

Tuesday 2 January 2024

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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 Rooms 1 & 2, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 10 January 2024 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, Carl Rylett, 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 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. **Participation of the Public**
To receive any submissions from members of the public. 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, by no later than 10.00am on the working day before the meeting.
4. **Minutes of Previous Meetings (Pages 5 - 8)**
To approve the minutes of the meeting held on 6 December 2023.

The minutes of the “Spotlight” meeting held on 18 December 2023 will be considered at the next meeting of the Committee.
5. **Chair's Announcements**
Purpose:
To receive any announcements from the Chair of the Committee.
6. **Draft Budget 2024/25 (Pages 9 - 26)**
Purpose
For the Committee to consider and scrutinise the Council’s Draft Budget for 2024/25.

Recommendation
That the Committee scrutinises the Draft Budget 2024/25 and agrees any recommendations it wishes to submit to the Executive.

Invited:
Councillor Alaric Smith, Executive Member for Finance
Madhu Richards, the Director of Finance
Georgina Dyer, Chief Accountant
7. **Report back on recommendation to the Executive (Pages 27 - 28)**
Purpose
For the Committee to receive the Executive’s response to any recommendations from the Overview and Scrutiny Committee.

Recommendation
That the Committee notes the Executive response.

8. **Overview and Scrutiny Committee Work Programme (Pages 29 - 32)**

Purpose:

For the Committee to review its work programme for the remainder of 2023/24.

Recommendation:

That the Committee notes and comments on its work programme.

9. **Executive Work Programme (Pages 33 - 40)**

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.

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WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Overview and Scrutiny Committee**

Held in the Committee Rooms 1 & 2, Council Offices, Woodgreen, Witney, Oxfordshire
OX28 1NB at 5.30 pm on **Wednesday, 6 December 2023**

PRESENT

Councillors: Andrew Beaney (Chair), Rizvana Poole (Vice-Chair), Julian Cooper, Rachel Crouch, Jane Doughty, Phil Godfrey, Nick Leverton, Michele Mead, David Melvin, Ruth Smith, Harry St John, Alistair Wray, Liam Walker, Alex Wilson, Dan Levy and Rosie Pearson

Officers: Andrew Brown (Democratic Services Business Manager), Phil Martin (Assistant Director for Business Support), Bill Oddy (Assistant Director for Commercial Development), Max Thompson (Senior Democratic Services Officer), Jon Dearing (Assistant Director for Resident Services), Mandy Fathers (Business Manager - Environmental, Welfare & Revenue Service), Philip Measures (Service Leader), Stuart Rawlinson (Business Manager - Resources, Data and Growth), Jack Graham (Environment Support Officer), Alison Borrett (Senior Performance Analyst) and Will Barton (Business Development Officer)

Executive Members in attendance: Andy Graham, Leader of the Council.

11 Apologies for Absence and Temporary Appointments

Apologies were noted from Councillors Ashby, Ashton, David Cooper, King, Parkinson, Lyon, Simpson, and Mark Walker.

Councillor Levy substituted for Councillor Ashton and Councillor Pearson substituted for Councillor Simpson.

12 Declarations of Interest

There were no declarations of interest.

13 Minutes

The minutes of the meeting held on 8 November 2023 were approved by the Committee and signed by the Chair as an accurate record.

14 Chair's announcements

The Chair reminded the Committee that an additional "Spotlight" meeting was being held on 18 December 2023 at 5.30pm to scrutinise the Publica Review.

15 Participation of the Public

There was no public participation.

16 Outdoor Market Review

The Business Development Officer introduced the report to the Executive on 13 December 2023 which presented the outcome of a review of outdoor markets conducted by a consultant. The report considered three options for the future running of the markets in Chipping Norton and Witney (retain Council control, contract out to a commercial operator, transfer responsibility to town councils). The preferred option was to seek a commercial market operator but the Council was also keen to work with town councils. Cirencester

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market (operated by the town council) had been visited and was considered to be an example of good practice, with a busy calendar of events and an attractive offer generating high footfall.

The Committee asked a number of questions and noted that:

- Witney Town Council was likely to be open to running the market in Witney and Members considered that the Council should be pursuing that option where town councils were willing to take on responsibility.
- Chipping Norton Town Council was unlikely to be willing to take on responsibility for the market at the current time but would be willing to work in partnership with the district council. Members suggested that it may be possible to work in partnership with the town council and to reach a position where they would be willing to take on responsibility in future.
- While the preferred option was considered to be the most financially advantageous to the Council, the Council's primary consideration should be to support thriving and attractive market towns, not to generate a modest saving of £8,000-15,000 per annum.
- A possible fourth option was for a shared partnership approach.
- The reference to "High Street closure" in a bullet point at paragraph 2.7 was really about traffic restrictions rather than the high street being closed for business and this was an important distinction.

The Business Development Manager committed to getting back to the Committee on the cost of the consultants' report and the fees that are charged to stall holders.

The Committee commended the review as being a good piece of work and resolved to make one recommendation to the Executive on 13 December 2023:

- I. That the local ward members are added as consultees to the first recommendation (in the report) and the initial period in recommendation 2 is set at one year rather than two years.

17 Fly Tipping Enforcement Update

The Business Manager for the Environmental, Welfare & Revenue Service introduced the report which provided an update on fly-tipping enforcement activities. The Business Manager highlighted the impact of staff sickness and stated that there had been an improvement in this area.

The Committee asked a number of questions and noted that:

- There was essentially a team of one undertaking fly tipping enforcement work and it wasn't possible to cover absences without diverting resources away from other important activities within Environmental Services.
- There was a correlation between a tougher approach to charging at the household waste recycling centres and increased incidents of fly-tipping. Charging levels were a matter for Oxfordshire County Council and evidence was cited that abolishing charges did not necessarily lead to a reduction in fly tipping.
- Cameras were being deployed to known hotspots, in accordance with the requirements of the Regulation of Investigatory Powers Act 2000.
- There was a known issue with the online reporting system whereby historic incidents that may have been resolved were still showing. Ward members would appreciate access to better information about the status of fly tipping incidents.

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- The Environment Support Officer prioritised cases based on their own professional judgment. Priority would be given where, for example, accesses or highways were being impeded.
- The landowner had responsibility for removing fly-tipped material but the Council could still investigate these cases and could potentially clear the waste at its own cost if it was unable to establish land ownership.
- A policy on Fixed Penalty Notices would be coming forwards in the coming months as the Council wanted to tighten up on that and ensure that fines were being recovered.

The ERS Service Leader undertook to ensure that the Environment Agency's register of waste disposal professionals would be made available to the public by the Council.

The Committee thanked the officers and agreed to receive a further update in a year's time.

18 Quarter Two Performance Monitoring Reports 2023/24

The Leader of the Council introduced the service performance report covering the period from July to September 2023. The Leader highlighted progress in the following areas: the imminent appointment of a strategic housing manager, the planned net-zero development at Walterbush Road, improvements to bridges in Deer Park, the Local Plan workshops, the decarbonisation of Carterton Leisure Centre, the Westhive crowdfunding initiative which would provide funding for community owned projects, Council Tax collections, customer satisfaction, and the processing of planning applications.

The Committee welcomed the positives, asked a number of questions and noted that:

- The 24 hour limit for reporting missed bins was a policy issue and there was a case for looking at this now that telephone opening hours had been reduced.
- Data on missed bin collections came from two sources; reporting by householders and an incab technology platform.
- Recurring missed collections tended to be legacy issues from how the service was previously operated and Members were encouraged to report any such issues.
- The Council's accuracy record for bin collections was over 99%; it was a high performing service and recycling rates were high but the Council was not complacent and was making further data-lead improvements.
- The majority of the aged debt related to direct debits that were paid later in the month or a small number large accounts that paid every 90 days. The amount of aged debt under management was under £25,000.
- There had been 9 applications to the Westhive scheme to date, which was considered to represent a good start.

The Business Manager for Resources, Data and Growth committed to responding in writing to a question as to why residual household waste per household was high in quarter 1.

The Committee thanked the Leader and the officers and noted the report.

19 Executive response to a recommendation from Overview and Scrutiny Committee on the Financial Performance Report 2023/24 Quarter 2

The Executive response was noted.

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The Committee agreed to establish a task and finish group to consider the Strategic Outcomes Planning Model and for the membership of the group to include Councillors Beaney, Poole and Wilson, with other seats on the group opened up to all non-executive members. The Chair would be appointed at a future Committee meeting.

20 Committee Work Programme

The Chair introduced the work plan.

In response to a question, the Business Manager for Democratic Services advised that the lead Human Engine consultant would be attending the meeting on 18 December 2023 by video link. The Leader of the Council and Chief Executive would also be in attendance.

In relation to the Public Space CCTV item, the Committee noted regret that town councils had not been sufficiently involved and consulted to date.

The Committee resolved to note the work plan and agree that:

1. The Annual Monitoring Report would be added to the business for the meeting on 29 February 2024 (after consideration by the Executive).
2. The items suggested by members would be added to the work plan and dealt with in priority order.


21 Executive Work Programme

The Committee agreed to note the Executive work plan and to add the following Executive reports to the Committee's work plan for pre-decision scrutiny:

- Climate Change Strategy
- Business Case for Acquiring Emergency Accommodation
- Community Infrastructure Levy (CIL) Draft Charging Schedule.

The Meeting closed at 6.50 pm

CHAIRMAN

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>OVERVIEW AND SCRUTINY – 10 JANUARY 2024</p>
<p>Subject</p>	<p>DRAFT BUDGET 2024/25</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Alaric Smith Cabinet Member for Finance Email: alaric.smith@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Madhu Richards, Director of Finance Email: madhu.richards@westoxon.gov.uk</p>
<p>Report author</p>	<p>Madhu Richards, Director of Finance Email: madhu.richards@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>This report provides an update on the developing budget for 2024/25, presented to the Executive on 13th December 2023, following the government funding settlement on 18th December 2023.</p> <p>To consider: 1) The draft base budgets for 2024/25</p>
<p>Annexes</p>	<p>Annex A – Draft MTFs – Updated for 2024/25 Financial Settlement Annex B – MTFs Graphs Annex C – Draft Capital Programme</p>
<p>Recommendation(s)</p>	<p>That the Committee resolves to:</p> <ol style="list-style-type: none"> 1) Note the report. 2) Agree any comments or recommendations that the Committee wishes to submit to the Executive.
<p>Corporate priorities</p>	<ul style="list-style-type: none"> • Working Together for West Oxfordshire
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/</p>	<p>Meetings with Assistant Directors, Business Managers, Interim S151 and</p>

Consultation	Chief Accountant. Officers also met with key stakeholders from GLL and Ubico.
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1. BACKGROUND

- 1.1** The Council is required to set the budget for 2024/25 by 11th March 2024. The first draft of the 2024/25 budget was presented to the Executive on 13th December 2023.
- 1.2** This second draft has been updated for the government funding settlement, received on 18th December 2023, and the revenue investment approved in the Review of Legal Services paper at the 13th December Executive.
- 1.3** A final budget, along with strategy papers will be prepared for the Executive and Council meetings in February 2024.
- 1.4** This report provides details of funding settlement and the assumptions made for both the revenue budget and the Medium-Term Financial Strategy (MTFS) including the current drivers of growth.
- 1.5** Although the funding settlement is now known, there are still items under consideration, such as the details of the capital programme and key leisure and waste contracts. Therefore, this draft of the budget is still subject to change.

2. MAIN POINTS

- 2.1** In year reporting is forecasting an overspend this financial year of £433,041 over and above the approved deficit budget of £350,129, mainly driven by Investment Property, the waste contract and some fee generating services.
- 2.2** This second draft of the 2024/25 budget, following the funding settlement, and growth requests approved in 13th December Executive meeting, is a deficit of £85,874, with the picture from 2025/26 onwards becoming less optimistic with an increasing reliance on the use of reserves to fund front line services and the difficulty in identifying new, sustainable income streams.
- 2.3** While the reserves position for the Council is currently relatively healthy, there remains a financial gap which unless resolved could exhaust reserves over the life of this MTFS.
- 2.4** Single year settlements have exacerbated the financial strain on the Council, restricting our ability to confidently plan for more than one year in advance. Added to the long running uncertainty over the timing of the Business Rates reset, which has been delayed since 2020, and the phasing out of New Homes Bonus, this makes our funding assumptions speculative.
- 2.5** Unavoidable budget pressures, such as general and wage inflation, waste & recycling costs put additional strain on our financial position which we will struggle to offset with ongoing savings or additional income generation.
- 2.6** The Publica review has added a significant element of uncertainty around the financial impact of returning the majority of services back to the Council in terms of both one off and ongoing costs. Initially one off costs will be funded from earmarked reserves and ongoing costs will be included in the 2025/26 base budget.
- 2.7** The use of reserves to manage short term fluctuations in the Council's financial position is necessary but cannot be sustained over the longer term where the significant budget gap, over a number of years, will exhaust these reserves.

3. ECONOMIC ENVIRONMENT

- 3.1 The Local Government Association (LGA), in their letter to Jeremy Hunt on 13th October 2023 referred to the “intense financial pressure” that councils are under and the “ongoing inflationary and pay pressures alongside spiking demand and market challenges This is happening at a time of low financial resilience across the sector following a 27.0 per cent real-terms reduction in core spending power since 2010/11.”
- 3.2 This view of the financial challenges facing councils is reflected in the number of recent s114 notices which have been issued, not all of which can be attributed to decisions made by the management in these Councils. The latest being Nottingham City Council on 29th November 2023.
- 3.3 The last decade has seen a reduction in core funding for Councils. Single year settlements and uncertainty about the timing and impact of the proposed local government finance reforms creates an ever more challenging financial environment. The prospect of a general election in 2024 may further delay these reforms.
- 3.4 Interest rates and inflation have been higher than budgeted in the current year. Uncertainty about these continues and assumptions have been made about these for the 2024/25 budget and Medium Term Financial Strategy (MTFS).

4. 2024/2025 LOCAL GOVERNMENT FUNDING SETTLEMENT

- 4.1 The Local Government Funding Settlement was announced on 18th December 2023.
- 4.2 The settlement is in line with the assumptions made for the first draft of the 2024/25 budget, taken to the Executive on 13th December 2023, as the settlement was in line with the Autumn Statement (22nd November 2023) and Policy Statement (5th December 2023).
- 4.3 There is a 5.1% increase in funding from 2023/24 to 2024/25 (assuming a £5 increase in the Council Tax is enacted).
- 4.4 There is a significant reduction in the New Homes Bonus, compared to assumptions made for the first draft of this budget, which is temporarily offset by an increase in the funding guarantee. See table below for the funding assumed in the MTFS taken to the Executive in December and the final funding amounts.

MTFS Line item	December Exec MTFS	Settlement	Difference
Revenue Support Grant	£230,000	£230,095	+ £95
New Homes Bonus	£1,579,635	£1,009,640	- £569,995
Funding Guarantee	£963,864	£1,597,337	+£633,473
Rural & Services Grant	£221,000	£162,556	-£58,444
Total	£2,994,499	£2,999,628	+£5,129

- 4.5 There were no further changes to the Band D Council Tax Referendum thresholds. £5 or 2.99%
- 4.6 As this was the effectively the second year of a two year settlement, the key uncertainties around future funding still exist. With the prospect of significant cuts in funding from the local share of business rates and other funding streams, medium- and longer-term financial planning is extremely difficult.

5. 2024/2025 BUDGET ASSUMPTIONS

- 5.1 The 2024/25 budget setting process has been informed by the financial performance in the current year and the key drivers of variances to budget to date.
- 5.2 The table below shows the key changes to the budget and expected funding that have changed the £350,129 deficit in 2023/24 to a £85,874 deficit budget in 2024/25. In the income and expenditure sections of the budget a negative figure represents a saving and a positive figure additional expenditure. In the funding section, a negative figure represents an increase in funding and vice versa.

2023/24 budget deficit 350,129

Budget Movements	£	£
<u>Changes in expenditure</u>		
Reversal of one off items from 23/24	(1,116,591)	
Publica Review estimate of ongoing pension costs	75,000	
Publica Review one off costs	200,000	
Retained Staff	90,650	
Closure of Elmfield as an operational building	(97,625)	
External Audit fees	132,375	
Marriotts service charges	34,910	
Secondary pension contribution	96,900	
Budget Manager Review	(38,305)	
Publica contract growth	647,452	
Ubico contract growth	826,014	
Additional Legal fees for Planning Appeals/Inquiries	90,000	
		940,780
<u>Changes in income</u>		
Between Towns Road development opportunity	452,037	
Additional Planning Application income	(181,800)	
Investment Property voids	323,850	
Land Charges, Building Control and Stray Dogs fees	176,072	
Green Waste licences - subject to Portfolio holder approval	(165,000)	

Investment Property rent free periods	351,608	
Homelessness Hostels	(43,240)	
Reduction in loss of Housing Benefit subsidy for temp accommodation	(140,846)	
GLL contract income	(449,171)	
		323,510
<u>Changes in funding</u>		
Minimum Revenue Provision (MRP) movement	(186,775)	
Earmarked reserves funding posts & Publica review one off costs	(807,996)	
Reverse Investment Recovery projected income in 23/24 base	175,000	
Reduction in external borrowing costs	(432,950)	
Council Tax reduction in surplus	75,000	
Treasury Management income	(54,000)	
Council Tax	(330,194)	
Provisional government funding assumptions	(52,504)	
		(1,614,419)
<hr/>		
2024/25 DRAFT BUDGET presented to Executive		
13th December 2023		(0)
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Budget deficit presented to the Executive in Dec 23	(0)	
Budget Movements since presentation to Executive	£	£
<u>Revenue Changes</u>		
Legal Services review	91,003	
		91,003
<u>Funding Changes</u>		
Local Government Funding Settlement	(5,129)	
		(5,129)
<hr/>		
2024/25 REVISED DRAFT BUDGET		85,874

5.3 The key changes to the budget from 2023/24 to 2024/25 are as follows:

- The reversal of one-off growth items in 2023/24 which includes the contingency against leisure contract income and the budgeted movement to and from earmarked

reserves. Earmarked reserve movements are recalculated every year and are used to fund posts that have been agreed by the Executive in advance.

- Estimated one off costs of £200,000 associated with the Publica Review have been included to cover external consultancy in the areas of HR, TUPE, Project Management, Legal and Finance, with an additional £75,000 for the ongoing additional pension costs estimated in the Human Engine Report, based on an estimated phase one completion in Q3 of 2024/25.
- Publica contract growth is included in the budget at 5% pay inflation, agreed across the Publica partnership Councils, as an indicative figure in advance of a more developed transition plan becoming available. When more information is available around the timing and structure of phase one of the TUPE of staff back to the Council, these costs will transfer from the Publica contract to the Council's retained staff budget line.
- Extensive work has been undertaken with Ubico on how to most efficiently, effectively and sustainably deliver the Waste Service over the next decade. The growth included in the 2024/25 budget represents wage inflation and the revenue impact of a proposed phased capital fleet replacement programme which will go forward to Members for approval early in 2024.
- The revenue costs of the Ubico contract should fall by an estimated £350,000 in 2025/26 as hire vehicles are replaced and repair costs of the existing EOL fleet fall.
- Public Sector Audit Appointments (PSAA) is tasked with appointing external auditors, consulting on and setting the external audit scale fee that is charged to Public Bodies. The PSAA have recognised the increased volume of work required to provide assurance in Local Government audits and has increased the scale fee by 151%.
- Between Towns Road is now empty but discussions have started with a potential partner to investigate the redevelopment of the site to provide temporary emergency accommodation. Whilst these discussions are underway and until development plans are finalised it is expected that the property will remain void throughout 2024/25 with a loss of rental income of £350,000 and additional costs associated with Business Rates liability and making sure the building remains secure.
- An Investment Property portfolio has a natural cycle of voids and rent free periods as tenants move in and out of properties. It is now commonplace that tenants negotiate an initial rent free period at the start of their lease term. A six month rent free period will reduce our income over the course of a 15 year lease by less than 4%.

The revenue budget includes the income foregone for all existing rent free periods in effect into 2024/25 and the expected voids. Rather than calculate voids on a percentage basis over the entire portfolio, it is analysed on a per property basis. These figures will change year on year, with overall income increasing year on year as more voids are tenanted over the next couple of years with either 10 or 15 leases.

- It is proposed that the annual Green Waste licence charge be increased by £5 to £50. A benchmarking exercise on 10 neighbouring Councils shows an average green waste licence cost in 2023/24 of £54.09.
- Fees & charges are reviewed each year on a cost recovery basis and also assessed on whether the income budget is achievable. Land Charges and Building Control have been consistently below their income budget for some years and therefore have been reduced to an achievable level.
The reasons for the fall in income in both areas has been consistently reported in the quarterly budget monitoring reports over the last three years. Unfortunately, remedial action to recover market share has not been successful.
- The budget has been updated to include the full contractual income from the leisure contract net of a contingency of 10%. Discussions are ongoing with our leisure provider to maximise the benefits of the contract for both parties and to ensure the viability of this contract in the future.
- The prohibitive cost of capital has brought the Investment Recovery strategy to a halt for now due to the lack of available opportunities which meet the Council's agreed criteria. The one potential project currently being investigated is the redevelopment of Between Towns Road. The 2023/24 budget assumed a level of Investment Recovery activity that will no longer be achieved with the resultant reduction in both MRP and external borrowing costs in 2024/25.
- The approval by the Executive, in October, to recruit an additional finance officer in the Homelessness team is expected to reduce our loss of Housing Benefit subsidy on temporary accommodation by £140,000 a year.
- The government announced that there will be a 35% rise in planning fees for major applications and a 25% rise for all other applications from 6th December 2023.
- It is proposed that Council Tax increases by the maximum amount of £5 on a Band D property.

6. MEDIUM TERM FINANCIAL STRATEGY ASSUMPTIONS

- 6.1 The timing and impact of local government reforms makes the development of an MTFS a challenging exercise with single year funding settlements adding to the uncertainty in future years.
- 6.2 The MTFS (Appendix A) assumes that New Homes Bonus will be paid for the last time in 2024/25 with an assumption that some kind of replacement funding will be rolled into the Settlement Funding Assessment (SFA) in 2025/26.
- 6.3 The business rates reset, delayed since 2020, is forecast to take place in 2026/27 with a possible 30% reduction in business rates income as a result as retained business rates are reduced to the baseline funding level.
- 6.4 The MTFS assumes a general inflationary increase of between 4% and 2% will apply to cost of services from 2025/26 onwards, excluding contracts where the actual inflationary

increase is known i.e. Ubico contract, salary inflation, Publica contract and some software licence agreements.

- 6.5 Salary inflation over the last 3 years has been higher than we have historically estimated. For 2024/25 there is an assumed 5% increase but this is expected to fall back over the life of the MTFS.
- 6.6 A Transformation Group has been established to help steer the Council's response to the challenging financial environment, guide the preparation of a sustainable MTFS consistent with the Council Plan, and oversee the delivery of the Council's work programme in terms of service transformation, investment and revenue generation.
- 6.7 This Council, like all local authorities, is facing external budget pressures that will impact the MTFS. Energy prices, inflation and interest rates have all had a significant impact on the financial performance in the current year and will continue to do so in the coming years.
- 6.8 The MTFS is based on the most reasonable forecasts of income and expenditure that can be inferred at this point in time.

7. CAPITAL PROGRAMME

- 7.1 The outturn report for 2023/24 will identify any capital slippage which is requested to go forward into 2024/25. So far this year, there has been significantly lower capital expenditure than was anticipated, due to a lack of viable investment projects given the increase in interest rates.
- 7.2 A detailed review of the capital programme has been carried out during the 2024/25 budget process. The draft Capital Programme is attached in Appendix C.
- 7.3 The main programmes are the proposed Ubico vehicle replacement strategy, decarbonisation of Council buildings and solar PV schemes.
- 7.4 A Strategic Housing Development & Enabling Manager is included in the revenue budget for 2024/25 and this post will inform a strategic housing capital programme in 2025/26 and beyond.
- 7.5 Similarly, the Transformation Group is reviewing the council's Asset Management Strategy and this work will identify areas of capital spend in future years.
- 7.6 As always, inclusion in the Capital Programme at this stage does not mean that the expenditure is authorised. Identifying the possible spend, and including it in the Capital Programme, ensures that potential borrowing requirements are identified. In most cases, a business case would still need to be prepared and brought forward for review.

8. STATUTORY OVERRIDE PROVISION

- 8.1 The statutory override for pooled funds, which requires fair value gains and losses to be taken to an unusable reserve unless the fund is sold, is set to end in 2025/26. The ending of the override would require any gains and losses to be recognised in revenue accounts thus having an impact on our revenue budget. Unrealised losses would reduce available resource

to fund core services, while unrealised gains would not represent genuine resource increases that could be utilised.

- 8.2 Our Pooled funds currently have a capital value below their purchase price because of rising interest rates and high inflation. This “loss” would have to be moved to the General Fund in 2025/26 if the statutory override is not extended.
- 8.3 It is therefore advised, by our Treasury advisors Arlingclose, that it would be prudent to set aside an earmarked reserve to smooth out the impact of any such unrealised gains or losses that will have to be accounted for through the General Fund.

9. BUDGET CONSULTATION

- 9.1 The Council’s budget consultation, via the online engagement platform CitizenLab, ran from 13th November to 18th December 2023.
- 9.2 The Council used a wide range of communication channels to promote the consultation including media engagement, social media, website, stakeholders and newsletters.
- 9.3 A total of 377 responses (308 in for 2023/24) were received as a result of this consultation.

10. BUDGET REVIEW TIMETABLE

- 10.1 The next revision of the budget will be presented to the Executive and Council in January 2024 for approval of the fees and charges, the Council Tax Base and submission of the National Non Domestic Rates I (NNDR I) Return ahead of the 31st January 2024 deadline.
- 10.2 A final budget will be presented to the Executive on 14th February 2024.
- 10.3 It will be debated at Council on 28th February.

11. CONCLUSIONS

- 11.1 There are significant pressures on the Council’s current 2023/24 budget which may mean that the general fund balances will be called upon in the current financial year to bridge the gap.
- 11.2 There are continued uncertainties and cost pressures, as detailed in this report, that will have an impact on the 2024/25 budget and the medium-term strategy.
- 11.3 This report contains the second draft of the 2024/25 budget with a deficit of £85,874. Feedback from committee meetings and the budget consultation process will provide inputs into the final budget,
- 11.4 The Council will need to set realistic budgets, balancing current need and future financial stability, to ensure that adequate reserves are maintained over the medium term.

12. FINANCIAL IMPLICATIONS

- 12.1 There are no financial implications arising from this paper as it outlines the approach and context of the 2024/25 budget setting process.

13. LEGAL IMPLICATIONS

13.1 Apart from the statutory duties and obligations set out in this report, with regards to budget setting process, there are no further implications.

14. RISK ASSESSMENT

14.1 None required as a result of the content of this report.

15. EQUALITIES IMPACT

15.1 No direct equalities impact with regards to the content of this report.

16. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

16.1 None.

17. BACKGROUND PAPERS

17.1 None.

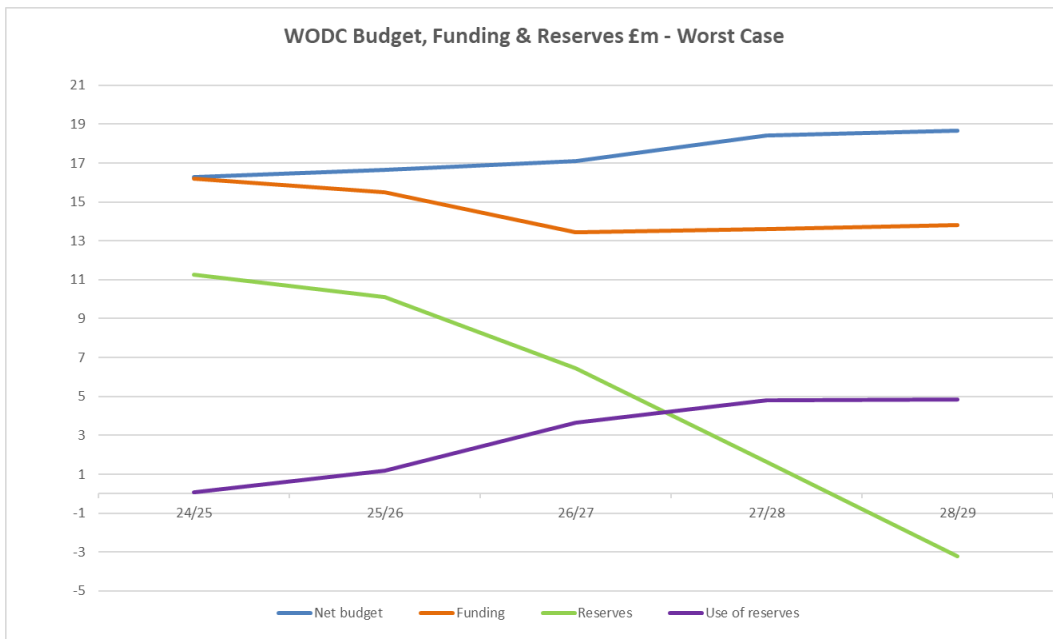
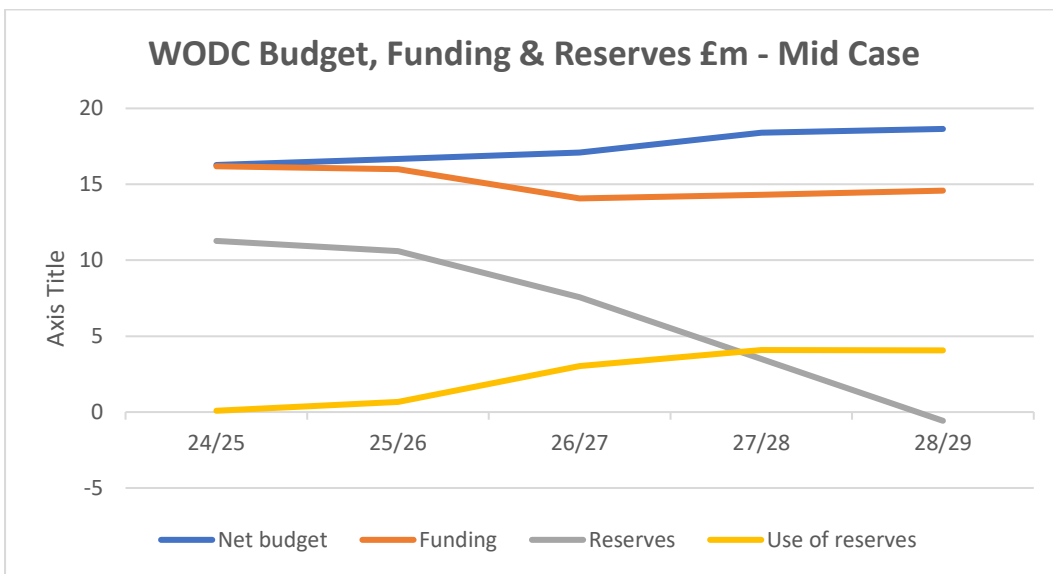
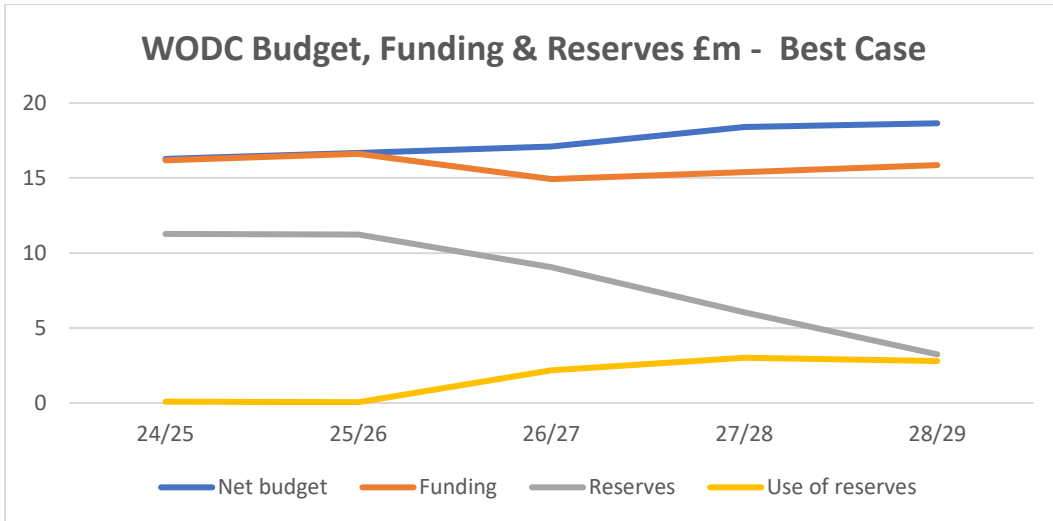
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Medium Term Financial Strategy Updated January 2024

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Inflation		5%	3%	3%	2%	2%
Taxbase	1.0196	1.018	1.016	1.020	1.020	1.020
Base	13,055,622	15,105,712	16,274,027	16,661,989	17,100,131	18,399,441
Inflationary uplift			488,221	416,550	342,003	367,989
Inflation - Publica & Retained Staff	517,120	829,105	650,000			
Publica Review		275,000				
Inflation - Electricity & Gas	253,171					
Inflation - Ubico	754,099	826,014	(470,000)			
Leisure contract	558,613	(449,171)			1,000,000	
MRP movement	358,489	(186,775)	84,478			(76,431)
Interest on External Borrowing	419,518	(432,950)	130,263	21,593	(42,693)	(42,693)
One-off growth - reversal of prior year	(772,000)	(858,843)				
Recurring growth	270,081	(43,240)				
Investment Property Voids/Rent Free Periods		1,127,495	(280,000)			
Business Manager Review		252,409	(55,000)			
Budget growth items	745,894					
Fees & Charges		(170,728)	(160,000)			
Investment Strategy income	(1,054,896)					
Target Budget (NOE)	15,105,712	16,274,027	16,661,989	17,100,131	18,399,441	18,648,306
Financed by:						
Revenue Support Grant	215,801	230,095	229,545	(993,731)	(1,020,821)	(1,050,143)
Business Rates Share & Renewables	5,149,327	5,149,327	5,149,327	272,090	272,090	272,090
Baseline Funding Level post 2022				2,368,314	2,395,404	2,424,727
New Homes Bonus	1,579,635	1,009,640				
Funding Guarantee Grant	910,864	1,597,337	2,408,193	5,761,596	4,693,097	3,623,476
Rural Services Delivery & Services grants	235,695	162,556	162,556	148,899	149,000	149,000
Investment Income - Pooled Funds	1,102,228	1,156,228	1,133,103	1,110,441	1,088,233	1,066,468
Use of earmarked reserves	(257,748)	807,996	925,592	700,000	600,000	500,000
Collection Fund	199,508	124,508	120,000	110,000	105,000	100,000
Council Tax	5,620,273	5,950,467	6,282,517	6,629,715	6,996,730	7,374,560
Use of GF reserves	350,129	85,874	251,154	992,807	3,120,708	4,188,129
TaxBase	47,078	47,925	48,692	49,666	50,659	51,672
Band D	119.38	124.38	129.38	134.38	139.38	144.38
Tax increase	4.37%	4.19%	4.02%	3.86%	3.72%	3.59%
General fund balance	11,357,177	11,271,303	11,020,149	10,027,342	6,906,634	2,718,505

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Scheme	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	Total £
IT Provision - Systems & Strategy	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	900,000
Solar PV on Council Buildings		276,345								276,345
Update Financial Management System (Agresso)	25,000									25,000
Idox System Upgrade (Planning)	150,000									150,000
Play Parks	100,000									100,000
Weavers Fold	378,000									378,000
Council Buildings Maintenance Programme	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,800,000
IT Equipment - PCs, Copiers etc	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	360,000
Improvement Grants/Disabled Facilities Grants	800,000	880,000	880,000	880,000	880,000	880,000	880,000	880,000	880,000	7,840,000
Community Grants Fund	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,800,000
EVCP Woolgate	167,000									167,000
Affordable Housing	212,125									212,125
Electric vehicle recharging points	200,000									200,000
Replacement dog and litter bins	25,000			12,000	12,000	12,000	12,000	12,000	12,000	97,000
Weighbridge at Bulking Station		25,000					25,000			50,000
Replacement Street Sweepers				200,000	200,000	200,000	200,000	200,000		1,000,000
Ubico Fleet - Replace Vehicle Hire Costs										0
In-cab technology		90,000								90,000
Shop Mobility - Replacement stock	10,000			10,000				10,000		30,000
CCTV upgrading	255,635									255,635
Carterton Swinbrook Public Art (S106)	44,500									44,500
Chipping Norton Creative Project	8,297									8,297
Raleigh Crescent Play Area (s. 106)	75,000									75,000
Agile Working	2,150,000									2,150,000
Chipping Norton LC roof replacement	1,000,000									1,000,000
Madley Park Playing Field project										0
Cottsway - Lavendar Place Affordable Housing										0
Cottsway - Blenheim Court Growth Deal										0
Carterton Leisure Centre Upgrade PSDS	1,300,000									1,300,000
Witney PSDS		1,874,000								1,874,000
Replacement waste and recycling fleet	2,000,000	3,500,000	2,000,000							7,500,000
Town Centre Shop building renovation project										0
Investment Strategy for Recovery	5,000,000									5,000,000
	14,440,557	7,185,345	3,420,000	1,642,000	1,632,000	1,632,000	1,657,000	1,642,000	1,432,000	34,682,902

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WEST OXFORDSHIRE
DISTRICT COUNCIL

**Executive response to a recommendation from Overview and Scrutiny Committee relating to item 9 on the agenda for the 13 December 2023
Executive meeting: Review of Weekly Markets**

Recommendation arising from the Overview and Scrutiny Committee meeting on 6 December 2023.

Context

The Overview and Scrutiny Committee considered the alternative options set out in the report. The Committee felt that where town councils are willing, they should be encouraged to take on responsibility for running markets and the priority of the Council should be to support thriving market towns rather than generating a small amount of income. The Committee heard from Members that Witney Town Council was likely to be open to taking on responsibility for the operational control of the market in Witney. The Committee considered that Chipping Norton Town Council was unlikely to be in the same position currently but that it may be possible work in partnership with them and reach a similar position. To this end the Committee felt that a commercial operator should be sought for an initial period of one year rather than two.

Recommendation	Agree (Y / N)	Comment	Responsible Executive Member	Lead Officer
<p>Recommendation 1 – That the local ward members are added as consultees to the first recommendation and the initial period in recommendation 2 is set at one year rather than two years.</p>	<p>In part</p>	<p>The Executive was grateful for the Overview and Scrutiny committee’s consideration and feedback on the Review of Weekly Markets. The Executive discussed both recommended changes and agreed to the following approach:</p> <ol style="list-style-type: none"> 1. Support the existing traders and include them in the preparation of the Expression of Interest (EOI) for a commercial operator to ensure that their views and concerns are taken account of. 2. There was concern that the town partnerships would be overwhelmed if all interested members were invited. The Deputy Leader committed to sharing a draft of the EOI for a commercial market operator with all members for comment. 3. A one year contract is not attractive to commercial operators and we need to allow time for the markets to reach their potential. Progress will be reported to O&S after one year of the contract before being reported to Executive. 	<p>Councillor Duncan Enright, Deputy Leader and Executive Member for Economic Development</p>	<p>Will Barton, Business Development Officer</p>



WEST OXFORDSHIRE
DISTRICT COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME
21 DECEMBER 2023 – 30 APRIL 2024

Overview and Scrutiny Committee

The Council currently operates the Strong Leader and Executive form of governance. The Council has appointed one Overview and Scrutiny Committee which has the power to investigate Executive decisions and any other matters relevant to the district and its people, making recommendations to the Council, Executive or any other Committee or Sub-Committee of the Council. Overview and Scrutiny has an important role in holding the Executive to account and in contributing to policy development.

The Overview and Scrutiny Committee operates a work plan which is agreed annually but provides for flexibility to enable the Committee to respond to emerging issues or priorities. The work plan will include a mix of Executive reports that have been selected for pre-decision scrutiny, and reports on other Council services, topics or issues which have been specifically requested by the Overview and Scrutiny Committee. In setting and reviewing its work plan, the Committee will be mindful of the constraints of the organisation and may prioritise based on the following considerations (TOPIC criteria):

Timeliness: Is it timely to consider this issue?

Organisational priority: Is it a Council priority?

Public Interest: Is it of significant public interest?

Influence: Can Scrutiny have meaningful influence?

Cost: Does it involve a high level of expenditure, income or savings?

Call in

The Overview and Scrutiny Committee will consider any “call-in” of an executive decision that has been made but not yet implemented. This enables the Committee to consider whether the decision made is appropriate given all relevant information (but not because it would have made a different decision). It may recommend that the Executive, an Executive Member or the Council should reconsider the decision.

Item	Executive Member	Lead Officer
Wednesday 10 January 2024		
Draft Budget 2024/25	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Wednesday 7 February 2024		
Community Safety Partnership	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Emmylou Brossard, Safer Communities Officer Emmylou.Brossard@publicagroup.uk
Safer Streets	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Emmylou Brossard, Safer Communities Officer Emmylou.Brossard@publicagroup.uk
Carbon Action Plan	Executive Member for Climate Change - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
Biodiversity Action Plan	Executive Member for Climate Change - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
Climate Change Strategy	Executive Member for Climate Change - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
Business Case in to Acquiring Emergency Accommodation	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Jasmine McWilliams, Assets Manager jasmine.mcwilliams@publicagroup.uk
Community Infrastructure Levey (CIL) Draft Charging Schedule	Executive Member for Planning and Sustainable Development - Charlie Maynard	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk

Thursday 29 February 2024

Approval of Upgrade to WODC Public Space CCTV Provision and Monitoring Arrangements	Councillor Geoff Saul, Executive Member for Housing and Social Welfare	Andy Barge, Assistant Director for Communities andy.barge@publicagroup.uk
Annual Monitoring Report (2021 – 2023)	Executive Member for Planning and Sustainable Development - Charlie Maynard	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk

Wednesday 10 April 2024 - no items currently scheduled

Items to be scheduled

Waste Service Update	Executive Member for Environment - Cllr Lidia Arciszewska	Simon Anthony, Business Manager - Environmental Services Simon.Anthony@publicagroup.uk
Development Management Improvement Programme	Executive Member for Planning and Sustainable Development - Charlie Maynard	Phil Shaw, Business Manager - Development Management phil.shaw@publicagroup.uk
Affordable Housing Delivery	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Charlie Jackson, Assistant Director - Planning and Sustainability charlie.jackson@publicagroup.uk
Community Grants	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Andy Barge, Assistant Director for Communities andy.barge@publicagroup.uk
Consultation	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive giles.hughes@westoxon.gov.uk
Supporting market town and village centres (possible task and finish review)	Deputy Leader - Economic Development - Cllr Duncan Enright	Charlie Jackson, Assistant Director - Planning and Sustainability charlie.jackson@publicagroup.uk

Leisure Strategy - Strategic Outcomes Planning Model (task and finish review)

Executive Member for Leisure and Major Projects - Tim Sumner

Jacqueline Wright, Business Manager - Leisure and Wellbeing jacqueline.wright@publicagroup.uk



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 DECEMBER 2023 – 31 MARCH 2024

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 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 Tel: 01993 861000

West Oxfordshire District Council: Executive Members 2023/24

Name of Councillor	Title and Areas of Responsibility
Andy Graham (Leader)	Leader of the Council: Policy Framework; Town and Parish Council engagement, Council Plan; Strategic Partnerships including Pan regional Partnership, Future Oxfordshire, South East Councils and OXLEP; Oxfordshire Leaders; Public and partnership authorities and Ubico, Democratic Services; Communications; Legal Services; Counter Fraud; Emergency Planning; and Customer Services
Duncan Enright (Deputy Leader)	Economic Development: Business Development; Visitor Economy; Town and Village regeneration; and Customer Services.
Alaric Smith	Finance: Finance & Management; Council Tax and Benefits; Asset Management, South West Audit Partnership; Performance management; Capital Investment strategy; Strategic Housing Investment; and Customer Services
Charlie Maynard	Planning and Sustainable Development: Local Plan; Government planning policies and guidance; Conservation and Historic Environment; Landscape and Biodiversity; Development Management; and Ensuring planning policies meet 2030 requirement; and Customer Services
Tim Sumner	Leisure and Major Projects: Leisure provision including swimming pools; Culture and Heritage; Public Art; Agile Working, Car Parking and Customer Services
Joy Aitman	Stronger Healthy Communities: Voluntary sector engagement; Health and Safety; Community and Public Health; Refugee Resettlement Programme; Young People; Equality and diversity; and Customer Services
Geoff Saul	Housing and Social Welfare: 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	Environment: Flood alleviation and sewage; Environmental Partnerships – WASP and Evenlode, North East Cotswold Cluster; Waste collection and recycling; Street Scene (cleansing, litter and grounds maintenance); Air Quality; and Land, food, farming and Customer Services Delivery
Andrew Prosser	Climate Change: Energy Advice; 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; EV Charging Rollout. and Customer Service

For further information about the above and all members of the Council please see www.westoxon.gov.uk/councillors

Item for Decision	Key Decision (Yes / No)	Open or Exempt	Decision – Maker	Date of Decision	Executive Member	Lead Officer
Annual Monitoring Report (2021 – 2023)	No	Open	Executive	17 Jan 2024	Executive Member for Planning and Sustainable Development - Charlie Maynard	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Response to Oxford City Council Local Plan 2040 - Regulation 19 Consultation	No	Open	Executive	17 Jan 2024	Executive Member for Planning and Sustainable Development - Charlie Maynard	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Oxfordshire Strategic Economic Plan	No	Open	Executive	17 Jan 2024	Deputy Leader - Economic Development - Cllr Duncan Enright	Will Barton, Business Development Officer william.barton@westoxon.gov.uk
Local Plan 2041 Update (including Local Development Scheme (LDS))	No	Open	Executive	17 Jan 2024	Executive Member for Planning and Sustainable Development - Charlie Maynard	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Draft Budget 2024/25 - Version 2 (including Local Government Finance Settlement)	No	Open	Executive	17 Jan 2024	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Discretionary Rate Relief Reconsideration	No	Open	Executive	17 Jan 2024	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk
Biodiversity Action Plan	Yes	Open	Executive	14 Feb 2024	Executive Member for Climate Change - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk

Carbon Action Plan	Yes	Open	Executive	14 Feb 2024	Executive Member for Climate Change - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
Climate Change Strategy	Yes	Open	Executive	14 Feb 2024	Executive Member for Climate Change - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
Budget 2024/25 and Medium Term Financial Strategy	Yes	Open	Executive	14 Feb 2024	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Community Infrastructure Levy (CIL) – Draft Charging Schedule	No	Open	Executive	14 Feb 2024	Executive Member for Planning and Sustainable Development - Charlie Maynard	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Business Case in to Acquiring Emergency Accommodation	No	Open	Executive	14 Feb 2024	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Jasmine McWilliams, Assets Manager jasmine.mcwilliams@publicagroup.uk
Salt Cross Garden Village Area Action Plan (AAP)	No	Open	Executive	14 Feb 2024	Executive Member for Planning and Sustainable Development - Charlie Maynard	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Community Infrastructure Levy (CIL) Draft Charging Schedule	No	Open	Executive	14 Feb 2024	Executive Member for Planning and Sustainable Development - Charlie Maynard	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Approval of Upgrade to WODC Public Space CCTV Provision and Monitoring Arrangements	Yes	Open	Executive	6 Mar 2024	Councillor Geoff Saul, Executive Member for Housing and Social Welfare	Astrid Harvey, Strategic Policy and Partnerships Officer Astrid.Harvey@westoxon.gov.uk

Endorsement of the Oxfordshire Town and Parish Charter	No	Open	Executive	6 Mar 2024	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive giles.hughes@westoxon.gov.uk
Retail Relief – Business Rates	No	Open	Executive	6 Mar 2024	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk
Road Closure Policy	No	Open	Executive	6 Mar 2024	Executive Member for Finance - Cllr Alaric Smith, Executive Member for Environment - Cllr Lidia Arciszewska	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk
Fixed Penalty Notice Policy	No	Open	Executive	6 Mar 2024	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk
Key Decisions Delegated to Officers						
Windrush Leisure Centre - PSDS 3c Funding Bid	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	13 Dec 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
Allocate Funding from the Project Contingency Earmarked Reserve	Yes	Open	Finance Director - Madhu Richards	Before 31 Dec 2023	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Standing Delegation: Settlement of Legal Claims	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 Alaric Smith	Helen Blundell, Principal Solicitor, Land, Legal and Property helen.blundell@publicagroup.uk

Allocation of New Initiatives Funding	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	Before 31 Dec 2023	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive giles.hughes@westoxon.gov.uk
Other Business for Council Meetings						
West Oxfordshire District Council Programme of Meetings 2024 – 2025	No	Open	Council	31 Jan 2024	Leader of the Council - Cllr Andy Graham	Max Thompson, Senior Democratic Services Officer max.thompson@westoxon.gov.uk
Committee Appointments Made under Delegated Authority	No	Open	Council	31 Jan 2024	Leader of the Council - Cllr Andy Graham	Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk

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