

Tuesday, 27 June 2023

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ECONOMIC AND SOCIAL OVERVIEW AND SCRUTINY COMMITTEE

You are summoned to a meeting of the Economic and Social Overview and Scrutiny Committee, which will be held in Committee Room 1, Woodgreen, Witney OX28 1NB on **Wednesday, 5 July 2023 at 6.30 pm.**



Giles Hughes
Chief Executive

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

Councillors: Natalie King, Charlie Maynard, Nick Leverton, Rizvana Poole, Harry St John, Alex Wilson, Julian Cooper, Thomas Ashby, Rachel Crouch, Andrew Lyon, Andrew Beaney, Phil Godfrey, Liam Walker, Sandra Simpson, Alistair Wray and Liz Leffman.

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 Economic and Social Overview and Scrutiny Committee for Civic Year 2023/24.

Recommendation:

Committee elects the Chair for Economic and Social Overview and Scrutiny Committee for Civic Year 2023/24.

2. **Election of Vice-Chair**

Purpose:

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

Recommendation:

Committee elects the Vice-Chair for Economic and Social 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 declarations from Members of the Committee on any items to be considered at the meeting.

5. **Minutes of Previous Meeting (Pages 5 - 12)**

To approve the minutes of the meeting held on 16 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. 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. **Response Outcome from Recommendations to Executive (Pages 13 - 14)**

Purpose:

To update the Committee on outcome from recommendations to Executive from 16 March 2023 Scrutiny meeting.

Recommendations:

Committee to note the response.

8. **Asylum Update (Pages 15 - 16)**
Purpose:
Committee to receive an Asylum Update report.
- Recommendation:
Committee to note the update.
9. **Grant Scheme Overview**
Purpose:
Committee to receive a verbal overview of the Grant Scheme.
- Recommendation:
Committee to note and comment.
10. **CCTV Update**
Purpose:
Committee to receive an update on current CCTV upgrade.
- REPORT TO FOLLOW.
- Recommendation:
Committee to note update.
11. **Update on Community Infrastructure Levy (CIL) and Local Plan**
Purpose:
Committee to receive a verbal update on Community Infrastructure Levy (CIL) and Local Plan.
- Recommendation:
Committee to note update and ask questions,
12. **Service Performance Report Q4 and Review of Full Service Performance Data (Pages 17 - 42)**
Purpose:
To receive and review the Council's full service, quarterly performance reports and performance data.
- Recommendations:
- a) That the Committee note the content of the reports, adding comment where appropriate;
 - b) That Committee decide which reports to receive and review at the next meeting.
13. **Committee Work Programme (Pages 43 - 54)**
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.

14. **Executive Work Programme (Pages 55 - 64)**

Purpose:

To give the Committee the opportunity to comment on the Executive Work Programme published on 1 June 2023.

Recommendation:

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

(ENDS)

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the
Economic and Social Overview and Scrutiny Committee
Held in the Committee Room 1 at 6.30 pm on **Thursday, 16 March 2023**

PRESENT

Councillors: Andrew Beaney (Chair), Rizvana Poole (Vice-Chair), Jill Bull, Owen Collins, Natalie King, Charlie Maynard, Lysette Nicholls, Rosie Pearson, Alex Wilson, Richard Langridge, Martin McBride, Ruth Smith and Alaric Smith

Officers: Phil Martin (Assistant Director, Business Services), Frank Wilson (Group Finance Director - Publica), Kelly Murray (Senior Planning Officer) and Phil Shaw (Business Manager - Development Management), Michelle Ouzman (Democratic Services Officer), and Anne Learmonth (Democratic Services Officer).

Other Councillors in attendance: Joy Aitman, Duncan Enright, Geoff Saul, Dan Levy and Mike Cahill

45 Minutes of Previous Meeting

The minutes of the meeting held on 24 November 2022 were approved and signed by the Chair as a correct record.

46 Apologies for Absence

Apologies for absence were received from Councillors Luci Ashbourne, Jane Doughty, Liz Leffman, Nick Leverton, and Harry St John.

Councillor Ruth Smith substituted for Councillor Ashbourne.

Councillor Alaric Smith substituted for Councillor Leffman.

Councillor Martin McBride substituted for Councillor Leverton.

47 Declarations of Interest

There were no declarations of interest received.

48 Participation of the Public

There were no participation of the public.

49 Public Houses - Future after closure

Members discussed the Motion Public Houses – Future after Closure Motion response from Chris Hargreaves, and asked when the Local Plan was being reviewed. Frank Wilson the Group Finance Director (Publica) confirmed that the review would not be completed this calendar year. The Motion also involved Planning with view to Policy 5. Frank Wilson believed that Chris Hargreaves would set up sessions for Councillors so they know how the Local Plan review is progressing. Members were keen to ensure that each Public House was dealt with independently and not as a one size fits all solution. Members were also keen to keep them also as a community asset.

Councillor Martin McBride proposed recommendation to Executive that the Motion of Public Houses – Future after Closure is included in the review of the Local Plan, taking account of specific conditions pertaining at the time a Public House closes. This was seconded by Councillor Jill Bull, was voted on and carried. The vote was unanimous.

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Committee **Resolved** to:

1. Recommend to Executive that the Motion of Public Houses – Future after Closure is included in the review of the Local Plan, taking account of specific conditions pertaining at the time a Public House closes.

50 REEMA North update from Jon Wooden

The Committee noted the update but raised concerns that there had been no progress.

The following areas were discussed:

- Empty MOD properties in Carterton;
- Properties being remodelled;
- Escalation of the REEMA North project;
- Options available to the Committee re escalation, request meeting.

Frank Wilson the Group Finance Director (Publica) confirmed these properties were in West Oxfordshire District Council's 5 year land supply, and that the halt in the project was with the Governments Treasury department.

Committee **Resolved** to:

1. Recommend to the Chief Executive that REEMA North be referred to the Armed Forces Liaison meeting due in September at RAF Brize Norton;
2. Recommend to the Chief Executive to raise with the MP at the next liaison meeting;
3. Move the REEMA North to the Committee Work Programme, to review once an update was available.

51 Enforcement Improvement Programme Update

Phil Shaw Business Manager - Development Management, and Kelly Murray the Principal Planner for Enforcement & Appeals, introduced the slide presentation regarding the Planning Enforcement Update.

The presentation focussed on the following topics:

- Background;
- Timescale;
- Workloads/Structure;
- Challenges;
- Formal Enforcement Action;
- Future Work – Projects/Front End Improvements.

Following the presentation, Phil Shaw and Kelly Murray took questions from Members.

Councillor Charlie Maynard asked about deterrents, and if they had been considered the press, and if there was a visible list that Councillors could check against their ward.

Phil Shaw confirmed that legislation was clear enforcement, and is not a punishment, and it is not a criminal offence. The number of cases were dependant on the stage of the investigation or allegations, and the team were happy to brief Councillors if they were concerned about a particular area.

Councillor Rizvana Poole enquired as to how many complaints there were, and how were West Oxfordshire District Council (WODC) were fairing against other local Councils. Kelly

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Murray confirmed that WODC receives on average 10 to 15 complaints per month, which is currently less than Cotswolds and Forest of Dean District Councils. Phil Shaw stated that some cases were easily resolved and that others took longer – it is case by case: there is no real average.

Councillor Ruth Smith enquired on when the new ICT Front End would be available. Phil Shaw explained that due to maternity leave there would be a gap in the project's delivery timeline, but after looking at what was involved he had more confidence to leave it for the best person to deliver the project in full. This was envisaged to be end of summer.

Councillor Lysette Nicholls asked about non ICT users how they would be able to report. Scripts would be issued to Customer Services and they would be able to log the issues for non ICT users, on their behalf. The Chair asked if the Parish Councils would be trained on how to use the ICT front end. Phil Shaw was of the opinion that at the beginning this would not be the case and it is something they could keep in mind for future if there were a requirement.

Kelly Murray explained that one member on the team had a fair amount of experience, and that the remainder were new to the role. Learning on the job was key, as was enthusiasm and planning experience.

Phil Shaw added that the new posts were career graded, which made the posts more attractive by building in the career matrix.

The Chair enquired if the staff were protected enough, Phil Shaw confirmed that measures were in place for staff being out on site. Kelly Murray confirmed that on occasion they hired security, and the Inspectorate often did not allow filming so people were free to talk, it was about planning taking precautions and limiting social media.

The Chair thanked Phil Shaw, Kelly Murray and the Team for the good progress being made.

Committee **Resolved** to:

1. Note the Enforcement Improvement Programme Update.

52 Service Performance Report 2022/23 - Quarter Two

The Chair advised the Committee that both the Quarter 2 and 3 Performance Reports would be considered together.

Members were concerned about the lack of single occupancy housing, The Group Finance Director agreed that ideally WODC needed more emergency accommodation. A report went to Executive in February allocating funds for 13 – 16 additional housing for refugees, which would add to general housing stock or for emergency needs. The Court House, Horsefair, was a successful conversation for single occupancy units, and the search was on to find suitable further sites.

The Chair enquired if the performance reports had been reduced as the Committee used to receive a bigger pack of data and information.

The Group Finance Director suggested that next committee meeting a full report should be made available, where members could go through and indicate the reports they would require at each quarterly reporting cycle.

Committee **Resolved** to:

1. Review a full version of data at the next Committee meeting, in the view to revise which data is required to be reported on at each quarters reporting cycle.

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53 Service Performance Report 2022/23 - Quarter Three

Committee noted the Service Performance Report Quarter Three.

Committee Resolved to:

1. Review a full version of data at the next Committee meeting, in the view to revise which data s required to be reported on at each quarters reporting cycle.

54 Committee Work Programme

The Committee discussed the current WODC Housing stock, and asked to know what the issues and problems were. The Chair and Councillor Rizvana Poole confirmed to members that a Housing Working Group had been set up with Caroline Clissold, Jon Dearing the Assistant Director for Resident Services, Leadership and Management Team, and Councillor Geoff Saul the Executive Member for Housing and Social Welfare. The first meeting had been arranged for end of April, and Councillor Poole would report back to this Committee.

Earlier in the year Cottsway Housing Association had attended Committee to give an update and the Committee discussed extending the invite to another WODC Housing Association.

Councillor Alaric Smith informed the Committee that CIL was also being reviewed at the Audit and Governance Committee. Committee believed that they would like to be briefed on CIL Update.

Members enquired when the Parking Strategy would be ready to review, the Group Finance Director confirmed that the delay had been due to data collection and that it was now due in June.

Members reviewed the Committee Work Programme.

Committee **Resolved** to add the following to the Work Programme.

1. Health Care statistic from Oxfordshire Health Watch;
2. Health and Well Being Board data on medication shortages;
3. Review of Grant Scheme from the Executive Work Programme;
4. Principle Housing information.

Committee further **Resolved** to:

1. Invite Housing Association Members Resolved to invite Housing Association Sovereign to the next committee meeting;
2. Invite Andy Barge to next meeting to have a CCTV update;
3. Members **Resolved** to invite Chris Hargreaves to the next Scrutiny meeting to give an appraisal on CIL;
4. Invite the Police to a future Committee meeting.

55 Executive Work Programme

The Committee reviewed the Executive Work Programme in its current form, and **Resolved** to:

1. Add the “Review Grant Scheme” to the Committee Work Programme;
2. Add “West Oxfordshire Local Plan 2041 – Update” to the Committee Work Programme;

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3. Recommend to Executive a change of the wording of the *Equality, Diversity & Inclusion Policy*, to “*Equity, Diversity & Inclusion Policy*”;
4. Advise the Executive that the transfer of ‘Playing Areas’ to Witney Town Council is a conflict of interest for Councillor Joy Aitman.

56 Exclusion of the Public and Press

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. Exclude the public and press from the remainder of the meeting.

57 WODC Refugee Update

The Group Finance Director informed the Committee that the overhead resource for management of refugee dispersal and data collection is not funded from government, and therefore is labour intensive.

Latest Refugee update information:

ASYLUM DISPERSAL

Dispersed Asylum Hotel, Witney:

- Home Office scheme and managed via third party provider;
- Over 200 residents, majority families, small percentage of single adult females and no single adult males;
- Council hold regular meetings with associated agencies such as Police, Health, Education, Asylum Welcome.

Dispersed Asylum HMO, Carterton:

- Home Office oversight;
- Small number of single adult males living independently;
- No Council involvement.

FODDC & CDC

- No properties taken on in Cotswold or Forest of Dean Districts, although there are allocations;
- 2 additional hotels recently opened in Gloucestershire (Gloucester & Cheltenham).

UKRAINE

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	Current Guest Numbers	Current Active Hosts / Households
Cotswold	210	78
Forest	127	51
West Oxfordshire	154	tbc

- Data above is now being reported on current sponsors and guests as many have left the scheme;
- WODC data is being cleansed to enable reporting on current situation;
- 1 family in temporary accommodation for WODC awaiting social housing;
- 1 family in temporary accommodation for FOD hoping to move into private rental in Gloucester;
- 1 family in temporary accommodation for CDC awaiting re-match;
- Local Authority Housing Fund – Expressions of Interest submitted by all 3 districts to enable discussion to evolve with social housing providers. MOU to follow.

AFGHANISTAN

- Mandy Avis, Resettlement Coordinator provides day to day support alongside GARAS;
- 5 families happily settled;
- Working with OCC on 'Find Your Own Accommodation Pathway' .

SYRIA

Nothing to report, families settled.

Committee **Resolved** to:

1. Note the Refugee Updates;
2. Request that future updates are put in the public domain.

58 Update on Replacement of CCTV Monitoring Control Room Equipment

Committee **Resolved** to:

1. Note the update for the replacement of CCTV;
2. Invite Andy Barge, Assistant Director, Communities to next meeting to provide a CCTV update.

Economic and Social Overview and Scrutiny Committee

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The meeting closed at 8.30 pm

CHAIR

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Recommendations from Overview and Scrutiny Committees

Councillor Mathew Parkinson, Executive Member for Customer Delivery, introduced the agenda item to consider recommendations from the Council's Overview and Scrutiny Committees.

Councillor Parkinson proposed that the Executive accept the recommendations made by the Council's Overview and Scrutiny Committees, to further thank the Committees for their recommendations, and instruct Officers to take these recommendations into account, when drafting the relevant future reports. This was seconded by Councillor Carl Rylett, was put to a vote, and was agreed unanimously by the Executive

Executive **Resolved** to:

1. Accept the Recommendations from Overview and Scrutiny Committees;
 - a) That officers include within the current review of the Local Plan specific policies in respect of Public Houses – Future after Closure taking account of specific conditions pertaining at the time a Public House closes such as a sequential test or alternate community use.
 - b) That the title of the Equality, Diversity & Inclusion Policy is amended to Equity, Diversity & Inclusion Policy.
2. Thank the Committees for their recommendations, and instruct Officers to take these recommendations into account when drafting the relevant future reports.

Executive Response to Recommendations from Overview and Scrutiny Committees.

WODC Executive Meeting – 19 April 2023

Overview and Scrutiny Meeting	Recommendation to the Executive	Lead Executive Member	Lead Officer	Executive Response
Economic and Social Overview and Scrutiny Committee, 16 March 2023.	1. That officers include within the current review of the Local Plan specific policies in respect of Public Houses – Future after Closure taking account of specific conditions pertaining at the time a Public House closes such as a sequential test or alternate community use.	Councillor Carl Rylett – Executive Member for Planning and Sustainable Development	Chris Hargraves, Planning Policy Manager	The Executive thanks the Committee for its recommendations and Officers be instructed to take these recommendations into account in drafting the relevant future reports.

Overview and Scrutiny Meeting	Recommendation to the Executive	Lead Executive Member	Lead Officer	Executive Response
Economic and Social Overview and Scrutiny Committee, 16 March 2023.	2. That the title of the <i>Equality, Diversity & Inclusion Policy</i> is amended to <i>Equity, Diversity & Inclusion Policy</i> .	Councillor Mathew Parkinson – Executive Member for Customer Delivery	Zoe Campbell, Assistant Director for Organisational Effectiveness	The Executive thanks the Committee for its recommendations and Officers be instructed to take these recommendations into account in drafting the relevant future reports.

Asylum Update Report

Homes for Ukraine

142 sponsors

243 guests

Afghan Resettlement

5 families

1 family on the find your own pathway due to move in on 10th July

Syrian Resettlement


5 families

Dispersed Asylum

1 hotel Witney

1 HMO Carterton

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 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	Economic & Social Overview & Scrutiny Committee – 5 July 2023
Report Number	Agenda Item No. 12
Subject	Service Performance Report 2022-23 Quarter Four
Wards affected	All
Accountable member	All relevant Executive Members
Accountable officer	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
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 Dashboards
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. Development Management

- Overall, planning determination times for all types of applications have made good improvements over the course of the year, with the majority of targets now being met or exceeded. In fact the last 5 quarters have seen improvements.
- Workloads are more manageable as the number of applications continues to slow in line with the national trend. Better capacity in the DM team means that there is more scope for upskilling but a shortage of ecologists is still delaying response times for some planning applications.
- As a result of the PAS report, further improvements and revisions have been compiled in a report which is due to go to cabinet in Q1 of 2023-24
- The validation checklist was launched in February as part of the improvement roadmap. It has largely been well received and a better quality of applications is being received. The sections around Biodiversity and Sustainability have had more significant changes in preparation for new legislation coming later in the year. Following feedback from agents, these sections will be reviewed.

3.5. Housing

- The pressures on Housing services, systems and pathways remain high. The numbers of people contacting the Housing team continues to rise due to the cost of living crisis and the evolving Refugee schemes, specifically Homes for Ukraine and Afghan Resettlement. The continuing cost of living crisis has resulted in some people who would normally be staying between family and friends becoming homeless which has required greater use of hotel placements. The use of this type of placement impacts on the Council's budget as not all of the costs can be recovered by claiming Housing Benefit. The Council's owned and managed hostels are operating at capacity however the use of specialist Temporary Accommodation officers are able to offer dedicated support and bespoke solutions for helping clients move on successfully from emergency accommodation..
- The Housing Team have been successful in addressing some complex issues surrounding accommodation for 4 entrenched rough sleepers during the winter months and have now brought them into longer term accommodation. Although West Oxfordshire's entrenched rough sleeping population of 6 to 7 people sleeping out at any one time has been traditionally low compared to neighbouring areas, thanks to the dedicated work of our Rough Sleeping Specialist and our county Outreach partners, West Oxfordshire is now reporting one entrenched rough sleeper. Any one new to the streets are contacted swiftly and accommodation solutions offered at the earliest opportunity. The aim is to end rough sleeping for all however, where it does unfortunately occur, this is rare and short lived.
- Our three grant funded Housing Specialist Officers, including our Ukraine Specialist Officer are also working with families and to prevent homelessness wherever possible and assist families to secure their own accommodation in the private sector. The successful recruitment of a further Complex Needs specialist will complete the Team by offering

bespoke and early interventions to our most vulnerable clients to further prevent homelessness from occurring.

- Seventy-five affordable homes (50 affordable rent, 2 first homes and 21 shared ownership) reached practical completion in Q4.. Overall, a total of 309 for the year has been completed against a target of 274.
- Proactive work continues with individual property owners to reduce the number of LTE properties in the District - During Q4, 238 properties were removed from the LTE list, but 215 were added.

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

4. LEGAL IMPLICATIONS

4.1. None

5. RISK ASSESSMENT

5.1. None

6. ALTERNATIVE OPTIONS

6.1. None

7. BACKGROUND PAPERS

7.1. None

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Development Management Quarter 4 Performance

January 2023 - March 2023

Average Cases closed per Planner in Quarter

69
TARGET 50

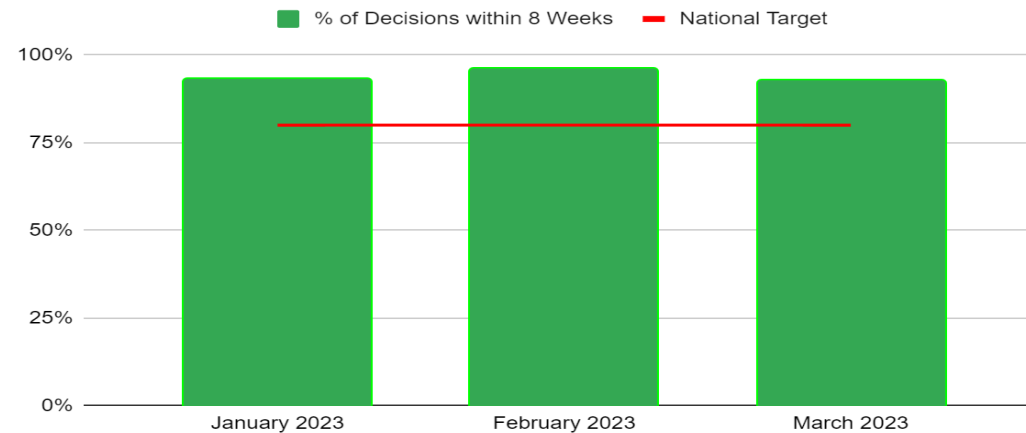
Average Cases closed per Senior Planner in Quarter

41
TARGET 40

Average Cases closed per Principal Planner in Quarter

18
TARGET 25

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



Average Planner Caseload

38
TARGET 50

Average Senior Planner Caseload

34
TARGET 35

Average Principal Planner Caseload

16
TARGET 20

Average days from receipt to validation

14
TARGET 7

Customer Satisfaction



Overall, planning determination times for all types of applications have made good improvements over the course of the year, with the majority of targets now being met or exceeded. In fact the last 5 quarters have seen improvements. Workloads are more manageable as the number of applications continues to slow in line with the national trend. This has translated into a greater focus on closing cases as is evident in the closure data for each group of planners. Better capacity in the DM team means that there is more scope for upskilling but a shortage of ecologists is still delaying response times for some planning applications.

As a result of the PAS report, further improvements and revisions have been compiled in a report which is due to go to cabinet in Q1 of 2023-24.

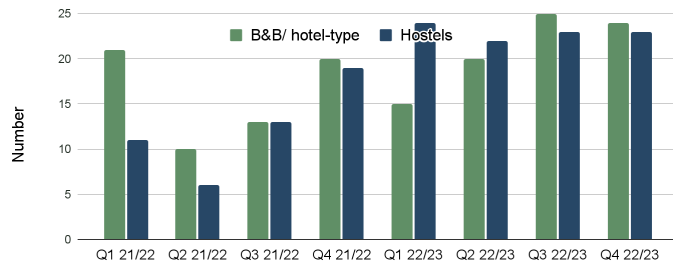
The validation checklist was launched in February as part of the improvement roadmap. It has largely been well received and has resulted in a better quality of applications, however this has not yet translated into quicker validation times. The sections around Biodiversity and Sustainability have had more significant changes in preparation for new legislation later in the year and, following feedback from agents, these sections will be reviewed.



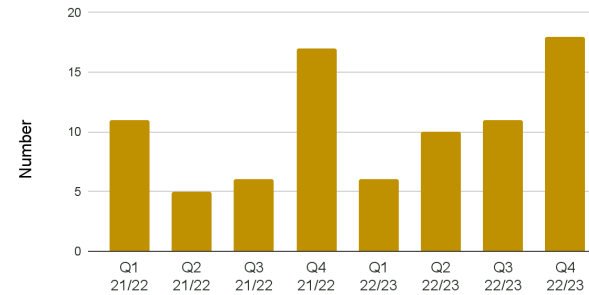
Housing Quarter 4

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

** 22 bed spaces available in hostels

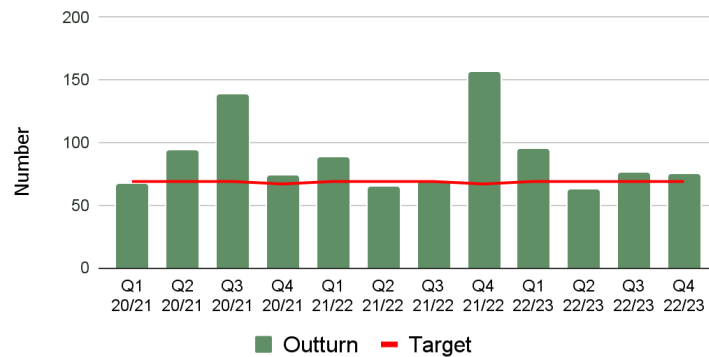


The number of successful 'move ons' from Emergency Accommodation to long term accommodation

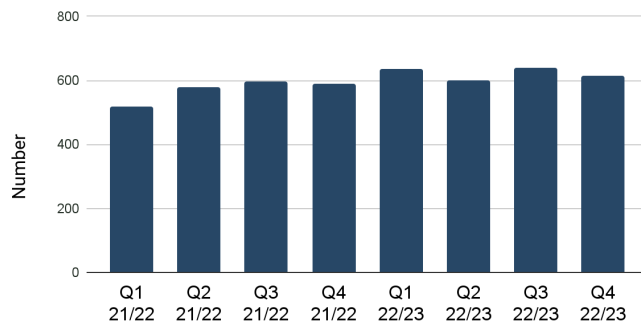


The number of affordable homes reaching practical completion

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



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



The pressures on Housing services, systems and pathways remain high. The numbers of people contacting the Housing team continues to rise due to the cost of living crisis and the evolving Refugee schemes, specifically Homes for Ukraine and Afghan Resettlement. The continuing cost of living crisis has resulted in some people who would normally be staying between family and friends becoming homeless which has required greater use of hotel placements. The use of this type of placement impacts on the Council's budget as not all of the costs can be recovered by claiming Housing Benefit. The Council's owned and managed hostels are operating at capacity however the use of specialist Temporary Accommodation officers are able to offer dedicated support and bespoke solutions for helping clients move on successfully from emergency accommodation..

The Housing Team have been successful in addressing some complex issues surrounding accommodation for 4 entrenched rough sleepers during the winter months and have now brought them into longer term accommodation. Although West Oxfordshire's entrenched rough sleeping population of 6 to 7 people sleeping out at any one time has been traditionally low compared to neighbouring areas, thanks to the dedicated work of our Rough Sleeping Specialist and our county Outreach partners, West Oxfordshire is now reporting one entrenched rough sleeper. Any one new to the streets are contacted swiftly and accommodation solutions offered at the earliest opportunity. The aim is to end rough sleeping for all however, where it does unfortunately occur, this is rare and short lived.

Our three grant funded Housing Specialist Officers, including our Ukraine Specialist Officer are also working with families and to prevent homelessness wherever possible and assist families to secure their own accommodation in the private sector. The successful recruitment of a further Complex Needs specialist will complete the Team by offering bespoke and early interventions to our most vulnerable clients to further prevent homelessness from occurring.

Seventy-five affordable homes (50 affordable rent, 2 first homes and 21 shared ownership) reached practical completion in Q4.. Overall, a total of 309 for the year has been completed against a target of 274.

Proactive work continues with individual property owners to reduce the number of LTE properties in the District - During Q4, 238 properties were removed from the LTE list, but 215 were added.

 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	Economic and social Overview and Scrutiny Committee - Wednesday 5 July 2023
Report Number	Agenda Item No. 12
Subject	Service Performance Report 2022-23 Quarter Four
Wards affected	All
Accountable member	Cllr Dan Levy, Executive Member for Finance Email: dan.levy@westoxon.gov.uk
Accountable officer	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
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 Dashboards
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. 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. Development Management

- Overall, planning determination times for all types of applications have made good improvements over the course of the year, with the majority of targets now being met or exceeded. In fact the last 5 quarters have seen improvements.
- Workloads are more manageable as the number of applications continues to slow in line with the national trend. Better capacity in the DM team means that there is more scope for upskilling but a shortage of ecologists is still delaying response times for some planning applications.
- As a result of the PAS report, further improvements and revisions have been compiled in a report which is due to go to cabinet in Q1 of 2023-24
- The validation checklist was launched in February as part of the improvement roadmap. It has largely been well received and a better quality of applications is being received. The sections around Biodiversity and Sustainability have had more significant changes in preparation for new legislation coming later in the year. Following feedback from agents, these sections will be reviewed.

3.6. Housing

- The pressures on Housing services, systems and pathways remain high. The numbers of people contacting the Housing team continues to rise due to the cost of living crisis and the evolving Refugee schemes, specifically Homes for Ukraine and Afghan Resettlement. The continuing cost of living crisis has resulted in some people who would normally be staying between family and friends becoming homeless which has required greater use of hotel placements. The use of this type of placement impacts on the Council's budget as not all of the costs can be recovered by claiming Housing Benefit. The Council's owned and managed hostels are operating at capacity however the use of specialist Temporary Accommodation officers are able to offer dedicated support and bespoke solutions for helping clients move on successfully from emergency accommodation..

- The Housing Team have been successful in addressing some complex issues surrounding accommodation for 4 entrenched rough sleepers during the winter months and have now brought them into longer term accommodation. Although West Oxfordshire's entrenched rough sleeping population of 6 to 7 people sleeping out at any one time has been traditionally low compared to neighbouring areas, thanks to the dedicated work of our Rough Sleeping Specialist and our county Outreach partners, West Oxfordshire is now reporting one entrenched rough sleeper. Any one new to the streets are contacted swiftly and accommodation solutions offered at the earliest opportunity. The aim is to end rough sleeping for all however, where it does unfortunately occur, this is rare and short lived.
- Our three grant funded Housing Specialist Officers, including our Ukraine Specialist Officer are also working with families and to prevent homelessness wherever possible and assist families to secure their own accommodation in the private sector. The successful recruitment of a further Complex Needs specialist will complete the Team by offering bespoke and early interventions to our most vulnerable clients to further prevent homelessness from occurring.
- Seventy-five affordable homes (50 affordable rent, 2 first homes and 21 shared ownership) reached practical completion in Q4.. Overall, a total of 309 for the year has been completed against a target of 274.
- Proactive work continues with individual property owners to reduce the number of LTE properties in the District - During Q4, 238 properties were removed from the LTE list, but 215 were added.

3.7. 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.

3.8. 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.

3.9. Finance

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

3.10. 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

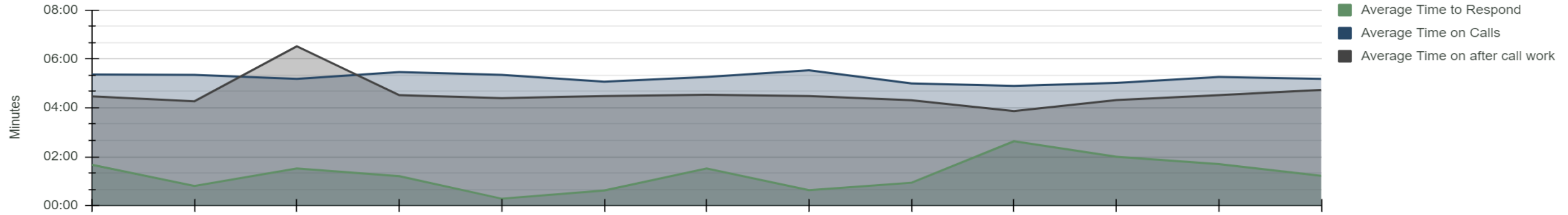
7.1. None



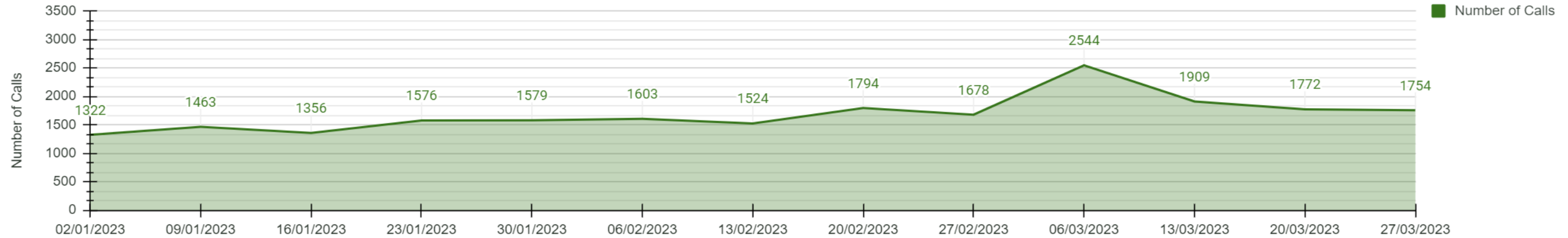
Satisfied

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.

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Development Management Quarter 4 Performance

January 2023 - March 2023

Average Cases closed per Planner in Quarter

69
TARGET 50

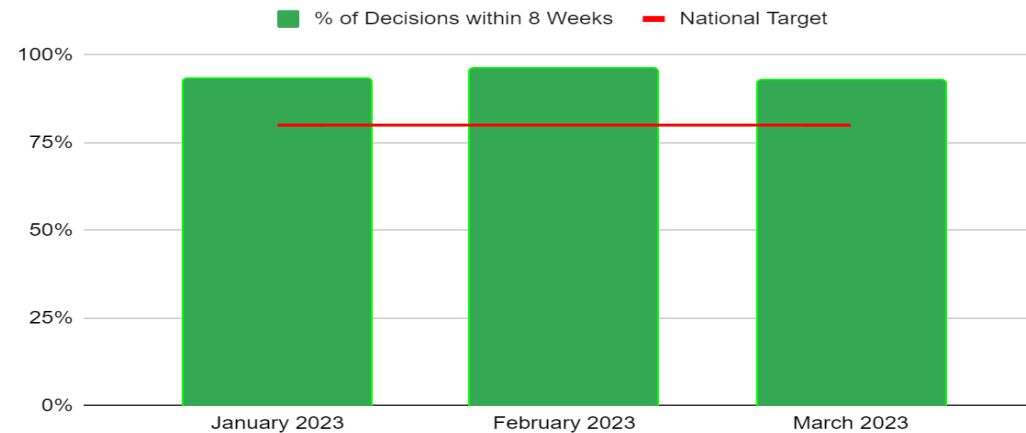
Average Cases closed per Senior Planner in Quarter

41
TARGET 40

Average Cases closed per Principal Planner in Quarter

18
TARGET 25

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



Average Planner Caseload

38
TARGET 50

Average Senior Planner Caseload

34
TARGET 35

Average Principal Planner Caseload

16
TARGET 20

Average days from receipt to validation

14
TARGET 7

Customer Satisfaction



n/a

Overall, planning determination times for all types of applications have made good improvements over the course of the year, with the majority of targets now being met or exceeded. In fact the last 5 quarters have seen improvements. Workloads are more manageable as the number of applications continues to slow in line with the national trend. This has translated into a greater focus on closing cases as is evident in the closure data for each group of planners. Better capacity in the DM team means that there is more scope for upskilling but a shortage of ecologists is still delaying response times for some planning applications.

As a result of the PAS report, further improvements and revisions have been compiled in a report which is due to go to cabinet in Q1 of 2023-24.

The validation checklist was launched in February as part of the improvement roadmap. It has largely been well received and has resulted in a better quality of applications, however this has not yet translated into quicker validation times. The sections around Biodiversity and Sustainability have had more significant changes in preparation for new legislation later in the year and, following feedback from agents, these sections will be reviewed.

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WODC FINANCIAL PERFORMANCE SUMMARY

Service Area	£k			
	Original Budget	Profiled Budget	Actual Exp.	Variance (under) / over
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

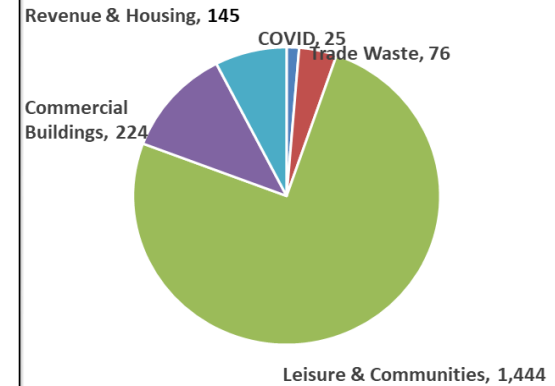
	Mar-23	Dec-22	Sep-22	Movement vs. prior period		
Invoices	1,233	1,297	1,180	-64	-5%	↓
£k	1,913	613	609	1,300	68%	↑

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

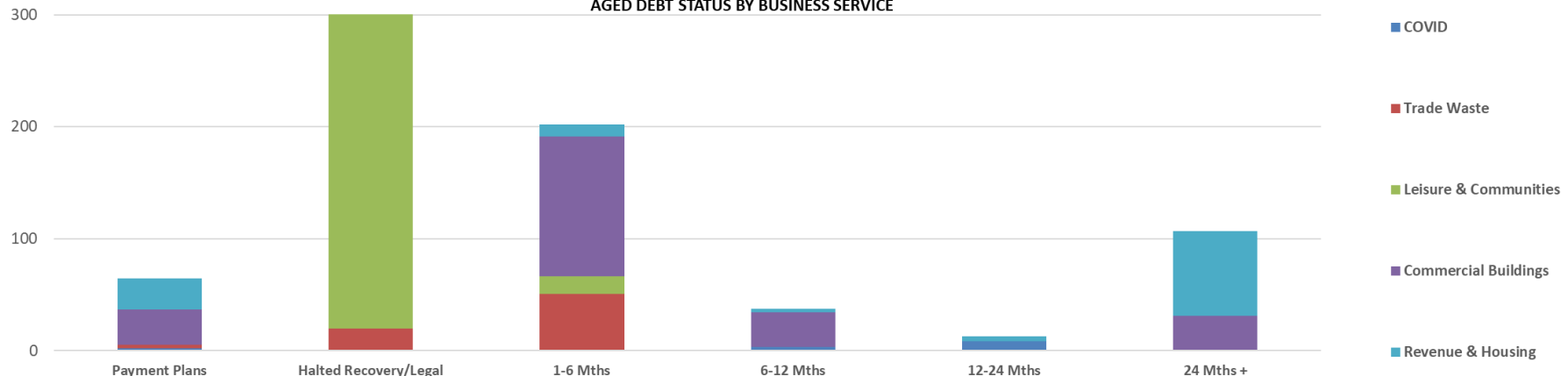


Overall Summary:

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



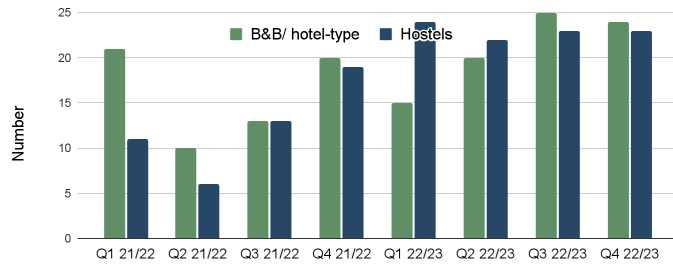
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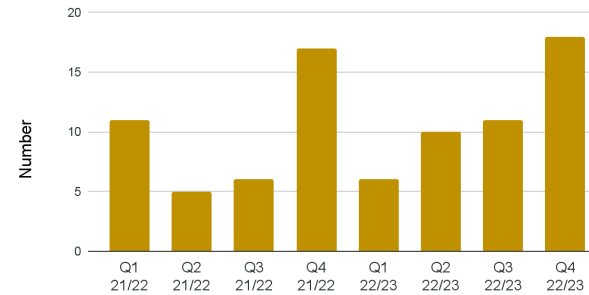
Housing Quarter 4

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

** 22 bed spaces available in hostels

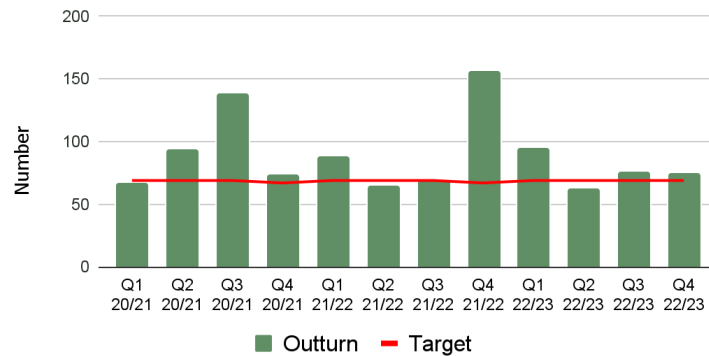


The number of successful 'move ons' from Emergency Accommodation to long term accommodation



The number of affordable homes reaching practical completion

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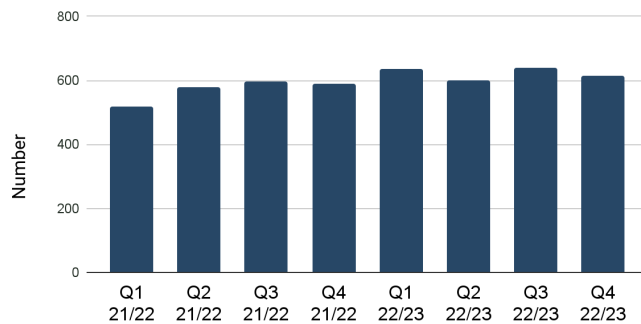
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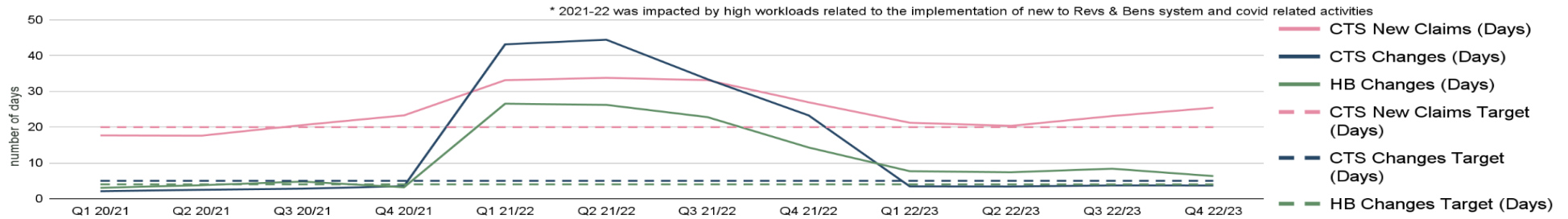
The number of Long Term Empty Properties (6 months plus) in the District



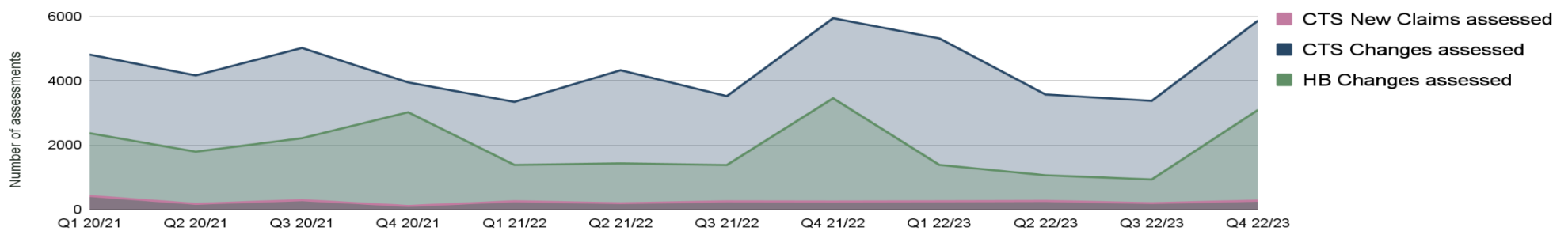
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Revenues and Benefits Quarter 4

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



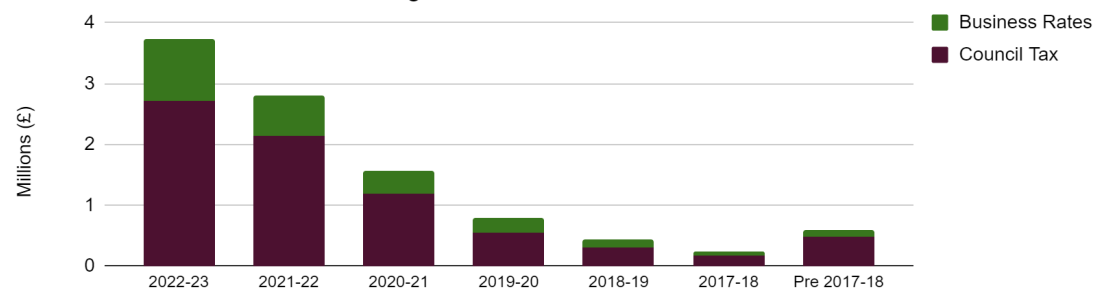
Number of assessments for Council Tax Support (CTS) New Claims and Changes and Housing Benefit (HB) Changes



22/23 Collection Rates

	Council Tax		Business Rates	
	Actual	Target	Actual	Target
QTR	7.3%	8.9%	15.5%	12%
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

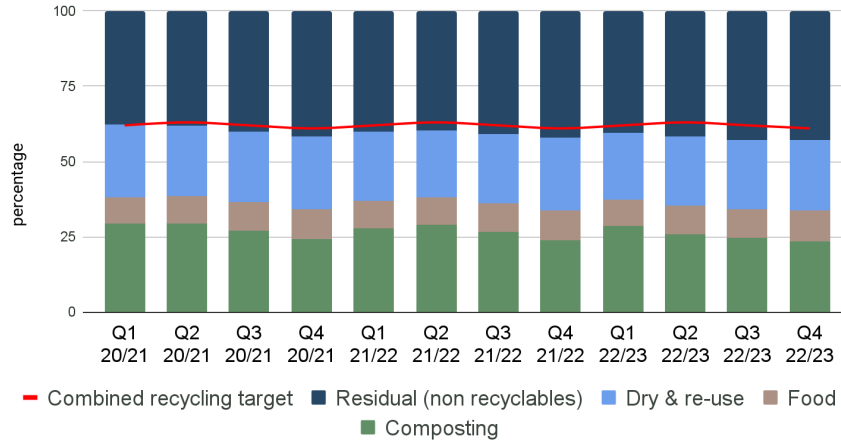
Although the Collection Rates for both Council Tax and Non-Domestic Rates have increased year-on-year, they are both still below the target. The improved collection rates have been helped by the Recovery Cycle being up to date with reminders and summonses being issued when needed. Debts are only ever 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.

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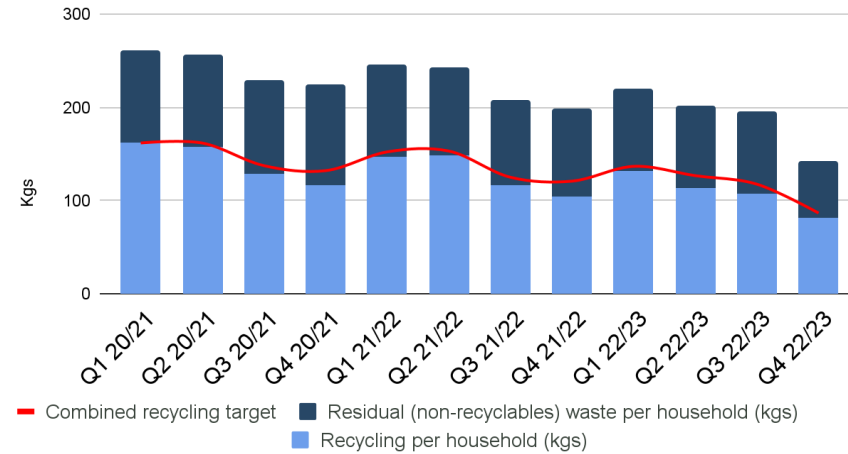


Waste and Environment Quarter 4

(Cumulative) Household waste collected composition



Household waste collected per household



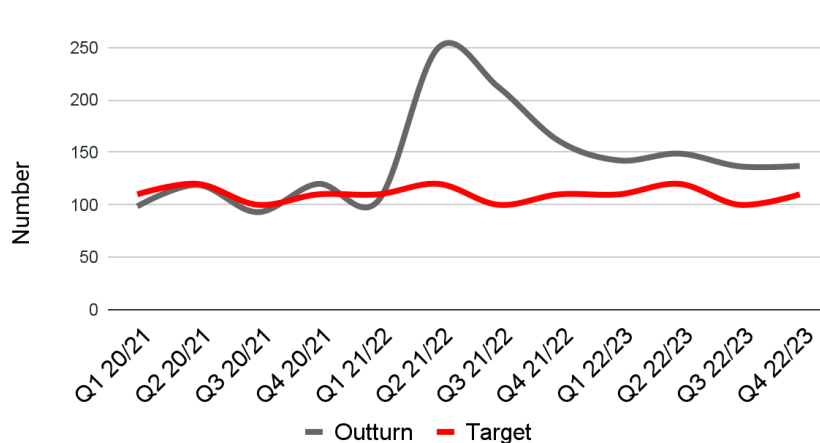
The combined recycling rate for January to March 2023 was 55.95% compared to 57.74% in 2022. The lower rates have been mostly attributed to the cost of living crisis in line with national trends. Since emerging from the pandemic, total household waste (tonnages) have fallen. Taking into account the growth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

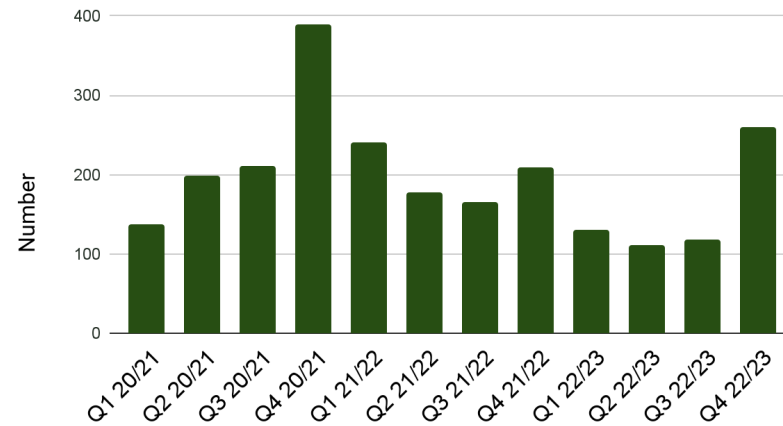
The contract with the Council's Waste Environmental Services Partner, Ubico, has been extended to March 2026

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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 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	Economic and Social Overview and Scrutiny Committee 5 July 2023
Report Number	Agenda Item No. 13
Subject	Scrutiny Work Programme 2023/24
Wards affected	All
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
Climate and Environment Accountable member / Group Manager Lead	Councillor (to be appointed 3 July 2023), Chair Climate and Environment Overview and Scrutiny Committee Email: Assistant Director Lead: Bill Oddy, bill.oddy@publicagroup.uk
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 Assistant Director Lead: Phil Martin, phil.martin@publicagroup.uk
Accountable Officer	Andrew Brown, Business Manager - Democratic Services Email: Andrew.brown@publicagroup.uk
Summary/Purpose	To provide the Committees with an update on the Scrutiny Work Programme 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

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	Scrutiny aim: 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	Scrutiny aim: Committee to note and comment.
3	Grant Overview Scheme	Verbal update	Dan Levy / Andy Barge	5 July 2023	Scrutiny aim: Committee to note and comment.
4	Local Plan Update – CH invited	Verbal update	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	Response from Executive to Motions from this Committee on 16 th March meeting	Summary Report	Executive Committee	5 July 2023	Response from Executive Scrutiny aim: Note response

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.. Ongoing project.
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	Frank Wilson	Summer 2023	
4	Housing Association Sovereign	Verbal update	Geoff Saul / Jon Dearing	Sept 2023	Scrutiny aim: 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 Scrutiny aim: 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. Scrutiny aim:
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. Scrutiny aim:

Scrutiny Work Programme 2023/24

Annex I

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 Scrutiny aim: 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	Scrutiny aim: Health Care Provision in Oxfordshire
12	Enforcement Improvement Programme Update	Verbal update	Jon Dearing	One Off	Committee requested a Enforcement Improvement Programme Update Scrutiny aim: 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 Scrutiny aim: 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 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.

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. Scrutiny aim: To receive information and ask questions
2	Overview of new Grant Scheme	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	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	Scrutiny aim: – to note the response from Executive.
5	Service Performance Report – Quarter 4	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Scrutiny aim: 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.	Project: Environment Act and its implications for WODC Differed to later meeting – planned September 2023 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.

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	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	As required	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

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.



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 a

Agenda Item 14

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)	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
Duncan Enright (Deputy Leader)	Economic Development: Business Development; Visitor Economy; Town and Village regeneration; and Customer Services.
Dan Levy	Finance: Finance & Management; Council Tax and Benefits; Asset Management, South West Audit Partnership; Performance management; Capital Investment strategy; Strategic Housing Investment; and Customer Services
Carl Rylett	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
Alaric Smith	Leisure and Major Projects: Leisure provision including swimming pools; Culture and Heritage; Public Art; Agile Working, and Customer Services
Joy Aitman	Stronger Healthy Communities: Voluntary sector engagement; Health and Safety; Community and Public Health; Refugee Resettlement Programme; Young People; Equality and diversity; and Customer Services
Geoff Saul	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.
Lidia Arciszewska	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
Andrew Prosser	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

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)	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	
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 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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