

Issued: Tuesday 27 February 2024  
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Tel: 01993 861000  
email: [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk)

## EXECUTIVE

You are summoned to a meeting of the Executive, which will be held in the Council Chamber, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday 6 March 2024 at 2.00pm**.



Giles Hughes  
Chief Executive

To: Members of the Executive:

Councillors: Andy Graham (Leader), Duncan Enright (Deputy Leader), Lidia Arciszewska, Joy Aitman, Charlie Maynard, Andrew Prosser, Geoff Saul, Alaric Smith 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 14 February 2024.
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. **Reports from Overview and Scrutiny**  
To consider any reports or recommendations from the Overview and Scrutiny Committee, which meets on 29 February 2024.
7. **Matters raised by Audit and Governance Committee**  
To consider any matters raised by the Audit and Governance Committee.
8. **Publica Transition Update (Pages 13 - 48)**  
Purpose  
To consider the Local Partnerships report and to consider the findings and recommendations therein.

### Recommendation

That Executive Notes:

1. the findings and recommendations set out in the Local Partnerships report; and
2. that the Interim Programme Director shall prepare a detailed transition plan, building on the recommendations set out in the Local Partnerships report, for subsequent consideration by Executive, Overview and Scrutiny Committee and Council.

#### **9. West Oxfordshire Food Action Plan (Pages 49 - 88)**

##### Purpose:

To present the action plan produced by the Food Action Working Group (West Oxfordshire), noting especially the actions attributed to the Council. This is one of five district-specific action plans being produced as part of the Oxfordshire Food Strategy.

##### Recommendations:

That the Executive Resolves to:

1. Endorse the Food Action Plan (West Oxfordshire) attached at Annex A;
2. Approve the actions attributed to the Council as set out in paragraph 3.5 of the report.

#### **10. Service Performance Report 2023-24 Quarter Three (Pages 89 - 148)**

##### Purpose:

To provide details of the Council's operational performance at the end of 2023-24 Quarter Three (Q3).

##### Recommendations:

That the Executive Resolves to:

1. Note the 2023/24 Q3 service performance report.

#### **11. Financial Performance Report – 2023/24 Quarter Three (Pages 149 - 170)**

##### Purpose:

To detail the Council's financial performance for Quarter Three 2023-2024.

##### Recommendations:

That the Executive Resolves to:

1. Note the Council's Financial Performance for Quarter Three 2023-2024;
2. Delegate authority to the Director of Finance, in consultation with the Executive Member for Finance, to review and repurpose earmarked reserves to mitigate against the four main financial risks identified in the report.

#### **12. Road Closure Policy (Pages 171 - 186)**

##### Purpose:

To consider a new policy for the administration of Temporary Road Closure applications.

##### Recommendations:

That the Executive Resolves to:

1. Note the report and approve the Temporary Road Closure Policy;
2. Agree to implement the Temporary Road Closure Policy following the standard call-in period, but no sooner than 1 April 2024;
3. Agree to amend the Officer Scheme of Delegation and insert that the

determination of Temporary Road Closure applications will be made by an appropriate officer in consultation with a legal representative, where there is no objection from any statutory consultee; and,

4. Approve the fees as set out in paragraph 4 of the report for Temporary Road Closure applications.

**13. Fixed Penalty Notice Policy (Pages 187 - 206)**

Purpose:

To consider a new policy for the administration of Fixed Penalty Notices.

Recommendations:

That the Executive Resolves to:

1. Note the report and approve the Fixed Penalty Notice Policy;
2. Agree to implement the Fixed Penalty Notice Policy following the standard call-in period.

**14. Retail Relief – Business Rates (Pages 207 - 214)**

Purpose:

To consider a scheme of rate relief for retail premises as outlined by Government in the Autumn Statement 2023

Recommendations:

That the Executive Resolves to:

1. Approve the Retail, Hospitality and Leisure scheme as set out in Annex A for 2024/2025;
2. Delegate authority to the Assistant Director for Resident Services the award of such reliefs.

**15. Carbon Action Plan (Pages 215 - 260)**

Purpose:

To present the West Oxfordshire District Council Carbon Action Plan, which is proposed to be adopted and resourced by the Council from April 2024.

Recommendation:

That the Executive Resolves to:

1. Approve the West Oxfordshire District Council Carbon Action Plan to deliver on the Council's commitment to become carbon neutral by 2030.

**16. Sport England Swimming Pool Support Fund Phase 2 (Pages 261 - 270)**

Purpose:

To seek approval for the Council to enter into an agreement with Sport England for the acceptance of a grant from the Swimming Pool Support Fund (SPSF) Phase 2; and for the Council to draw down funding awarded to Chipping Norton Lido, acting in its capacity as lead authority for the delivery of the SPSF.

Recommendations:

That the Executive Resolves to:

1. Approve the acceptance of the SPSF Phase 2 grant awarded to West Oxfordshire District Council, valued at £243,328, to install rooftop solar PV (Photo Voltaic)

and energy saving showers at the Windrush Leisure Centre, Witney;

2. Delegate authority to the Director of Finance to draw down and deploy the SPSF Phase 2 grant awarded to Chipping Norton Lido Ltd, valued at £84,366, to install solar PV and an air source heat pump.

**17. 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.

The Executive may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**18. Exempt Annex A - Sport England Swimming Pool Support Fund (Phase 2) - Capital Grant Agreement (CGA) (Pages 271 - 294)**

(END)