

Tuesday, 5 September 2023

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## EXECUTIVE

You are summoned to a meeting of the Executive, which will be held in Committee Room 1, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 13 September 2023 at 2.00 pm.**



Giles Hughes  
Chief Executive

To: Members of the Executive

Councillors: Andy Graham (Leader), Duncan Enright (Deputy Leader), Joy Aitman, Lidia Arciszewska, Dan Levy, Andrew Prosser, Carl Rylett, Alaric Smith and Geoff Saul.

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. Apologies for Absence**  
To receive any Apologies for Absence from Members of the Executive.
- 2. Declarations of Interest**  
To receive any Declarations of Interest from Members of the Executive on any items to be considered at the meeting.
- 3. Minutes of Previous Meeting (Pages 7 - 14)**  
To approve the minutes of the previous meeting, held on Wednesday 12 July 2023.
- 4. Receipt of Announcements**  
To receive any announcements from the Leader of the Council, Members of the Executive or the Chief Executive.
- 5. Participation of the Public**  
Any member of the public, who is a registered elector in the District, is eligible to ask one question at the meeting, for up to three minutes, of the Leader of the Council, or any Member of the Executive on any issue that affects the district or its people.

Notice, together with a written copy of the question, must be provided to Democratic Services, either by email to:

[democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk)

or by post to:

**Democratic Services, West Oxfordshire District Council, Woodgreen, Witney OX28 1NB.**

Questions are to be received no later than 2.00pm two clear working days before the meeting (e.g. for a Wednesday meeting, the deadline would be 2.00pm on the Friday before).

A response may be provided at the meeting, or within three clear working days of the meeting. If the topic of the question is not within the remit of the Council, advice will be provided on where best to direct the question.

The appropriate Executive Member will either respond verbally at the meeting or provide a written response which will be included in the minutes of the meeting.

- 6. Review of Community Grant Schemes (Pages 15 - 24)**

Purpose:

To consider proposals to refine the community grant funding so that is better aligned to the outcomes intended from the Council Plan and fosters greater community engagement.

The report sets out the process through which the Service Level Agreements will be awarded for 2024/25 onwards and the Civic Crowdfunding Platform will be introduced to ensure that the defined outcomes are achieved.

Recommendations:

That the Executive Resolves to:

1. Grant delegated authority to the Chief Executive in consultation with the Leader and Executive Members for Stronger Healthy Communities, Planning and Sustainable Development, Environment and Climate Change to approve Service Level Agreement awards;
2. Agree the maximum Service Level Agreement award will be £25,000 per annum unless in exceptional circumstances where evidence has been provided to justify the need for a higher award;
3. Permit organisations who are awarded a Service Level Agreement to also submit projects to the SpaceHive Crowdfunding Platform.

7. **Asylum Dispersal Grant (Pages 25 - 52)**

Purpose:

To consider the planned expenditure of the Asylum Dispersal Grant

Recommendations:

That the Executive resolves to:

1. Approve the expenditure of £147,000 detailed within sections 3 and 5 of this report;
2. Delegate authority to make any amendments to these allocations, providing these are compliant with the ring fenced grant conditions, to the Chief Executive in consultation with the Executive Member responsible for Stronger Healthy Communities and the Informal Executive.

8. **Service Performance Report 2023-24 Quarter One (Pages 53 - 64)**

Purpose:

To provide details of the Council's operational performance at the end of 2023-24 Quarter One (Q1).

Recommendations:

That the Executive resolves to:

1. Note the 2023/24 Quarter I Service Performance Report; and
2. Ask officers to review the performance indicator data set to better reflect the emerging priorities and actions in the revised Council Plan.

9. **Financial Performance Report 2023/24 Quarter One (Pages 65 - 80)**

Purpose:

To detail the Council's financial performance for Quarter One 2023-2024 (April to June).

Recommendation:

That the Executive resolves to:

1. Note the Council's Financial Performance for Quarter One 2023-2024 (April to June).

10. **Channel Choice and Telephone Access (Pages 81 - 94)**

Purpose:

The purpose of this report is to outline the Council's success in supporting the shift in customer demand to digital channels and to consider adjusting telephone access hours as part of a balanced approach to customer contacts that responds to customer preferences.

Recommendations:

That the Executive resolves to:

1. Agree the reduced telephone access hours, on a trial basis, with effect from Monday 16<sup>th</sup> October 2023, and
2. Receive a further report, detailing the findings and recommendations from the trial, to an Executive meeting in the first quarter of 2024/25

11. **Procurement and Contract Management Strategy (Pages 95 - 118)**

Purpose:

To present an updated draft Procurement and Contract Management Strategy for comment and consideration by Executive.

Recommendations:

That the Executive resolves to:

1. Approve the updated Procurement and Contract Management Strategy;
2. Delegate authority to the Director of Governance to amend the approved Contract Procedure Rules to remove reference to the obsolete Procurement Strategy and Procurement Code, which the Procurement and Contract Management Strategy will replace.

12. **Endorsement of Cotswold National Landscape Management Plan 2023-2025 (Pages 119 - 202)**

Purpose:

To seek the Council's endorsement of the Cotswolds National Landscape (Area of Outstanding Natural Beauty - AONB) Management Plan 2023 – 2025, produced by the Cotswolds National Landscape Board.

Recommendations:

That the Executive resolves to:

1. Endorse the Cotswolds National Landscape Management Plan 2023–2025 for use as:
  - Part of the evidence base for the review of the Local Plan;
  - Part of the evidence base for the preparation of Neighbourhood Development Plans;
  - Part of the evidence base for the preparation and implementation of relevant Council strategies, policies and projects;
  - As a material consideration in the determination of planning applications; and to inform the development and delivery of the Council's services and activities.

(END)