

Wednesday, 8 March 2023

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## 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 the Committee Room 1, Woodgreen, Witney OX28 1NB on **Thursday, 16 March 2023 at 6.30 pm.**



Giles Hughes  
Chief Executive

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

Councillors: Andrew Beaney (Chair), Rizvana Poole (Vice-Chair), Luci Ashbourne, Jill Bull, Nathalie Chapple, Owen Collins, Jane Doughty, Natalie King, Liz Leffman, Nick Leverton, Charlie Maynard, Lysette Nicholls, Rosie Pearson, Harry St John and Alex Wilson

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. **Minutes of Previous Meeting (Pages 5 - 8)**  
To approve the minutes of the meeting held on 24 November 2022.
2. **Apologies for Absence**  
Apologies for absence were received from Councillors Jane Doughty and Councillor Liz Leffman.  
Councillor Alaric Smith substituting for Councillor Liz Leffman.
3. **Declarations of Interest**  
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
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](mailto:democratic.services@westoxon.gov.uk), by no later than 10.00am on the working day before the meeting.
5. **Public Houses - Future after closure (Pages 9 - 10)**  
Purpose:  
Motion referred to Scrutiny re Public Houses future after closure.  
  
Recommendation:  
Committee to scrutinise the response from Officers and comment back to Executive if necessary.
6. **REEMA North update from Jon Wooden**  
Purpose:  
To receive an update from Jon Wooden re REEMA North:  
  
"Our ambition remains to have the REEMA North site developed out in the manner we have previously discussed with WODC officials, but the timing of our future work in relation to this site is dependent on when we obtain business case approval from MOD to proceed with the next phases of the project (e.g. a planning application and procurement).  
  
Given this, at this stage there's not much more I can add, but I am happy to brief the committee at a future meeting when we have more definitive timescales for the project".  
  
Recommendation:  
That the update be noted by all Councillors in attendance.
7. **Enforcement Improvement Programme Update**  
Purpose:  
To update the members of the Committee on the Enforcement Improvement Programme.

Recommendation:

Members of the Committee to scrutinise the update and ask questions to be put to officers if needed.

8. **Service Performance Report 2022/23 - Quarter Two** (Pages 11 - 18)

Purpose:

To give the Committee the opportunity to comment on the Quarter Two Performance Monitoring Report.

Recommendation:

That the Committee scrutinise the reports and comments if necessary.

9. **Service Performance Report 2022/23 - Quarter Three** (Pages 19 - 26)

Purpose:

To give the Committee the opportunity to comment on the Quarter Three Performance Monitoring Report.

Recommendation:

That the Committee scrutinise the reports and comments if necessary.

10. **Committee Work Programme** (Pages 27 - 38)

Purpose:

To provide the Committee with an updated Work Programme for 2022/2023.

Recommendation:

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

11. **Executive Work Programme** (Pages 39 - 50)

Purpose:

To give the Committee the opportunity to comment on the Executive Work Programme published March 2023.

Recommendation:

That the Committee decides whether to express a view to the Executive on relevant issues in its Work Programme.

12. **Exclusion of the Public and Press**

If the Chair wishes to exclude the press and the 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 Committee to pass a resolution in accordance with the provisions of 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 Chair 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.

13. **WODC Refugee update** (Pages 51 - 52)

Purpose:

The Committee had requested regular updates of WODC Refugee status.

Recommendation:

The Committee notes the WODC Refugee current update.

14. **Update on Replacement of CCTV monitoring control room equipment (Pages 53 - 60)**

Purpose:

Committee to receive an update on the detail of the replacement of CCTV monitoring control room equipment programme, as requested.

Recommendation:

Committee to note the requested update.

(END)

## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the  
**Economic and Social Overview and Scrutiny Committee**  
Held in the Council Chamber at 6.30 pm on **Thursday, 24 November 2022**

### PRESENT

Councillors: Andrew Beaney (Chair), Jill Bull, Owen Collins, Jane Doughty, Nathalie Chapple, Natalie King, Liz Leffman, Nick Leverton, Charlie Maynard, Lysette Nicholls, Rosie Pearson, Harry St John and Alex Wilson

Also present Councillor Aitman (Cabinet member for Stronger, Healthy Communities), Councillor Enright (Cabinet Member for Economic Development) and Councillor Levy (Cabinet Member for Finance).

Officers: Jon Dearing (Group Manager - Residents Services) Stuart Wilson (Leisure Contract Specialist) Astrid Harvey (Strategic Policy and Partnerships Officer), Andrew Brown (Business Manager - Democratic Services) Michelle Ouzman and Janet Eustace (Democratic Services).

Also present John Amatt (GLL Head of Service), Matt Simmons (GLL Partnership Manager).

#### **34 Minutes of Previous Meeting**

The minutes of the meeting held on 11 October 2022 were approved as a true record and signed by the Chair.

#### **35 Apologies for Absence**

Apologies for absence were received from Councillor Poole (Deputy Chair).

#### **36 Declarations of Interest**

There were no declarations of interest received.

#### **37 Participation of the Public**

There was no public participation.

#### **38 Chairman's Announcements**

The Chair amended the order of the agenda to allow presenters to speak earlier in the meeting.

#### **39 WODC Refugee Update**

Jon Dearing (Group Manager - Residents Services) updated the Committee on the WODC Refugee status. He reported that there were 171 Ukrainian households in the area and that there had been 166 home inspections. Additional resources were being deployed to help those families who wished to move on into the private rented sector. The Afghan and Syrian refugee families were reported as all doing well. It was noted that a hotel in Witney had been taken over by the Home Office to provide accommodation for other refugees. The Home Office was providing security and catering. The Council had no direct role but was in touch with the authorities to assist where possible. It was noted that it was a fast moving situation with local churches and charities providing support where possible.

#### **40 Greenwich Leisure Limited (GLL) Update**

John Amatt (GLL Head of Services) and Matt Simmons (Partnership Manager) presented the GLL Annual Report. They talked about the new initiatives to promote health and to respond to the cost of living crisis. They explained that although numbers attending Leisure Centres in Chipping Norton and Carterton were almost back to pre-pandemic levels, numbers at Windrush were down by 40%. They mentioned the increase in running costs which were up by more than 25% over the last three years. The problems with the roof at the Chipping Norton Leisure Centre were due to be resolved in the forthcoming year.

In answer to questions, Mr Amatt confirmed that the numbers returning to the Leisure Centre were in line with other rural areas. Windrush was suffering from competition with new gyms being set up. He confirmed that GLL was working with local GPs to progress outreach work and said that they were working hard to promote mental health particularly among younger people. Mr Amatt was asked about the cleanliness of the centres. He accepted that there had been serious staffing shortages across the organisation but that the situation had now improved. Councillor Bull said that many of her earlier queries had been addressed and thanked Mr Simmons for the greatly improved communications now in place.

It was confirmed that the legal dispute on the roof at Chipping Norton Leisure centre had come to an end and that the Council would need to fund the repairs.

Councillors asked how GLL proposed to address rising costs and falling attendance. Mr Amatt said that there was due to be an announcement about reducing opening hours the following day and that he could not discuss the matter in advance of that. Reducing water temperature was a difficult balancing act between lower costs and deterring users. The company was looking for ways to bring older people back by offering cross centre packages and also at the family market with new junior packages.

Mr Amatt confirmed that the autumn/winter programme for improving the pitches at Monahan Way was in progress. It was difficult to open the Astro Turf at Carterton Community College more widely but the pitch was always made available to those who had booked. He agreed to provide a schedule of those facilities across the district for which GLL is responsible.

The Chairman thanked Mr Amatt and Mr Simmons for their presentation and for answering questions.

#### **41 West Oxfordshire Council Plan 2023 - 2027**

Astrid Harvey (Strategic Policy and Partnerships Officer) introduced the draft Council Plan 2023 -2027. She explained that the plan set out the overall vision of the Council and would be used to inform a more detailed action plan. She invited comments.

In discussion the following points were raised:

- How this plan differed from the previous plan. It felt as though the pack had been shuffled with no new ideas being included
- 'excellent health and wellbeing' required more clarity
- There needed to be more about biodiversity and ecology
- References to 'coalition' should be changed to 'alliance'

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- Page 15. Are residents indeed being put first? Has there been a full consultation with the public?
- Page 16. Add 'farmed' to 'built and natural environment'.
- The extent to which Town and Parish Councils are consulted; buses and bins were quoted as examples
- Page 17. There was discussion around the need to add 'inclusive'.
- Last bullet point 'current and future residents'
- Will people understand the term 'blue infrastructure'?
- Remove the quote which refers to the 'donut' economy
- 'Teachers' should be expanded to include support workers
- 4<sup>th</sup> bullet point add in more about biodiversity
- What about access to local food and reducing food miles
- Page 21 Why specific reference to young people only? If this is an area for focus we must also consider mental health of our younger population.
- Does there need to be more about flooding?
- Bullet point 1 needs clarifying
- Infographic – the food bank figures should be for all of the area not just Witney.
- The domestic abuse figures need to be amended to include 'reported'.
- The footnotes are not legible.

The Chair thanked Ms Harvey for the report.

#### **42 Service Performance Report 2022/23 - Quarter One**

The Committee considered the report. It was noted that it no longer received details of the number of people on the housing waiting list and asked that these details be included in future reports. The Committee also asked for details of numbers of void properties.

#### **43 Committee Work Programme**

The Chair drew attention to the fact that a number of items had dropped off the work programme. If necessary an additional Committee meeting would be arranged to consider these when they come forward. The Committee noted that they had not received a report from Defence Infrastructure. Mr Dearing said he had invited Mr Wooden to attend the meeting but had not received a reply. He said he would continue to chase. It was noted that Annington had said they would not be refurbishing any more of their existing properties in Carterton.

The Chair said that he would follow up the establishment of a working party to consider issues of concern around the Leisure Centres. Councillor Aitman confirmed that she would not be a member of this group but would attend as Cabinet Member for Stronger, Healthy Communities. It was agreed that Mr Dearing would draw up a crib sheet on Housing Questions and circulate this to members of the Committee for comment.

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Several Councillors had attended the recent Scrutiny Committee training which had been very useful. The advice had been that agenda items should not be included 'for noting' but rather all items should be for active scrutiny.

It was agreed that a Housing Association should be invited to attend a future meeting to brief on their role and the problems they are facing. The Committee also asked for an opportunity to scrutinise developer contributions

#### **44 Cabinet Work Programme**

It was agreed that the work programme should be amend it to make it clearer whether or not an item would be considered by the public.

The Meeting closed at 8.30 pm

CHAIR



## Agenda Item 5

### Public Houses - Future after closure

Motion raised at Full Council been referred to Economic and Social Overview and Scrutiny Committee.

#### **Motion:**

- I. Public Houses - Proposed by Councillor St. John, Seconded by Councillor Langridge. Councillor Harry St. John proposed the motion, which details that if a public house is closed for whatever reason, and the applicant can prove they have tried to make it viable, or have failed to find a buyer for the pub as a pub at a realistic price reflecting its true commercial value (over a realistic marketing period of at least 12 months), and not some exaggerated hope value for residential conversion, the Council's policy (currently defined in E5) will seek, in the first instance, to see the building reused for a suitable community use. If there is no obvious need or demand for that type of use, then the Council's second preference would be conversion to affordable housing to provide smaller dwellings for local people resident in the parish or adjoining parishes, and this should be secured in perpetuity by a suitable S106 agreement to supplement the known shortage of affordable dwellings for local people especially in rural villages. The third preference should be commercial use - office, workshops or even retail to encourage more employment opportunities in rural locations. Councillor St. John proposed that the resolutions attached to the motion are agreed by Council. This was seconded by Councillor Richard Langridge. After advice from the Chair that it would be reasonable for the motion to be referred to the appropriate Scrutiny Committee, Councillor St. John stated that he was happy for this to happen, as it would benefit for the relevant wording be attached to any resolutions in line with the Local Plan. Council **Resolved** to refer the motion to the Economic and Social Overview & Scrutiny Committee.

#### **Response** from Chris Hargraves - Planning Policy Manager WODC


Policy E5 of the adopted West Oxfordshire Local Plan 2031 relates to the development and retention of local services and community facilities including commercially run facilities such as shops and pubs. In essence the policy seeks to protect such uses by requiring alternative forms of development to demonstrate that suitable alternative provision will remain and that in the case of pubs, shops and other commercially run services and facilities, that the existing use is no longer viable and is incapable of being made viable or adapted.

The motion suggests that an alternative 'sequential' approach should be taken whereby if it can be demonstrated that a pub is not viable, the Council's first preference would be for the building to be retained in some form of community use, followed by affordable housing and then, an alternative commercial use such as offices or workshops.

Members will be aware that a new Local Plan is being prepared to cover the period up to 2041 with an initial public consultation taking place in autumn 2022 and further consultation planned during 2023.

This process will provide the opportunity to consider the current wording of Policy E5 and whether it needs to be updated and augmented including in relation to the potential sequential approach outlined in the motion.

# Agenda Item 8

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|---|---|
|  <p><b>WEST OXFORDSHIRE<br/>DISTRICT COUNCIL</b></p> | <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>   |
| <p>Name and date of Committee</p>   | <p><b>Economic and Social Overview and Scrutiny Committee: Thursday 16 March 2023</b></p>   |
| <p>Report Number</p>  | <p><b>Agenda Item No. 8</b></p>   |
| <p>Subject</p>  | <p><b>Service Performance Report 2022-23 Quarter Two</b></p>  |
| <p>Wards affected</p>   | <p>All</p>  |
| <p>Accountable member</p>   | <p>All relevant Executive Members</p>   |
| <p>Accountable officer</p>  | <p>Giles Hughes, Chief Executive<br/>Tel: (01993) 861658 Email: <a href="mailto:giles.hughes@westoxon.gov.uk">giles.hughes@westoxon.gov.uk</a><br/><br/>Elizabeth Griffiths, Deputy Chief Executive &amp; Chief Finance Officer<br/>Tel: (01993) 861188 Email: <a href="mailto:elizabeth.griffiths@westoxon.gov.uk">elizabeth.griffiths@westoxon.gov.uk</a></p>   |
| <p>Summary/Purpose</p>  | <p>This report provides details of the Council's operational performance at the end of 2022-23 Quarter Two (Q2)</p>   |
| <p>Annexes</p>  | <p>Annex A – Service Dashboards</p>   |
| <p>Recommendation</p>   | <p>That the 2022/23 Q2 service performance be noted</p>   |
| <p>Corporate priorities</p>   | <p>Climate Action: Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity<br/>Healthy Towns and Villages: Facilitating healthy lifestyles and better wellbeing for everyone<br/>A Vibrant District Economy: Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Local Industrial Strategy<br/>Strong Local Communities: Supporting and building prosperous and inclusive local communities<br/>Meeting the Housing Needs of our Changing Population: Securing the provision of market and affordable housing of a high quality for a wide range of householders making their home in West Oxfordshire<br/>Modern Council Services and Sustainable Finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council</p> |
| <p>Key Decision</p>   | <p>No</p>   |
| <p>Exempt</p>   | <p>No</p>   |

## I. BACKGROUND

- I.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, Cabinet 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 will be presented to Cabinet on 11 January 2023 before adoption at Full Council on 18 January 2023.
- I.2. A high level Commissioning Framework was approved by Cabinet in October 2020 which sets out the relationship between Publica and the Council and their respective responsibilities. Publica must ensure that it 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 is responsible for reviewing and approving the information provided in this report prior to its publication.
- I.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. The rising energy prices and higher cost of living is affecting householders, in particular those on low incomes. At the end of Q2, the Council Tax collection rate was similar to previous levels (except 2020-21) but could be impacted as we move through the year. The Council has completed the roll out of the mandatory £150 Council Tax rebate, and the window for applying for the discretionary scheme closed on 2 October 2022. The discretionary scheme is aimed at those who need help most, including people on benefits, people living in shared accommodation and people on a low income that were not eligible for the mandatory scheme. At the end of September 2022, the Council had paid out £4,720,800 to 31,472 households. Looking further ahead, the Council has reviewed and consulted on the Council Tax Support scheme for the next financial year so that more households can be helped to pay their council tax. The proposals were presented to Cabinet in November 2022, and approved for recommendation to Council;
  - ii. The Business Rates collection rate has improved on the previous two years but has not returned to pre-Covid levels. The collection rate was depressed over the previous two years due to the impact of Covid-19. The Government is continuing to support certain businesses with extended retail relief of 50% during this financial year. As part of the Covid Additional Relief Fund (CARF), the Council distributed a total of £1,720,503 to 834 businesses that were not eligible for the extended retail relief but have been affected by Covid-19. These businesses have had their accounts credited which will help to reduce the debt owed
  - iii. In addition to supporting the Syrian and Afghan Resettlement programmes, the Council is supporting the 'Homes for Ukraine' scheme in which people in the UK are sponsoring/hosting a Ukrainian individual or family. At 30 September 2022 there were 164 sponsor properties registered. The number of new sponsors and guests signing up for the Homes for Ukraine scheme remains relatively low. However, the need to re-match guests to new sponsors continues to rise as relationships break down or the sponsor does not wish to continue in the Homes for Ukraine scheme after six months. A dedicated Ukraine

Housing Support Officer has been recruited and started in October to help with the re-matching, emergency accommodation and move-on advice.

- iv. Affordable housing completions are ahead of the year to date target. The 63 affordable homes completed during the quarter included the completion of Blenheim Court, Carterton scheme that received Growth Deal funding and will offer residents homes at social rent. We understand that developers are still facing challenges in the procurement and supply chain, however there have been no reported adverse effects on the programmed delivery of affordable housing.

## **2. COUNCIL PRIORITIES**

- 2.1. The Executive agreed on 13 July 2022 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 on from the Your Voice Counts consultation which comprised a consultation using the CommonPlace digital platform (running from 24 August to 20 October 2022), a Summit for Town and Parish Councils and Parish Meetings and a Stakeholder Event, five strategic priorities have been identified which will form the emerging West Oxfordshire Council Plan 2023 – 2027:
- 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. The emerging West Oxfordshire Council Plan 2023 – 27 is due to be received by the three Council Scrutiny Committees on 24 November 2022, 7 and 8 December 2022. A final draft will be presented to Cabinet on 11 January 2023 before adoption at Full Council on 18 January 2023.

## **3. SERVICE PERFORMANCE SUMMARY**

- 3.1. Overall, performance at the end of Q2 appears mixed. The improvements in benefits performance have been maintained, and the council tax collection rate is where we would expect it to be. Business rates collection rate has improved compared to the previous year but is not back to pre-Covid levels. A shortage of staff in customer services and the waste crew has affected some areas of service delivery such as longer average wait times and missed bins.
- 3.2. During 2021-22, workloads were high in some services due to the impact of Covid-19 and a shortage of staff. As the nation emerged from the pandemic, the employment market became buoyant with increased competition for some staff in particular for qualified professional staff such as planners. The retention of staff in some services such as customer services, planning and the waste crew is expected to remain a challenge.
- 3.3. As we progress through the year, some services including revenues and benefits, and housing support are anticipating that the cost of living crisis could impact on workloads and performance. The Council has reviewed the Council Tax Support scheme in preparation for the next financial year, and the potential options for supporting more households on low income.

- 3.4. There are a number of improvement programmes in progress across services including Planning and Revenues and Benefits, and the Waste service, as well as specific actions to return performance to previous levels. Much of the work is focussed on improving the way services communicate with customers, increasing automation and self-serve options for customers, and improving the monitoring of workflows using case management tools to help services to actively manage resources.

#### Key points by service area themes

#### 3.5. Development Management

- A due diligence check of both the Planning dash and PS2 government return identified a system error in the Council's Uniform system which has been corrected. This error has resulted in the determination date [of planning applications] being set incorrectly to add on extra days for Bank holidays. As Planning officers work to the determination date/target date, some applications have been assessed as 'determined out of time' although officers have actually performed to the standard set.
- The Q2 Planning dash shows two charts to demonstrate the extent of the error. Without the error, planning determination times for 'Minor' and 'Other' applications exceeded 90% during the whole of the quarter. The other chart shows the PS2 return statistics to central government which is created through the Uniform system which includes the error. The error will affect some cases still awaiting determination but is expected to work its way through the system by November 2022 so that the dash and PS2 data will be consistent going forwards.
- The team reached full capacity at the end of 2021/22 including the two additional posts which has had a positive impact on planning determination times, and caseloads have become more manageable. However, the planning team is comprised of some less experienced officers. These officers are receiving training as well as support from the more experienced officers.
- Staff retention remains a challenge due to the national shortage of qualified planners and more employment choice. Two planning officers left the organisation during the latter part of Q2, adding to the two existing vacant enforcement posts. Some enforcement work is being covered by the planning officers as additional work and is not included in the average caseload metrics.
- The average caseload targets were set when the number of applications coming into the service was increasing in line with the national trend which impacted on work allocations and the team structure. These targets need to be reviewed as the number of applications has begun to slow, and the team has reverted back to the intended structure. The proposal is that the caseload targets should be replaced with a range (recommended minimum and maximum) which would reflect current workloads which flex over time. A benchmarking study is underway to inform what these ranges might be.
- There is an improvement programme and roadmap in place. A new Planning Checklist is at the final stages of consultation and revisions. The aim is to improve the quality of the applications submitted and reduce the impact of invalid applications on the validation team. Other improvement projects include the rollout of the next phase of the Enterprise software to improve case management. End to end communication with the customer will

be defined in terms of customer touch points i.e. the points at which customers should be contacted during the planning process.

### 3.6. Housing

- The number of people contacting the Housing Team continues to rise in the wake of the current cost of living crisis, the evolving Homes for Ukraine situation and the approaching cold weather during the Autumn/ Winter period, therefore the pressures on Housing services, systems and pathways remain high.

The Housing Team has refocused more resources on the Prevention approach with the recruitment of specialist Complex Needs officers and also moving people on from emergency accommodation as quickly as possible. The availability of social housing stock however remains low across the District due partially to prevention measures being put in place to assist those affected by the financial implications of the increasing cost of living. These measures are aimed at working with households to enable them to remain in their own home, with reducing rent arrears or covering the costs of increased bills. Accessing the private rented sector in West Oxfordshire District remains difficult due to affordability.

The use of specialist Temporary Accommodation officers is proving invaluable in this task as they are able to offer dedicated support and bespoke solutions for helping clients move on successfully from emergency accommodation.

Particular attention is now also being paid to the Homes for Ukraine scheme and providing advice and assistance to Ukrainian families who will need to source their own accommodation as the scheme moves through the initial 12 month period. At the end of September 2022, there were 164 sponsors. The Housing Team has been successful in securing funds from our County partner to recruit a specialist Housing Officer to focus solely on this cohort. The specialist Ukraine Housing Officer will work with families and hosts to prevent homelessness wherever possible and assist families to secure their own accommodation in the private sector. Where this is not possible, the Officer will source either rematches to different Hosts through the Homes for Ukraine scheme or source emergency accommodation when needed until a longer term solution can be found.

The Housing Team has also provided targeted provision for rough sleepers as part of its Severe Weather Emergency Protocol response throughout the recent heatwave and will continue to do so during the Autumn/ Winter period. The Housing Team will continue to work with anyone who is new to rough sleeping, regardless of season or weather, to ensure that this is either preventable in the first instance, or where it does occur, that it is brief and non-recurring.

- Through the Council's policies and partnership working, 63 affordable homes (17 affordable rent, 32 social rent and 14 shared ownership) reached practical completion in Q2. Completions in Q2 were slightly lower than anticipated, however, overall, a total of 158 for the year have been completed against a target of 138.

The majority of the homes completed in Q2 were delivered by Cottsway including the completion of Blenheim Court, Carterton scheme that received Growth Deal funding and will offer residents homes at social rent. Further Council funding was used to ensure that the bathrooms were more accessible. Developers have reported material supply problems

and recruitment and retention of staff and contractors. The year-end forecasted total is unaffected at this point.

The annual target is based on the current 2018 local plan, which was informed by the 2014 Strategic Housing Market Assessment and more recent evidence. It identifies a need for 274 affordable homes per year.

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

**4. LEGAL IMPLICATIONS**

4.1. None

**5. RISK ASSESSMENT**

5.1. None

**6. ALTERNATIVE OPTIONS**

6.1. None

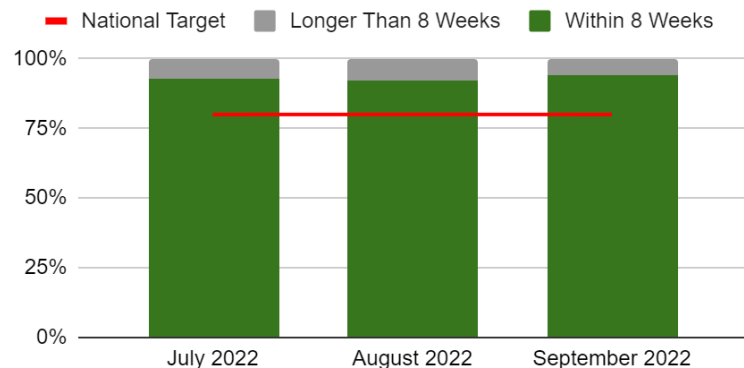
**7. BACKGROUND PAPERS**

7.1. None

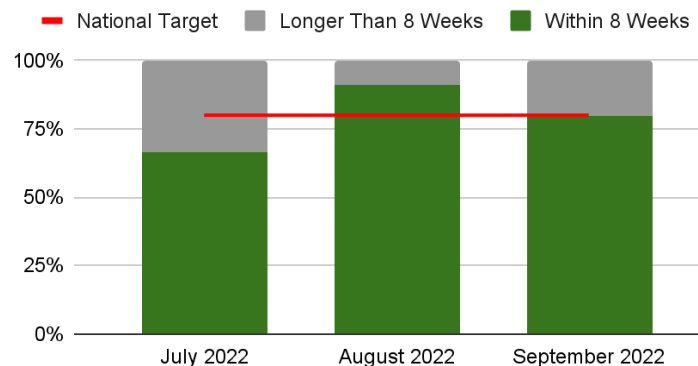


## Development Management Quarter 2

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



PS2 Data submission - Minor & Other App Decisions made within 8 weeks or agreed time (as per Uniform with Bank Holiday bug)



A due diligence check of both the Planning dashboard and PS2 government return identified a previously unknown system error in the Council's Uniform system affecting determination dates when a bank holiday occurs. This error has now been fixed. The error meant that the performance reported within the Planning dashboard differed from the national government returns. It is important to note the percentages within the planning dashboard accurately reflect the planning officer performance for application decisions based on the dates calculated in the system, whereas the government return percentages were unfortunately affected by the system error. We anticipate that from November 2022 the government PS2 data will match the planning dashboard, and will reflect the above target performance of the service.

The team reached full capacity at the end of 2021/22 which has had a positive impact on planning determination times as well as reducing the average caseload per officer. However, two planning posts became vacant during Q2, in addition to the two planning enforcement post vacancies. Some enforcement work is being covered by the planning case officers as additional work. Staff retention is expected to remain a challenge due to the national shortage of qualified planners and more employment choice.

The average caseload targets were set when the number of applications coming into the service was increasing in line with the national trend which impacted on work allocations and the team structure. These targets need to be reviewed as the number of applications has begun to slow, and the team has reverted back to the intended structure. The proposal is that the caseload targets should be replaced with a range (recommended minimum and maximum). A benchmarking study is underway to verify what this range should be.

Note: the average planner caseload has been set to 'Amber' to reflect the high number of cases closed in the quarter

Avg Planner  
Caseload

33

TARGET 50

Avg Senior  
Planner  
Caseload

15

TARGET 35

Avg Principal  
Planner  
Caseload

9

TARGET 20

Avg days receipt  
to validation

7

TARGET 7

Avg Cases closed  
per Planner in  
Qtr

60

TARGET 50

Avg Cases closed  
per Senior  
Planner in Qtr

22

TARGET 40

Avg Cases closed  
per Principal  
Planner in Qtr

9

TARGET 25

Customer  
Satisfaction



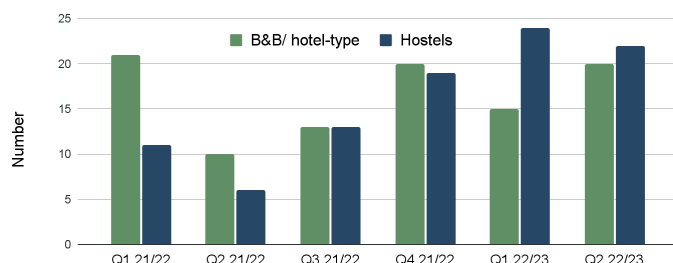
n/a

Insufficient customer satisfaction surveys were completed this quarter due to customer service advisors prioritising customer queries.

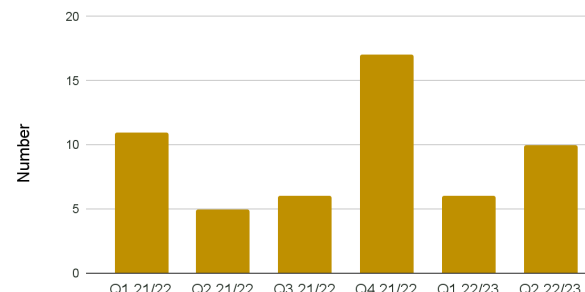
## Housing Quarter 2

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

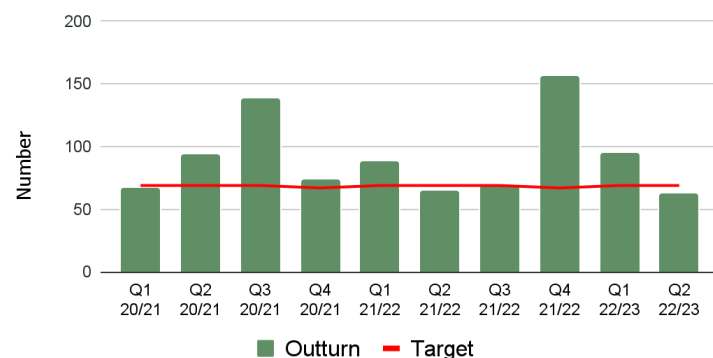


The number of successful 'move ons' from Emergency Accommodation to long term accommodation

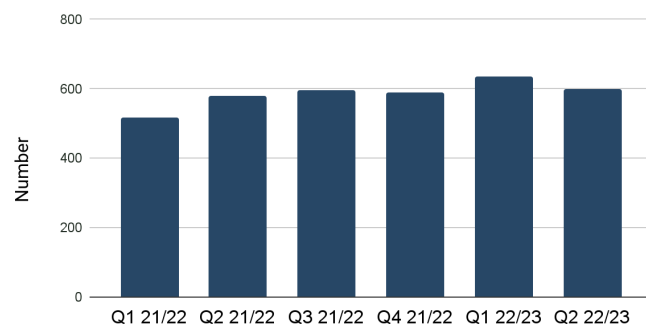


The number of affordable homes reaching practical completion

\*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



The numbers of people contacting the Housing Team continues to rise in the wake of the current cost of living crisis, the evolving Homes for Ukraine situation and the approaching cold weather during the Autumn/ Winter period.


The Housing Team has refocused more resources on the Prevention approach with the recruitment of specialist Complex Needs officers, as well as Specialist Temporary Accommodation officers who offer dedicated support for helping clients move on successfully from emergency accommodation. The availability of social housing stock remains low, partially due to prevention measures in place to assist those affected by the financial implications of Covid and the increasing cost of living. Private Rented Sector is less accessible due to affordability.

Particular attention is now also being paid to the Homes for Ukraine scheme and providing advice and assistance to Ukrainian families who will need to source their own accommodation as the scheme moves through the initial 12 month period. Funding has been secured from County to recruit a specialist Housing Officer to focus solely on this cohort.

Sixty-three affordable homes (17 affordable rent, 32 social rent and 14 shared ownership) reached practical completion in Q2. Some completions expected in Q2 have been re-forecast for Q3. Overall, a total of 158 for the year have been completed against a target of 138. Delivery in recent years has been strong, however it has fluctuated in previous years and is anticipated to do so in the future. Although developers are reporting some material supply issues, it is not expected to affect the annual forecast at this point.

In addition, a range of proactive work is being undertaken to reduce the number of LTE properties in the District. During Q2, 142 properties were removed from the LTE list, although 107 were added. Improved reporting is helping to better target properties. A three month rolling action plan is in place to reduce the number of LTE properties. The current focus is on contacting householders whose properties are about to slip into LTE status or a higher levy.

# Agenda Item 9

|   |   |
|---|---|
|  <p><b>WEST OXFORDSHIRE<br/>DISTRICT COUNCIL</b></p> | <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>   |
| <p>Name and date of Committee</p>   | <p><b>Economic and Social Overview and Scrutiny Committee: Thursday 16 March 2023</b></p>   |
| <p>Report Number</p>  | <p><b>Agenda Item No. 9</b></p>   |
| <p>Subject</p>  | <p><b>Service Performance Report 2022-23 Quarter Three</b></p>  |
| <p>Wards affected</p>   | <p>All</p>  |
| <p>Accountable member</p>   | <p>All relevant Executive Members</p>   |
| <p>Accountable officer</p>  | <p>Giles Hughes, Chief Executive<br/>Tel: (01993) 861658 Email: <a href="mailto:giles.hughes@westoxon.gov.uk">giles.hughes@westoxon.gov.uk</a><br/><br/>Elizabeth Griffiths, Deputy Chief Executive &amp; Chief Finance Officer<br/>Tel: (01993) 861188 Email: <a href="mailto:elizabeth.griffiths@westoxon.gov.uk">elizabeth.griffiths@westoxon.gov.uk</a></p> |
| <p>Summary/Purpose</p>  | <p>This report provides details of the Council's operational performance at the end of 2022-23 Quarter Three (Q3)</p>   |
| <p>Annexes</p>  | <p>Annex A – Service Dashboards</p>   |
| <p>Recommendation</p>   | <p>That the 2022/23 Q3 service performance be noted</p>   |
| <p>Corporate priorities</p>   | <p>Putting Residents First<br/><br/>Enabling a Good Quality of Life for All<br/><br/>Creating a Better Environment for People and Wildlife<br/><br/>Responding to the Climate and Ecological Emergency<br/><br/>Working Together for West Oxfordshire</p>   |
| <p>Key Decision</p>   | <p>No</p>   |
| <p>Exempt</p>   | <p>No</p>   |

## I. BACKGROUND

- I.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.
- I.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 is responsible for reviewing and approving the information provided in this report prior to its publication.
- I.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. The rising energy prices and higher cost of living is affecting householders, in particular those on low incomes. At the end of Q3, the council tax collection rate was similar to the previous year but could still be impacted as we move into the final quarter of the year. The Council has completed the £150 Council Tax rebate programme. At the end of December 2022, the Council had paid out £5,045,550 (core scheme), and an additional £179,625 (discretionary scheme) to 33,989 households. Looking further ahead, the revised Council Tax Support (CTS) scheme for the next financial year was approved by the Executive and Council in November 2022. There is also an Exceptional Hardship Fund to support those residents who are struggling to pay any remaining council tax following the application and award of CTS.
  - ii. The business rates collection rate improved by around five percentage points on the previous two years but has not returned to pre-Covid levels. Recovery is expected to take longer due to the impact of the cost of living crisis. The government is continuing to support certain businesses with extended retail relief of 50% during this financial year, and will increase to 75% in 2023-24 for leisure and retail businesses. However, the criteria for eligibility is more stringent than during Covid times so some businesses will miss out. The service will be writing to those businesses affected. In addition, some businesses will see their rates increase as a result of the business rates revaluation 2023-24;
  - iii. The Council is continuing to support the 'Homes for Ukraine' scheme in which people in the UK are sponsoring/hosting a Ukrainian individual or family. As at 22 December 2022 there were 178 sponsors. Re-matching guests with new sponsors is continuing as relationships break down or the sponsor does not wish to continue in the scheme. Since government increased the monthly sponsor payments to £500, more sponsors have agreed to continue to support their families past the initial 6-month period;
  - iv. Affordable housing completions are ahead of the year to date target (Actual: 234; Target: 207). Working in partnership with housing associations and developers to bring forward more affordable homes will help to alleviate some of the pressures in Housing Support created by the cost of living crisis, the Ukraine situation, and the cold weather. The

Council has received additional Winter Pressures funding to support the increase in homeless cases;

- v. The Executive agreed to additional resources in the budget 2022-23 to increase enforcement activities around fly tipping and improving its response to issues raised. The new post holder commenced in October 2022 and is undertaking a range of reactive and proactive work. During Q3, 25 fly tips were investigated resulting in six Fixed Penalty Notices.

## **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. Executive Members 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. Overall, performance for the quarter appears mixed. Some services including Revenues and Benefits, and Housing Support are reporting increased workloads due to the cost of living crisis which is beginning to impact performance. Consequently some of the improvement that had been made in benefit processing times has slipped in particular for Council Tax Support new claims and Housing Benefit changes, although this was exacerbated by a shortage of staff.
- 3.2. Some areas that have performed well include planning determination times, average time to respond to calls in customer services, and delivery of affordable homes.
- 3.3. The council tax collection rate is where we would expect it to be, and may have been helped by the £150 council tax/energy rebate to some households. Some households will have had their accounts credited if there was no facility to return the rebate. Business rates collection rate has improved compared to the previous two years but is lower than historical levels. We will have to await the end of the year to understand better the impact of Covid Additional Relief Fund payments on the business rates collection rate.
- 3.4. Overall, resource levels appear to be more stable. Some recruitment has taken place in a number of services during the quarter including customer services, benefits and planning with further recruitment expected in these services.
- 3.5. There are a number of improvement programmes in progress across services including Planning and Revenues and Benefits, as well as specific actions to return performance to previous levels. Much of the work is focussed on improving the way services communicate with customers, increasing automation and self-serve options for customers.

### 3.6. Key points by service area themes

#### 3.7. Development Management

- Last quarter, a due diligence check of both the Planning dash and PS2 government return identified a system error in the Council's Uniform system which has been corrected. This error resulted in the determination date [of planning applications] being set incorrectly to add on extra days for Bank holidays thereby understating performance. As Planning officers work to the determination date/target date, some applications were assessed as 'determined out of time' although officers have actually performed to the 'official' standard set. The error has now worked its way through the system (as it can take eight weeks to determine a minor or other planning application) and December's outturn in the Planning dash and PS2 government return are aligned.
- Planning determinations times for 'Minors' and 'Others' are continuing to improve and are some way ahead of the target, and caseloads have become more manageable. The service reports that the number of applications has slowed but still exceeds historical levels in line with the national trend. Overall, staff capacity has improved since the beginning of this financial year, although two planning officers left the organisation during the latter part of Q2, adding to the two existing vacant enforcement posts. During the quarter, one vacant senior officer post was filled (working half time in DM and half time in enforcement); and there was a restructure of the existing team to improve capacity. The remaining vacant DM post will become an enforcement post which will commence in mid-February 2023 which will reduce the need for DM officers to take on enforcement work in addition to their current workloads which is not reflected in the average caseload metrics.
- The average caseload targets were set when the number of applications coming into the service was rising and there was insufficient staff capacity which impacted on work allocations and the team structure, which was further exacerbated by the lack senior case officers. The dashboard style report was introduced a year ago, and the context has since changed. An improved DM dash will be designed for 2023-24 to provide more useful metrics to gauge performance. Some of the proposals are:
  - The introduction of a metric that gives a better reflection of throughput;
  - Caseload targets to be replaced with a range (recommended minimum and maximum) which would reflect current workloads and team structure;
  - The introduction of a trend chart aligned to the indicator that local planning authorities are measured on by the government.

The changes will be agreed with West Oxfordshire District Council.

- There is an improvement programme and roadmap in place. The recent focus has been on clearing the backlog of enforcement cases; and a new Planning Checklist designed to improve the quality of the applications submitted and reduce the impact of invalid applications on the validation team went live on 1 February 2023.

#### 3.8. Housing

- The pressures on Housing services, systems and pathways remain high. The number of people contacting the Housing Team continues to rise due to the cost of living crisis, the evolving Homes for Ukraine situation and the cold weather during December 2022.

The cold weather, along with the cost of living crisis has resulted in some people who would normally be staying between family and friends becoming homeless which has required greater use of hotel placements. Although the Housing Team is able to recover some of the costs of emergency accommodation through claiming housing benefits, the Council loses part of this through subsidy loss. The Council's owned and managed hostels are operating at full capacity.

The Council has received additional Winter Pressures funding to support the increase in homeless cases and resulting pressures on services which is being used for temporary resources to assist with 'moving on' people who were accommodated during the recent severe cold weather. Specialist Temporary Accommodation officers offer dedicated support and bespoke solutions for helping clients move on successfully from emergency accommodation.

The availability of social housing stock remains low across the District due partially to prevention measures being put in place to assist those affected by the financial implications of the increasing cost of living. These measures are aimed at working with households to enable them to remain in their own home, with reducing rent arrears or covering the costs of increased bills. Accessing the private rented sector in West Oxfordshire District remains difficult due to affordability.

The specialist Ukraine Housing Officer (funded by the County) is working with families and hosts to prevent homelessness wherever possible and assist families to secure their own accommodation in the private sector. Where this is not possible, the Officer will source either rematches to different Hosts through the Homes for Ukraine scheme or source emergency accommodation when needed until a longer term solution can be found;

- Seventy-six affordable homes (41 affordable rent and 35 shared ownership) reached practical completion in Q3. The affordable housing provision at Shilton Road, Burford has now concluded.

Cottsway negotiated affordable housing on the additional phases at West Witney (additional areas identified by the developers has created additional phases to this development). The first 13 of these homes were completed in Q3. Platform Housing Group has purchased some of the market housing on the West Witney site which will provide additional shared ownership affordable homes; the first two completed in Q3 with a further six forecast for Q4.

Overall, a total of 234 for the year has been completed against a target of 207. Registered Providers report that a number of completions scheduled for Q3 have now been reforecast for Q4 although year end forecast is unaffected at this stage.

The annual target is based on the current 2018 local plan, which was informed by the 2014 Strategic Housing Market Assessment and more recent evidence. It identifies a need for 274 affordable homes per year.

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

#### **4. LEGAL IMPLICATIONS**

4.1. None

#### **5. RISK ASSESSMENT**

5.1. None

**6. ALTERNATIVE OPTIONS**

6.1. None

**7. BACKGROUND PAPERS**

7.1. None



## Development Management Quarter 3

### Average Planner Caseload

38

TARGET 50

### Average Senior Planner Caseload

41

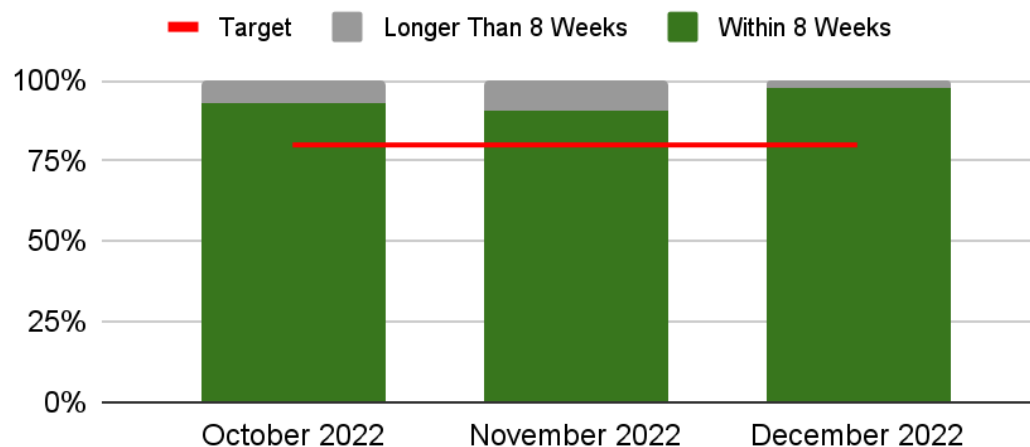
TARGET 35

### Average Principal Planner Caseload

21

TARGET 20

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



### Average Cases closed per Planner in Quarter

45

TARGET 50

### Average Cases closed per Senior Planner in Quarter

39

TARGET 40

### Average Cases closed per Principal Planner in Quarter

19

TARGET 25

### Average days from receipt to validation

7

TARGET 7

### Customer Satisfaction



n/a

Planning determination times for 'Minors' and 'Others' are continuing to improve and caseloads have become more manageable. The service reports that the number of applications coming into the service has slowed but still exceeds historical levels which is in line with the national trend.

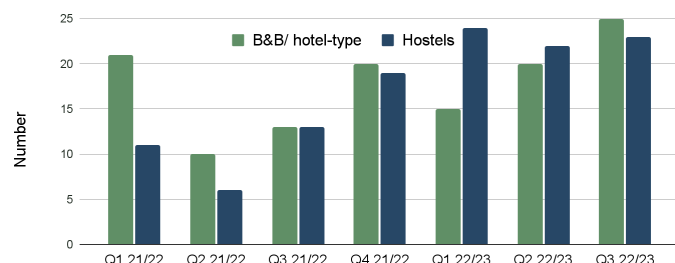
Overall staff capacity has improved since the beginning of this financial year, although two planning officers left the organisation during the latter part of Q2, adding to the two existing vacant enforcement posts. During the quarter, one vacant senior officer post was filled (working half time in DM and half time in enforcement); and there was a restructure of the existing team to improve capacity. The remaining vacant DM post will become an enforcement post which will commence in mid-February 2023. This will have a positive impact on performance as it will reduce the need for DM officers to take on enforcement work in addition to their current workloads which is not reflected in the average caseload metrics.

An improved DM dash will be designed for 2023-24 to provide more useful metrics to gauge performance as well as throughput, and which better reflects the current context.

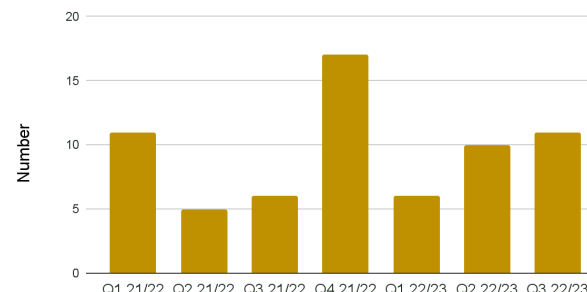
## Housing Quarter 3

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

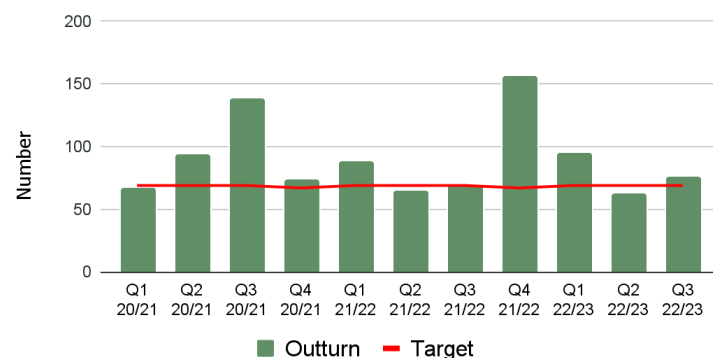


The number of successful 'move ons' from Emergency Accommodation to long term accommodation



The number of affordable homes reaching practical completion

\*practical completion is when the property is ready for occupation; Target is from Local Plan



The pressures on Housing services, systems and pathways remain high. The numbers of people contacting the Housing team continues to rise due to the cost of living crisis, the evolving Homes for Ukraine situation and the cold weather during December 2022.

The cold weather, along with the cost of living crisis has resulted in some people who would normally be staying between family and friends becoming homeless which has required greater use of hotel placements. The use of this type of placement impacts on the Council's budget as not all of the costs can be recovered by claiming Housing Benefit. The Council's owned and managed hostels are operating at capacity.

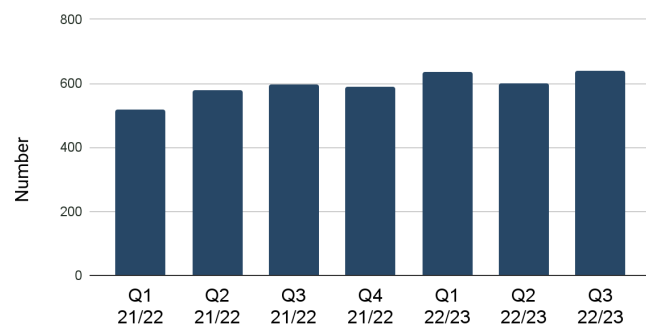
The Council has received additional Winter Pressures funding to support the increase in homeless cases and resulting pressures on services which is being used for temporary resources to assist with 'moving on' people who were accommodated during the recent severe cold weather.


The specialist Ukraine Housing Officer (funding secured from County) is working with families and hosts to prevent homelessness wherever possible and assist families to secure their own accommodation in the private sector.

Seventy-six affordable homes (41 affordable rent and 35 shared ownership) reached practical completion in Q3. The affordable housing provision at Shilton Road, Burford has now concluded. Registered Providers report that a number of completions scheduled for Q3 have now been reforecast for Q4 although the year end forecast is unaffected at this stage. Overall, a total of 234 for the year has been completed against a target of 207.

In addition, a range of proactive work is being undertaken to reduce the number of LTE properties in the District. During Q3, 137 properties were removed from the LTE list, although 175 were added. The two main strands of work are maintaining accurate LTE data, and then through improved reporting, better targeting properties to return them into use. Some of the work is resource intensive as the properties are owned by households. The cost of living crisis is likely to be having an impact on bringing LTE properties back into use.

The number of Long Term Empty Properties (6 months plus) in the District



|   |   |
|---|---|
| <br><b>WEST OXFORDSHIRE<br/>DISTRICT COUNCIL</b> | <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>  |
| <b>Name and date of<br/>Committee</b>   | <b>Economic and Social Overview and Scrutiny Committee 16 March 2023</b>  |
| <b>Report Number</b>  | <b>Agenda Item No. 10</b>   |
| <b>Subject</b>  | <b>Scrutiny Work Programme 2022/23</b>  |
| <b>Wards affected</b>   | <b>All</b>  |
| <b>Economic and Social<br/>Accountable member /<br/>Group Manager Lead</b>  | <b>Councillor Andrew Beaney, Chair Economic and Social Overview and Scrutiny Committee</b><br><b>Email: <a href="mailto:Andrew.beaney@westoxon.gov.uk">Andrew.beaney@westoxon.gov.uk</a></b><br><b>Group Manager Lead : Jon Dearing, <a href="mailto:jon.dearing@publicagroup.uk">jon.dearing@publicagroup.uk</a></b>             |
| <b>Climate and<br/>Environment<br/>Accountable member /<br/>Group Manager Lead</b>  | <b>Councillor Norman MacRae, Chair Climate and Environment Overview and Scrutiny Committee</b><br><b>Email: <a href="mailto:norman.macrae@westoxon.gov.uk">norman.macrae@westoxon.gov.uk</a></b><br><b>Group Manager Lead: Bill Oddy, <a href="mailto:bill.oddy@publicagroup.uk">bill.oddy@publicagroup.uk</a></b>                |
| <b>Finance and<br/>Management<br/>Accountable member /<br/>Group Manager Lead</b>   | <b>Councillor Alaa Al-Yousuf, Chair of Finance and Management Overview and Scrutiny Committee</b><br><b>Email: <a href="mailto:alaa.al-yousuf@westoxon.gov.uk">alaa.al-yousuf@westoxon.gov.uk</a></b><br><b>Group Manager Lead: Phil Martin, <a href="mailto:phil.martin@publicagroup.uk">phil.martin@publicagroup.uk</a></b>     |
| <b>Accountable Officer</b>  | <b>Andrew Brown, Business Manager - Democratic Services</b><br><b>Email: <a href="mailto:Andrew.brown@publicagroup.uk">Andrew.brown@publicagroup.uk</a></b>   |
| <b>Summary/Purpose</b>  | <b>To provide the Committees with an update on the Scrutiny Work Programme 2022/23.</b>   |
| <b>Annexes</b>  | <b><a href="#">Annex 1</a> - Work Programme for 2022/23</b>   |
| <b>Recommendation</b>   | <b>That the Committee notes the Scrutiny Work Programme.</b>  |
| <b>Corporate priorities</b>   | <b>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.</b> |
| <b>Key Decision</b>   | <b>No</b>   |
| <b>Exempt</b>   | <b>No</b>   |
| <b>Consultees /<br/>Consultation</b>  | <b>None</b>   |

- 1. BACKGROUND**
  - 1.1. At the meetings of the Scrutiny Committees in May and June 2022 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 16 March 2023 (Postponed from 23 February 2023)

| WP | Title   | Format   | Executive Member / Lead Officer                                  | When   | Scrutiny Aim and Comments   |
|----|---|--|--|--|---|
| 1  | Upgrade to WO public space CCTV provision & monitoring arrangements | Verbal update – timescale requested by the Committee | Councillor Saul / Andy Barge                                     | Verbal update – timescale requested by the Committee | Andy Barge had a Emergency Decision taken on the CCTV replacement programme. Scrutiny aware.<br><b>Scrutiny aim:</b> To review the documents provided to the committee re CCTV replacement programme. |
| 2  | Defence Infrastructure. Jon Dearing said he had invited Mr Wooden   |  |  |  | Defence Infrastructure.<br><b>Scrutiny aim:</b> To note the latest update from MOD  |
| 3  | Service Performance Report – Quarter 2 and 3                        | Quarterly Report                                     | Councillor Levy / Elizabeth Griffiths / Jon Dearing<br>Bill Oddy | Quarterly  | Report for comments or clarity – 45 mins<br><b>Scrutiny aim:</b> Note and comment   |
| 4  | Refugee status  | Statement report                                     | Paula Massey   | Quarterly  | Report for comments or clarity – 5 mins, Chair to read out.   |
| 5  | Public houses – future after closure                                | statement  | Chris Hargreaves   | One Off  | Motion Forwarded to Scrutiny.<br><b>Scrutiny aim:</b> Note and comment  |
| 6  | Enforcement Improvement Programme Update                            | Verbal update  | Jon Dearing  | One Off  | Committee requested a Enforcement Improvement Programme Update<br><b>Scrutiny aim:</b> 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            | <b>Update from Jon Dearing:</b> Caroline Clissold is going to set up a separate meeting for Councillor Saul, Councillor Poole, Caroline and Jon Dearing..<br><b>Scrutiny aim:</b>              |
| 2  | Leisure Centre Strategy   | Bill Oddy        | Joy Aitman / Bill Oddy                            | Summer 2023            | <b>Bill Oddy spoken with Chair.</b>  |
| 3  | Stand-alone report from CBRE for the regeneration plan for Marriott's Walk – due July 2023. | Report           |   | July 2023              |  |
| 4  | Developer contributions S106 money (SIL)  | Update           | Chris Hargraves                                   | As requested           | <b>Scrutiny aim:</b>   |
| 5  | Service Performance Report – Quarter 3  | Quarterly Report | Councillor Levy / Elizabeth Griffiths / Bill Oddy | Quarterly              | Report for comments or clarity – 45 mins<br><b>Scrutiny aim:</b> Note and comment  |
| 6  | Parking Strategy  | Update           | Councillor Arciszewska / Maria Wheatley           | Executive in June 2023 | Contact Maria 4 weeks before Committee, ask if it's a report or presentation – 30 mins<br>Sent Maria an email reminder 10 Jan 23. Maria confirmed put back until June.<br><b>Scrutiny aim:</b> |
| 5  | Defence Infrastructure. Jon Dearing said he had invited Mr Wooden                           |                  |   |                        | Defence Infrastructure. Jon Dearing had invited Mr Wooden to scrutiny meeting, no answer as yet. Sent Jon an email reminder 10 Jan 23. Email   |

|  |  |  |  |  |   |
|--|--|--|--|--|---|
|  |  |  |  |  | received from Jon Wooden with update, no visit scheduled.<br><b>Scrutiny aim:</b> |
|--|--|--|--|--|---|

Economic suggestions for future workstreams 2023

| WP | Title  | Format         | Executive Member / Lead Officer                    | When                                  | Comments  |
|----|--|----------------|--|---------------------------------------|---|
| 1  | RAF Brize Norton   | As required    | Councillor Saul / Giles Hughes                     | AS REQUIRED                           | Business model for housing on site – last update given May 2022<br><b>Scrutiny aim:</b> |
| 2  | Health Care Provision in Oxfordshire   | Ongoing        | Councillor Aitman / Andy Barge / Heather McCulloch | As required                           | <b>Scrutiny aim:</b><br>Health Care Provision in Oxfordshire                            |
| 3  | Local Police with status update  | Verbal update  | Chair  |                                       | <b>Scrutiny aim:</b>  |
| 4  | WODC Housing in for a briefing on WODC housing work, responsibilities, current status and future |                |  | Jon Dearing – Crib sheet of questions | <b>Scrutiny aim:</b>  |
| 5  | Enforcement Update   | Update         | Kelly Murray                                       |                                       | <b>Scrutiny aim:</b>  |
| 6  | REEMA North Site, Carterton update (Jon Wooden, Deputy Head Estates)                             | Written Update | Councillor Saul / Giles Hughes<br>Jon Wooden       | When Required (Jon Dearing chasing)   | Regular committee written update<br><b>Scrutiny aim:</b>                                |

|   |                               |                           |  |                         |  |
|---|-------------------------------|---------------------------|--|-------------------------|--|
| 7 | Food Strategy – Working Group | Brief or Scoping document | Councillor Aitman / Andy Barge / Heather McCulloch | Committee to be updated | This may not need to actually happen<br>Completion by 23 February 2023 ? |
|---|-------------------------------|---------------------------|--|-------------------------|--|

**Economic Overview and Scrutiny Regular Reports:**

| 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<br><br>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<br><br>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<br><br>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<br><br>Bill Oddy or Frank Wilson on hand for questions. |



Future meeting dates: 23 March 2023

| WP | Title  | Format                                     | Executive Member / Lead Officer   | When                                  | Comments  |
|----|--|--|---|---------------------------------------|---|
| 1  | Fly Tipping Enforcement update                       | Verbal Update                              | Councillor Prosser / Phil Measures / Susan McPherson / Mandy Fathers                    | As required                           | Scrutiny aim: To receive information on how many enforcement notices have been issued and ask questions   |
| 2  | Flood – what is happening<br>What is the progress?   | Verbal Update                              | Councillor Arciszewska / Laurence King / Phil Martin                                    | As requested                          | Upstream out of Witney, Evenlode and Windrush<br><br>Flood Management Service Review on Executive 8 Mar – awaiting responses.<br><br>Scrutiny aim: To receive information and ask questions |
| 3  | Carbon Action Plan – update on one project (30 mins) | Verbal update and supporting documentation | Councillor Prosser / Hannah Kenyon<br><br>Claire Locke re Carterton Leisure Centre????? | Every committee update on one project | Project: Environment Act and its implications for WODC Differed to later meeting.<br><br>Scrutiny aim: To receive information and ask questions   |
| 4  | Service Performance Report – Quarter 3               | Quarterly Report                           | Councillor Levy / Elizabeth Griffiths / Bill Oddy                                       | Quarterly                             | Scrutiny aim: Report for comments or clarity  |

## Climate and Environment suggestions for future workstreams 2023

| WP | Title   | Format                | Executive Member / Lead Officer                      | When  | Comments  |
|----|---|-----------------------|--|---|---|
| 1  | Governments initiative of zero recycle cost for residents | Verbal update         | Councillor Arciszewska / Scott Williams              | When there is news to share. Initiate began 2019 but is behind due to the pandemic, review 2022 | Verbal update due from Scott Williams when there is news to share. See link for current details: <a href="https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system">https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system</a><br><br>Scrutiny aim: |
| 2  | Air Quality   | Annual Report         | Councillor Prosser/ Phil Measures / Susan McPherson  | As requested  | Scrutiny aim: To receive information and ask questions  |
| 3  | Environment Act and its implications for WODC             | Report                | Janice Barnsey / Clare Locke / Hannah Kenyon         | When ready  | Environment Act and its implications for WODC (Bill Oddy aware)   |
| 4  | Waste Service Review and Update Report                    | Update Verbal/ Report | Bill Oddy  |   | Scrutiny aim:   |
| 5  | Regular Flood Updates                                     | Update Verbal/ Report | Councillor Arciszewska / Laurence King / Phil Martin | As required   | Scrutiny aim:   |

Climate and Environment Regular Reports:

| 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<br>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<br>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<br>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<br>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           | Elizabeth Griffiths / Phil Martin                 | When Required | Scrutiny aim:   |
| 2  | Investment Property Review Update Purpose | Annual Report    | Councillor Levy / Elizabeth Griffiths             | April         | Scrutiny aim:<br>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 2022. |
| 3  | Waste Service Review and Update Report    |                  |   |               |   |
| 4  | Service Performance Report – Quarter 4    | Quarterly Report | Councillor Levy / Elizabeth Griffiths / Bill Oddy | Quarterly     | Scrutiny aim:<br>Report for comments or clarity   |
| 5  | Finance Performance Report – Quarter 4    | Quarterly Report | Councillor Levy / Elizabeth Griffiths             | Quarterly     | Scrutiny aim:<br>Report for comments or clarity   |

| 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  | Treasury Management Outturn  |  | Report | Elizabeth Griffiths / Phil Martin | When Required | Scrutiny aim:             |
| 3  | Treasury Management Mid Term |  | Report | Elizabeth Griffiths / Phil Martin | When Required | Scrutiny aim:             |

**Financial Management Regular Reports:**

| Regular Reports   | Further Information  | Comments | Lead Officer / Executive Member   |
|---|--|----------|---|
| Service Performance Report – Quarter 1<br>Financial Performance | To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report. |          | Elizabeth Griffiths / Councillor Levy<br>Bill Oddy or Frank Wilson on hand for questions. |
| Service Performance Report – Quarter 2<br>Financial Performance | To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report. |          | Elizabeth Griffiths / Councillor Levy<br>Bill Oddy or Frank Wilson on hand for questions. |
| Service Performance Report – Quarter 3<br>Financial Performance | To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report. |          | Elizabeth Griffiths / Councillor Levy<br>Bill Oddy or Frank Wilson on hand for questions. |

Scrutiny Work Programme 2022/23

Annex I

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



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 MARCH 2023 – 30 JUNE 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](http://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 all

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](mailto:democratic.services@westoxon.gov.uk) Tel: 01993 861111



## West Oxfordshire District Council: Executive Members 2022/23

| Name of Councillor                | Title and Areas of Responsibility   |
|-----------------------------------|---|
| Andy Graham<br>(Leader)           | <b>Leader of the Council:</b> Policy Framework; Corporate Plan; Executive functions; Strategic Partnerships; Representation on Regional and National Bodies; Oxfordshire Partnership Board; Future Oxfordshire Partnership; Oxfordshire Local Enterprise Partnership; Oxfordshire Leaders; Publica & Ubico; Democratic Services; Communications; Legal Services; Emergency Planning; Data Protection; FOI; and Counter Fraud. |
| Duncan Enright<br>(Deputy Leader) | <b>Economic Development:</b> Inward investment; Business Development; Visitor Economy; and Town and Village regeneration.   |
| Dan Levy                          | <b>Finance:</b> Finance & Management; Council Tax and Benefits; Efficiency Agenda; Performance management of the Council; Asset management; Investment Strategy; and South West Audit Partnership.  |
| Carl Rylett                       | <b>Planning and Sustainable Development:</b> Local Plan; Government planning policies and guidance; Conservation and Design; Design and Historic Environment; Landscape and Biodiversity; Strategic Housing; Development Management; and Ensuring planning policies meet 2030 requirement.  |
| Mathew Parkinson                  | <b>Customer Delivery:</b> Parish and Town Empowerment; Equality and Diversity; Customer Services; ICT and services; Councillor Development; and Broadband.  |
| Joy Aitman                        | <b>Stronger Healthy Communities:</b> Community; Community Revenue Grants; Voluntary sector engagement; Sports and Leisure facilities; Health and Safety; Public art; Facilities Grants; Community and Public Health; Healthy Communities; Health Improvement Board; Accountable Member for Refugee Resettlement Programme; and Young People.  |
| Geoff Saul                        | <b>Housing and Social Welfare:</b> 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.  |
| Lidia Arciszewska                 | <b>Environment:</b> Energy Advice; Flood alleviation and sewage; Environmental and Regulatory; Environmental Partnership; Waste collection and recycling; Street Scene (cleansing, litter and grounds maintenance); Car parking; Air Quality; and Land, food, farming.  |
| Andrew Prosser                    | <b>Climate Change:</b> 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; Internal liaison on Climate Change; and EV Charging Rollout.   |

For further information about the above and all members of the Council please see [www.westoxon.gov.uk/councillors](http://www.westoxon.gov.uk/councillors)

| Item for Decision  | Key Decision (Yes / No) | Likely to be Considered in Private (Yes / No) | Decision – Maker  | Date of Decision          | Executive Member  | Lead Officer   | Consultation | Background Documents |
|--|-------------------------|---|-------------------|---------------------------|---|--|--------------|----------------------|
| Budget 2023/24 and Medium Term Financial Plan  | Yes                     | Open  | Executive Council | 8 Feb 2023<br>15 Feb 2023 | Executive Member for Finance - Cllr Dan Levy                                      | Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths |              |                      |
| Homelessness Prevention Grant 2023/24 and 2024/25  | Yes                     | Open  | Executive         | 8 Feb 2023                | Executive Member for Housing and Social Welfare - Cllr Geoff Saul                 | Business Manager Housing - Caroline Clissold                         |              |                      |
| Renewal or non-Renewal of LoyalFree  | No                      | Open  | Executive         | 8 Feb 2023                | Deputy Leader - Economic Development - Cllr Duncan Enright                        | Will Barton  |              |                      |
| Consideration of the Levelling-up and Regeneration Bill: Reforms to National Planning Policy | No                      | Open  | Executive         | 8 Feb 2023                | Councillor Carl Rylett, Executive Member for Planning and Sustainable Development | Planning Policy Manager - Chris Hargraves                            |              |                      |

|  |     |      |                   |                            |   |  |  |  |
|--|-----|------|-------------------|----------------------------|---|--|--|--|
| Consideration of Local Authority Housing Fund Application    | Yes | Open | Council Executive | 15 Feb 2023<br>19 Apr 2023 | Executive Member for Housing and Social Welfare - Cllr Geoff Saul   |  |  |  |
| Waste Service Review and Update and Ubico Contract Extension | Yes | Open | Executive Council | 8 Mar 2023<br>22 Mar 2023  | Executive Member for Environment - Cllr Lidia Arciszewska<br><br>Leader of the Council - Cllr Andy Graham | Business Manager Contracts - Scott Williams                          |  |  |
| Review of Grant Schemes                                      | Yes | Open | Executive         | 8 Mar 2023                 | Executive Member for Stronger Healthy Communities - Cllr Joy Aitman                                       | Assistant Director - Communities - Andy Barge                        |  |  |
| Q3 Service Performance Report                                | No  | Open | Executive         | 8 Mar 2023                 | Executive Member for Finance - Cllr Dan Levy  | Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths |  |  |
| Q3 Finance Performance Report                                | No  | Open | Executive         | 8 Mar 2023                 | Executive Member for Finance - Cllr Dan Levy  | Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths |  |  |

|   |     |      |           |            |   |  |  |  |
|---|-----|------|-----------|------------|---|--|--|--|
| West Eynsham Strategic Development Area (SDA) Masterplan            | No  | Open | Executive | 8 Mar 2023 | Executive Member for Planning and Sustainable Development - Carl Rylett | Planning Policy Manager - Chris Hargraves                            |  |  |
| Flood Management Service Review                                     | No  | Open | Executive | 8 Mar 2023 | Executive Member for Environment - Cllr Lidia Arciszewska               | Assistant Director - Business Services - Phil Martin                 |  |  |
| Council Tax Premiums - Second Homes                                 | No  | Open | Executive | 8 Mar 2023 | Executive Member for Finance - Cllr Dan Levy                            | Business Manager Environmental, Welfare and Revenues - Mandy Fathers |  |  |
| Community Infrastructure Levy (CIL) Update                          | No  | Open | Executive | 8 Mar 2023 | Executive Member for Planning and Sustainable Development - Carl Rylett | Planning Policy Manager - Chris Hargraves                            |  |  |
| Business Rates Relief 2023/24: Retail, Hospitality & Leisure Scheme | Yes | Open | Executive | 8 Mar 2023 | Executive Member for Finance - Cllr Dan Levy                            | Business Manager Environmental, Welfare and Revenues - Mandy Fathers |  |  |

|   |     |      |           |             |  |  |  |  |
|---|-----|------|-----------|-------------|--|--|--|--|
| Section 13A<br>Discretionary Council<br>Tax Appeal        | No  | Open | Executive | 8 Mar 2023  | Executive<br>Member for<br>Finance - Cllr<br>Dan Levy                                  | Business Manager<br>Environmental,<br>Welfare and<br>Revenues - Mandy<br>Fathers |  |  |
| West Oxfordshire Local<br>Plan 2041 - Update              | No  | Open | Executive | 19 Apr 2023 | Executive<br>Member for<br>Planning and<br>Sustainable<br>Development -<br>Carl Rylett | Planning Policy<br>Manager - Chris<br>Hargraves                                  |  |  |
| Council Tax Support<br>Fund                               | Yes | Open | Executive | 19 Apr 2023 | Executive<br>Member for<br>Finance - Cllr<br>Dan Levy                                  | Business Manager<br>Environmental,<br>Welfare and<br>Revenues - Mandy<br>Fathers |  |  |
| Equality, Diversity &<br>Inclusion Policy                 | No  | Open | Executive | 19 Apr 2023 | Councillor<br>Mathew<br>Parkinson,<br>Executive<br>Member for<br>Customer<br>Delivery  | Assistant Director -<br>Organisational<br>Effectiveness - Zoe<br>Campbell        |  |  |
| West Oxfordshire<br>Annual Monitoring<br>Report 2021/2022 | Yes | Open | Executive | 19 Apr 2023 | Executive<br>Member for<br>Planning and<br>Sustainable<br>Development -<br>Carl Rylett | Planning Policy<br>Manager - Chris<br>Hargraves                                  |  |  |

|   |     |      |           |             |   |  |  |  |
|---|-----|------|-----------|-------------|---|--|--|--|
| Transfer of Playing Areas to Witney Town Council                                    | No  | Open | Executive | 19 Apr 2023 | Executive Member for Stronger Healthy Communities - Cllr Joy Aitman     | Assets Manager - Jasmine McWilliams                                  |  |  |
| Integrated Care Strategy Engagement Work  | No  | Open | Executive | 19 Apr 2023 | Executive Member for Stronger Healthy Communities - Cllr Joy Aitman     | Community Wellbeing Manager - Heather McCulloch                      |  |  |
| Development Management Improvement Programme  | No  | Open | Executive | 19 Apr 2023 | Executive Member for Planning and Sustainable Development - Carl Rylett | Business Manager Development & Sustainability - Phil Shaw            |  |  |
| Approval of upgrade to WODC public space CCTV provision and monitoring arrangements | Yes | Open | Executive | 19 Apr 2023 | Councillor Geoff Saul, Executive Member for Housing and Social Welfare  | Assistant Director - Communities - Andy Barge                        |  |  |
| Supporting Small Business Rate Relief   | Yes |      | Executive | 19 Apr 2023 | Executive Member for Finance - Cllr Dan Levy                            | Business Manager Environmental, Welfare and Revenues - Mandy Fathers |  |  |

|   |     |      |   |                    |  |  |  |  |
|---|-----|------|---|--------------------|--|--|--|--|
| Review of Car Parks   | No  | Open | Executive   | 21 Jun 2023        | Executive Member for Environment - Cllr Lidia Arciszewska                              | Maria Wheatley   |  |  |
| <b>Key Decisions Delegated to Officers</b>  |     |      |   |                    |  |  |  |  |
| Allocate funding from the Project Contingency Earmarked Reserve to fund ad hoc services   | Yes | Open | Chief Executive & Head of Paid Service - Giles Hughes | Before 31 Mar 2023 | Executive Member for Finance - Cllr Dan Levy   | Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths |  |  |
| Standing delegation: Settlement of Legal Claims<br>The Head of Legal Services has delegated authority in the Council's Constitution to settle or compromise any proceedings as they deem appropriate and expedient for the Council's interests. | 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                      |  |  |



|   |     |             |  |                                       |   |   |  |  |
|---|-----|-------------|--|---------------------------------------|---|---|--|--|
| Option Appraisal and Funding agreement for heating systems and decarbonisation measures at Carterton Leisure Centre<br>To consider whether the existing gas boilers at Carterton Leisure centre should be replaced with more sustainable Heat Pump systems and based on that decision whether an offer of Public Sector Decarbonisation Funding should be accepted. | Yes | Part exempt | Executive<br><br>Chief Executive & Head of Paid Service - Giles Hughes | 11 Jan 2023<br><br>Before 31 May 2023 | Executive Member for Climate Change - Cllr Andrew Prosser | Assistant Director - Property and Regeneration - Claire Locke |  |  |
| Allocation of New Initiatives Funding   | Yes | Open        | Chief Executive & Head of Paid Service - Giles Hughes                  | Before 31 Mar 2023                    |   | Councillor Andy Graham  |  |  |
| <b>Other business for Council Meetings</b>  |     |             |  |                                       |   |   |  |  |
| Appointment of Deputy Electoral Registrar   | No  | Open        | Council  | 15 Feb 2023                           |   | Monitoring Officer - Susan Sale                               |  |  |

|                                       |     |      |         |             |   |   |  |  |
|---------------------------------------|-----|------|---------|-------------|---|---|--|--|
| Appointment of Director of Governance | No  | Open | Council | 15 Feb 2023 | Leader of the Council - Cllr Andy Graham                    | Chief Executive & Head of Paid Service - Giles Hughes |  |  |
| Appointment of Independent Persons    | Yes | Open | Council | 22 Mar 2023 | Councillor Luci Ashbourne, Chair of Standards Sub-Committee | Monitoring Officer - Susan Sale                       |  |  |
| Members Allowances Scheme 2023-2027   | Yes | Open | Council | 22 Mar 2023 | Leader of the Council - Cllr Andy Graham                    | Business Manager Democratic Services - Andrew Brown   |  |  |

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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