

Tuesday, 26 September 2023

Tel: 01993 861000

e-mail - democratic.services@westoxon.gov.uk

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, 4 October 2023 at 5.30pm.**



Giles Hughes
Chief Executive

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

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

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

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

AGENDA

1. **Apologies for Absence**
To receive any apologies for absence.
2. **Declarations of Interest**
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 5 - 12)**
To approve the minutes of the meeting held on 5 July 2023.
4. **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.
5. **Asylum Report (Pages 13 - 14)**
Purpose:
Committee to receive an Asylum Update Report.

Recommendation:
Committee to note and scrutinise the report.

Invited:
Councillor Joy Aitman – Executive Member for Stronger Healthy Communities
Phil Martin, Assistant Director of Business Services
6. **Service Performance Report 2023/24 - Quarter One (Pages 15 - 20)**
Purpose:
To give the Committee the opportunity to comment on the Quarter One Performance Monitoring Report.

Recommendation:
That the Committee note and scrutinise the reports.

Invited:
Jon Dearing, Assistant Director for Resident Services.
7. **Committee Work Programme (Pages 21 - 34)**
Purpose:
To provide the Committee with an updated Work Programme for 2023/2024.

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

8. **Executive Work Programme (Pages 35 - 46)**

Purpose:

To give the Committee the opportunity to comment on the Executive Work Programme. 1 September – 31 December 2023.

Recommendation:

That the Committee considers whether any items on the Executive Work Programme should be subject to pre-decision scrutiny.

(END)

This page is intentionally left blank

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 **Wednesday, 5 July 2023**

PRESENT

Councillors: Andrew Beaney (Chair), Rizvana Poole (Vice-Chair), Natalie King, Charlie Maynard, Nick Leverton, Harry St John, Alex Wilson, Julian Cooper, Thomas Ashby, Rachel Crouch, Andrew Lyon, Phil Godfrey, Sandra Simpson and Alistair Wray

Officers: Jon Dearing (Assistant Director for Resident Services), Andy Barge (Assistant Director for Communities) and Chris Hargraves (Planning Policy Manager), Michelle Ouzman (Strategic Support Officer) and Anne Learmonth (Strategic Support Officer).

Other Councillors in attendance: Joy Aitman and Geoff Saul

1 Election of Chair

Jon Dearing, the Assistant Director for Resident Services, opened the meeting, welcoming Members and Offices to the Economic and Social Overview and Scrutiny Committee meeting.

The Assistant Director referred Members to the first item on the Agenda, Election of the Chair, and asked the Committee for nominations to the positions of Chair of the Economic and Social Overview and Scrutiny Committee for the municipal year 2023/24.

Councillor Rizvana Poole proposed that Councillor Andrew Beaney be appointed to the position of Chair of Economic and Social Overview and Scrutiny Committee for the municipal year 2023/2024. This was seconded by Councillor Alex Wilson, was put to a vote. The vote was carried.

The Committee **Resolved** to:

- I. Appoint Councillor Andrew Beaney to the position of Chair of the Economic and Social Overview and Scrutiny Committee, for the municipal year 2023/2024.

2 Election of Vice-Chair

Councillor Alex Wilson proposed that Councillor Rizvana Poole be appointed to the position of Vice-Chair of Economic and Social Overview and Scrutiny Committee for the municipal year 2023/2024. This was seconded by Councillor Julian Cooper, was put to a vote. The vote was carried.

The Committee **Resolved** to:

- I. Appoint Councillor Rizvana Poole to the position of Chair of the Economic and Social Overview and Scrutiny Committee, for the municipal year 2023/2024.

3 Apologies for Absence

Apologies for absence were received from Councillor Liam Walker.

4 Declarations of Interest

Declarations of Interest were received as follows:

- Councillor Maynard declared that he was a trustee for Citizen Advice Bureau (CAB);
- Councillor St John declared that he was a trustee for Wychwood Forest Trust;

05/July2023

- Councillor Andrew Beaney declared that the Agenda included Councillor Liz Leffman as a member of the Committee, and that Councillor Liz Leffman is not a member of the Committee.

5 Minutes of Previous Meeting

The minutes of the meeting held on 16 March 2023 were approved and signed by the Chair as a correct record.

The Chair informed the Committee that attached to the minutes was the Asylum report which was excluded from the public originally when the Agenda was published. The report was reviewed at the meeting by the Committee, it was then agreed that the report should not have been excluded, should have been published to be transparent, and therefore would be published with the minutes.

6 Participation of the Public

There were no participation of the public.

7 Response Outcome from Recommendations to Executive

The Chair brought Members' attention to the Executive responses to the two recommendations that the Committee referred to the Executive, from 16 March 2023 meeting.

The Chair explained to the Committee the background to the recommendations, which arose from Council motions, and the responses as there were newly appointed Councillors in attendance.

The Committee **Resolved** to:

- I. Note the Executive responses.

8 Asylum Update

The Chair introduced the Asylum Update Report but noted a difference in the figures reported on Page 15, to the figures reported on Page 26 on the Service Performance Report. The Assistant Director for Resident Services, Jon Dearing, confirmed that the figures reported on page 15 were the most up to date figures.

The actual total figures for Ukraine are 361 visitors in the District that we are aware of, 243 are in the Homes for Ukraine Scheme, with 142 sponsors.

Councillors enquired if we included within the figures, guests from Hong Kong, The Assistant Director for Resident Services confirmed that West Oxfordshire District Council (the Council), did not record any figures from Hong Kong.

Councillors then asked a series of questions regarding the asylum process.

The Assistant Director for Resident Services confirmed that there were 201 people staying in the hotel, awaiting asylum status, but not everyone stays in the District and some move on. The Council has requested further funding to assist in finding permanent housing. The Council had taken on a new member of staff, and were hoping to take on a further three new members of staff in the future. Finding new homes was challenging for the Council. At present there was no timeline of when the Hotel option would cease. The Council had applied for the

05/July2023

Local Housing Fund which was approved and that £3 million pounds of funding would be passed over to Cottsway Housing Association to fund homes for Ukraine families in the district. The Council had taken advice from the SE Migration Partnership and as long as families were not being split up over the District the homes would not necessary be concentrated in Witney, it depended on where the housing stock was available. It was a balance, not housing them all in the same street, but also not isolating them from each other.

The Committee **Resolved** to:

1. Note the Asylum update.

9

Grant Scheme Overview

Andy Barge, the Assistant Director for Communities, introduced the new Grant Scheme, presenting the new approach to grant funding, which was better aligned to the outcomes intended from the Council Plan and aimed to foster greater community engagement and involvement.

The new grant scheme introduces a new approach to revenue grant funding from 2024/25 aligned to four lots and supported by three year service level agreements.

Four lots being:

1. Improving our natural environment and the access to it, so that we enable physical and mental wellbeing and cohesive, connected communities;
2. Taking action towards the climate and ecological emergencies, so that we reduce carbon footprints and encourage nature recovery;
3. Increasing community resilience and amplifying the voice of the seldom heard, so that we take action on issues most important to our residents and their needs, such as access to food, supporting young people and cultural provision;
4. Providing residents with high quality, independent housing advice, welfare and debt advice services, so that they are empowered to tackle their problems and we support those who are unable to deal with difficult circumstances on their own.

The community revenue grant funding awarded in 2022-23 would be awarded again in 2023-24 to the same recipients and at the same level to allow a managed transition.

Civic crowdfunding will be introduced as an alternative to community facilities grants and the Council will make up to £120,000 per annum available to pledge against proposed projects.

The Council has appointed Spacehive as its civic crowdfunding platform provider on a three year contract.

Delegated authority will be given to the Chief Executive, in conjunction with the Leader and Executive Members for Stronger Healthy Communities, Planning and Sustainable Development, Environment, and Climate Change, to agree the type of projects to be supported and the pledge criteria for crowdfunding.

05/July2023

The final change noted as an outcome of the review was the creation of a part-time Community Funding Officer post, to ensure the success of the new schemes and to secure external funding to support service delivery, where possible. Members were also assured the total budget directed at the various grant funding schemes had been maintained at the same level.

Members discussed with the Assistant Director the following topics:

- Verification checks on behalf of the Council;
- SpaceHive commission;
- Voluntary groups / charities;
- Guidance on applications;
- Crowd funding;
- Grant Panel;
- Council pledges;
- CDC SpaceHive Data;
- Pre-launch online and events

The Chair thanked the Assistant Director for the overview.

The Committee **Resolved** to:

1. Note the new Grant Scheme.

10 CCTV Update

The Assistant Director for Communities introduced the CCTV Update, focusing on upgrading the public open space CCTV cameras, covering areas of Carterton and Witney (with Chipping Norton under consideration) and associated monitoring control room arrangements.

Councillors entered into discussion on the following:

- Number of CCTV Cameras paid for in locals towns;
- Proportions costs levied to local towns;
- Relocation of camera's in local towns;
- Extending the scheme to include Chipping Norton;
- View on the options for mitigating tree growth;
- Preferred location Two Hub design – one in Witney.

The Committee **Resolved** to:

1. Endorse the continued need for public open space CCTV;
2. Note the progress towards a shared monitoring control room;
3. Note the camera optimisation review and provide a view on extending public open space CCTV to cover Chipping Norton;

05/July2023

4. Provide a view on the options for mitigating tree growth;
5. Note the proposed future operating model;
6. Note the CCTV update from the Assistant Director for Communities.

II Update on Community Infrastructure Levy (CIL) and Local Plan

Chris Hargraves, the Planning Policy Manager, introduced the review of the Local Plan, and explained to the Committee that they were currently at the initial plan preparation stage. The Local Plan would follow four stages:

- **Plan preparation** – informal engagement on the scope of the plan, different options and alternatives explored to identify a preferred approach.
- **Publication** – the formal stage when the Council produces what it considers to be a ‘sound’ plan.
- **Submission** – when the Council submits its plan for examination.
- **Adoption** – subject to the outcome of the examination, the Council formally adopts the plan.

The Planning Policy Manager summarised the consultation undertaken to date and explained that a range of supporting technical evidence was in the process of being commissioned. He explained that a further focused consultation was planned for the summer, feedback from which would then be used to inform a set of preferred policy approaches later in the year.

The Committee then discussed the following items:

- Public Transport – reintroduction of railways;
- National Policy Framework;
- Historic England input;
- Buffer zone for Blenheim;
- Consultation timescales;
- Digital and face to face events;
- Broader plan v detailed plan;
- Larger sites non delivering;
- WODC and OCC Housing proportions;
- SI06 and CIL (community infrastructure levy).

The Planning Policy Manager summarised the current timeline for taking the Local Plan forward:

- Consultation on preferred policy options/approaches winter 2023
- Publication of draft Local Plan summer 2024

05/July2023

- Submission for examination autumn 2024
- Adoption mid 2025

The Chair thanked the Planning Policy Manager for the overview.

The Committee **Resolved** to:

1. Note the overview of the Local Plan from the Planning Policy Manager.

The Planning Policy Manager then introduced the update on the Community Infrastructure Levy (CIL), explaining to the Committee that CIL is an optional charge which can be placed on development based on square meter size. Unlike Section 106 agreements, monies received through CIL are not site-specific and can be spent on infrastructure improvements across the District. There have been several previous attempts to introduce CIL in West Oxfordshire and earlier in the year, it was agreed that the process would be re-instigated. Officers have therefore just completed a tendering process for viability advice to inform a draft charging schedule and also to provide whole plan viability advice for the Local Plan in due course.

The viability evidence will explore whether larger strategic sites should be CIL exempt which is often the case in most local authorities in light of the heavy Section 106 burden such sites tend to incur. It was further explained that a proportion of CIL monies are passed to Town and Parish Councils which ranges from 15% where no neighbourhood plan is in place, up to 25% where an adopted Neighbourhood Plan is in place.

The Committee **Resolved** to:

1. Note the verbal update on the Community Infrastructure Levy (CIL) from the Planning Policy Manager.

12 Service Performance Report Q4 and Review of Full Service Performance Data

The Chair introduced the Service Performance Report Q4 and explained to the Committee that at the last meeting the Committee had requested a full set of Service Performance indicators. These had been produced and the Chair thanked the Officers for publishing them, however the Committee was expecting a fuller set of statistics for the Economic Service Performance Reports. Historically the Committee used to receive reports of Leisure Services, Parking, Enforcement, Planning Percentages, and Housing Statistics. The Chair requested that report suggestions to be emailed to himself by the end of July, ahead of the October 4 Committee meeting.

The Committee reflected on the performance report and discussed the following items:

- Uncollected Council Tax;
- Business Rate collections;
- Only one rough sleeper recorded, Councillors complemented Officers in keeping on top of the numbers;

The Assistant Director for Resident Services to come back to the Committee with the 1.64 %, short of the target of uncollected Council Tax as a monetary value, and Business Rate collection improvement by 4% as a monetary value.

05/July2023

The Committee **Resolved** to:

1. Request officers to bring a fuller set of reports on Economic and Social Performance Reports to the next Committee meeting set for 4 October 2023;
2. Suggest to Officers to remove the grey smiley face on the Customer Satisfaction Dashboard;
3. Note the Quarter 4 Service Performance Report.

13 Committee Work Programme

The Committee reviewed the Committee Work Programme with the Assistant Director for Resident Services.

The Committee **Resolved** to:

1. Schedule an additional Economic and Social Overview and Scrutiny Committee focused on Housing;
2. Schedule an additional Economic and Social Overview and Scrutiny Committee focused on Health;
3. Invite the Local Police to the next Economic and Social Overview and Scrutiny Committee meeting set for 4 October 2023;
4. Remove the item 3 - Marriott's Walk, from the Committee Work Programme;
5. Remove the item 6 – Parking Strategy, from the Committee Work Programme;
6. Remove the item 12 and 15 – Enforcement Improvement Programme, from the Committee Work Programme;
7. Note the Committee Work Programme Report.

14 Executive Work Programme

The Committee reviewed the Executive Work Programme with the Assistant Director for Resident Services.

Councillor King left the meeting at 20:34.

The Committee **Resolved** to:

1. Note the Executive Work Programme Report.

The Meeting closed at 8.39 pm

CHAIR

This page is intentionally left blank

Asylum Update Report

Refugee Oversight Leads:

Phil Martin, Assistant Director Business Services, Leadership and Management

Paula Massey, Enabling Manager and Deputy Designated Safeguarding Lead

Housing Leads:

Caroline Clissold – Business Manager Housing

Bethan Waters, Homelessness Lead and Complex Needs

LOCAL AUTHORITY HOUSING FUND (LAHF)

- WODC working with Cotswold Housing to deliver properties through Round 1 & Round 2 funding to support Afghan Resettlement and Homes for Ukraine
- CDC working with Bromford Housing, nothing confirmed
- FoD no involvement

UKRAINE

As at 31.08.2023	Current Guest Numbers	Current Active Hosts / Households	Families In Temporary Accommodation
Cotswold	180	63	1
Forest	108	51	1
West Oxfordshire	159	111	0

AFGHAN

Resettlement Scheme

As at 31.08.2023	Households
Cotswold	1
Forest	4
West Oxfordshire	6

An additional 9 families will be supported in West Oxfordshire through the LAHF programme.

SYRIAN

As at 31.08.2023	Households
Cotswold	3
Forest	6
West Oxfordshire	5

ASYLUM DISPERSAL

- Home Office schemes with accommodation managed via Clear Springs Ready Homes.
- Government has announced plans to not open any additional hotels, but increase capacity in existing hotels and speed up the asylum process to manage volumes.
- Regular meetings with Council representation DLUHC, South East Migration Partnership, South West Migration Partnership, Thames Valley Strategic Migration, Oxfordshire County Council, Gloucestershire County Council

WODC – lead Phil Martin

Dispersed Asylum hotel

- 187 residents, majority families
- Attend regular meetings with associated agencies such as Police, Health, Education, Asylum Welcome

Dispersed Asylum HMO

- 4 adults, living independently.

FOD & CDC – lead Paula Massey

- No hotel or HMO
- Several hotels across the county
- Attend regular meetings with associated agencies via the Gloucestershire Strategic Migration Partnership and Migration Resettlement Meeting

Agenda Item 6

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and Date of Committee</p>	<p>ECONOMIC & SOCIAL OVERVIEW & SCRUTINY COMMITTEE – 4 OCTOBER 2023</p>
<p>Subject</p>	<p>SERVICE PERFORMANCE REPORT 2023-24 QUARTER ONE</p>
<p>Wards Affected</p>	<p>ALL</p>
<p>Accountable Member</p>	<p>All accountable Executive Members.</p>
<p>Accountable Officer</p>	<p>Giles Hughes – Chief Executive Officer. Email: giles.hughes@westoxon.gov.uk</p>
<p>Purpose</p>	<p>To provide details of the Council’s operational performance at the end of 2023-24 Quarter One (Q1).</p>
<p>Annex</p>	<p>Annex A – Service Dashboards</p>
<p>Recommendation.</p>	<p><i>That the Committee Resolves to:</i> <i>1. Note the 2023/24 Q1 service performance report.</i></p>
<p>Corporate Priorities</p>	<ul style="list-style-type: none"> • Putting Residents First • Enabling a Good Quality of Life for All • Creating a Better Environment for People and Wildlife • Responding to the Climate and Ecological Emergency • Working Together for West Oxfordshire
<p>Key Decision</p>	<p>YES</p>
<p>Exempt</p>	<p>NO</p>

1. BACKGROUND

- 1.1. The Council monitors service performance each quarter and a report on progress towards achieving the aim and priorities set out in the Corporate Plan is produced at the end of Q2 and Q4. On 13 July 2022, the Executive agreed to revise the Council Plan and develop an Action Plan that will set out how the priorities in the Council Plan will be delivered. Following consultation with stakeholders, a final draft was presented to the Executive on 11 January 2023 and adopted at Full Council on 18 January 2023.
- 1.2. A high-level Commissioning Framework was approved by the Executive in October 2020 which sets out the relationship between Publica and the Council and their respective responsibilities. Publica provides the necessary information, including a range of performance indicators, to the Council so it can assess whether the commissioned services are being delivered in accordance with the agreed quality and standard. The Council's Chief Executive Officer 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. Through the Homes for Ukraine scheme, the Council has been actively supporting Ukrainian families and individuals in finding permanent homes. Additionally, the Council provides assistance with sourcing furniture, white goods, and offers general support to ensure guests have everything they need to set up their homes.
 - ii. Forty-five of the targeted 69 affordable homes were delivered in Q1, including 22 for affordable rent and 23 for shared ownership. Some forecasted completions have been moved back to Q2/Q3 but the year-end total completions are anticipated to be up to target.

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. The Council's performance has been mixed, with progress in Land Charges Response Times and Planning Determination Times. However, the cost-of-living crisis continues to result in increased customer contact for certain services. The challenging economic situation has put additional strain on residents, leading to an upsurge in queries and concerns.

- 3.2. The Council remains committed to further improving its performance and service delivery and actively investing in the development and implementation of automation and self-serve options for customers. By providing accessible and efficient self-help tools, customers can address their queries and concerns independently, leading to a decrease in the need for repeated interactions with services. It will continue to monitor and assess the impact of improvement programs in reducing customer contact and enhancing operational efficiency.

KEY POINTS BY SERVICE AREA THEMES

3.3. Development Management

- The service has performed very well processing applications within agreed times.
61 minor applications were determined in Q1, compared to 90 applications in the same period of the previous year. 96.72% of these were determined within the agreed time (including EOT)
9 major applications were determined in Q1, compared to 7 applications in the same period of the previous year. 88.89% of these were determined within the agreed time (including EOT)
220 other applications were determined in Q1, compared to 310 applications in the same period of the previous year. 96.36% of these were determined within the agreed time (including EOT)
- Application numbers continue to slow but nonetheless, total income received for Q1 is £387,651 which is £84,651 above the target. Pre-App income was marginally below the target of £16,353 sitting at £15,093.
- There were 11 appeals decided this quarter, four of which were allowed. This equates to 36.36% of appeals allowed. As this metric is cumulative, it may well reduce throughout the year depending on how many appeals are received.
- The service reports a substantial reduction in enforcement cases this quarter.
- The key findings not requiring Member authorisation from the PAS report that went to cabinet this quarter have been implemented which has seen an upturn in performance.
- There was one complaint received in Q1, which was not upheld.

3.4. Housing

- Homelessness continues to be an issue and the amount of homeless people presenting continues to be high.
- Hostels are still running at capacity. As there has been a reduction in homelessness at Cotswold, West households have been able to utilise them. There are 2 hostels in West, one which only has 60% capacity currently due to maintenance issues.
- Implementation of the Ukrainian Top Up Fund has been secured and will be used for additional specialist staffing to free up the wider Housing Team.
- Further funding to work with Housing Association partners has been allocated for properties for refugees. Depending on developers, these properties will become available in Q3/Q4.
- Properties continue to be added and removed from the Long-Term Empty Homes (LTE) list but there is an upward trend.
- Maintaining registers of long-term empty properties, can help monitor the situation, target interventions, and communicate with property owners more effectively.

- Forty-five properties including 22 for affordable rent and 23 for shared ownership have been delivered in Bampton and Witney.
- Forecasted completions at Eynsham and Carterton have been moved back to Q2 and Q3.
- Year-end total completions are anticipated to be healthy at this stage.

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

3.6. As the new Council Plan and Action Plan adapt to address shifting priorities and dynamics, the performance indicators will need to be reviewed to provide assurance that the Plans are being delivered and to offer appropriate insights towards accomplishing the strategic aims.

4. LEGAL IMPLICATIONS

4.1. None

5. RISK ASSESSMENT

5.1. None

6. ALTERNATIVE OPTIONS

6.1. None

7. BACKGROUND OPTIONS

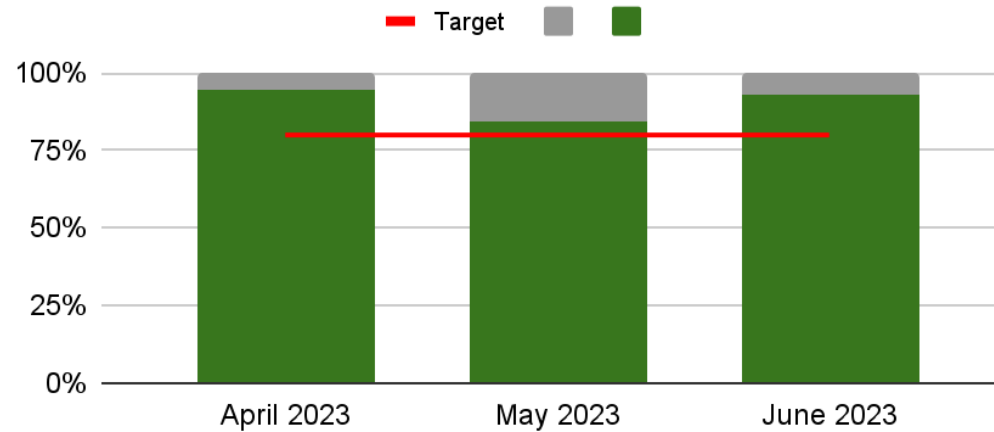
7.1. None

Development Management QI 2023-24

Team Stats (3 month rolling)

	In Hand	Decided
Major	10	9
Minor	55	61
Other	24	220
	Won	Lost
Appeals	73	23
	Received	Responded
Preapps	108	108
	Received	Responded
PDC	120	119

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

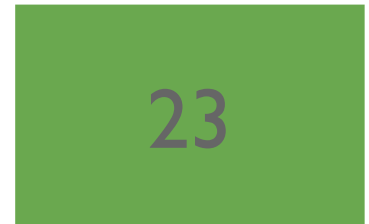


Cases in Hand

Principal



Senior



Planner



The service has performed very well processing applications within agreed times.

- 61 minor applications were determined in Q1, compared to 90 applications in the same period of the previous year. 96.72% of these were determined within the agreed time (including EOT)
- 9 major applications were determined in Q1, compared to 7 applications in the same period of the previous year. 88.89% of these were determined within the agreed time (including EOT)
- 220 other applications were determined in Q1, compared to 310 applications in the same period of the previous year. 96.36% of these were determined within the agreed time (including EOT)

Application numbers continue to slow but nonetheless, total income received for Q1 is £387,651 which is £84,651 above the target. Pre-App income was just shy of the target of £16,353 sitting at £15,093.

There were 11 appeals decided this quarter, four of which were allowed. As this metric is cumulative, it may well reduce throughout the year depending on how many appeals are received.

The service reports a substantial reduction in enforcement cases this quarter.

The key findings not requiring Member authorisation from the PAS report that went to cabinet this quarter have been implemented which has seen an upturn in performance.

There was one complaint received in Q1, which was not upheld.

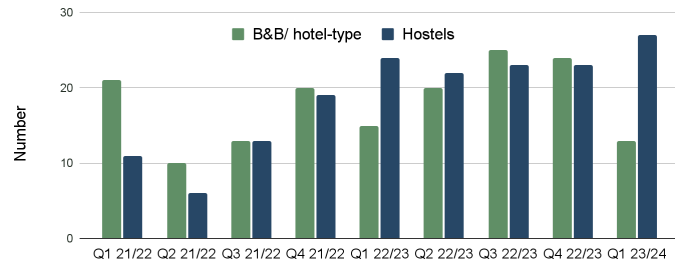
KEY	In hand	+/-	+/-
Planners	45	10	20
Seniors	25	5	10
Principals	15	3	5



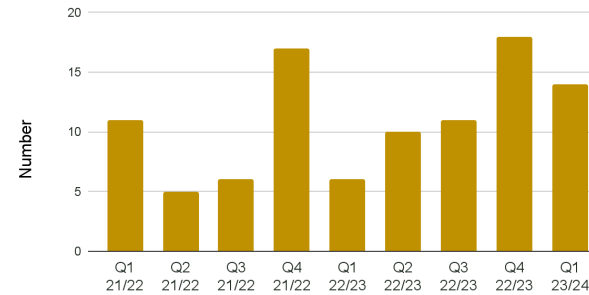
Housing Quarter I

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

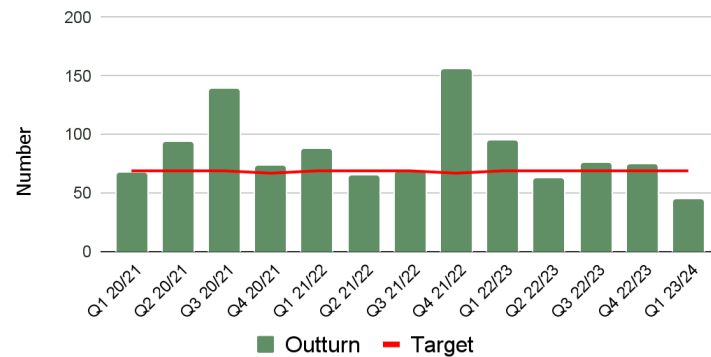


The number of successful 'move ons' from Emergency Accommodation to long term accommodation

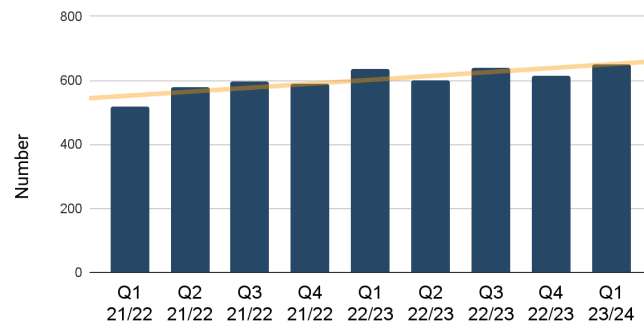


The number of affordable homes reaching practical completion

*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



Homelessness continues to be an issue and the amount of homeless people presenting continues to be high.

Hostels are still running at capacity. As there has been a reduction in homelessness at Cotswold, West households have been able to utilise them. There are 2 hostels in West, one which only has 60% capacity currently due to maintenance issues.

Implementation of the Ukrainian Top Up Fund has been secured and will be used for additional specialist staffing to free up the wider Housing Team.

Further funding to work with Housing Association partners has been allocated for properties for refugees. Depending on developers, these properties will become available in Q3/Q4.

Long Term Empty Homes

Properties continue to be added and removed from the list but as the graph indicates there is an upward trend.


Maintaining registers of long-term empty properties, can help monitor the situation, target interventions, and communicate with property owners more effectively.

There have been challenges this quarter due to the absence of the Empty Homes Coordinator due to bereavement, but work has now resumed.

Affordable Housing Delivery

Forty-five properties including 22 for affordable rent and 23 for shared ownership have been delivered in Bampton and Witney. Forecasted completions at Eynsham and Carterton have been moved back to Q2 and Q3. Year-end total completions are anticipated to be healthy at this stage.

Agenda Item 7

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>Economic and Social Overview and Scrutiny Committee 4 October 2023</p>
<p>Subject</p>	<p>Scrutiny Work Programme 2023/24</p>
<p>Wards affected</p>	<p>All</p>
<p>Economic and Social Accountable member / Assistant Director Lead</p>	<p>Councillor Andrew Beaney, Chair Economic and Social Overview and Scrutiny Committee Email: Andrew.Beaney@WestOxon.Gov.UK Assistant Director Lead : Jon.Dearing@publicagroup.uk</p>
<p>Climate and Environment Accountable member / Assistant Director Lead</p>	<p>Councillor Martin McBride, Chair Climate and Environment Overview and Scrutiny Committee Email: Martin.McBride@WestOxon.Gov.UK Assistant Director Lead: Bill Oddy, bill.oddy@publicagroup.uk</p>
<p>Finance and Management Accountable member / Assistant Director Lead</p>	<p>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</p>
<p>Accountable Officer</p>	<p>Andrew Brown, Business Manager - Democratic Services Email: Andrew.brown@publicagroup.uk</p>
<p>Summary/Purpose</p>	<p>To provide the Committees with an update on the Scrutiny Work Programme 2023/24.</p>
<p>Annexes</p>	<p>Annex I - Work Programme for 2023/24</p>
<p>Recommendation</p>	<p>That the Committee notes the Work Programme and provides comment where needed.</p>
<p>Corporate priorities</p>	<p>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.</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees / Consultation</p>	<p>None</p>

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 4 October 2023

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Refugee status	Statement report	Paula Massey	Quarterly	Report for comments or clarity, Chair to read out. Report to be in the public domain.
2	Service Performance Report – Quarter 1	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Jon Dearing	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.

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	Winter 2023	Bill Oddy spoken with Chair, new business manager being appointed
4	Housing Association Sovereign and Housing Association Committee meeting.	Verbal update	Geoff Saul / Jon Dearing	Nov 1 st 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
7	Upgrade to WO public space CCTV provision & monitoring arrangements	Regular Verbal update – timescale requested by the Committee	Councillor Saul / Andy Barge	CCTV replacement programme. Regular updates – Nov 23	Upgrade to WO public space CCTV provision & monitoring arrangements. Update from Andy Barge, no further update until end of October. Scrutiny aim: To review any documents and note updates
8	Local Police	Verbal update	Jon Dearing	TBA - Briefing	Scrutiny aim: Note and comment

Scrutiny Work Programme 2023/24

Annex I

9	Health Care statistic from Oxfordshire Health Watch	Presentation / Verbal update	Councillor Aitman / Heather McCulloch	TBA	9 – 11 invitation together as one Committee meeting
10	Health and Well Being Board data on medication shortages	Presentation / Verbal update	Councillor Aitman / Heather McCulloch	TBA	9 – 11 invitation together as one Committee meeting
11	Health Care Provision in Oxfordshire	Presentation / Verbal update	Councillor Aitman / Andy Barge / Heather McCulloch	TBA	9 – 11 invitation together as one Committee meeting
12	West Oxfordshire Local Plan 2041 – Update	Verbal update	Chris Hargraves	TBA	Working Group in place. Full briefing to all Councillors set for 26 October 2023.

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.

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	Updates as required	Action plan of what is currently being done and progress in WODC for flood management. Scrutiny aim: To receive information and ask questions
2	Fly Tipping Data Analysis	Report Update	Lidia Arciszewska / Jack Graham / Mandy Fathers	8 Nov 2023	Scrutiny aim: Understanding of the latest data analysis.
3	Climate Change Strategy	Report	Andrew Prosser / Hannah Kenyon	8 Nov 2023	Scrutiny aim: Understanding of the strategy.
4	Carbon Action Plan	Report	Andrew Prosser / Hannah Kenyon	8 Nov 2023	Scrutiny aim: Understanding of the Plan and timeline.
5	Service Performance Report – Quarter I	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Scrutiny aim: Report for comments or clarity

Scrutiny Work Programme 2023/24

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
3	Air Quality	Annual Report	Councillor Arciszewska / Phil Measures / Susan McPherson	7 February 2024 Phil Measures confirmed in July 23	Scrutiny aim: To receive information and ask questions
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:
7	Fly Tipping Enforcement update	Verbal Update	Councillor Arciszewska / Phil Measures / Susan McPherson / Mandy Fathers	As required – Nov 23	Scrutiny aim: To receive information on how many enforcement notices have been issued and ask questions

Climate and Environment Regular Reports:

Scrutiny Work Programme 2023/24

Annex I

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.

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Treasury Management	Report	James Howse / Phil Martin	When Required	Scrutiny aim:
2	Telephone Channel Access	One Off Report	Jon Dearing	6 September 2023	Scrutiny aim: Report for comments or clarity
3	Enhancement Suggestions for the Effectiveness of Scrutiny	One Off Report	Andrew Brown	6 September 2023	Scrutiny aim: Report for comments or clarity
4	Service Performance Report – Quarter I	Quarterly Report	Councillor Levy / James Howse / Bill Oddy	Quarterly	Scrutiny aim: Report for comments or clarity
5	Finance Performance Report – Quarter I	Quarterly Report	Councillor Levy / James Howse / Bill Oddy	Quarterly	Scrutiny aim: Report for comments or clarity

Scrutiny Work Programme 2023/24

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	When Required	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	Update of Local Authority Housing Fund Allocation	Report	Dan Levy / Frank Wilson	6 December 2023	Scrutiny aim: Report for comments or clarity

Financial Management Regular Reports:

Regular Reports	Further Information	Comments	Lead Officer / Executive Member
-----------------	---------------------	----------	---------------------------------

<p>Service Performance Report – Quarter 1</p> <p>Financial Performance</p>	<p>To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.</p>		<p>Elizabeth Griffiths / Councillor Levy</p> <p>Bill Oddy or Frank Wilson on hand for questions.</p>
<p>Service Performance Report – Quarter 2</p> <p>Financial Performance</p>	<p>To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.</p>		<p>Elizabeth Griffiths / Councillor Levy</p> <p>Bill Oddy or Frank Wilson on hand for questions.</p>
<p>Service Performance Report – Quarter 3</p> <p>Financial Performance</p>	<p>To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.</p>		<p>Elizabeth Griffiths / Councillor Levy</p> <p>Bill Oddy or Frank Wilson on hand for questions.</p>
<p>Service Performance Report – Quarter 4</p> <p>Financial Performance</p>	<p>To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.</p>		<p>Elizabeth Griffiths / Councillor Levy</p> <p>Bill Oddy or Frank Wilson on hand for questions.</p>

This page is intentionally left blank



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 SEPTEMBER 2023 – 31 DECEMBER 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

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

Documents and Queries

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

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

West Oxfordshire District Council: Executive Members 2023/24

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

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

Item for Decision	Key Decision (Yes / No)	Open or Exempt	Decision – Maker	Date of Decision	Executive Member	Lead Officer
Review of Community Grant Schemes	No	Open	Executive	13 Sep 2023	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Assistant Director - Communities - Andy Barge
Asylum Dispersal Grant	No	Open	Executive	13 Sep 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Assistant Director - Business Services - Phil Martin
Performance Report Q1 2023-2024	Yes	Open	Executive	13 Sep 2023	Executive Member for Finance - Cllr Dan Levy	Interim Director of Finance - James Howse
Finance Report Quarter 1	Yes	Open	Executive	13 Sep 2023	Executive Member for Finance - Cllr Dan Levy	Interim Director of Finance - James Howse
Service Performance Report Q1 - Nov 2023	No	Open	Executive	13 Sep 2023	Executive Member for Finance - Cllr Dan Levy	Interim Director of Finance - James Howse
Channel Choice and Telephone Access	Yes	Open	Executive	13 Sep 2023	Executive Member for Leisure and Major Projects - Alaric Smith	Assistant Director - Residents' Services - Jon Dearing
Procurement and Contract Management Strategy	No	Open	Executive	13 Sep 2023	Executive Member for Finance - Cllr Dan Levy	Senior Procurement Business Partner - Ciaran O'Kane
Endorsement of Cotswold National	No	Open	Executive	13 Sep 2023	Executive Member for Planning and Sustainable Development - Carl	Planning Policy Manager - Chris Hargraves

Landscape Management Plan 2023-25					Rylett	
Housing Resources – Fixed-Term Contract to Permanent Staff/Additional Post Proposal	Yes	Open	Executive	11 Oct 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Business Manager Housing - Caroline Clissold
Employment Policies	No	Open	Executive	11 Oct 2023	Executive Member for Leisure and Major Projects - Alaric Smith	Assistant Director - Organisational Effectiveness - Zoe Campbell
Review of Car Parks	No	Part Exempt	Executive	11 Oct 2023	Executive Member for Leisure and Major Projects - Alaric Smith	Shared Parking Manager - Maria Wheatley
Youth Needs Assessment	Yes	Open	Executive	11 Oct 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul, Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Community Wellbeing Manager - Heather McCulloch
Response to the Levelling up and Regeneration Bill Consultation: an implementation of plan making reforms	No	Open	Executive	11 Oct 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves
Transfer of Land and Development of Homes at Walterbush Road,	Yes	Fully exempt	Executive	11 Oct 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Assistant Director - Property and Regeneration - Claire Locke

Chipping Norton						
Consideration of Options to bring about the Renovation of The Unicorn, Great Rollright Consideration of options to bring about the renovation of The Unicorn, Great Rollright	Yes	Fully exempt	Executive	11 Oct 2023	Executive Member for Finance - Cllr Dan Levy	Assistant Director - Property and Regeneration - Claire Locke
Treasury Management Quarterley Update Report	No	Open <i>!NotSet!</i>	Executive	11 Oct 2023	Executive Member for Finance - Cllr Dan Levy	Interim Director of Finance - James Howse
Outdoor Markets Review To review the report on the outdoor markets, consider the recommendations and inform officers which of the recommendations they would like to pursue.	Yes	Open	Executive	15 Nov 2023	Deputy Leader - Economic Development - Cllr Duncan Enright	Assistant Director - Communities - Andy Barge
Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy	No	Open	Executive	15 Nov 2023	Executive Member for Finance - Cllr Dan Levy	Head of Counter Fraud and Enforcement Unit - Emma Cathcart

Carbon Action Plan	Yes	Open	Executive	15 Nov 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Climate Change Manager (WODC) - Hannah Kenyon
Local Electric Vehicle Infrastructure (LEVI) funding Grant approval for OCC to submit a Stage 2 Application to the Office for Zero Emissions Vehicles (OZEV) by 30 November 2023 for Oxfordshire's allocation of c£3.6million Local Electric Vehicle Infrastructure (LEVI) funding, and grant approval to subsequently accept and spend these funds from OZEV according to the submitted LEVI proposal.	Yes	Open <i>!NotSet!</i>	Executive	15 Nov 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Climate Change Manager (WODC) - Hannah Kenyon Hannah Kenyon
Update on Improvement Work with Thames Water	No	Open <i>!NotSet!</i>	Executive	15 Nov 2023	Councillor Lidia Arciszewska, Executive Member for Environment	Assistant Director – Business Services - Phil Martin
Biodiversity Land Management Strategy	Yes	Open	Executive	15 Nov 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Climate Change Manager (WODC) - Hannah Kenyon

Climate Change Strategy	Yes	Open	Executive	13 Dec 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Climate Change Manager (WODC) - Hannah Kenyon
Approval of Upgrade to WODC Public Space CCTV Provision and Monitoring Arrangements	Yes	Open	Executive	13 Dec 2023	Councillor Geoff Saul, Executive Member for Housing and Social Welfare	Strategic Policy and Partnerships Officer - Astrid Harvey
Draft Budget 2024/25 and Medium Term Financial Strategy	Yes	Open <i>!NotSet!</i>	Executive	13 Dec 2023	Executive Member for Finance - Cllr Dan Levy	Interim Director of Finance - James Howse
Budget 2024/25 and Medium Term Financial Strategy	Yes	Open	Executive	14 Feb 2024	Executive Member for Finance - Cllr Dan Levy	Interim Director of Finance - James Howse
Key Decisions Delegated to Officers						
Allocate Funding from the Project Contingency Earmarked Reserve	Yes	Open	Interim Director of Finance - James Howse	Before 31 Dec 2023	Executive Member for Finance - Cllr Dan Levy	Interim Director of Finance - James Howse
Standing Delegation: Settlement of Legal Claims The Head of Legal Services has delegated	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

authority in the Council's Constitution to settle or compromise any proceedings as they deem appropriate and expedient for the Council's interests.						
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
Other business for Council meetings						
Partnership update	Yes	Open	Council	27 Sep 2023	Leader of the Council - Cllr Andy Graham	Chief Executive & Head of Paid Service - Giles Hughes
Constitution Working Group Recommendations, including the structure of Overview and Scrutiny Committee	No	Open	Council	27 Sep 2023	Leader of the Council - Cllr Andy Graham	Business Manager Democratic Services - Andrew Brown

To consider recommended amendments to the Council's Constitution.						
---	--	--	--	--	--	--

This page is intentionally left blank