

Tuesday, 7 January 2025

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EXECUTIVE

You are summoned to a meeting of the Executive which will be held in Warwick Hall, Church Lane, Burford, OX18 4RY **Wednesday, 15 January 2025 at 2.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Executive

Councillors: Andy Graham, Duncan Enright, Lidia Arciszewska, Hugo Ashton, Rachel Crouch, Andrew Prosser, 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 - 12)**
To approve the minutes of the previous meeting, held on 11 December 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**
To consider any reports or recommendations from the Overview and Scrutiny Committee, which meets on 8 January 2025.
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. **Draft Budget 2025 – 2026, Version Two (Pages 13 - 70)**

Purpose

This report provides an update on the developing budget for 2025/26 following the provisional government funding settlement on 18 December 2024.

Recommendations

That the Executive resolves to:

1. Approve the draft fees and charges for 2025/26, as detailed in Annex E and F.

That the Executive resolves to recommend to Full Council to:

2. Approve the Council Tax Base shown in Annex D, calculated as £48,742.33 for the year 2025/26.
3. Authorise the Director of Finance to submit the National Non-Domestic Rates Return 1 (NNDRI) to Ministry of Housing, Communities and Local Government by the submission date of 31 January 2025.

9. **Business Rates Relief 2025/206. Retail, Hospitality and Leisure Scheme (Pages 71 - 78)**

Purpose:

To consider a scheme of rate relief for retail premises as outlined by Government in the Autumn Statement 2024.

Recommendations:

That the Executive resolves to recommend to Council to:

1. Approve the Retail, Hospitality and Leisure scheme as set out in Annex A for 2025/2026;
2. Delegate authority to the Interim Executive Director for Resident Services for the award of such reliefs.

10. **Public Sector Decarbonisation Scheme Phase 4: Chipping Norton Leisure Centre (Pages 79 - 84)**

Purpose

To delegate authority for the acceptance of Public Sector Decarbonisation Scheme Phase 4 funding for Chipping Norton Leisure Centre.

Recommendation

That the Executive resolves to:

1. Delegate authority to the Chief Executive Officer, in consultation with the Director of Finance and the Executive Members for Finance, Climate Change, and Leisure and Major Projects to:
 - a) Accept the grant funding, if awarded to the Council.
 - b) Earmark the required client contribution of £317,326 in the 2025/26 capital budget.
 - c) Note that project risks have been identified and that project gateways will be used where any decision relates to capital spend.

11. **Affordable Housing Delivery Update (Pages 85 - 100)**

Purpose

This report provides an update on delivery against the corporate priority of delivering more affordable homes across the district, particularly social rented homes. This report sets out key information on the delivery of affordable housing to date and the future plans to intervene in the market in order to boost the supply of social rented accommodation.

Recommendation

That the Executive resolves to:

1. Note the report.

12. **Housing Staffing Resources (Pages 101 - 106)**

Purpose

To brief members on the continuing pressures facing the Housing Service

To outline the risk should the Housing Team be unable to deliver statutory duties due to increased volumes of residents contacting the service

To seek approval to recruit additional staff resources to assist with the complex and increasing volumes of homelessness presentation.

Recommendations

That the Executive resolves to:

1. Approve the creation of up to two additional Housing Officer Posts
2. Delegate the allocation of additional resources from Housing Project Reserves (or any additional ring-fenced short-term grants) to the Business Manager - Housing in consultation with the Executive Member for Housing & Social Welfare and the Chief Finance Officer subject to compliance with the ring-fenced grant conditions

13. **Home Improvement Agency Contract (Pages 107 - 112)**

Purpose

To seek the Executive's approval to extend the Home Improvement Agency Funding Agreement with Oxfordshire County Council for a further 2 years and continue to provide the service for residents in our communities from 1st April 2025.

Recommendations

That the Executive resolves to:

1. Agree to extend the existing Home Improvement Agency Funding Agreement with Oxfordshire County Council for a further 2 years
2. Agree to request a 2% increase in funds to cover increased costs

14. **Waste and Environmental Services Review (Pages 113 - 120)**

Purpose:

To update the Executive on the review of the waste and environmental services contract and to outline the proposed Oxfordshire Waste and Environmental Services Transformation Programme.

Recommendations:

That the Executive resolves to recommend to Council to:

1. Note the content of the report and the Activist service review report, attached as Annex A; and
2. Agree to extend the waste and environmental services contract with Ubico to March 2027 (circa £9m per annum); and
3. Agree to undertake a detailed review of all waste and environmental services provided by Ubico; and
4. Agree to inform Ubico of the potential to vary the contract from April 2026 or earlier by mutual consent; and
5. Delegate Authority to the Council's Director of Finance, in consultation with the Assistant Director Commercial Development, to extend the contract with Ubico and to negotiate any variations to the contract; and

That the Executive resolves to:

1. Endorse and support the principle of 'Working Collaboratively' in the future with other local authorities in Oxfordshire on environmental and waste services; and
2. Agree to support the creation of The Oxfordshire Waste and Environmental Services Transformation Programme and delegate authority to Assistant Director Commercial Development, in consultation with the Executive Member for Environment, to negotiate and agree the terms of reference for the programme, and the associated governance and programme plan; and
3. Appoint the Executive Member for Environment to be the Council's lead Member for the Oxfordshire Waste and Environmental Services Transformation Programme and the Assistant Director Commercial Development to the Council's Lead Officer; and
4. Allocate £150,000 from the Council's New Initiative Fund to support The Oxfordshire Waste and Environmental Services Transformation Programme in 2025/26; and
5. Request that Officers report back to the Executive Transformation Group periodically on progress with the Waste and Environmental Services Transformation Programme.

15. **Contract Award for the Parking ICT system (Pages 121 - 130)**

Purpose

To agree the contract award for the Parking ICT system.

Recommendations

That Executive resolves to:

- I. Approve the recommendation by officers to award the contract for the Parking ICT system to the preferred contractor as outlined in the Exempt Annex B

16. **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.

17. **Draft Budget 2025/26 - Version Two - Exempt Annex F (Pages 131 - 132)**

18. **Waste and Environmental Service Review - Exempt Annex A (Pages 133 - 214)**

19. **Contract Award for the Parking ICT system - Exempt Annex B (Pages 215 - 216)**

(END)