



WEST OXFORDSHIRE
DISTRICT COUNCIL

Tuesday 4 June 2024

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EXECUTIVE

You are summoned to a meeting of the Executive, which will be held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire, OX28 1NB on **Wednesday 12 June 2024 at 2.00pm.**

A handwritten signature in grey ink that reads "Giles Hughes".

Giles Hughes
Chief Executive

To: Members of the Executive

Councillors: Andy Graham (Leader), Duncan Enright (Deputy Leader), Lidia Arciszewska, Rizvana Poole, Geoff Saul, Alaric Smith and Tim Sumner.

Recording of Proceedings – The law allows the public proceedings of Council, Executive, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

AGENDA

- 1. Apologies for Absence**
To receive any Apologies for Absence from Members of the Executive.
The quorum for the Executive is 3 Members.
- 2. Declarations of Interest**
To receive any Declarations of Interest from Members of the Executive on any items to be considered at the meeting.
- 3. Minutes of Previous Meeting (Pages 7 – 10)**
To approve the minutes of the previous meeting, held on Wednesday 17 April 2024.
- 4. Receipt of Announcements**
To receive any announcements from the Leader of the Council, Members of the Executive or the Chief Executive.
- 5. Participation of the Public**
Any member of the public, who is a registered elector in the District, is eligible to ask one question at the meeting, for up to three minutes, of the Leader of the Council, or any Member of the Executive on any issue that affects the district or its people.

Notice, together with a written copy of the question, must be provided to Democratic Services, either by email to:

democratic.services@westoxon.gov.uk

or by post to:

Democratic Services, West Oxfordshire District Council, Woodgreen, Witney OX28 1NB.

Questions are to be received no later than 2.00pm two clear working days before the meeting (e.g. for a Wednesday meeting, the deadline would be 2.00pm on the Friday before).

A response may be provided at the meeting, or within three clear working days of the meeting. If the topic of the question is not within the remit of the Council, advice will be provided on where best to direct the question.

The appropriate Executive Member will either respond verbally at the meeting or provide a written response which will be included in the minutes of the meeting.

- 6. Reports from the Overview and Scrutiny Committee (Pages 11 – 12)**
To consider any reports or recommendations from the Overview and Scrutiny Committee, which meets on 5 June 2024.
- 7. Matters raised by Audit and Governance Committee**
There has been no meeting of the Audit and Governance Committee since the last meeting of the Executive.

8. **Changes to Customer Telephone Access Times (Pages 13 – 28)**

Purpose:

The purpose of this report, in light of a continuous decline in customer demand, is to propose that the trial becomes a permanent arrangement following the data gathered. The trial of reduced telephone access hours from 9am – 2pm, to the public has proved the concept and customers are continuing to shift to digital channels.

Recommendation:

That the Executive resolves to:

1. Agree to adopt the reduced telephone access arrangements on a permanent basis.

9. **Approval For Upgrading Public Space CCTV Provision and New Monitoring Arrangements (Pages 29 – 42)**

Purpose:

This report recommends upgrading the public open space CCTV cameras covering areas of Carterton and Witney to high definition digital, together with the installation of five new cameras in Chipping Norton. It further recommends the Council joins the Thames Valley CCTV partnership, with an associated transfer of CCTV assets and operational responsibility to Thames Valley Police under a 'single owner' model; and moving monitoring arrangements to a shared Oxfordshire hub.

Recommendations:

That the Executive resolves to:

1. Endorse the continued need for public open space CCTV in Carterton and Witney and approve extending the scheme to Chipping Norton;
2. Approve use of the £255,635 in the draft capital programme Council resolved to approve in February 2024 for upgrading CCTV;
3. Note the potential funding shortfall of up to a further £55,000 and the opportunities for meeting this cost;
4. Approve joining the Thames Valley CCTV Partnership, with an associated transfer of all CCTV assets and ongoing operational responsibility to Thames Valley Police under a 'single owner' model; and a shared Oxfordshire hub, based in Abingdon, as the new monitoring control room;
5. Delegate authority to the Interim Head of Legal Services, in consultation with the Leader of the Council, to execute the formal agreements needed to join the Thames Valley Police CCTV Partnership;
6. Approve the funding formula for the Thames Valley CCTV Partnership and delegate authority to the Assistant Director – Communities, in consultation with the Director of Finance and the Executive Member for Housing and Social Welfare, to agree a new funding formula with Carterton, Chipping Norton and Witney town councils, and Marriott's Walk and Woolgate shopping centres.

10. **Endorsement of The Oxfordshire Councils Charter (Pages 43 – 78)**

Purpose:

To endorse the Oxfordshire Councils Charter.

Recommendations:

That the Executive resolves to:

1. Note the contents of the Oxfordshire Councils Charter;
2. Endorse the Oxfordshire Councils Charter;
3. Agree to be a signatory to the Oxfordshire Councils Charter.

11. **Annual Report of the Director of Public Health (Pages 79 – 152)**
Purpose:
To highlight the main points from Oxfordshire County Council’s Director of Public Health Annual Report on climate change and health 2023/24, together with a call for action to ensure that collectively we accelerate and facilitate more positive health benefits by taking action to address our changing climate.
- Recommendation:
That the Executive resolves to:
I. Note the contents of the report.
12. **Service Performance Report 2023-24 Quarter Four (Pages 153 – 212)**
Purpose:
To provide details of the Council’s operational performance at the end of 2023-24 Quarter Four (Q4).
- Recommendation:
That the Executive resolves to:
I. Note the 2023/24 Q4 Service Performance Report.
13. **Salt Cross Garden Village Area Action Plan (AAP) (Pages 213 – 252)**
Purpose:
To provide an update on the Salt Cross Garden Village Area Action Plan (AAP).
- Recommendation:
That the Executive resolves to:
I. Note the contents of the report.
14. **West Oxfordshire District Council Productivity Plan 2024 (Pages 253 – 260)**
Purpose:
To outline the proposed approach to adopting the Council’s Productivity Plan 2024.
- Recommendations:
That the Executive resolves to:
I. Note the requirement from the Government, outlined in the letter from the Local Government Minister at Annex A, for the Council to adopt a Productivity Plan;
2. Agree to delegate the decision to the Chief Executive, in consultation with the Leader of the Council, to adopt the Productivity Plan and submit it to the Department for Levelling Up, Housing and Communities by the 19 July 2024 deadline.
15. **Exclusion of Press and Public**
If the Executive wishes to exclude the press and public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Executive to pass a resolution in accordance with the provisions of the Paragraph 4(2)(b) of the Local Authorities ((Executive Arrangements) Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

16. **Letting of Unit at Marriott's Walk (Pages 261 – 304)**

Purpose:

To request approval of the lease terms proposed for Unit 6 Marriott's Walk and request that Council approves the allocation of capital funding for Landlord's works.

Recommendations:

That the Executive resolves to:

1. Approve the terms of the lease for Unit 6 Marriott's Walk;
2. Delegate authority to the Chief Finance Officer, in consultation with the Deputy Leader and the Executive Member for Finance to approve any changes to the final terms of the lease;
3. Recommend to Council to approve the addition of the capital programme for the landlord's fitout works.

(END)