in Oxfordshire	Ongoing	Councillor Aitman / Andy Barge / Heather McCulloch	As required	Health Care Provision in Oxfordshire
3	Local Police with status update	Verbal update	Chair		
4	WODC Housing in for a briefing on WODC housing work, responsibilities, current status and future				

**Economic Overview and Scrutiny Regular Reports:**

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

Climate and Environment O/S 29 September 2022

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
1	Annual Ubico update	Presentation	Councillor Arciszewska / Beth Boughton (Ubico)	Annually	Contract review
2	Carbon Action Plan – update on one project	Verbal update and supporting documentation	Councillor Prosser / Vanessa Scott / Andrew Turner	Every committee update on one project	Decarbonisation Scheme Carterton Leisure Centre
3	Flood update	As Required	Councillor Arciszewska / Laurence King / Phil Martin	When Required	Brief verbal update. Has the OCC/WODC formal arrangement document been signed by all parties and is place?
3	Service Performance Report – Quarter I	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity

Climate and Environment OS 8 December 2022

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

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Further meeting dates: 23 March 2023

## Climate and Environment suggestions for future workstreams 2023

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
I	Governments initiative of zero recycle cost for residents	Verbal update	Councillor MacRae / Scott Williams	When there is news to share. Initiate began 2019 but is behind due to the pandemic, review 2022	Verbal update due from Scott Williams when there is news to share. See link for current details: <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>



**Climate and Environment Regular Reports:**

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

## Financial Management OS 28 September 2022

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments
1	New Procurement and Contract Management Strategy	Report	Councillor Levy / Ciaran Okane	September 2022	
2	Treasury management update	Report	Councillor Levy / Elizabeth Griffiths	September 2022	Task and finish group – advice from Arlington Close. Criteria for contract due in December.
3	Decarbonisation Scheme Carterton Leisure Centre	Cabinet Report	Councillor Arciszewska / Councillor Levy / Vanessa Scott	September 2022	Carried forward to December.
Page 82	Greenwich Leisure Limited (GLL) response to energy crisis	Verbal Update / Report	Councillor Aitman / Councillor Levy	September 2022	
5	Service Performance Report – Quarter 1	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity

Financial Management OS 7 December 2022

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

Further meeting dates: 1 February 2023, 12 April 2023

Financial Management suggestions for future workstreams 2023

WP	Title	Format	Cabinet Member / Lead Officer	When	Comments

**Financial Management Regular Reports:**

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

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**CABINET (EXECUTIVE) WORK PROGRAMME**  
**INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION AND NOTICE OF INTENTION TO MAKE A KEY DECISION**

**September 2022 – February 2023**

*Published 21 September 2022*

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

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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.

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Geoff Saul	<b>Housing and Social Welfare:</b> <i>Housing Allocations; Homelessness; Provision of affordable homes; Sheltered Housing Accommodation; Safeguarding – Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner; and Assets of Community Value.</i>
Lidia Arciszewska	<b>Environment:</b> <i>Energy Advice; Flood alleviation and sewage; Environmental and Regulatory; Environmental Partnership; Waste collection and recycling; Street Scene (cleansing, litter and grounds maintenance); Car parking; Air Quality; and Land, food, farming.</i>
Andrew Prosser	<b>Climate Change:</b> <i>Renewable energy and retrofit investment; Biodiversity across the District; Carbon neutral by 2030; Fossil fuel dependence reduction; Local, national and county wide liaison on climate; Internal liaison on Climate Change; and EV Charging Rollout.</i>

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

### Key Decisions Delegated to Officers

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

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### Business for Cabinet Meetings

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

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

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

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

Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Final Budget Recommendations	Yes	No	Cabinet Council	8 Feb 2023 15 Feb 2023	Cllr Levy, Finance	Elizabeth Griffiths		
Q3 Performance Report	No	No	Cabinet	8 Feb 2023	Cllr Levy, Finance	Elizabeth Griffiths		
Homelessness Prevention Grant 2023/24	Yes	No	Cabinet	8 Feb 2023	Cllr Saul, Housing & Social Welfare	Caroline Clissold		
Equality, Diversity & Inclusion Policy	No	No	Cabinet	8 Feb 2022	Cllr Parkinson			

#### Other business for Council Meetings

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



Appointment of Independent Persons	No	Council	18 Jan 2023	Chair of Standards Sub-Committee	Susan Sale		
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