

Thursday, 22 June 2023

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## CLIMATE & ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE

You are summoned to a meeting of the Climate & Environment Overview & Scrutiny Committee which will be held in the Committee Room 1, Woodgreen, Witney OX28 1NB on **Monday, 3 July 2023 at 2.00 pm.**



Giles Hughes  
Chief Executive

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

Councillors: Andy Goodwin, Natalie King, Alaa Al-Yousuf, Hugo Ashton, Andrew Coles, David Cooper, Colin Dingwall, Phil Godfrey, Martin McBride, Rosie Pearson, Ruth Smith, Tim Sumner, Mark Walker, Adrian Walsh and Alistair Wray

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 the Chair**

Purpose:

Election of the Chair for Climate and Environment Overview and Scrutiny Committee for Civic Year 2023/24.

Recommendation:

Committee elects the Chair for Climate and Environment Overview and Scrutiny Committee for Civic Year 2023/24.

2. **Election of the Vice-Chair**

Purpose:

Election of the Vice-Chair for Climate and Environment Overview and Scrutiny Committee for Civic Year 2023/24.

Recommendation:

Committee elects the Vice-Chair for Climate and Environment Overview and Scrutiny Committee for Civic Year 2023/24.

3. **Apologies for Absence**

To receive any Apologies for Absence.

4. **Declarations of Interest**

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

5. **Minutes of Previous Meeting (Pages 5 - 10)**

To approve the Minutes of the Previous Meeting, held on Thursday 23 March 2023.

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.

Registration to speak, can be done by sending a 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.

7. **Response from recommendations to Executive (Pages 11 - 12)**

Purpose:

To update the Committee on outcome from recommendations to Executive from 23 March 2023 Scrutiny meeting.

Recommendations:

Committee to note the response.

8. **Flood Management Update**

Purpose:

Committee to receive a verbal Flood Management Update.

Recommendation:

Committee to note the update.

9. **Overview of new Grant Scheme**

Purpose:

Committee to receive a verbal overview of the new grant scheme.

Recommendation:

Committee to note the new grant scheme.

10. **Overview of Local Plan**

Purpose:

Committee to receive a verbal overview of the progress of the Local Plan.

Recommendation:

Committee to note the overview.

11. **Service Performance Report 2022-23 Quarter Four (Pages 13 - 18)**

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.

12. **Committee Work Programme (Pages 19 - 30)**

Purpose:

To provide the Committee with an updated Work Programme for 2023/24.

Recommendation:

That the Committee note the Committee Work Programme, providing comment as appropriate.

13. **Executive Work Programme (Pages 31 - 40)**

Purpose:

To provide the Committee with an updated Executive Work Programme.

Recommendation:

That the Committee note the Executive Work Programme, providing comment as appropriate.

(END)

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## WEST OXFORDSHIRE DISTRICT COUNCIL

### Minutes of the meeting of the **Climate & Environment Overview & Scrutiny Committee**

Held in the Council Chamber, Woodgreen, Witney, OX28 1NB at 2.00 pm on **Thursday, 23 March 2023**

#### PRESENT

Councillors: Charlie Maynard (Vice-Chair), Alaa Al-Yousuf, Michael Brooker, Harry Eaglestone, Ted Fenton, Andy Goodwin, Natalie King, Rosie Pearson, Alaric Smith, Ruth Smith, Colin Dingwall and Gill Hill.

Officers: Bill Oddy (Assistant Director, Commercial Development), Phil Martin (Assistant Director, Business Services), Mandy Fathers (Business Manager, Environmental, Welfare & Revenue Service), Michelle Ouzman (Democratic Services Officer), and Anne Learmonth (Democratic Services Officer).

Other Councillors in attendance: Lidia Arciszewska and Andrew Prosser.

#### **38 Minutes of Previous Meeting**

The minutes of the meeting held on Thursday 8 December 2022, were approved by the Committee and signed by the Chair as a correct record.

#### **39 Apologies for Absence and Substitutions**

Apologies for Absence were received from Councillors Norman MacRae MBE, Ted Fenton, Hugo Ashton, Andrew Coles, David Cooper, and Martin McBride.

Councillor Gill Hill substituted for Councillor Norman MacRae MBE, Councillor Colin Dingwall substituted for Councillor Ted Fenton, and Councillor Nick Leverton substituted for Councillor Martin McBride.

Councillor Charlie Maynard chaired the Committee, as Councillor Norman MacRae had sent his apologies.

#### **40 Declarations of Interest**

There were no Declarations of Interest received from Members.

#### **41 Participation of the Public**

There was no public participation at the meeting.

#### **42 Flood Risk Management Update**

Phil Martin, Assistant Director for Business Services, introduced the Flood Risk Management Service Review Report, additionally stating that due to the date of the Committee meeting being delayed, the report had previously been approved by Executive, and the additional funding was built into the 2023-24 Budget.

The Assistant Director provided a general update on flood related activities that Council had been involved with, which included an update on the flood warden pilot scheme, set up with Oxfordshire County Council (OCC) and Witney Town Council. The Assistant Director further updated on the outcome of discussions with the Environment Agency (EA) and Witney Flood Mitigation Group (WFMG) regarding the installation of both an electronic sensor to help improve the resilience of the current EA flood warning system, and installation of additional physical gauge boards. The Assistant Director outlined the work of an informal

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working group led by the Executive Member for the Environment, which had met with Thames Water (TW) over a number of months, focusing on the current capacity of local Sewage treatment works, and how Thames Water calculates volumes and flows to help process and work on the development of a Grampian condition.

The Committee were pleased to learn of the additional resource, and suggested that the following should be added to the job description of the Senior Flood Engineer role:

- Maintenance and inspection of water quality and aquatic life;
- Liaison with all stakeholders and partnerships.

Members were also keen for WODC to inform EA, TW and other parties what standard is expected from them, and to actively monitor their performance where possible. It was also suggested that once the team had recruited the additional posts, information on activities such as gully clearance and OCC highways would be made available & sign posted to.

The Vice-Chair expanded on some of the points The Assistant Director had covered, referencing a summary document that had been devised, to be shared with the Committee at the next meeting.

The Assistant Director confirmed that the letter that the Committee requested to be written to the Secretary of State for Environment, Food and Rural Affairs had been replied to, and a copy of the reply was shared with the Councillors of the Committee.

In the wider debate, Councillors reflected on the following:

- Lengthy process for riparian owners to attain permits;
- WODC control of smaller water courses;
- Parish and Town Councils experiencing lengthy process for permits;
- Ownership of a map identifying where problems exist;
- TW not a statutory consultee on planning applications but required to respond due to potential adverse impacts on the ultimate decision;
- How treatment processes work;
- Resource restraints on TW and EA.

The Vice-Chair announced that the agency agreement with the Lead Local Flood Authority (OCC) would be signed after the meeting.

The Assistant Director agreed to update the Committee on the progress of the gauge boards to the next meeting.

The Committee considered the outcomes of the reviews within the report.

Committee **Resolved** to:

- I. Agree the recommendations within the report.

#### **43 Fly Tipping Enforcement Update**

Mandy Fathers, Business Manager for Environmental, Welfare and Revenues, introduced a presentation on Fly-Tipping, which covered the following topics:

- Fly-tipping data;
- Enforcement action taken;

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- Mapping and reporting of Fly-Tipping;
- Achievements;
- Initiatives.

The Business Manager introduced two members of her Team to the Committee. Phil Measures, the Service Leader for Environmental Health, and the newly appointed Environmental Crime Officer, Jack Graham.

Jack Graham informed the Committee that he would grow his connections and communications with Councillors, to help keep Communities cleaner, and be more proactive with environmental crime.

Councillor Nick Leverton highlighted high costs of waste collections, yet the Council had increased prices at wastes sites, which deterred people from using them.

Jack Graham agreed that, on many occasions, fly-tipping is premeditated and planned.

The Service Leader explained that fixed penalties are set, but the Council were looking at scope for changing payment scales and discounts for early payments, and that these would be reviewed by Council.

Councillor Nick Leverton suggested that both the District and County Councils tackle the issues together.

The Committee discussed the following topics with the Enforcement Team:

- Court prosecutions;
- Fixed penalty notices;
- Resource preparing evidence for case files;
- Cotswolds District Council trial of CCTV use;
- Framework option for enforcement policies;
- Waste licences;
- Repeat fly tipping offences;
- Residents advice for employing Waste Disposal Officers;
- Team working with ICT on the GIS mapping system;
- Signage on hotspots for fly tipping;
- Public awareness initiative and education;
- Privacy risk assessment process.

The Chair and Members thanked Mandy Fathers and her Team for coming to present to the Committee.

Committee **Resolved** to:

- I. Note the presentation.

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**44 Swift Nesting Sites Motion**

Swift Nesting Sites – Motion to Council Proposed by Councillor Harry St. John, Seconded by Councillor Colin Dingwall.

Motion:

*“Council is pleased to note that, to encourage nesting by swifts, swift brick planning conditions are already imposed as a matter of course on applications where the size and aspect of the building is appropriate. Council wishes to increase the availability of suitable nesting sites on domestic and commercial buildings for a bird that is a quintessential part of our spring and summer months and whose numbers have been declining rapidly for various reasons.”*

The Committee agreed that the Motion that was proposed was supported, therefore recommended it should be referred back to the Executive to be included in the Local Plan review. The Committee also discussed and agreed that the motion should also be referred to Officers to see if it could be included in the Sustainability Checklist, looking at a universal brick that allows more than swift’s bird’s access.

Committee **Resolved** to:

1. Recommend to Executive that motion is included in the Local Plan review;
2. Recommend to Officers that the motion should be looked into to ascertain if it could be included in the Sustainability Checklist;
3. Recommend that a universal brick size should be explored to allow other birds access.

Councillor Harry Eaglestone left at 15:40.

**45 Development Grampian Conditions**

Development Grampian Conditions – Motion to Council Proposed by Councillor. Harry St. John, Seconded by Councillor Richard Langridge.

Motion:

*“This Council will seek to impose suitable ‘Grampian’ conditions on any development where the connection of the new dwellings or commercial space would impose additional flows of sewage and/or surface water into the local foul or surface water drainage systems, where these are unable to cope due to lack of adequate existing capacity.*

*This has been evidenced by pipe bursts, flooding, regular blockages and resultant flooding or surcharging either from main pipes, or at the eventual Sewage Treatment Works (STWs) serving the appropriate local system. When a system is upgraded to cope with the additional flows the development generates, then the development can proceed in accordance with the Local Plan. In particular the Council is concerned about schemes where surface water from a new development is proposed to be connected directly to a foul sewer unless the foul system has the capacity to treat the additional flows without storm events occurring at STWs – i.e. release of untreated sewage into the river system due to excess surface water in the system.*

*Council wishes to reduce/minimise the risk of untreated foul water being released onto land, into residents’ property and into our river systems where Council Policy is to improve water quality, minimise pollution and enhance our natural environment - where necessary through suitable controls.”*



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The Committee agreed that the Motion that was proposed was supported, and recommended it should be referred back to the Executive to be included in the Local Plan review. In debate, Councillors reflected on the following:

- Replacement of old pipes;
- New builds, scrutinising the work of developers;
- Housing controls and monitoring of;
- Certification;
- Sewage and surface water capacity;
- Age of drains;
- TW reality of measurements;
- Housing retro-fits;
- Heating systems, Geo thermal, solar panels, wind farms.

Committee **Resolved** to:

- I. Recommend to Executive that motion is included in the Local Plan review.

#### **46 Committee Work Programme**

The Chair introduced an updated Work Programme for 2022/23.

Councillors requested the following items to be added to the work programme:

- Action Plan for Flood Management;
- Overview of new Grant Scheme;
- Overview of Local Plan.

Committee **Resolved** to:

- I. Note the Committee Work Programme.

#### **47 Executive Work Programme**

The Chair introduced the Executive Work Programme.

Councillor Dingwall and Councillor Brooker had stated that the Salt Cross Area Project was not proposed to have solar panels installed

Councillor Prosser, Executive Member for Climate Change, informed the Committee that other options were being investigated.

Councillor Dingwall suggested looking at geo thermal energy solutions.

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Committee **Resolved** to:

1. Invite Chris Hargreaves to the next Committee meeting to give an overview of the local plan;
2. Invite Andy Barge to the next Committee meeting to give the Committee an overview of the Grants Scheme.


The Meeting closed at 4.17 pm

CHAIR

**Annex C – Executive response provided by the Executive Member for Planning and Sustainable Development**

Overview and Scrutiny meeting	Recommendation to the Executive	Lead Executive Member	Lead Officer	Executive response
Climate and Environment Overview and Scrutiny Committee, 23 March 2023	1. That Officers include within the current review of the Local Plan specific policies in respect of Swift nesting sites, as per motion, see attachment Annex A.	Councillor Carl Rylett, Executive Member for Planning and Sustainable Development	Chris Hargraves, Planning Policy Manager	The Local Plan review will consider a range of policy options relating to nature recovery and biodiversity net gain including the use of measures such as swift bricks to encourage a reversal in their well-documented population decline.
Climate and Environment Overview and Scrutiny Committee, 23 March 2023	2. That Officers include within the current review of the Local Plan specific policies in respect of Development Grampian Conditions, as per motion, see attachment Annex B.	Councillor Carl Rylett, Executive Member for Planning and Sustainable Development	Chris Hargraves, Planning Policy Manager	The Local Plan review will seek to ensure that new developments are appropriately phased (e.g. through the use of appropriate planning conditions and/or infrastructure phasing plans) so that they are not able to come forward unless the appropriate supporting infrastructure is put in place. We will review different options to achieve this including policies in respect of Development Grampian Conditions

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 <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
Name and date of Committee	<b>Climate &amp; Environment Scrutiny Committee – 3 July 2023</b>
Report Number	<b>Agenda Item No. 11</b>
Subject	<b>Service Performance Report 2022-23 Quarter Four</b>
Wards affected	All
Accountable member	All relevant Executive Members
Accountable officer	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 & Chief Finance Officer Tel: (01993) 861188 Email: <a href="mailto:elizabeth.griffiths@westoxon.gov.uk">elizabeth.griffiths@westoxon.gov.uk</a>
Summary/Purpose	This report provides details of the Council’s operational performance at the end of 2022-23 Quarter Four (Q4)
Annexes	Annex A – Service Dashboard
Recommendation	That the 2022/23 Q4 service performance be noted
Corporate priorities	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
Key Decision	No
Exempt	No

## 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. Waste and environment

- The combined recycling rate for January to March 2023 was 55.95% compared to 57.74% in 2022. The lower rates have been mostly attributed to the cost of living crisis in line with national trends. The percentage of Recycled, Composted, Reused waste has fallen by 1.5% from last financial year which is in line with the rest of Oxfordshire as a whole.
- Since emerging from the pandemic, total household waste (tonnages) have fallen. Taking into account the growth in households, the District produced over 17 kg less residual waste per household than last year.
- The contract with the Council's Waste Environmental Services Partner, Ubico, has been extended to March 2026
- Three battery electric utility vans have been procured in an effort to further reduce the carbon emissions of daily operations including within the waste, recycling and street cleansing service. Two zero emission street sweepers are due for delivery in late spring to replace two 'end of life' diesel equivalents.
- 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.

3.5. The service dashboard relevant to the work of this Committee is 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

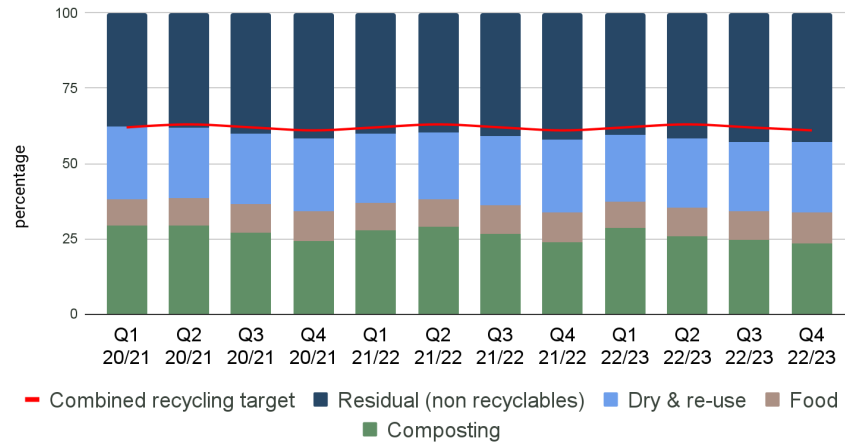
7.1. None



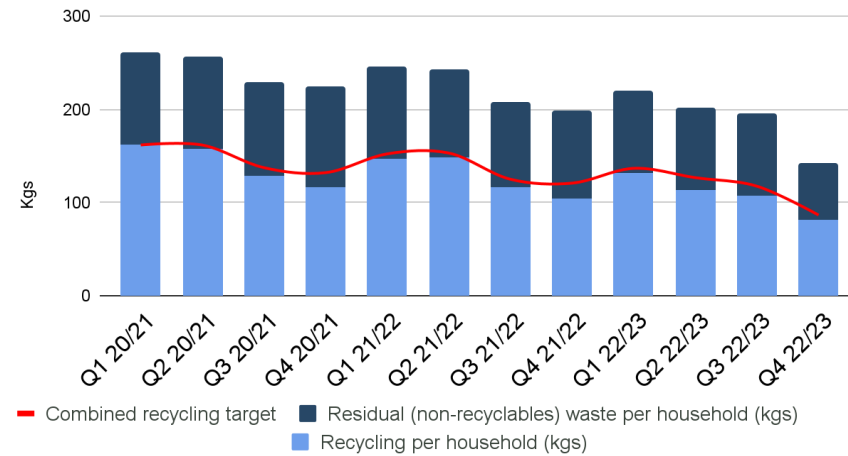


# Waste and Environment Quarter 4

### (Cumulative) Household waste collected composition



### Household waste collected per household



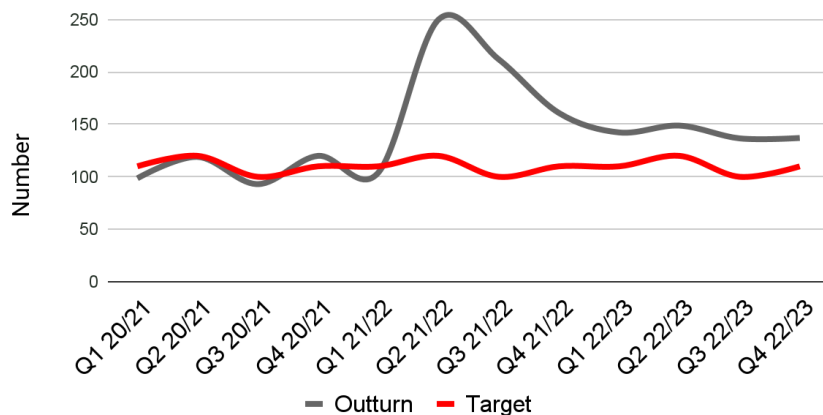
The combined recycling rate for January to March 2023 was 55.95% compared to 57.74% in 2022. The lower rates have been mostly attributed to the cost of living crisis in line with national trends. Since emerging from the pandemic, total household waste (tonnages) have fallen. Taking into account the growth in households, the District produced over 17 kg less residual waste per household than last year.

Missed bins are investigated by the Contract Monitoring team daily. A new Operations Manager at Ubico started at the end of the quarter with an urgent action of decreasing missed bin numbers and rectifying any long-standing issues. He will ensure that all operatives are using the technology provided and recording areas or bins that cannot be collected until the next working day due to operational issues such as vehicle breakdowns, or any bins that have not been presented correctly.

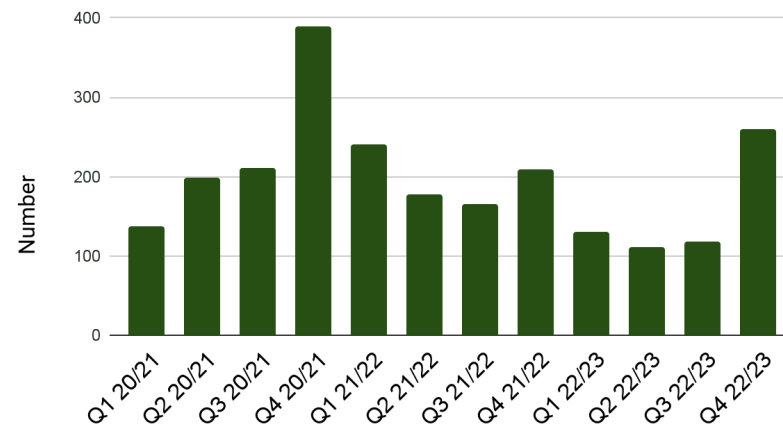
The contract with the Council's Waste Environmental Services Partner, Ubico, has been extended to March 2026

The additional Environmental Services Officer that started in Q3 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.


### Missed bins per 100,000 scheduled collections



### Number of flytips collected



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 <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
Name and date of Committee	<b>Climate and Environment Overview and Scrutiny Committee 3 July 2023</b>
Report Number	<b>Agenda Item No. 12</b>
Subject	<b>Scrutiny Work Programme 2023/24</b>
Wards affected	All
<b>Climate and Environment</b> <b>Accountable member / Group Manager Lead</b>	<b>Councillor (to be appointed 3 July 2023), Chair Climate and Environment Overview and Scrutiny Committee</b>  Email: Assistant Director Lead: Bill Oddy, <a href="mailto:bill.oddy@publicagroup.uk">bill.oddy@publicagroup.uk</a>
Finance and Management Accountable member / Group Manager Lead	Councillor Alaa Al-Yousuf, Chair of Finance and Management Overview and Scrutiny Committee Email: <a href="mailto:alaa.al-yousuf@westoxon.gov.uk">alaa.al-yousuf@westoxon.gov.uk</a>  Assistant Director Lead: Phil Martin, <a href="mailto:phil.martin@publicagroup.uk">phil.martin@publicagroup.uk</a>
Economic and Social Accountable member / Group Manager Lead	Councillor (to be appointed 5 July 2023), Chair Economic and Social Overview and Scrutiny Committee Email: Assistant Director Lead : 5 July 2023
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 2023/24.
Annexes	<a href="#">Annex I</a> - 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

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.	Verbal Update from Phil Martin and Laurence King	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. <b>Scrutiny aim:</b> To receive information and ask questions
2	Overview of new Grant Scheme	Verbal Update	Andy Barge / Bill Oddy	3 July meeting 2023	<b>Scrutiny aim:</b> Understanding of the new grant scheme
3	Overview of Local Plan	Verbal Update	Chris Hargraves / Bill Oddy	3 July meeting 2023	<b>Scrutiny aim:</b> Understanding, progress and update of where the Local Plan is, and timeline
4	Update on motions (Swift Nesting and Dev Grampian) referred from this Committee to Executive	Response from Executive	Response from Executive meeting 20 June 2023	3 July meeting 2023	<b>Scrutiny aim:</b> – to note the response from Executive.
5	Service Performance Report – Quarter 4	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	<b>Scrutiny aim:</b> Report for comments or clarity

WP	Title	Format	Executive Member / Lead Officer	When	Comments
1	Carbon Action Plan – update on one project - September 2023 meeting	Verbal update and supporting documentation	Councillor Prosser / Hannah Kenyon Claire Locke re Carterton Leisure Centre	Every committee update on one project when appropriate.	<b>Project:</b> Environment Act and its implications for WODC <b>Differed to later meeting – planned September 2023 meeting.</b> <b>Scrutiny aim:</b> 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: <a href="https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system">https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system</a> <b>Scrutiny aim:</b>
3	Air Quality	Annual Report	Councillor Prosser/ Phil Measures / Susan McPherson	As requested	<b>Scrutiny aim:</b> 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	<b>Scrutiny aim:</b>
6	Regular Flood Updates	Update Verbal/ Report	Councillor Arciszewska / Laurence King / Phil Martin	As required	<b>Scrutiny aim:</b>

Scrutiny Work Programme 2023/24

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7	Fly Tipping Enforcement update	Verbal Update	Councillor Prosser/ Phil Measures / Susan McPherson / Mandy Fathers	As required	<b>Scrutiny aim:</b> 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.

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	<b>Scrutiny aim:</b>
2	Investment Property Review Update Purpose	Annual Verbal Report	Councillor Levy / Elizabeth Griffiths	June 2023	<b>Scrutiny aim:</b> 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	As required	<b>Scrutiny aim:</b> To ensure members are aware of write off process.
4	Service Performance Report – Quarter 4	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	<b>Scrutiny aim:</b> Report for comments or clarity
5	Finance Performance Report – Quarter 4	Quarterly Report	Councillor Levy / Elizabeth Griffiths	Quarterly	<b>Scrutiny aim:</b> Report for comments or clarity



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	<b>Scrutiny aim:</b>
2	Investment Property Review Update Purpose		Annual Verbal Report	Councillor Levy / Elizabeth Griffiths	June 2023	<b>Scrutiny aim:</b> 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	<b>Scrutiny aim:</b>
4	Treasury Management Mid Term		Report	Elizabeth Griffiths / Phil Martin	When Required	<b>Scrutiny aim:</b>
5	Waste Service Review and Update Report		Report	Elizabeth Griffiths / Bill Oddy	Late 2023	<b>Scrutiny aim:</b>
6	Leisure Centre Strategy		Report	Elizabeth Griffiths / Joy Aitman / Bill Oddy	Summer 2023	<b>Scrutiny aim:</b>

**Financial Management Regular Reports:**

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

Economic Overview and Scrutiny 5 July 2023

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Appraisal on CIL – CH Invited	Verbal Update	Chris Hargreaves / Jon Dearing	5 July 2023	<b>Scrutiny aim:</b> Committee to gain understanding of Community Infrastructure Levy (CIL), comment and note.
2	Update on CCTV – Andy Barge confirmed attendance 27/4/23	Verbal update	Andy Barge / Jon Dearing	5 July 2023	<b>Scrutiny aim:</b> Committee to note and comment.
3	Grant Overview Scheme	Verbal update	Dan Levy / Andy Barge	5 July 2023	<b>Scrutiny aim:</b> Committee to note and comment.
4	Local Plan Update – CH invited	Verbal update	Chris Hargreaves / Jon Dearing	5 July 2023	<b>Scrutiny aim:</b> 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. <b>Scrutiny aim:</b> 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	Response from Executive to Motions from this Committee on 16 <sup>th</sup> March meeting	Summary Report	Executive Committee	5 July 2023	Response from Executive <b>Scrutiny aim:</b> Note response

Economic Overview and Scrutiny Future Meetings

Scrutiny Work Programme 2023/24

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.. Ongoing project.
2	Leisure Centre Strategy		Joy Aitman / Bill Oddy	Summer 2023	<b>Bill Oddy spoken with Chair</b>
3	Stand-alone report from CBRE for the regeneration plan for Marriott's Walk – due July 2023.	Report	Frank Wilson	Summer 2023	
4	Housing Association Sovereign	Verbal update	Geoff Saul / Jon Dearing	Sept 2023	<b>Scrutiny aim:</b> Committee to note and comment.
5	Service Performance Report	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity – 45 mins <b>Scrutiny aim:</b> Note and comment
6	Parking Strategy	Update	Councillor Arciszewska / Maria Wheatley	Executive in Summer 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 Summer. <b>Scrutiny aim:</b>
7	REEMA North - Defence Housing Infrastructure. MOD - Mr Jon Wooden		Jon Dearing / Councillor Saul / Giles Hughes Jon Wooden		Once an Update is available this item to move to the Committee Agenda. <b>Scrutiny aim:</b>

Scrutiny Work Programme 2023/24

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8	Upgrade to WO public space CCTV provision & monitoring arrangements	Regular Verbal update – timescale requested by the Committee	Councillor Saul / Andy Barge	CCTV replacement programme.	Upgrade to WO public space CCTV provision & monitoring arrangements <b>Scrutiny aim:</b> To review any documents and note updates
9	Health Care statistic from Oxfordshire Health Watch		Councillor Aitman / Heather McCulloch	TBA	
10	Health and Well Being Board data on medication shortages		Councillor Aitman / Heather McCulloch	TBA	
11	Health Care Provision in Oxfordshire	Ongoing	Councillor Aitman / Andy Barge / Heather McCulloch	As required	<b>Scrutiny aim:</b> Health Care Provision in Oxfordshire
12	Enforcement Improvement Programme Update	Verbal update	Jon Dearing	One Off	Committee requested a Enforcement Improvement Programme Update <b>Scrutiny aim:</b> Note and comment
13	Local Police – Verbal update			September meeting?	
14	West Oxfordshire Local Plan 2041 – Update		Chris Hargraves	TBA	
15	Enforcement Improvement Programme Update	Verbal update	Jon Dearing / Kelly Murray	One Off	Committee requested a Enforcement Improvement Programme Update <b>Scrutiny aim:</b> Note and comment
16	RAF Brize Norton	As required	Councillor Saul / Giles Hughes	TBA	Business model for housing on site – last update given May 2022 <b>Scrutiny aim:</b>

**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](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 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

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

**Documents and Queries**

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

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



West Oxfordshire District Council: Executive Members 2023/24

Name of Councillor	Title and Areas of Responsibility
Andy Graham (Leader)	<i><b>Leader of the Council:</b> 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><b>Economic Development:</b> Business Development; Visitor Economy; Town and Village regeneration; and Customer Services.</i>
Dan Levy	<i><b>Finance:</b> Finance &amp; 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><b>Planning and Sustainable Development:</b> 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><b>Leisure and Major Projects:</b> Leisure provision including swimming pools; Culture and Heritage; Public Art; Agile Working, and Customer Services</i>
Joy Aitman	<i><b>Stronger Healthy Communities:</b> 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><b>Housing and Social Welfare:</b> Housing Allocations; Homelessness; Provision of affordable homes; Sheltered Housing Accommodation; Safeguarding – Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner; and Assets of Community Value.</i>
Lidia Arciszewska	<i><b>Environment:</b> 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><b>Climate Change:</b> 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](http://www.westoxon.gov.uk/councillors)

Item for Decision	Key Decision (Yes / No)	Open or Exempt	Decision – Maker	Date of Decision	Executive Member	Lead Officer	Consultation
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 Council	21 Jun 2023 19 Jul 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	21 Jun 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	
Lease at Marriotts Walk	Yes	Fully exempt	Executive	21 Jun 2023	Executive Member for Finance - Cllr Dan Levy	Group Finance Director Publica - Frank Wilson	
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	
Commercial Solar Photovoltaic Installations on Council Estate	Yes	Part exempt	Executive	12 Jul 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Climate Change Manager (WODC) - Hannah Kenyon	
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	
Our House Funding Extension	No	Open	Executive	12 Jul 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Business Manager Housing - Caroline Clissold	
Planned Expenditure of the Ukraine Homelessness Prevention Grant	No	Open	Executive	12 Jul 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Business Manager Housing - Caroline Clissold	
Quarter 4 Performance Report 2022/23	No	Open	Executive	12 Jul 2023	Executive Member for Finance - Cllr Dan Levy	Chief Executive & Head of Paid Service - Giles Hughes	

Quarter 4 Finance Report 2022/23	No	Open	Executive	12 Jul 2023	Executive Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths	
Employment Policies	No	Open	Executive	13 Sep 2023	Executive Member for Arts, Leisure and Culture - 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 Manager (WODC) - Hannah Kenyon	
Review of Car Parks	No	Open	Executive	13 Sep 2023	Executive Member for Environment - Cllr Lidia Arciszewska	Shared Parking Manager - Maria Wheatley	
Biodiversity Land Management Strategy	Yes	Open	Executive	11 Oct 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Climate Change Manager (WODC) - Hannah Kenyon	
Climate Change Strategy	Yes	Open	Executive	11 Oct 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Climate Change Manager (WODC) - Hannah Kenyon	
<b>Key Decisions Delegated to Officers</b>							
Allocate funding from the Project Contingency Earmarked Reserve	Yes	Open	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths	Before 31 Dec 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 Dec 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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