

Tuesday 5 December 2023
Re-Issued: Wednesday 6 December 2023

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EXECUTIVE

You are summoned to a meeting of the Executive, which will be held at Charlbury Community Centre, Enstone Road, Charlbury, Oxfordshire OX7 3PQ on **Wednesday 13 December 2023 at 2.00pm.**



Giles Hughes
Chief Executive

To: Members of the Executive:

Councillors: Andy Graham (Leader), Duncan Enright (Deputy Leader), Alaric Smith, Joy Aitman, Charlie Maynard, Andrew Prosser, 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 5 - 14)**

To approve the minutes of the previous meeting, held on Wednesday 15 November 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. **Council Tax Support Scheme 2024 (Pages 15 - 28)**

Purpose:

To present the results of the public consultation, on proposals for revising the current Council Tax Support scheme with effect from 1 April 2024.

Recommendations:

That the Executive Resolves to:

I. Recommend to Council to:

- a) Agree the increase in Council Tax Support, as detailed in paragraph 2.4, from 1 April 2024;
- b) Agree that any surplus in the Support Fund is transferred over to 2024/2025, for reasons detailed in paragraphs 2.6 and 2.7;

- c) Approve the amendment to the Council Tax Support Policy as recommended in paragraph 2.8.

7. **Windrush Leisure Centre - PSDS 3c Funding Bid (Pages 29 - 40)**

Purpose:

To seek approval, ahead of an award decision, to accept Public Sector Decarbonisation Scheme funding for Windrush Leisure Centre and to contribute a maximum of £244,866, equating to 12% of total project costs.

Recommendations:

That the Executive Resolves to:

1. Delegate authority to the Chief Executive Officer, in consultation with the Director of Finance and the Executive Members for Finance and Climate Change to:
 - a) Accept the grant funding, if awarded to the Council, and earmark the required client contribution of £224,866 in the 2024/25 budget.
 - b) Note that project risks have been identified and that project gateways will be used where any decision relates to capital spend.

8. **Service Performance Report 2023-24 Quarter Two (Pages 41 - 94)**

Purpose:

To provide details of the Council's operational performance at the end of 2023-24 Quarter Two (Q2).

Recommendations:

That the Executive Resolves to:

1. Note the 2023/24 Q2 service performance report.

9. **Review of Weekly Markets (Pages 95 - 162)**

Purpose:

To consider the outcome of a review of the outdoor markets of West Oxfordshire as completed by the consultant.

Recommendations:

That the Executive Resolves to:

1. Delegate authority to the Chief Executive, in conjunction with the Deputy Leader and Executive Member for Economic Development, to undertake an Expression of Interest exercise to select a commercial market operator to run the weekly retail markets in Witney and Chipping Norton;
2. Delegate authority to the Chief Executive, in consultation with the Executive Member for Economic Development, to appoint a commercial market operator for an initial period of two years.

10. **Review of Legal Services (Pages 163 - 172)**

Purpose:

To outline the conclusions and recommendations from the strategic review of the shared Legal Service by an external organisation, Cadence Innova Limited, and to seek agreement to invest in the Legal Service.

Recommendations:

That the Executive Resolves to:

1. Approve:
 - a) Ongoing revenue investment of £40,000 per annum into the shared Legal Service to recruit two additional roles, with any 2023/24 costs to be funded from reserves;
 - b) A one-off funding of £26,000 to contribute to a temporary (12 months) Legal Services Change Manager role to be funded from reserves;
 - c) A maximum contribution of £45,000, (in total over a four-year period), for the procurement of legal case management software.
2. Delegate authority to the Chief Executive, in consultation with the Leader of the Council and Director of Governance, the signing off of the Shared Legal Services Collaboration Agreement between Cotswold District Council, Forest of Dean District Council and West Oxfordshire District Council;
3. Note that a further update report will be provided to the Executive in six months detailing the transformation to date.

11. Update on Improvement Works with Thames Water (Pages 173 - 176)

Purpose:

To consider the improvements as a result of closely working with Thames Water over the past 12 months.

Recommendations:

That the Executive Resolves to:

1. Note the content of the report.

12. Draft Budget 2024-2025 (Pages 177 - 192)

Purpose:

To provide an update on the developing budget for 2024/25.

Recommendations:

That the Executive Resolves to:

1. Note the update on the developing budget for 2024/2025.

(END)