

Tuesday, 28 November 2023  
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## OVERVIEW AND SCRUTINY COMMITTEE

You are summoned to a meeting of the Overview and Scrutiny Committee which will be held in Committee Room 1 & 2, Woodgreen, Witney OX28 1NB on **Wednesday, 6 December 2023 at 5.30 pm.**



Giles Hughes  
Chief Executive

To: Members of the Overview and Scrutiny Committee

Councillors: Andrew Beaney (Chair), Rizvana Poole (Vice-Chair), Thomas Ashby, Hugo Ashton, David Cooper, Julian Cooper, Rachel Crouch, Jane Doughty, Phil Godfrey, Andy Goodwin, Natalie King, Nick Leverton, Andrew Lyon, Michele Mead, David Melvin, Mathew Parkinson, Sandra Simpson, Ruth Smith, Harry St John, Alistair Wray, Liam Walker, Mark Walker, 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. **Apologies for Absence and Temporary Appointments**  
To receive any apologies for absence and to note any temporary appointments.
2. **Declarations of Interest**  
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
3. **Minutes (Pages 5 - 14)**  
To approve the minutes of the meeting held 8 November 2023.
4. **Chair's announcements**  
To receive any announcements from the Chair of the Overview and Scrutiny Committee.
5. **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.
6. **Outdoor Market Review (Pages 15 - 80)**  
Purpose:  
To consider the outcome of a review of the outdoor markets of West Oxfordshire as completed by the consultant. This report will be presented to the Executive on 13 December 2023.  
  
Recommendation:  
That the Committee scrutinises the report and agrees any recommendations to the Executive.  
  
Invited:  
Councillor Duncan Enright, Deputy Leader and Executive Member for Economic Development  
Will Barton, Business Development Officer
7. **Fly Tipping Enforcement Update (Pages 81 - 90)**  
Purpose:  
To provide an update on fly-tipping activities during the first two quarters of the financial year 2023/2024. This item was previously on the work plan of the Climate and Environment Overview and Scrutiny Committee.  
  
Recommendation:  
That the Overview and Scrutiny Committee scrutinises the report and agrees any recommendations to the Executive.

Invited:

Cllr Lidia Arciszewska, Executive Member for Environment;  
Jon Dearing, Assistant Director for Resident Services;  
Mandy Fathers, Business Manager for Environmental, Welfare and Revenues;  
Jack Graham, Environment Support Officer.

8. **Quarter Two Performance Monitoring Reports 2023/24 (Pages 91 - 146)**

Purpose:

To provide details of the Council's operational performance at the end of 2023-24 Quarter Two. This report will be presented to the Executive on 13 December 2023.

Recommendation:

That the Committee scrutinises the 2023/24 Q2 service performance report and agrees any recommendations to the Executive.

Invited:

Jon Dearing, Assistant Director for Resident Services;  
Phil Martin, Assistant Director of Business Services;  
Bill Oddy, Assistant Director for Commercial Development;  
Stuart Rawlinson, Business Manager for Resources, Data and Growth.

9. **Executive response to a recommendation from Overview and Scrutiny Committee on the Financial Performance Report 2023/24 Quarter 2 (Pages 147 - 148)**

Purpose:

For the Committee to receive the Executive response to a recommendation from the Overview and Scrutiny Committee on the Financial Performance Report 2023/24 Q2.

Recommendation:

That the Committee notes the Executive response.

10. **Committee Work Programme (Pages 149 - 154)**

Purpose:

The Committee on 8 November 2023 agreed that a "long list" of suggested work plan items would be ranked by officers using the TOPIC Scoring Criteria (Annex B) and presented to the Committee on 6 December.

Recommendation:

That the Committee notes its initial work plan and agrees which items from the "long list" are added to the work plan.

11. **Executive Work Programme (Pages 155 - 162)**

Purpose:

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

Recommendation:

That the Committee agrees which items on the Executive Work Programme should be subject to pre-decision scrutiny and the priority order of those items.

(END)