

WEST OXFORDSHIRE DISTRICT COUNCIL

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

Held in the Committee Room 1, Council Offices, Woodgreen, Witney, Oxfordshire OX28
1NB at 5.30 pm on **Wednesday, 2 October 2024**

PRESENT

Councillors: Andrew Beaney (Chair) , Adam Clements, Julian Cooper, Steve Cosier, Genny Early, Liz Leffman, Nick Leverton, Dan Levy, Andrew Lyon, Paul Marsh, Stuart McCarroll, Sandra Simpson, Ruth Smith, Alistair Wray, Alex Wilson, Andrew Coles and David Jackson

Officers: Christine Elsasser (Democratic Services Officer), Andrew Brown (Democratic Services Business Manager), Phil Martin (Assistant Director for Business Support) and Astrid Harvey (Strategic Policy and Partnerships Officer)

Other Councillors in attendance: Councillor Andy Graham, Leader of the Council

46 Apologies for Absence and Temporary Appointments

Apologies for absence were received from Councillors Joy Aitman, Thomas Ashby, Natalie King, Michele Mead, Elizabeth Poskitt, Carl Rylett, Mark Walker and Liam Walker.

Councillor Andrew Coles substituted for Councillor Mark Walker.

Councillor David Jackson substituted for Councillor Elizabeth Poskitt.

47 Declarations of Interest

There were no declarations of interest received from Members of the Committee.

48 Minutes of Previous Meeting

Councillor Steve Cosier proposed that the minutes of the previous meeting, held on Wednesday 4 September 2024, be approved by the Committee as a true and accurate record. This was seconded by Councillor Alex Wilson, was put to a vote and it was unanimously agreed by the Committee.

49 Chair's announcements

The Chair welcomed Members to the meeting and explained that although there was only one item on the agenda, it was hoped that the Committee Work Programme would be discussed to ensure it contained all items agreed.

50 Participation of the Public

There was no participation of the public.

51 Responding to External Consultations

The Strategic Policy and Partnerships Officer introduced the report and detailed how West Oxfordshire District Council assessed which external consultations it responded to.

It was explained that West Oxfordshire District Council received a wide range of consultations from a variety of external bodies that deemed it to be a relevant consultee. These included, but were not limited to, Central Government bodies, other Local Authorities within and beyond Oxfordshire, the Cotswold National Landscape, Thames Valley Police,

Overview and Scrutiny Committee

02/October2024

Buckinghamshire, Oxfordshire and West Berkshire Integrated Care Board, and organisations from within the community and voluntary sector.

External bodies could send consultations directly to Senior Officers within the service that was most relevant to the matter or topic under consultation or they could be sent to the Council Leader, relevant Executive Member or Chief Executive Officer who would delegate the consultation request to the relevant Senior Officer.

On receipt of a consultation, Senior Officers would assess the consultation against criteria to determine if a response was required and to undertake the consultation response. The criteria were contained in section 1.3 of the report.

In undertaking the assessment against the criteria, Senior Officers would engage with lead Members to inform their judgement of the significance of the proposal or matter. Usually this would be the Executive Member with portfolio responsibility for the matter being consulted on.

In response to a question, the Committee noted that what was considered a reasonable time for a Section 106 consultation period would need to be answered by Planning Officers. **Action Point:** The Planning Policy Manager would be asked to provide information on the timeframe for Section 106 consultation periods.

The Committee thanked Officers for the report.

RESOLVED that the Committee noted the report and it was agreed that there were no recommendations to the Executive on 9 October 2024.

52 Report back on recommendations

The Democratic Services Business Manager outlined the two recommendations to the Executive arising from the discussion on the Development Management Improvement Programme at the previous Committee meeting, both of which had been agreed. It was explained that an all Member Briefing had been scheduled on 'Planning Enforcement' for early 2025.

53 Executive Work Programme

It was to be noted that there were changes in relation to the timetable of the Local Plan since the meeting papers were published. It was suggested that the 'Local Plan 2041 Update Report' be added as an agenda item for the next meeting.

It was AGREED that the Local Plan 2041 Update would be considered at the next meeting. The Executive Work Programme was noted.

54 Committee Work Programme

The Committee Work Programme was noted with the addition of the following items:

- The December meeting would have a housing theme, adding an update on Emergency Accommodation and also inviting a social landlord/housing association along for a Q&A session.
- The Budget would be dealt with at a single dedicated Committee meeting in February, not a three meetings as the published work plan suggested.
- A on Community Grants had been scheduled for March 2025.

Overview and Scrutiny Committee

02/October2024

- The Westhive Criteria report to the Executive would be added for the November Committee meeting.
- Officers would identify when would be a good time for the Committee to consider the re-procurement of the leisure contract.
- The Environmental Services Review and Ubico Contract report to the Executive would be added for the January Committee meeting.
- An annual crime and disorder item was also due to be added to the Committee's work plan.

It was explained that a twelve-month review was due of the Overview and Scrutiny Committee as part of the work of the Constitution Working Group. A survey, with a range of questions, would be circulated to all Members and would feed into this review process.

The Committee Work Programme was noted and the items in the above list would be actioned.

The Meeting closed at 5.54 pm

CHAIRMAN