

Tuesday, 6 June 2023

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FINANCE AND MANAGEMENT OVERVIEW AND SCRUTINY COMMITTEE

You are summoned to a meeting of the Finance and Management Overview and Scrutiny Committee which will be held in the Committee Room 1, Woodgreen, Witney OX28 1NB on **Wednesday, 14 June 2023 at 2.00 pm.**



Giles Hughes
Chief Executive

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

Councillors: Charlie Maynard, Julian Cooper, Alaa Al-Yousuf, Hugo Ashton, Michael Brooker, Jane Doughty, Mark Johnson, Andrew Lyon, Michele Mead, David Melvin, Rosie Pearson, Ruth Smith, Phil Godfrey, Elizabeth Poskitt and Alex Wilson

Recording of Proceedings – The law allows the public proceedings of Council, Executive, 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. **Election of Chair**

Purpose:

Election of the Chair for Finance and Management Committee for Civic Year 2023/24.

Recommendation:

Committee elects the Chair for Finance and Management Committee for Civic Year 2023/24.

2. **Election of Vice-Chair**

Purpose:

Election of the Vice-Chair for Finance and Management Committee for Civic Year 2023/24.

Recommendation:

Committee elects the Vice-Chair for Finance and Management Committee for Civic Year 2023/24.

3. **Minutes of Previous Meeting (Pages 5 - 8)**

To approve the minutes of the meeting held on 12 April 2023.

4. **Apologies for Absence**

To receive any apologies for absence.

5. **Declarations of Interest**

To receive any declarations from Members of the Committee on any items to be considered at the meeting.

6. **Participation of the Public**

To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure, anyone who lives in the district or who pays council tax or business rates to the Council is eligible to read a statement or express an opinion at this meeting. You can register to speak by sending your written submission of no more than 750 words to democratic.services@westoxon.gov.uk, by no later than 10.00am on the working day before the meeting.

7. **Decision - Decarbonisation of Carterton Leisure Centre (Pages 9 - 16)**

Purpose:

To update the Committee on a decision taken under urgency rules.

Recommendation:

Committee to note the decision taken.

8. **Presentation on Commercial Waste**

Purpose:

Committee to receive a presentation on Commercial Waste.

Recommendation:

Committee to note the presentation and ask questions.

9. **UK Shared Prosperity Fund (Pages 17 - 26)**
Purpose:
To update members on the delivery of the UK Shared Prosperity Fund and Rural England Prosperity Fund in West Oxfordshire.
- Recommendation:
That the Finance and Management Overview and Scrutiny Committee notes the update provided.
10. **Service Performance Report 2022/23 Quarter Four (Pages 27 - 34)**
Purpose:
This report provides details of the Council's operational performance at the end of 2022-23 Quarter Four (Q4).
- Recommendation:
That the 2022/23 Q4 service performance be noted.
11. **Financial Performance Report 2022/23 Quarter 4 (Pages 35 - 36)**
Purpose:
To provide details of the Council's Financial Performance Report at the end of Quarter 4, 2022/23.
Report to follow.
- Recommendation:
That the Quarter 4, 2022/23 Financial Performance Report be noted.
12. **Committee Work Programme (Pages 37 - 50)**
Purpose:
To provide the Committee with an updated Work Programme for 2023/24.
- Recommendation:
That the Committee notes the work programme and provides comment where needed.
13. **Executive Work Programme (Pages 51 - 60)**
Purpose:
To give the Committee the opportunity to comment on the Executive Work Programme.
- Recommendation:
That the Committee decides whether to express a view to the Executive on relevant issues in its Work Programme.

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WEST OXFORDSHIRE DISTRICT COUNCIL

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

Held in the Council Chamber, Woodgreen, Witney OX28 1NB at 2.00 pm on **Wednesday, 12 April 2023**

PRESENT

Councillors: Alaa Al-Yousuf (Chair), Alaric Smith (Vice-Chair), Andrew Coles, Julian Cooper, Charlie Maynard, Michele Mead, Ruth Smith and Jane Doughty.

Officers: Frank Wilson (Group Finance Director - Publica), Georgina Dyer (Chief Accountant), Max Thompson (Senior Democratic Services Officer), Anne Learmonth (Democratic Services Officer) and Michelle Ouzman (Democratic Services Officer).

Other Councillors in attendance: Dan Levy and Mathew Parkinson.

46 Minutes of Previous Meeting

The minutes of the previous meeting, held on Wednesday 1 February 2023, were approved and signed by the Chair as a true and correct record.

47 Apologies for Absence

Apologies for absence were received from Councillors Hugo Ashton, Richard Langridge, Suzi Coul, Gill Hill, Michael Brooker and Alex Wilson.

Councillor Jane Doughty substituted for Councillor Gill Hill.

48 Declarations of Interest

There were no declarations of interest received.

49 Participation of the Public

There was no public participation at the meeting.

50 Service Performance Report 2022-23 Quarter Three

The Chair stated that whilst no officers were available to present the Service Performance Q3 Report, both the Chief Accountant and the Executive Finance Director for Publica were in attendance, and would answer any questions raised by the Committee.

The Chair enquired if that despite Quarter 4 of 2022/23 having come to an end, if it were possible in future to have the Q4 report by the end of the municipal year.

The Chief Accountant and Executive Finance Director both explained that the Easter break had occurred after the end of the last quarter and that it had not helped matters, although due the enormity of the data that is involved presently, it is not possible, and usually takes a month to explore the data and review the data narrative. It was also highlighted that there was a desire to improve on data collection, and to improve time mechanisms to the reporting.

Councillor Ruth Smith drew the Committee's attention to section 3.9 of the agenda report regarding Housing, and asked what option would be best for West Oxfordshire District Council (WODC).

The Chief Accountant explained that the Council had received £250,000 less in government grants, and that it would be similar for the coming financial year, making decision making difficult. If a building was found it would require capital plus, refurbishment and ongoing costs.

12/April2023

The Council had done this successfully before with the Horsefair building, but it was a risk as Horsefair was to resolve the emergency housing issue. More options were needed, but would this be long-term issue.

Another solution would be to focus and invest in a 'move on' programme, and not keep people in emergency accommodation, especially families that need stability.

The issue is not solvable instantly. The Government added a mandate during Covid-19, which expanded the category of homelessness but was not fully offset by subsidy grants. Putting people into hotels was not sustainable as properties aren't owned.

Councillor Maynard requested clarity on ownership. The Chief Accountant confirmed that if the Council did not own the property then the Council could not recover housing benefit subsidy. Councillor Maynard suggested if the Council invested in an extra ten beds internally, that may be a better solution. The Chief Accountant advised that if the Council bought an asset that was designed to be used daily, then Cottsway Housing Association would work with the Council to try and bridge the subsidy gap .

The Chair enquired if a business case could be developed to look at a property solution. The Executive Finance Director stated that the key problem was finding a suitable property. The Chief Accountant explained that options were being reviewed, especially regarding family accommodation. In some cases, a solution would be to pay off rent arrears and make repayment plans, giving families stability. However it was stated that this was not an option to resolve all, but one that could be applied. Councillor Julian Cooper asked if the Council worked with local town councils to see if they had properties vacant.

The Executive Finance Director informed the Committee that on the Executive Agenda for 19 April 2023, the Consideration of Local Authority Housing Fund Application would be considered, with a purpose to confirm the preferred method of delivery of up to sixteen new affordable homes utilising the Local Authority Housing Fund Allocation previously approved by the Executive on 8 February 2023. The Chair concluded that the Committee would like to be kept informed on progress, and requested a financial update on the Local Authority Housing Fund Allocation issue in 6 months, and that it be added to the Committee Work Programme.

Councillor Maynard asked for clarity of the bar chart titled WODC Financial Performance Summary, and if there could there be a 'post 6 months' column. The Chief Accountant explained that these were summaries lifted from the Financial Performance Reports Q3 which had the full detail and was part of the February Agenda.

The Chair stated the figures on the Write Off Table on page 26 looked high. The Executive Finance Director concurred that some businesses that had ceased trading were still in receipt of services from Ubico. The Assistant Director – Commercial Development would be able to inform the Committee of the current situation, and be invited to the next meeting.

Committee **Resolved** to:

1. Invite the Executive Finance Director to the Committee in six months, for a update on the Local Authority Housing Fund Allocation;
2. Invite The Assistant Director – Commercial Development to the next Committee meeting for an update on the Ubico Write Off Table reported in the Service Performance Report Quarter Three;
3. Note the Service Performance Report 2022 -23 Quarter Three.

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The Chair asked the Committee if there were comments on the Committee Work Programme, of which none were received.

Committee **Resolved** to:

1. Add Update of Local Authority Housing Fund Allocation to the Committee work Programme;
2. Add Update of the Ubico Write Off Table the Committee work Programme;
3. Note the Committee Work Programme.

52 Executive Work Programme

The Chair invited comments on the Executive Work Programme, of which none were received.

Committee **Resolved** to:

1. Note the Executive Work Programme.

53 Exclusion of the Press and Public

The Committee agreed to exclude the press and public from the remainder of the meeting for exempt items of business, on the basis that the public interest in maintaining the exemption, outweighed any public interest in disclosing the information.

Committee **Resolved** to:

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

54 Unicorn Public House update

The Committee had received an update on the Unicorn Public House in Great Rollright, which has been closed since 1991.

Councillor Julian Cooper had a list of questions following the updated response, and agreed to forward this list to Democratic Services following the meeting.

The Executive Finance Director shared Councillor Cooper's frustration and confirmed that the Council had undertaken work to secure the property, and that the Assistant Director – Property and Regeneration had been trying to work with the owners, and that the Parish Council have been kept fully informed.

Committee **Resolved** to:

1. Request that Councillor Julian Cooper emails a list of questions to Democratic Services to be passed onto the Assistant Director – Property and Regeneration;
2. Note the update.

The Meeting closed at 2.50 pm

Agenda Item 7

Decision:

The Chief Executive Resolves that the Council enters into contract with Kier for the development of an Investment Grade Proposal for sustainable low carbon heating and energy generation systems at Carterton leisure centre at a cost of £243,000 funded from the Public Sector Decarbonisation Scheme funding of £1.6M awarded to the Council.

The Chair of the Council agreed to the urgency and to waive call in.

Reasons for the decision:

The commissioning of the Investment Grade Proposal (IGP) is considered the best approach and reduces time lag risks which would come from delaying certain elements. The Project Board is confident that it meets Salix's criteria above and therefore they will fund these costs in full, even if the project ceases at a later date.

All consultees were in agreement that the Council should proceed and this was endorsed at a meeting of the PSDS Project Board on 2nd May 2023.

Alternative options considered:

The Council could decide not to proceed with the IGP and to inform Salix it no longer wishes to proceed with the PSDS grant.

Urgent item?: Yes

Publication date: 19/05/2023

Date of decision: 15/05/2023

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WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	CHIEF EXECUTIVE URGENT DECISION
Subject	DECARBONISATION OF CARTERTON LEISURE CENTRE
Wards affected	Carterton North East, Carterton North West, Carterton South
Accountable member	Cllr Andrew Prosser, Cabinet Member for Climate Change Email: andrew.prosser@westoxon.gov.uk
Accountable officer	Claire Locke, Assistant Director - Property and Regeneration Tel: 01285 623427 Email: claire.locke@publicagroup.uk
Summary/Purpose	To seek agreement to enter into a contract with Kier to produce an Investment Grade Proposal (IGP) for the decarbonisation of Carterton Leisure Centre.
Annexes	None
Recommendation(s)	That the Chief Executive Resolves that: (a) the Council enters into contract with Kier for the development of an Investment Grade Proposal for sustainable low carbon heating and energy generation systems at Carterton leisure centre at a cost of £243,000 funded from the Public Sector Decarbonisation Scheme funding of £1.6M awarded to the Council.
Corporate priorities	<ul style="list-style-type: none">• Responding to the Climate Crisis
Key Decision	YES
Exempt	NO
Consultees:	

Cllr Andrew Prosser Cabinet Member for Climate Change

Yes, happy to proceed, as these costs can be covered by the grant funding.

Cllr Dan Levy - Cabinet Member for Finance

I too am happy for us to proceed.

Decision by Chief Executive

I agree the recommendation. I have taken this decision using my delegated power to take urgent decisions. The Chair of the Council was consulted on waiving call in given the need to complete the contract urgently and has agreed that. Decision taken 15/4/23.

I. BACKGROUND

- 1.1. PSDS is the public sector decarbonisation scheme that provides grants to help fund the conversion from gas powered systems to more sustainable options like solar power and air source heat pumps.
- 1.2. The Council has identified that an Investment Grade Proposal (IGP), would be required to fully understand the requirements of decarbonising the leisure centre. If the Council decided to proceed with or without grant funding, this advanced design proposal would still be required. A design and build contract was procured via a Framework and the Council has been working with Kier and their sub-contractor Hydrock in preparing detailed modelling of the available options for replacement heating systems. The options considered were for space heating, swimming pool heating and hot water with the addition of Solar PV and battery storage to reduce the reliance on electricity from the grid.
- 1.3. On 18th January 2023 Cabinet agreed (Minute 113 Refers) to delegate the decision to proceed with an IGP and to accept the PSDS grant funding to the Chief Executive in consultation with the Executive Members for Finance and Climate Change.
- 1.4. On 15th February 2023 following a thorough analysis of the data produced by consultants Hydocks the delegated decision was taken to proceed with the IGP and to accept the grant funding. A key consideration was that the grant would cover the cost of the IGP as long as the Council proceeded in good faith, even if the scheme subsequently proved to be unviable. This decision was published on the Councils website on 16th February (Officer Decision - Option Appraisal and Funding agreement for heating systems and decarbonisation measures at Carterton Leisure Centre). The decision was based on two further gateway points being in place which would determine whether the Council proceeds with the installation, those being agreement with the leisure provider GLL and the results of the IGP indicating the proposal was affordable.
- 1.5. A brief for the IGP was produced and a fee proposal has now been received by the Council. Initially in excess of £250,000, this sum has now reduced slightly to £243,000 following some negotiation.
- 1.6. In late April the lead Members for this project, the Executive member for Finance and the Executive Member for Climate Change, as well as the Chief Executive, Deputy Chief Executive and Chief Finance Officer and the Executive Director for Finance were consulted on the proposal, costs and appointment of Kier to proceed with the IGP.
- 1.7. That consultation set out that the original estimate and grant allocation for the IGP was £79,000 based on estimates from consultants Pick Everard. This was reported in the January 2023 Cabinet Report and subsequent Delegated Decision in February 2023. However since then the decision had been made on the specific heat pump option, additional elements including carport Solar PV, battery storage & Building Energy Mgt System had been added and inflation will have seen costs rise. Kier clarified that the proposed IGP would include the Planning application, taking the project to the point at which construction could actually be commissioned (subject to Gateway decision). Whilst some elements could theoretically be

delayed, doing so would seriously impact project delivery i.e. if IGP was completed first, then a decision to proceed was made and then a planning application was submitted, the project could not be delivered within the deadline of March 2025. The same applies to the Distribution Network Operator (SSE) approval process and fees. Therefore there is a far more comprehensive design and preparation stage included in this 'IGP' stage than was originally envisaged by Pick Everard.

- 1.8. Clarification was sought from the grant administrator, Salix that they would cover the increased IGP cost of £243,000. The following was received:

“You will not have to pay back grant funding if the project abandons provided that those funds are eligible as permitted spend.

To be eligible for permitted spend, you must be able to provide evidence to satisfy the following statements:

- Was the spend committed to in good faith by the recipient, in the expectation at the time, that their project would deliver in line with the grant requirements?*
- Did the decision to commit to the spend take reasonable account of the risks and issues that could affect completion in line with the grant requirements?*
- Was the spend by the recipient in line with grant rules?*

I think that the key evidence for permitted spend eligibility in this case would be an up-to-date risk register, including the risks mentioned in your email and mitigating actions being taken.

If I understand correctly the biggest hurdle is in having your leisure provider approve the business case. Reducing the scope of your energy efficiency measures in response to increased costs is not really an option considering the effect on your leisure providers future electricity bills.

If we are kept updated through this process and documentation justifying these risks to the council are shared with us, then we can be reasonably confident in eligibility for permitted spend.”

- 1.9. The Project Board considers that commissioning the IGP based on the above costs is the best approach and reduces time lag risks which would come from delaying certain elements. The Project Board is confident that it meets Salix’s criteria above and therefore they will fund these costs in full, even if the project ceases at a later date.
- 1.10. The Project Lead members comments are set out under ‘Consultees’ above. All consultees were in agreement that the Council should proceed and this was endorsed at a meeting of the PSDS Project Board on 2nd May 2023.
- 1.11. The Council's legal team have now reviewed the contract documents and the contract needs to be formally signed by the Council on 12th May to enable the Contract to commence on 15th May. The IGP will be completed no later than 31st October 2023.

FINANCIAL IMPLICATIONS

2.1 The IGP cost is £243,000. Whilst an IGP was initially estimated at £79,000, the increased cost still results in no net cost to the Council at this stage. The primary impact on the Council is that all this cost will need to come out of the £1.6M grant pot and therefore there will be a lesser amount for the actual installation. However, this will be part of the decision making process at the Gateway point, when the Council considers the viability and affordability of the scheme.

2.2 The published delegated decision report in February set out the estimated costs of the decarbonisation project, identified the likely Council funding required and the estimated revenue implications.

2.3 LEGAL IMPLICATIONS

3.1 The Council is not legally required to decarbonise its buildings but must ensure suitable heating systems are in place for tenants (GLL) and leisure centre users.

3.2 Save from the above, there are no other legal implications arising directly from this Report.

RISK ASSESSMENT

4.1 There is a risk that Salix do not fund the IGP however assurance has been sought and the Project Board considers that it meets the requirements to ensure this work is fully funded.

EQUALITIES IMPACT

5.1 None.

CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

6.1 None specific to this report. Climate benefits are covered in the February delegated decision report.

ALTERNATIVE OPTIONS

7.1 The Council could decide not to proceed with the IGP and to inform Salix it no longer wishes to proceed with the PSDS grant.

BACKGROUND PAPERS

None

(END)

 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	Finance Management Overview and Scrutiny Committee 14 June 2023
Agenda Item	Agenda Item 9
Subject	UK SHARED PROSPERITY FUND
Wards affected	All
Accountable member	Duncan Enright, Executive Member for Economic Development Email: duncan.enright@westoxon.gov.uk
Accountable officer	Elizabeth Griffiths, S151 Officer Email: elizabeth.griffiths@westoxon.gov.uk
Report author	Will Barton, Business Development Officer Email: william.barton@westoxon.gov.uk
Summary/Purpose	To update members on the delivery of the UK Shared Prosperity Fund and Rural England Prosperity Fund in West Oxfordshire
Annexes	Annex A – (insert title of document) Exempt Annex B – (any annex not to be made public must be titled as exempt)
Recommendation(s)	<p><i>That the Finance and Management Overview and Scrutiny Committee resolves to:</i></p> <p><i>1. Note the update provided</i></p>
Corporate priorities	<ul style="list-style-type: none"> ● Putting Residents First ● A Good Quality of Life for All ● A Better Environment for People and Wildlife ● Responding to the Climate and Ecological Emergency ● Working Together for West Oxfordshire

Key Decision	NO
Exempt	NO
Consultees/ Consultation	Set out in the report

1. BACKGROUND

1.1 The UK Shared Prosperity Fund (UKSPF) was launched in April 2022 and is part of the government’s Levelling Up agenda. It provides £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation. The primary goal of the UKSPF is to build pride in place and increase life chances across the UK.

1.2 West Oxfordshire District Council has been allocated £1,000,000 of funding, with a spend profile set by the Government. This is set out in the table below:

SPEND PROFILE

Financial year	22/23	23/24	24/25	Total
Total allocation	£70,467	£140,935	£788,598	£1,000,000
Min capital	£7,047	£18,321	£157,720	£183,088
Max revenue	£63,420	£122,614	£630,878	£816,912

1.3 The fund has three themes:

- communities and place;
- supporting local business;
- people and skills.

1.4 The fund can be used flexibly to support interventions across the three themes including grants to public or private organisations, commissioning third party organisations, procurement of service provision or in-house provision and loans (in “limited circumstances”). There is a prescribed set of interventions, outputs and outcomes from which the Council can select.

1.5 The Council had to submit an ‘Investment Plan’ in July 2022 setting out how the funds would be used in the district. The Plan identified the challenges the district faces and the opportunities to address these using the fund with interventions, outputs and outcomes from the list. The Investment Plan also set out our governance structure which includes a ‘Local Partnership’ comprising external stakeholders. A summary of the Investment Plan is attached at Annex A. This summary is available to the public on the Council’s website.

2. RURAL ENGLAND PROSPERITY FUND

2.1 In September 2022, the Government announced a Rural England Prosperity Fund (REPF). WODC was allocated £716,216 over two years, starting in April 2023 with 25% of the funds available for the financial year 2023/24 and 75% of the funds available for the financial year

2024/25. REPF is intended to be complementary to UKSPF but whereas the UKSPF was a mix of revenue and capital, the REPF is purely capital.

2.2 REPF has two distinct aims:

- to help small businesses to develop new products and facilities that will be of benefit to the local economy
- to provide new and improved community infrastructure

2.3 These align with the UKSPF investment priorities of ‘Supporting Local Business’ and ‘Communities and Place’.

2.4 The funding must be used in rural towns, villages and hamlets with a population of less than 10,000 people or in market or ‘hub’ towns which serve rural areas for employment and services, of up to 30,000 people. In effect this means the whole of the district is potentially in scope.

2.5 As with the UKSPF, spending from the REPF has to be aligned to ‘interventions’ with associated outputs and outcomes as set out in the REPF prospectus. Like UKSPF, the Council had to submit an Investment Plan to the Government by 30 November 2022 setting out how it intends to use this funding. Our Investment Plan was informed by an open call for project ideas. This helped our understanding of the types of projects that local communities were keen to work on.

2.6 The administration of REPF sits within the same local governance structure that has been established to oversee WODC’s delivery of UKSPF.

3. CURRENT SITUATION

3.1 The UKSPF Investment Plan was approved in January 2023 and the REPF Investment Plan was approved in April 2023.

4. Year 1 projects

4.1 Our UKSPF Investment Plan included details of the five projects to be undertaken during year 1 (2022/23). All five sit within the Community and Place theme.

- Biodiversity toolkit
 - Working with Wild Oxfordshire to deliver a toolkit to help town and parish councils manage their land in a way that enhances its biodiversity. The project includes helping selected town and parish councils as pilots through the process to develop case studies. The selection criteria are being developed as part of the project and will ensure that a spread of different projects, areas of the district and a mix of urban and rural are included as pilots.
 - Project is underway
- Access to Deerpark South
 - Project to improve the accessibility of public land including installation of footbridges over streams.
 - Project is underway
- Rural services feasibility study

- The Plunkett Foundation were contracted to produce an audit of rural services in West Oxfordshire as well as recommendations for how the Council can help protect and enhance them using further UKSPF and REPF funds.
- Project just completed
- Market Towns feasibility study
 - Heartflood have been contracted to review the vitality of the district's town centres and make recommendations for how UKSPF and REPF can be used effectively to support and enhance them.
 - Project is underway and the report is due at the end of June.
- Carterton Town Centre Strategic Plan
 - This is a strategic piece of work looking for ways to address some of the key issues and opportunities in Carterton in the medium term. The work will also inform the new Local Plan.
 - The project is currently out to procurement – the specification for the work was developed in consultation with Carterton Town Council.

4.2 The Year 1 projects are all effectively under way. Their start dates were all delayed by the late assessment of the Investment Plans so the projects will complete in Year 2. This is a scenario that is common to most council areas in the country.

5. Year 2 projects

5.1 The two Investment Plans set out the combined UKSPF and REPF spend profile for 2023/24 as follows (please note figures rounded):

Theme	UKSPF	REPF	Total
Community and Place	£80,000	£40,000	£120,000
Supporting Local Business	£60,000	£140,000	£200,000

5.2 Projects under the Community and Place theme will be informed by the outcomes of the of the Rural Services and Market Towns feasibility studies as well as the information gathered during the REPF call for project ideas.

5.3 Projects under the Supporting Local Business theme will be developed by the Business Support Working Group (see below).

6. Year 3 projects

6.1 The spend profile shows that the significant proportion of funding is available in Year 3 (financial year 2024/25). Projects that fit with the Skills & People and Business Support themes will need to fit with and complement existing initiatives, many of which are currently coordinated at a county level. Having discussed the approach with the Local Partnership, two working groups have been established to scope out and develop programmes to fit with these themes. Working group members include Abingdon and Witney College, OxLEP, Thames Valley Chamber of Commerce and the North East Cotswold Farmer Cluster.

7. ALTERNATIVE OPTIONS

7.1 UKSPF and REPF funds are allocated for district councils to administer within the scheme guidelines. The Investment Plans were compiled following local stakeholder consultation and the Council has a duty to deliver the schemes within the rigid timeframes.

8. FINANCIAL IMPLICATIONS

8.1 There is no duty for the Council to match UKSPF or REPF funds. 4% of the UKSPF funds can be used to help administer the scheme. West Oxfordshire has pooled this resource with the other Publica councils to cover the cost of a project officer to undertake the monitoring and reporting functions.

9. LEGAL IMPLICATIONS

9.1 None other than identified elsewhere is this report.

10. RISK ASSESSMENT

10.1 The key risk is not spending the allocated UKSPF and REPF funds within each financial year, at which point any underspend has to be returned to the Government.

10.2 The Government has accepted that underspend in year one was inevitable given the late start to the programme and councils were invited to submit 'credible plans' setting out how they would use the underspend. WODC's was submitted as requested. We cannot rely on similar flexibility at the end of 2023/24.

11. EQUALITIES IMPACT

11.1 There are no specific impacts on any of the following protected groups:

- Race
- Disability
- Gender, including gender reassignment
- Age
- Sexual Orientation
- Pregnancy and maternity
- Religion or belief

12. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

12.1 None

13. BACKGROUND PAPERS

13.1 None

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West Oxfordshire UKSPF Investment Plan Summary

The UK Shared Prosperity Fund (UKSPF) is a three year Government funding programme to 'build pride in place, improve the places in which people live and support individuals and businesses to thrive'.

West Oxfordshire has been allocated £1m through the fund. The District Council submitted an Investment Plan setting out how we will use the funds and this plan was approved in January 2023. The Plan was submitted as an online form on a Government portal. This document summarises the key points from the Plan.

Funding profile

The Government stipulates the funding profile i.e. how much of the funds are available in each of the three years. The table below shows that the majority of the funding will not be available until the financial year 2024/25.

2022-23	2023-24	2024-25	Total
£70,467	£140,935	£788,598	£1,000,000

Challenges

We consulted local stakeholders while developing the Investment Plan and the following are the prioritised challenges that fit the three UKSPF themes of 'Community and Place', 'Local Business' and 'People & Skills':

- Help town centres and their businesses to remain vibrant and successful in challenging economic times
- Ensure our towns are clean, attractive and welcoming, that they are clearly signed for visitors and that the markets which are so important for footfall are at their best.
- Help communities to protect their key rural services
- Ensure there is support for businesses when the funded business plan for the Oxfordshire LEP Growth Hub ends in March 2024
- Ensure that local people have the right skills that are needed by local businesses
- Ensure that there is appropriate local training for 'green skills', in particular the installation of green energy systems

How these challenges will be addressed

The Investment Plan sets out how the funding will be used:

£202,760 is allocated to 'Community and Place' with a focus on town centres and high streets, rural services and local green spaces.

£484,740 is allocated to 'Local Business', the bulk of which will be available in the financial year 2024/25.

£312,500 is allocated to 'People and Skills. This is only available in 2024/25 and will be split between ensuring local skills match local businesses' needs and 'green skills' training.

Projects underway

The Investment Plan set out the projects that would start in the first year. These are:

Biodiversity Toolkit

WODC frequently receives requests from local parish and town councils (in addition to schools and other small landowners) for information on how to manage their land better for biodiversity. The toolkit will provide clear and simple information on how local parish councils can manage the land they own in a way that helps them to respond to the current ecological emergency.

Deerpark South Access Project

Deer Park South is an underused public open greenspace in Witney. A 1000-unit residential development adjacent to the site is currently being built and the site will therefore receive a significant increase in visitors either passing through the site or visiting to walk and spend time in nature. The site has no formal bridges where pathways cross the Colwell Brook, a small stream that runs through the middle of the site. Carrying out access infrastructure improvements will allow visitors to safely enter and enjoy the site all year round.

Market Towns Feasibility Study

The work will be commissioned to understand how West Oxfordshire's market towns are functioning in light of Covid and the changing nature of their role. It will identify issues that can be addressed in each of the key market towns and help inform the best use of UKSPF funds (as well as any potential match funding) to support their long term vitality.

Carterton Strategic Plan

Carterton is home to RAF Brize Norton. The town has expanded considerably in terms of housing numbers but investment in the town centre, leisure and culture facilities, community space and business opportunities have not kept pace. There is a need for a strategic plan for the town to deal with these issues as well as to determine the best way to maximise the economic benefit of the RAF's largest airbase for the town and immediate area.

Rural Services Feasibility Study

West Oxfordshire is the second most rural district in the south east. Rural services such as shops, pubs and post offices are often the key focal point that holds communities together. We know from existing council work as well as from stakeholder consultation that many rural services are potentially at risk. The last county wide report into rural services was undertaken by Community First Oxfordshire (CFO) in 2020. A district focussed update of this report is needed to ensure future work is focussed on where it is most effective at safeguarding crucial village services.

Future projects

The council will launch programmes for years two and three that organisations will be able to bid for to deliver the required interventions and outputs. The details of these schemes will be based on the outcome of feasibility work currently being undertaken. The schemes will be announced in the local press, on the Council's website and via the Council's Business Matters newsletter.

Governance

Our Governance Structure set out below includes a Local Partnership and a Delivery Team. The Delivery Team is responsible for operational decision making while the Local Partnership provides strategic oversight and scrutiny:

The Local Partnership

The Local Partnership provides the representation of the local area and ensures that the implementation of the programme meets local priorities. It reviews and inputs into the scope of grant schemes established in West Oxfordshire under the UKSPF and REPF programme, receives progress reports from the Delivery Team and fulfils a scrutiny function.

The following are being invited to join our Local Partnership:

- West Oxfordshire District Council (WODC) Leader
- WODC Executive Member for Economic Development
- WODC Executive Member for Stronger Healthy Communities
- WODC S151 Officer
- Cotswolds Tourism
- OxLEP
- Abingdon & Witney College
- JobCentre Plus
- Plunkett Foundation
- Oxfordshire Community & Voluntary Action (OCVA)
- Oxfordshire Association of Local Councils (OALC)
- Community First Oxfordshire (CFO)
- North East Cotswolds Farmers Group
- Witney Chamber of Commerce

In attendance

- WODC Economic Development officer
- WODC Communities officer
- WODC Climate Change and Sustainability officer


Delivery Team

The Delivery Team is responsible for operational decision making and management of the programme (project funding awards, review and monitoring of programme performance). Assessment of funding applications will use an assessment tool to ensure rigour and consistency, with robust checks to ensure the delivery organisations are financially sound and that projects meet the UKSPF criteria including compliance with subsidy control and additionality. Regular updates will be presented and discussed with the Local Partnership and the Council's Executive.

The Delivery Team is as follows:

- WODC S151 - Chair
- WODC Executive Member for Economic Development
- WODC Executive Member for Stronger Healthy Communities
- WODC Economic Development
- WODC Communities
- WODC Climate Change and Sustainability
- Cotswolds Tourism

For further information on West Oxfordshire's UKSPF programme, please see www.westoxon.gov.uk/spf

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>Finance and Management Overview and Scrutiny Committee: Wednesday 14 June 2023</p>
<p>Report Number</p>	<p>Agenda Item No. 10</p>
<p>Subject</p>	<p>Service Performance Report 2022-23 Quarter Four</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>All relevant Executive Members</p>
<p>Accountable officer</p>	<p>Giles Hughes, Chief Executive Tel: (01993) 861658 Email: giles.hughes@westoxon.gov.uk Elizabeth Griffiths, Deputy Chief Executive & Chief Finance Officer Tel: (01993) 861188 Email: elizabeth.griffiths@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>This report provides details of the Council’s operational performance at the end of 2022-23 Quarter Four (Q4)</p>
<p>Annexes</p>	<p>Annex A – Service Dashboards</p>
<p>Recommendation</p>	<p>That the 2022/23 Q4 service performance be noted</p>
<p>Corporate priorities</p>	<p>Putting Residents First Enabling a Good Quality of Life for All Creating a Better Environment for People and Wildlife Responding to the Climate and Ecological Emergency Working Together for West Oxfordshire</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>

1. BACKGROUND

- 1.1. The Council monitors service performance each quarter and a report on progress towards achieving the aim and priorities set out in the Corporate Plan is produced at the end of Q2 and Q4. On 13 July 2022, the Executive agreed to revise the Council Plan and develop an Action Plan that will set out how the priorities in the Council Plan will be delivered. Following consultation with stakeholders, a final draft was presented to the Executive on 11 January 2023 and adopted at Full Council on 18 January 2023.
- 1.2. A high level Commissioning Framework was approved by the Executive in October 2020 which sets out the relationship between Publica and the Council and their respective responsibilities. Publica 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.
- 1.3. The Council's Chief Executive has received a report on service performance and has assessed it in line with the high level Commissioning Statement. Particular attention has been drawn to the following:
 - i. The rising energy prices and higher cost of living is affecting householders, in particular those on low incomes. At the end of Q4, the council tax collection rate was slightly higher than the previous two years, but is short of the target by 1.64%. The improved collection rates have been helped by the Recovery Cycle being up to date with reminders and summonses being issued when needed. Debts are only ever written off when all avenues of recovery have been exhausted. The rising cost of living has affected the annual in-year collection rates. Overall customer contact with the service has increased and the number of applications for reductions in council tax in special circumstance (Section 13A) is rising. The Council Tax Support schemes have been revised in line with inflation to support more households and will be introduced in 2023-24. As expected, workloads did increase during Q4 as both the Revenues and Benefits teams implemented the additional £25 payment to all working age and pension age individuals in receipt of Council Tax Support; as well as the alternative energy payments. Running a regular reminder schedule helps in maximising collection across the authorities.
 - ii. Business rates collection rate improved by nearly four percent compared to last year but has not returned to pre-Covid levels. Recovery is expected to take longer due to the impact of the cost of living crisis. Extended retail relief continued through Q4 at a relief of 50%, and will increase to 75% in 2023-24 for leisure and retail businesses. However, the criteria for eligibility is more stringent than during covid times so some businesses will miss out. The service will be writing to those businesses affected. Some businesses will see their rates increase as a result of the business rates revaluation 2023-24.;
 - iii. The Council is continuing to support the 'Homes for Ukraine' scheme in which people in the UK are sponsoring/hosting a Ukrainian individual or family. As at 31 March 2023 there were 124 guests at 49 active hosts/households. Re-matching guests with new sponsors is continuing as relationships break down or the sponsor does not wish to continue in the scheme;

- iv. Affordable housing completions are ahead of the year to date target (Actual: 309; Target: 276). Working in partnership with housing associations and developers to bring forward more affordable homes will help to alleviate some of the pressures in Housing Support;
- v. The Executive agreed to additional resources in the budget 2022-23 to increase enforcement activities around fly tipping and improving its response to issues raised. The new Environmental Services Officer has had an impact on the number of FPNs issued for fly tipping offences and is developing good relations with the police and other agencies such as the EA dealing with fly tipping and rural crime. 389 fly tips were reported in the quarter and 11 FPNs, 1 warning letter and 14 formal cautions were issued.

2. COUNCIL PRIORITIES

- 2.1. The West Oxfordshire Council Plan 2023 – 27 was adopted at Full Council on 18 January 2023. This presents five strategic priorities, of equal importance, for the District:
 - Putting Residents First
 - A Good Quality of Life for All
 - A Better Environment for People and Wildlife
 - Responding to the Climate and Ecological Emergency
 - Working Together for West Oxfordshire
- 2.2. Portfolio Holders will work with Officers to develop an Action Plan that will identify a range of actions to be taken over the next 12 months and beyond to make progress on the delivery of the Council Plan priorities.

3. SERVICE PERFORMANCE SUMMARY

- 3.1. Overall, performance for the quarter appears mixed. Over the last year, a number of services have highlighted the potential impact of the cost of living crisis on households, businesses and the Council's services in particular Revenues and Benefits, Planning, Housing Support and Leisure. Some services such as Revenues and Benefits have reported increased customer contact and workloads while Planning has reported a slow-down in applications and potentially fewer applications for large developments due to a loss of confidence in the housing market. The business rates collection rate has been depressed over the last couple of years due to Covid and may now take longer to recover.
- 3.2. Some areas that have performed well include planning determination times, customer satisfaction, high risk food premises visits and gym memberships/leisure visits.
- 3.3. There are a number of improvement programmes in progress across services focussed on improving the way services communicate with customers, increasing automation and self-serve options for customers (OpenPortal in Revenues and Benefits and the Channel Choice project), and improving the monitoring of workflows using case management tools to help services to actively manage resources (Enterprise in Planning).

KEY POINTS BY SERVICE AREA THEMES

3.4. Customer services

- Service delivery can be affected by a range of factors both within the service and in other services. For example, shortage of staff, new systems, how the Council communicates with residents/clients.
- Average waiting time increased slightly during Q4 as expected because workloads are higher due to annual billing, garden waste renewals and the introduction of voter ids.
- The staggered approach to comms regarding annual billing and garden waste sign ups has had a positive impact in helping to manage demand.
- The service continues to have a higher turnover of staff as advisors move onto other roles within the business but a new highly structured training programme means that new starters can usually be ready for all phone lines within 3 months.
- Despite an increase in calls from Q3, the annual number of calls continues to drop in line with improved online reporting and the advisors promoting the online services with leaflets and QR codes. There was around 14% drop in calls from 2021-22 to 2022-23
- Further work on automation and integration of forms to the back office systems is continuing, aimed at improving the on-line offer for customers and reducing call volumes and call length time.

3.5. Revenues and Benefits

- Although the Collection Rates for both Council Tax and Non-Domestic Rates have increased year-on-year, they are both still below the target.
- The rising cost of living has affected the annual in-year collection rates. Overall customer contact with the service has increased and the number of applications for reductions in council tax in special circumstances (Section 13A) is rising. The Council Tax Support schemes have been revised in line with inflation to support more households and will be introduced in 2023-24.
- As expected, workloads did increase during Q4 as both the Revenues and Benefits teams implemented the additional £25 payment to all working age and pension age individuals in receipt of Council Tax Support; as well as the alternative energy payments.
- Running a regular reminder schedule helps in maximising collection across the authorities.

3.6. Finance

- Further detail on the Council's financial performance will be provided as a separate item.

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

4. LEGAL IMPLICATIONS

4.1. None

5. RISK ASSESSMENT

5.1. None

6. ALTERNATIVE OPTIONS

6.1. None

7. BACKGROUND PAPERS

7.1. None

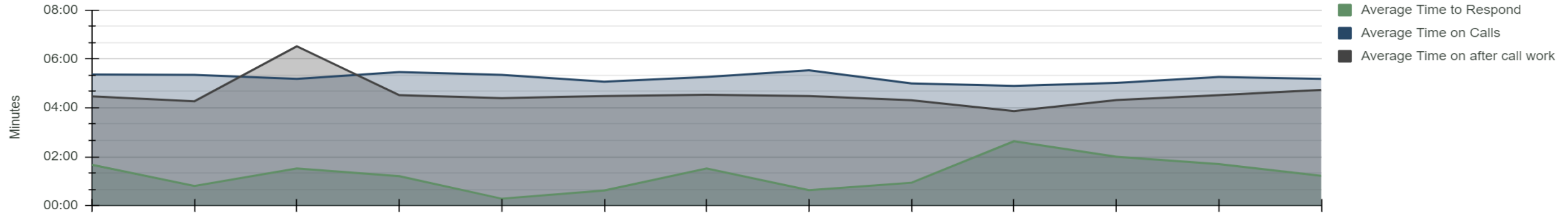
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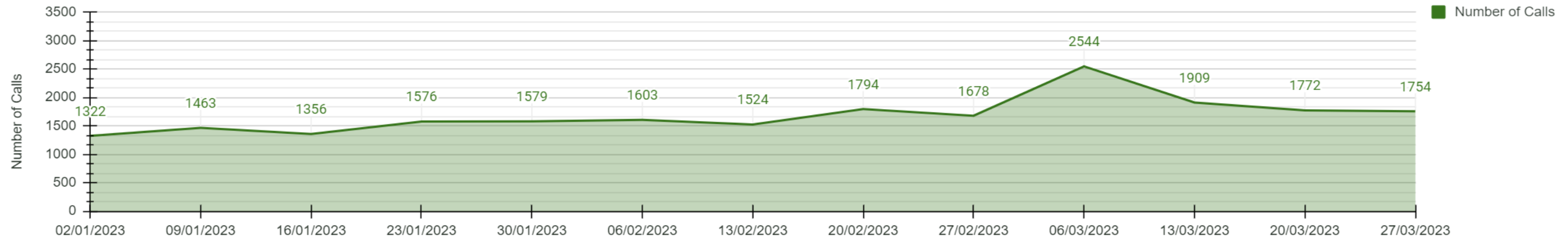
Satisfied

Customer Services Quarter 4

Average time to respond, on calls, and on after call work



Call volumes



- Business as Usual
- Business as Usual
- Sickness and two on compassionate leave
- Waste Service failures; broken down vehicles. Compassionate leave x 2; 1000 Tax Reminders
- HNL's elections - whole district
- Business as Usual
- Diddly squat - inundated with emails.
- Diddly squat - inundated with emails.
- Business as Usual
- Annual billing dropped WODC
- Business as Usual
- Business as Usual
- Business as Usual

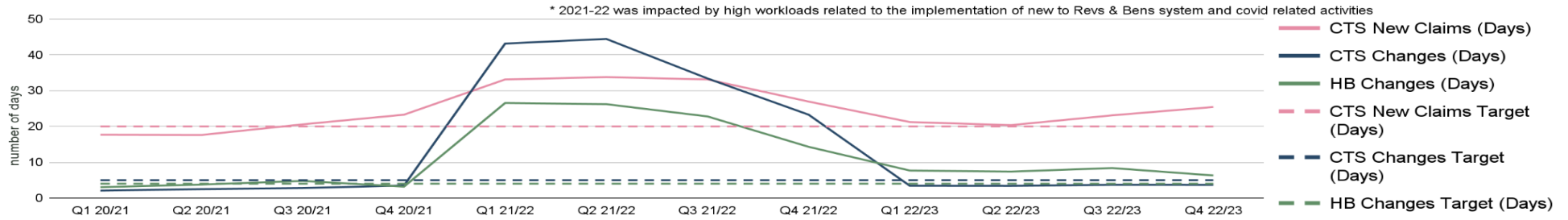
Average waiting time for increased slightly during Q4 as expected. Workloads were higher in Q4 due to annual billing, garden waste renewals and the introduction of voter ids. The staggered approach to comms regarding annual billing and garden waste sign ups has had a positive impact surrounding managing demand. Peaks in after call work in mid January relate to cementing the training of new advisors.

Despite an increase in calls from Q3, the annual number of calls continues to drop in line with improved online reporting and the advisors promoting the online services with leaflets and QR codes. There was around 14% drop in calls from 2021-22 to 2022-23

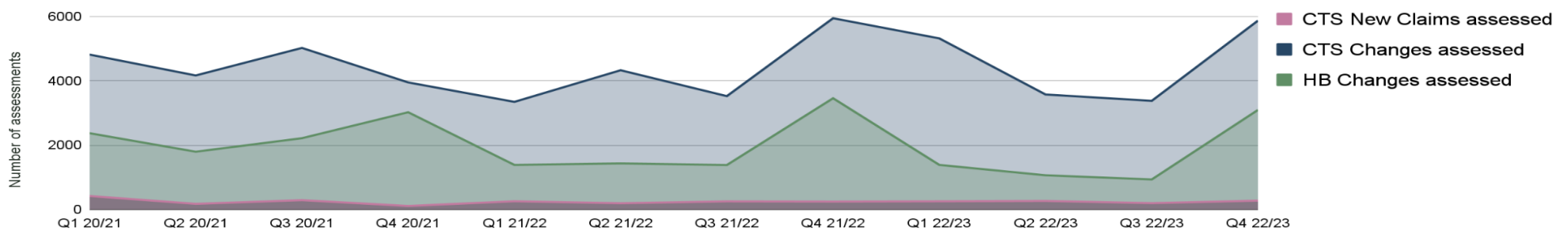
The service continues to have a higher turnover of staff as advisors move onto other roles within the business but a new highly structured training programme means that new starters can usually be ready for all phone lines within 3 months.

Revenues and Benefits Quarter 4

Average number of days to process Council Tax Support (CTS) New Claims and Changes and Housing Benefit (HB) Changes



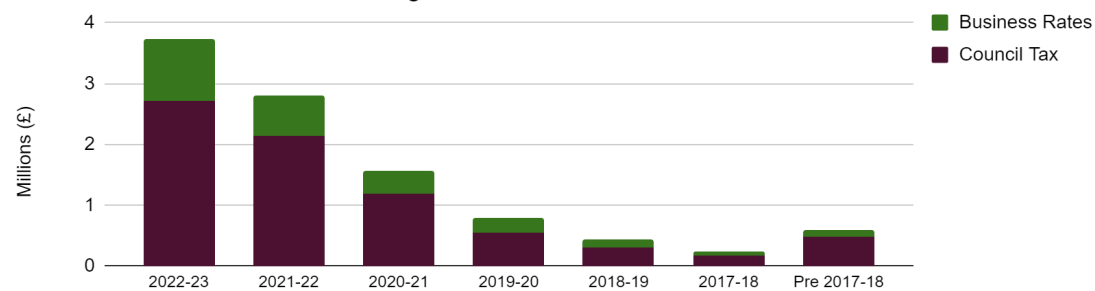
Number of assessments for Council Tax Support (CTS) New Claims and Changes and Housing Benefit (HB) Changes



22/23 Collection Rates

	Council Tax		Business Rates	
	Actual	Target	Actual	Target
	QTR	7.3%	8.9%	15.5%
YTD	97.4%	99%	97.3%	99%

Council Tax & Business Rates Aged Debt



Qtrly Aged Debt

% Change Council Tax	-7.36
% Change Bus. Rates	-31.47

Although the Collection Rates for both Council Tax and Non-Domestic Rates have increased year-on-year, they are both still below the target. The improved collection rates have been helped by the Recovery Cycle being up to date with reminders and summonses being issued when needed. Debts are only ever written off when all avenues of recovery have been exhausted. The rising cost of living has affected the annual in-year collection rates. Overall customer contact with the service has increased and the number of applications for reductions in council tax in special circumstance (Section 13A) is rising. The Council Tax Support schemes have been revised in line with inflation to support more households and will be introduced in 2023-24. As expected, workloads did increase during Q4 as both the Revenues and Benefits teams implemented the additional £25 payment to all working age and pension age individuals in receipt of Council Tax Support; as well as the alternative energy payments. The processing time for CTS new claims has risen in Q4, as a result of customers failing to provide the correct information. A report has been developed around defective claims that will indicate where to focus website and process improvements.



WODC FINANCIAL PERFORMANCE SUMMARY

Service Area	£k			Variance (under) / over
	Original Budget	Profiled Budget	Actual Exp.	
Democratic and Committee Services	1,058	1,083	1,151	68
Environmental & Regulatory Services	507	490	570	80
Environmental Services	7,106	7,077	8,031	954
Finance, Human Resources & Procurement	922	977	981	4
ICT, Change & Customer Services	1,924	1,953	1,893	(60)
Land, Legal & Property	903	865	1,089	224
Leisure & Communities	661	637	1,435	798
Planning & Strategic Housing	1,528	953	918	(35)
Revenues & Housing Support	1,049	910	1,041	131
Investment Property and Retained Services	(2,218)	(2,096)	(1,494)	602
Covid Related costs	284	404	431	27
Total cost of services	13,724	13,253	16,046	2,793
Plus:				
Investment income receipts	(1,139)	(1,139)	(1,364)	(225)
Cost of services before financing:	12,585	12,114	14,682	2,568

AGED DEBT SUMMARY

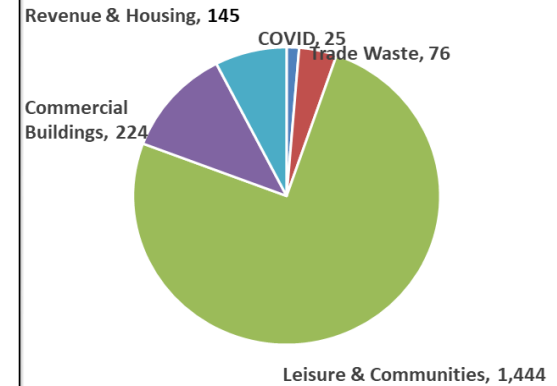
	Mar-23	Dec-22	Sep-22	Movement vs. prior period		
Invoices	1,233	1,297	1,180	-64	-5%	↓
£k	1,913	613	609	1,300	68%	↑

Aged Debt Summary:

The biggest contributor to the increase in aged debt this quarter is GLL as their outstanding management fees are under discussion but are technically overdue. This has increased the balance of aged debt by £1.4m which means that outside of that specific issue, the remainder of debt has reduced by £100k in the quarter.

This is partly driven by write offs where, after investigation, it was judged that the balance was irrecoverable, commercial properties where recovery has improved and the resolution of outstanding commercial debt where invoices had been incorrectly raised. The management of Trade Waste debt going forward will be much easier as any rejected Direct Debits can be followed up on a monthly basis.

AGED DEBT BY BUSINESS SERVICE

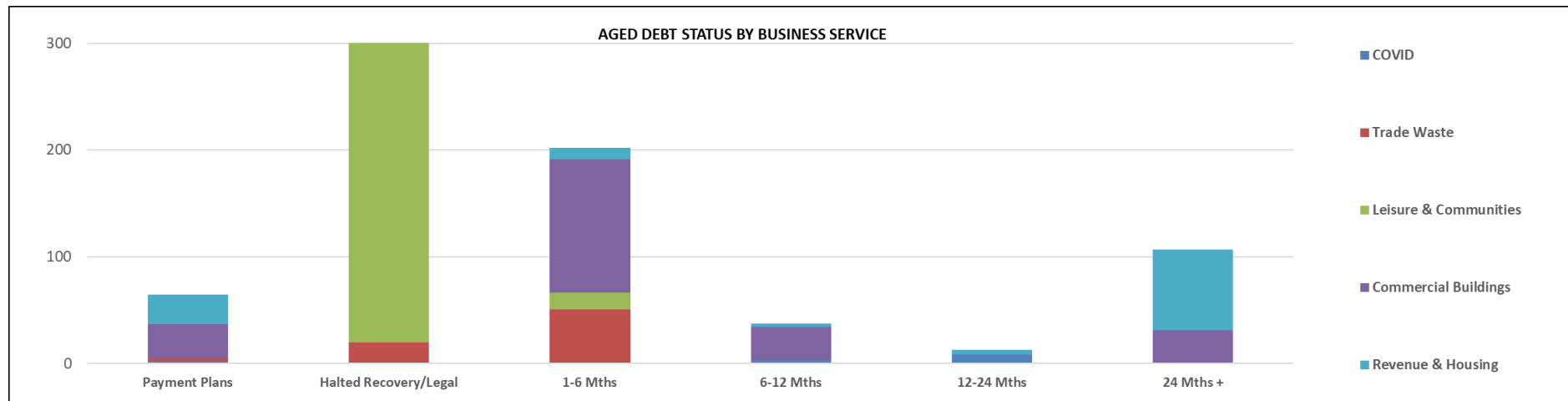


Overall Summary:


The 2022/23 financial year has been very challenging for the Council with the impact of high inflation and wages growth contributing to a £2.5m overspend in our Cost of Services budget. This is combined with continued pressure on income generating services like Land Charges & Building Control where we have seen market share erode over the last few years. There have been additional losses from our Investment Property portfolio due to void units, but negotiations are at an advanced stage with new tenants for these properties. The purchase of Marriotts Walk as a regeneration project for central Witney increases our rental income and is recognised in the 23/24 budget. Electricity and gas overspends amount to £210k in the year with additional growth included in the 23/24 budget assuming a similar cost to 22/23.

A realistic budget was set for 22/23 that due to the continuation of Government funding, especially New Homes Bonus, resulted in an expected surplus of £1.6m. Inflation in supplies & services and wages created unavoidable budget pressures that have turned overall outturn into an overspend of £573k. This is consistent with the reporting for Q2 & Q3 and also with our budget expectations for 2023/24

AGED DEBT STATUS BY BUSINESS SERVICE



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 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	Finance and Management Overview and Scrutiny Committee 14 June 2023
Report Number	Agenda Item No. 12
Subject	Scrutiny Work Programme 2023/24
Wards affected	All
Finance and Management Accountable member / Group Manager Lead	Councillor Alaa Al-Yousuf, Chair of Finance and Management Overview and Scrutiny Committee Email: alaa.al-yousuf@westoxon.gov.uk Group Manager Lead: Phil Martin, phil.martin@publicagroup.uk
Climate and Environment Accountable member / Group Manager Lead	Councillor, Chair Climate and Environment Overview and Scrutiny Committee Email: Group Manager Lead: Bill Oddy, bill.oddy@publicagroup.uk <u>3 July 2023</u>
Economic and Social Accountable member / Group Manager Lead	Councillor Andrew Beaney, Chair Economic and Social Overview and Scrutiny Committee Email: Andrew.beaney@westoxon.gov.uk Group Manager Lead : Jon Dearing, jon.dearing@publicagroup.uk 5 July 2023
Accountable Officer	Andrew Brown, Business Manager - Democratic Services Email: Andrew.brown@publicagroup.uk
Summary/Purpose	To provide the Committees with an update on the Scrutiny Work Programme 2023/24.
Annexes	Annex I - Work Programme for 2023/24
Recommendation	That the Committee notes the Work Programme and provides comment where needed.
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 2023 the committees gave consideration to the development of their work programmes for the year. These work programmes have been brought together in a single document to provide visibility of the work of Scrutiny across the three committees.

2. MAIN POINTS

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

3. FINANCIAL IMPLICATIONS

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

4. LEGAL IMPLICATIONS

- 4.1. None

5. RISK ASSESSMENT

- 5.1. Not applicable.

6. CLIMATE CHANGE IMPLICATIONS

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

7. ALTERNATIVES/OPTIONS

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

8. BACKGROUND PAPERS

- 8.1. None

Financial Management OS 14 June 2023

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Treasury Management	Report	Elizabeth Griffiths / Phil Martin	When Required	Scrutiny aim:
2	Investment Property Review Update Purpose	Annual Verbal Report	Councillor Levy / Elizabeth Griffiths	June 2023 now later	Scrutiny aim: To receive a verbal update on the Council's investment property and the capital valuation process; focussing on any substantial moves or changes that have occurred in the Council's property portfolio valuations for 2022.
3	Ubico Write Off Table Reveiw	Verbal	Bill Oddy	One Off	Scrutiny aim: To ensure members are aware of write off process.
4	Service Performance Report – Quarter 4	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Scrutiny aim: Report for comments or clarity
5	Finance Performance Report – Quarter 4	Quarterly Report	Councillor Levy / Elizabeth Griffiths	Quarterly	Scrutiny aim: Report for comments or clarity
6	Decarbonisation of Carterton Leisure Centre	Ad hoc Report of Decision made	Giles Hughes / Claire Locke	One Off	Scrutiny aim: Transparency on decision taken

Future FMOS reports

WP	Title		Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Treasury Management		Report	Elizabeth Griffiths / Phil Martin	When Required	Scrutiny aim:
2	Investment Property Review Update Purpose		Annual Verbal Report	Councillor Levy / Elizabeth Griffiths	June 2023	Scrutiny aim: To receive a verbal update on the Council's investment property and the capital valuation process; focussing on any substantial moves or changes that have occurred in the Council's property portfolio valuations for 2023/24.
3	Treasury Management Outturn		Report	Elizabeth Griffiths / Phil Martin	When Required	Scrutiny aim:
4	Treasury Management Mid Term		Report	Elizabeth Griffiths / Phil Martin	When Required	Scrutiny aim:
5	Waste Service Review and Update Report		Report	Elizabeth Griffiths / Bill Oddy	Late 2023	Scrutiny aim:
6	Leisure Centre Strategy		Report	Elizabeth Griffiths / Joy Aitman / Bill Oddy	Summer 2023	Scrutiny aim:

Financial Management Regular Reports:

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

Climate and Environment Overview and Scrutiny Committee 3 July 2023

WP	Title	Format	Executive Member / Lead Officer	When	Comments
1	Flood Management Action Plan – Progress, current position and future, to include Action Calendar and Problem area map	Report	Councillor Arciszewska / Laurence King / Phil Martin	3 July meeting 2023?	Action plan of what is currently being done and progress in WODC for flood management. Scrutiny aim: To receive information and ask questions
2	Overview of new Grant Scheme Andy Barge confirmed attendance 27/4/23	Verbal Update	Andy Barge / Bill Oddy	3 July meeting 2023	Scrutiny aim: Understanding of the new grant scheme
3	Overview of Local Plan	Verbal Update	Chris Hargraves / Bill Oddy	3 July meeting 2023	Scrutiny aim: Understanding, progress and update of where the Local Plan is, and timeline
4	Carbon Action Plan – update on one project	Verbal update and supporting documentation	Councillor Prosser / Hannah Kenyon Claire Locke re Carterton Leisure Centre	Every committee update on one project	Project: Environment Act and its implications for WODC Differed from last meeting. Scrutiny aim: To receive information and ask questions
5	Service Performance Report – Quarter 4	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Scrutiny aim: Report for comments or clarity

Climate and Environment suggestions for future workstreams 2023/24

WP	Title	Format	Executive Member / Lead Officer	When	Comments
1	Carbon Action Plan – update on one project	Verbal update and supporting documentation	Councillor Prosser / Hannah Kenyon Claire Locke re Carterton Leisure Centre	Every committee update on one project	Project: Environment Act and its implications for WODC Differed to later meeting. Scrutiny aim: To receive information and ask questions
2	Governments initiative of zero recycle cost for residents	Verbal update	Councillor Arciszewska / Scott Williams	When there is news to share. Initiate began 2019 but is behind due to the pandemic, review 2022	Verbal update due from Scott Williams when there is news to share. See link for current details: https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system Scrutiny aim:
3	Air Quality	Annual Report	Councillor Prosser/ Phil Measures / Susan McPherson	As requested	Scrutiny aim: To receive information and ask questions
4	Environment Act and its implications for WODC	Report	Janice Barnsey / Clare Locke / Hannah Kenyon	When ready	Environment Act and its implications for WODC (Bill Oddy)
5	Waste Service Review and Update Report	Update Verbal/ Report	Bill Oddy	As required	Scrutiny aim:
6	Regular Flood Updates	Update Verbal/ Report	Councillor Arciszewska / Laurence King / Phil Martin	As required	Scrutiny aim:

Scrutiny Work Programme 2023/24

Annex I

7	Fly Tipping Enforcement update	Verbal Update	Councillor Prosser/ Phil Measures / Susan McPherson / Mandy Fathers	As required	Scrutiny aim: To receive information on how many enforcement notices have been issued and ask questions
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Climate and Environment Regular Reports:

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

Economic Overview and Scrutiny 5 July 2023

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Appraisal on CIL – CH Invited	Report	Chris Hargreaves / Jon Dearing	5 July 2023	Scrutiny aim: Committee to gain understanding of CIL, comment and note.
2	Update on CCTV – Andy Barge confirmed attendance 27/4/23	Report	Andy Barge / Jon Dearing	5 July 2023	Scrutiny aim: Committee to note and comment.
3	Housing Association Sovereign	Verbal update		5 July 2023	Scrutiny aim: Committee to note and comment.
4	Local Plan Update – CH invited	Report	Chris Hargreaves / Jon Dearing	5 July 2023	Scrutiny aim: Committee to note and comment.
5	Service Performance Report – Quarter 4	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Jon Dearing / Bill Oddy	Quarterly	Report for comments or clarity – Full Data required so that Committee can choose which data they would like to review, moving forward. Scrutiny aim: Note and comment which elements of the data reporting the Committee requires moving forward.
6	Refugee status	Statement report	Paula Massey	Quarterly	Report for comments or clarity – 5 mins, Chair to read out. Report to be in the public domain.
7	Enforcement Improvement Programme Update	Verbal update	Jon Dearing	One Off	Committee requested a Enforcement Improvement Programme Update Scrutiny aim: Note and comment

Economic Overview and Scrutiny Future Meetings

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Housing Association invite to brief on their role and problems being faced	Working Group	Geoff Saul / Caroline Clissold / Jon Dearing	Spring 2023	Update from Jon Dearing: Caroline Clissold is going to set up a separate meeting for Councillor Saul, Councillor Poole, Caroline and Jon Dearing..
2	Leisure Centre Strategy		Joy Aitman / Bill Oddy	Summer 2023	Bill Oddy spoken with Chair
3	Stand-alone report from CBRE for the regeneration plan for Marriott's Walk – due July 2023.	Report		July 2023	
4	Developer contributions S106 money (SIL)	Update	Chris Hargraves	As requested	Scrutiny aim:
5	Service Performance Report – Quarter 3	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity – 45 mins Scrutiny aim: Note and comment
6	Parking Strategy	Update	Councillor Arciszewska / Maria Wheatley	Executive in June 2023	Contact Maria 4 weeks before Committee, ask if it's a report or presentation – 30 mins Sent Maria an email reminder 10 Jan 23. Maria confirmed put back until June. Scrutiny aim:
5	REEMA North - Defence Housing Infrastructure. MOD - Mr Jon Wooden		Jon Dearing /		Once an Update is available this item to move to the Committee Agenda. Scrutiny aim:

Scrutiny Work Programme 2023/24

Annex I

8	Upgrade to WO public space CCTV provision & monitoring arrangements Verbal update – timescale requested by the Committee		Councillor Saul / Andy Barge had a Emergency Decision taken on the CCTV replacement	provided to the committee re CCTV replacement programme.	Upgrade to WO public space CCTV provision & monitoring arrangements programme. Scrutiny aware. Scrutiny aim: To review the documents
9	Health Care statistic from Oxfordshire Health Watch				
10	Health and Well Being Board data on medication shortages				
11	Review of Grant Scheme from the Executive work Programme				
12	Principle Housing information				
12	Local Police – Verbal update			September meeting?	
14	West Oxfordshire Local Plan 2041 – Update				

Economic suggestions for future workstreams 2023

WP	Title	Format	Executive Member / Lead Officer	When	Comments
1	RAF Brize Norton	As required	Councillor Saul / Giles Hughes	AS REQUIRED	Business model for housing on site – last update given May 2022 Scrutiny aim:
2	Health Care Provision in Oxfordshire	Ongoing	Councillor Aitman / Andy Barge / Heather McCulloch	As required	Scrutiny aim: Health Care Provision in Oxfordshire
3	Local Police with status update	Verbal update	Chair		Scrutiny aim:
4	WODC Housing in for a briefing on WODC housing work, responsibilities, current status and future			Jon Dearing – Crib sheet of questions	Scrutiny aim:
5	Enforcement Update	Update	Kelly Murray		Scrutiny aim:
6	REEMA North Site, Carterton update (Jon Wooden, Deputy Head Estates)	Written Update	Councillor Saul / Giles Hughes Jon Wooden	When Required (Jon Dearing chasing)	Regular committee written update Scrutiny aim:

Economic Overview and Scrutiny Regular Reports:

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



WEST OXFORDSHIRE
DISTRICT COUNCIL

EXECUTIVE WORK PROGRAMME
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION AND NOTICE
OF INTENTION TO MAKE A KEY DECISION
1 JUNE 2023 – 30 SEPTEMBER 2023

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

This Forward Plan incorporates both of these requirements. In the interests of transparency, it also aims to include details of those items to be debated by the Executive 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 Executive. 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 Executive are made available on the Council's website at www.westoxon.gov.uk/meetings five working days in advance of the meeting in question. Please also note that the agendas for meetings of the Executive 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 £150,000 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 Executive, that decision will not be a key decision.

Matters To Be Considered in Private

The great majority of matters considered by the Council's Executive 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

Agenda Item 13

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

Documents and Queries

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

Democratic Services - Email: democratic.services@westoxon.gov.uk Tel: 01993 861111

West Oxfordshire District Council: Executive Members 2023/24

Name of Councillor	Title and Areas of Responsibility
Andy Graham (Leader)	<i>Leader of the Council: Policy Framework; Town and Parish Council engagement, Council Plan; Strategic Partnerships including Pan regional Partnership, Future Oxfordshire, South East Councils and OXLEP; Oxfordshire Leaders; Publica and partnership authorities and Ubico, Democratic Services; Communications; Legal Services; Counter Fraud; Emergency Planning; and Customer Services</i>
Duncan Enright (Deputy Leader)	<i>Economic Development: Business Development; Visitor Economy; Town and Village regeneration; and Customer Services.</i>
Dan Levy	<i>Finance: Finance & Management; Council Tax and Benefits; Asset Management, South West Audit Partnership; Performance management; Capital Investment strategy; Strategic Housing Investment; and Customer Services</i>
Carl Rylett	<i>Planning and Sustainable Development: Local Plan; Government planning policies and guidance; Conservation and Historic Environment; Landscape and Biodiversity; Development Management; and Ensuring planning policies meet 2030 requirement; and Customer Services</i>
Alaric Smith	<i>Arts, Leisure and Culture Leisure provision including swimming pools; Culture and Heritage; Public Art; Agile Working, and Customer Services</i>
Joy Aitman	<i>Stronger Healthy Communities: Voluntary sector engagement; Health and Safety; Community and Public Health; Refugee Resettlement Programme; Young People; Equality and diversity; and Customer Services</i>
Geoff Saul	<i>Housing and Social Welfare: Housing Allocations; Homelessness; Provision of affordable homes; Sheltered Housing Accommodation; Safeguarding – Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner; and Assets of Community Value.</i>
Lidia Arciszewska	<i>Environment: Flood alleviation and sewage; Environmental Partnerships – WASP and Evenlode, North East Cotswold Cluster; Waste collection and recycling; Street Scene (cleansing, litter and grounds maintenance); Car parking; Air Quality; and Land, food, farming and Customer Services Delivery</i>
Andrew Prosser	<i>Climate Change: Energy Advice; 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; EV Charging Rollout. and Customer Service</i>

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

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Executive Member	Lead Officer	Consultation	Background Documents
Review of Car Parks	No	Open	Executive	21 Jun 2023	Executive Member for Environment - Cllr Lidia Arciszewska	Shared Parking Manager - Maria Wheatley		
Transfer of Playing Areas to Witney Town Council	No	Open	Executive	21 Jun 2023	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Assets Manager - Jasmine McWilliams		
Development Management Improvement Programme	No	Open	Executive	21 Jun 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Business Manager Development & Sustainability - Phil Shaw		
Chipping Norton Leisure Centre Repairs	Yes	Open	Executive	21 Jun 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Assets & Council Priorities - Andrew Turner		

Developer Contributions Supplementary Planning Document	No	Open	Executive	21 Jun 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		
Council Chamber Modernisation Proposal	Yes	Open	Executive	21 Jun 2023	Leader of the Council - Cllr Andy Graham	Assistant Director Business Services - Phil Martin		
Hybrid Mail Contract Award	Yes	Open	Executive Council	21 Jun 2023 19 Jul 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		
Disposal and Development of land at Walterbush Road, Chipping Norton, for Custom Build Zero Carbon Homes.	Yes	Fully exempt	Executive	21 Jun 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Assistant Director Property and Regeneration - Claire Locke		
Commercial Solar Photovoltaic Installations on Council Estate	Yes	Part exempt	Executive	21 Jun 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Climate Change Manager - Hannah Kenyon		
FOP/Growth Board Terms of Reference	Yes	Open	Executive	12 Jul 2023	Leader of the Council - Cllr Andy Graham	Chief Executive & Head of Paid Service - Giles Hughes		

West Eynsham Strategic Development Area (SDA) Masterplan	No	Open	Executive	12 Jul 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		
Approval of upgrade to WODC public space CCTV provision and monitoring arrangements	Yes	Open	Executive	12 Jul 2023	Councillor Geoff Saul, Executive Member for Housing and Social Welfare	Assistant Director Communities - Andy Barge		
Adoption of the Combe Village Design Statement Supplementary Planning Document (SPD)	No	Open	Executive	12 Jul 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		
West Oxfordshire Local Plan 2041 - Focused Consultation	No	Open	Executive	12 Jul 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		

Funding for Landlord's Works and Approval of New Lease's at Investment Property in Cumnor	No	Fully exempt	Executive	12 Jul 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Assets & Council Priorities - Andrew Turner		
Equality, Diversity & Inclusion Policy	No	Open	Executive	13 Sep 2023	Executive Member for Arts, Leisure and Culture – Cllr Alaric Smith	Assistant Director - Organisational Effectiveness - Zoe Campbell		
Carbon Action Plan	Yes	Open	Executive	13 Sep 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Climate Change Manger - Hannah Kenyon		
Key Decisions Delegated to Officers								
Allocate funding from the Project Contingency Earmarked Reserve	Yes	Open	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths	Before 31 May 2023	Executive Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		

Standing delegation: Settlement of Legal Claims The Head of Legal Services has delegated authority in the Council's Constitution to settle or compromise any proceedings as they deem appropriate and expedient for the Council's interests.	Yes	Open	Interim Head of Legal Services - Helen Blundell	Before 31 Dec 2023	Leader of the Council - Cllr Andy Graham, Executive Member for Finance - Cllr Dan Levy	Interim Head of Legal Services - Helen Blundell		
Allocation of New Initiatives Funding	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	Before 31 May 2023		Leader of the Council - Cllr Andy Graham		
Final terms of the acquisition recovery and investment strategy proposal	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	30 Sep 2023	Deputy Leader - Economic Development - Cllr Duncan Enright	Deputy Leader - Economic Development - Cllr Duncan Enright		

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