

Tuesday 9 April 2024

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EXECUTIVE

You are summoned to a meeting of the Executive, which will be held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday 17 April 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 5 – 12)**
To approve the minutes of the previous meeting, held on Wednesday 6 March 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 the Overview and Scrutiny Committee**
To consider any reports or recommendations from the Overview and Scrutiny Committee, which meets on 10 April 2024.
7. **Matters raised by Audit and Governance Committee**
To consider any matters raised by the Audit and Governance Committee.
8. **Ubico Business Plan 24/25 (Pages 13 – 38)**
Purpose:
To consider the Ubico Business Plan 2024-25, which has been produced by Ubico in consultation with the Directors and Shareholders, and to recommend that the Leader (as Shareholder Representative) approves the plan.

Recommendations:

That the Executive Resolves to:

1. Note the 2024/25 Ubico Business Plan; and
2. Note that the Leader of the Council, as shareholder representative, will sign the written resolution to approve the Ubico Business Plan 2024-2025 in due course.

9. Local Authority Housing Fund Round 3 Application (Pages 39 – 60)

Purpose:

To determine whether to support a third-round application to the Local Authority Housing Fund (LAHF) and sign the associated Memorandum of Understanding ('MoU').

Recommendations:

That the Executive Resolves to:

1. Approve the signature of the Memorandum of Understanding ('MoU') with government in respect of round three of the Local Authority Housing Fund ('LAHF');
2. Agree to accept a proposal from Soha Housing to fulfil the requirements of the LAHF on behalf of the Council in respect of the delivery of a further 4 additional affordable homes;
3. Agree to passport the funding received by the Council to Soha Housing underpinned by a funding agreement setting out the relevant grant terms;
4. Delegate authority to the Assistant Director for Resident Services, in consultation with the Director of Finance, to agree to provide funding (if necessary) from relevant refugee budget to fit out properties to an appropriate standard for affordable provision as set out in paragraph 4.2 of the report.

10. Funding Request for Asset Management Strategy (Pages 61 – 66)

Purpose:

To present the benefits of an Asset Management Strategy and Condition surveys and secure funding for their delivery.

Recommendations:

That the Executive Resolves to:

1. Agree to commission an Asset Management Strategy and allocate funding of £50,000 from the Property Budget 2024/2025;
2. Delegate authority to the Director of Finance, in consultation with the Executive Member for Finance, to award the contract for Conditions surveys following an Open Procurement;
3. Agree to allocate funding of £30,000/year from future revenue budgets for a rolling programme of building and carpark condition surveys.

11. Funding for Decarbonisation Scheme – Carterton Leisure Centre (Pages 67 – 76)

Purpose:

To present the business case for the decarbonisation of Carterton Leisure Centre and agree a strategy for funding the scheme.

Recommendation:

That the Executive Resolves to:

1. Agree to pause the current project to decarbonise Carterton Leisure centre, informing Salix that there will be no further expenditure of PSDS 3b funding, and to reapply for more PSDS funding in Autumn 2024 to enable the scheme to proceed.

(END)