

Tuesday, 7 October 2025

Tel: 01993 861000

e-mail: democratic.services@westoxon.gov.uk

EXECUTIVE

You are summoned to a meeting of the Executive which will be held in Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 15 October 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 5 - 16)**
To approve the minutes of the previous meeting, held on 10 September 2025.
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**
Anyone who lives, works, or studies in West Oxfordshire is eligible to ask one question at the meeting, for up to three minutes, directed at the Leader of the Council or any Executive Member on any agenda item or on any issue that affects the district or its people.

All questions must be no longer than three minutes long.

Members of the public wishing to speak at a meeting must notify democratic.services@westoxon.gov.uk, or call Customer Services on 01993 861000 including their name and the agenda item or topic they wish to speak on, by 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).

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 Leader or relevant Executive Member will either respond to a question 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.
7. **Matters raised by Audit and Governance Committee**
To consider any matters arising from the Audit and Governance Meeting on 25 September 2025.

8. **Infrastructure Funding Statement (Pages 17 - 44)**

Purpose

To note the West Oxfordshire Infrastructure Funding Statement (IFS) for 2024/25.

Recommendations

That the Executive Resolves to:

- I. Note the content of the Infrastructure Funding Statement (IFS) attached at Annex A, with a view to it being published on the Council's website by 31 December 2025 in accordance with legislative requirements.

9. **Safeguarding Policy Update July 2025 (Pages 45 - 70)**

Purpose:

To inform Members of the updated Safeguarding Policy and Procedures.

Recommendation:

That Executive resolves to:

- I. Agree and adopt the updated Safeguarding Policy and Procedures.

10. **The Low Income Family Tracker (Pages 71 - 76)**

Purpose:

To give a brief overview of the Low-Income Family Tracker progress since inception.

Recommendation:

That the Executive resolves to:

- I. Note the report.

11. **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.

12. **Reconsideration of Business Rates Hardship Relief (Pages 77 - 134)**

Purpose:

To reconsider an application for Hardship relief submitted under Section 49 of the Local Government Finance Act 1988.

Recommendation:

That the Executive resolves to:

- I. Uphold the original decision not to award a Hardship relief submitted under S49.

13. **Business Rates Write off in excess of £5,000 (Pages 135 - 138)**

Purpose:

To seek approval to write off irrecoverable business rates in excess of £5,000.

Recommendation:

That the Executive resolves to:

1. Approve the write offs totalling £95,442.41 as detailed within this report, and;
2. Note that the actual cost to the council is £38,176.96, being 40% of the total amount to be written off.

14. **Options Appraisal of Leisure Management Arrangements (Pages 139 - 168)**

Purpose:

The purpose of this report is to inform the Executive of the Leisure Management Options Appraisal outcomes and to seek authority to commence implementation of the recommended management option for the Council's Leisure Services.

Recommendation(s):

That the Executive resolves to:

1. Note the findings of the Leisure Management Options Appraisal and enters a five-year Contract extension with Greenwich Leisure Limited, for the operation and management of the Council's leisure facilities as set out in the current Contract scope.
2. Delegate authority to Director of Place, in consultation with the Director of Finance and Head of Legal, Executive Member for Leisure and Carterton Area Strategy and Executive Member for Finance to commence negotiations with Greenwich Leisure Limited regarding the risk profile of any amendments to the Contract or specifications, and the impact of any capital projects to the Council.
3. Delegate authority to Director of Place, in consultation with the Head of Legal, Executive Member for Leisure and Carterton Area Strategy and Executive Member for Finance to commence consultation with landowners of facilities where lease agreements expire within the extended Contract term.
4. Delegate authority to the Director of Place and Director of Finance, in consultation with Executive Member for Leisure and Carterton Area Strategy and Executive Member for Finance to work in partnership with GLL to develop their capital investment proposals.

(END)