

Tuesday 3 October 2023

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## EXECUTIVE

You are summoned to a meeting of the Executive, which will be held at The New Warwick Hall, Church Lane, Burford, Oxfordshire OX18 4QY on **Wednesday, 11 October 2023 at 6.00pm.**



Giles Hughes  
Chief Executive

To: Members of the Executive

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

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 - 12)**  
To approve the minutes of the previous meeting, held on Wednesday 13 September 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**  
  
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 Housing Resources (Pages 13 - 20)**  
Purpose:  
To brief members on the continuing pressures facing the Housing Service.  
To outline the work carried out by Fixed Term Contract Staff, and the impact on the service should these be lost, with a recommendation to make these staff permanent.  
To seek approval to recruit an additional member of staff to assist with the complex and increasing volumes of Housing financial transactions.

Recommendations:

That the Executive Resolves to:

- a) Agree that the three fixed term contract posts as described in Section 4.3 are moved to permanent posts;
- b) Approve the recruitment of a new Housing Finance Project Officer (WODC specific) as laid out in Section 6.

**7. Human Resources (Employment) & Health and Safety Policies (Pages 21 - 196)**

Purpose:

To update the Executive relating to the refresh of all Employment and Health & Safety policies for WODC.

Recommendations:

That the Executive Resolves to:

- a) Request that the Constitution Working Group considers the expansion of the terms of reference of the Performance and Appointments Committee to include responsibility for the adoption and amendment of Employment and Health and Safety Policies.
- b) Recommend that Council adopts the twenty-six Employment and Health & Safety Policies (included in Annex A).
- c) Recommend to Council to delegate authority to the Chief Executive, in consultation with the Leader of the Council and the Director of Governance, to approve subsequent amendments to any West Oxfordshire District Council employment policies that may be necessary, in line with legal changes and best practice, to ensure the Councils policies remain compliant.

**8. Review of Car Parks (Pages 197 - 236)**

Purpose:

To consider proposals that promote the efficient utilisation of the Council's free off-street carparks, and support access to the District's Town Centres and smaller service centres, including the gathering of further data on carpark usage and implementation of amended stay times.

Recommendations:

That the Executive Resolves to:

- a) Agree that a further review in 2024 of Guildenford car park supports the best use of council assets to identify parking issues and capacity levels. As per paragraph 3.5 of the report.
- b) Agree to delegate the decision to approve the costs associated with undertaking a further review of Guildenford car park to Assistant Director for Resident Services Group in consultation with the Executive Member for Leisure and Major Projects.
- c) Agree that a further review in 2024 of Hensington Road car park would support best use of council assets once the impact of charging on street by Oxfordshire

County Council has been assessed as per paragraph 3.39 of the report.

- d) Agree to change the restriction time in Zone G of Woolgate to 12-hour maximum stay as per paragraph 3.30 of the report.
- e) If changes to stay times are agreed (as per recommendation d), delegate the decisions following outcome of the legally required consultation to the Assistant Director for Resident Services Group in consultation with the Executive Member for Leisure and Major Projects
- f) Approve expenditure up to £8,000 to improve car park signage from the Support from either UKSPF funding or Council Priorities Reserve.
- g) Agree in principle that condition surveys on Council Car parks should be considered further to establish the condition of Council assets as per paragraph 5.2 of the report.

9. **Youth Needs Assessment Recommendations (Pages 237 - 246)**

Purpose:

To consider the recommendations made to the council as a result of the Youth Needs Assessment, in which we gained the views of just under 4000 young people to better understand the challenges they face.

Recommendations:

That the Executive Resolves to:

- a) Ask officers to engage with Oxfordshire County Council to work up a proposal to create a dedicated youth specialist role for the Council to lead on Young People and carry forward the recommendations of the Youth Needs Assessment. This proposal should come back to the Executive for approval if it has direct financial implications for the Council.
- b) Dedicate a specific stream of funding on the WestHive platform for youth activities particularly those led by young people themselves.

10. **West Oxfordshire Local Plan 2031 - Regulation 10A Review (Pages 247 - 314)**

Purpose:

To consider a review of the West Oxfordshire Local Plan 2031 in accordance with Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Recommendations:

That the Executive Resolves to:

- a) Note the content of the report;
- b) Approve the Regulation 10A review of the West Oxfordshire Local Plan 2031, attached at Annex A.

11. **Treasury Management Quarterly Update Report (Pages 315 - 326)**

Purpose:

To provide a quarterly update on the Council's Treasury Management operations.

Recommendations:

That the Executive Resolves to:

- a) Note the contents of the report.

12. **Exclusion of Press and Public**

If the Executive wishes to exclude the press and public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Executive to pass a resolution in accordance with the provisions of the Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

13. **The Unicorn, Great Rollright - Listed Building in Poor Repair (Pages 327 - 340)**

Purpose:

To review previous decisions to take action to conserve The Unicorn (former Public House) at Great Rollright, a listed building in disrepair, and agree whether the Council should proceed with any action to secure the protection or renovation of the building, based on the financial risk this poses to the Council.

Recommendations:

That the Executive Resolves to:

- a) Continue to work with the building owners who are responsible for its condition and renovation. To monitor the structural condition of the building as set out in Option 4 to comply with its statutory duties but not proceed with discretionary legal action (covered in Options 1, 2 and 3) due to the significant financial risk to the Council and burden on the taxpayer, of doing so.
- b) Note that should the structural stability of the building deteriorate further placing people and property at risk from collapse, the Council will have to take action to remove the risk.

(END)