



WEST OXFORDSHIRE  
DISTRICT COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME  
1 MAY 2024 – 31 AUGUST 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  |
|--|---|---|
| <b>Wednesday, 5 June 2024</b>  |   |   |
| Development Management Improvement Programme   | Executive Member for Planning and Sustainable Development - Charlie Maynard | Phil Shaw, Business Manager - Development Management phil.shaw@publicagroup.uk                          |
| Community Infrastructure Levy (CIL) Draft Charging Schedule                                      | Executive Member for Planning and Sustainable Development - Charlie Maynard | Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk                                |
| Knights Court Business Case  | Executive Member for Housing and Social Welfare - Cllr Geoff Saul           | Business Manager Assets & Council Priorities - Andrew Turner  |
| Customer Services Telephone Report (Trial of Telephone Opening Hours Closure - 2.00pm to 5.00pm) | Executive Member for Leisure and Major Projects - Tim Sumner                | Michelle Clifford, Business Manager - Customer Experience & Resources michelle.clifford@publicagroup.uk |
| 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                               |
| Financial Performance Report 2023-24 Quarter Four  | Executive Member for Finance - Cllr Alaric Smith                            | Georgina Dyer, Chief Accountant georgina.dyer@publicagroup.uk   |
| Service Performance Report 2023-24 Quarter Four  | Leader of the Council - Cllr Andy Graham                                    | Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk                               |
| <b>Wednesday, 3 July 2024</b>  |   |   |
| Climate Change Strategy  | Executive Member for Climate Change - Cllr                                  | Hannah Kenyon, Climate Change Manager   |

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|  | Andrew Prosser   | hannah.kenyon@westoxon.gov.uk   |
| Publica Transition Update                        | Leader of the Council - Cllr Andy Graham                     | Andrew Pollard, Interim Programme Director<br>Andrew.Pollard@publicagroup.uk              |
| One-Year Publica Business Plan                   | Leader of the Council - Cllr Andy Graham                     | Bill Oddy, Assistant Director for Commercial Development<br>Bill.Oddy@publicagroup.uk     |
| Waste Service Update                             | Executive Member for Environment - Cllr Lidia Arciszewska    | Simon Anthony, Business Manager - Environmental Services<br>Simon.Anthony@publicagroup.uk |
| Strategic Outcomes Planning Model                | Executive Member for Leisure and Major Projects - Tim Sumner | Rachel Biles<br>rachel.biles@publicagroup.uk  |
| Public Convenience Contract                      | Executive Member for Environment - Cllr Lidia Arciszewska    | Maria Wheatley, Shared Parking Manager<br>maria.wheatley@publicagroup.uk                  |
| <b>Wednesday, 4 September 2024</b>               |  |   |
| Responding to external consultations             | Leader of the Council - Cllr Andy Graham                     | Giles Hughes, Chief Executive<br>giles.hughes@westoxon.gov.uk                             |
| Service Performance Report 2024-25 Quarter One   | Leader of the Council - Cllr Andy Graham                     | Alison Borrett, Senior Performance Analyst<br>Alison.Borrett@publicagroup.uk              |
| Financial Performance Report 2024-25 Quarter One | Executive Member for Finance - Cllr Alaric Smith             | Madhu Richards, Director of Finance<br>madhu.richards@westoxon.gov.uk                     |

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| <b>Wednesday, 2 October 2024</b>                 |   |  |
| Supporting market town and village centres       | Deputy Leader - Economic Development - Cllr Duncan Enright                  | Philippa Lowe, Business Manager Localities<br>philippa.lowe@publicagroup.uk                          |
| <b>Wednesday, 6 November 2024</b>                |   |  |
| District Boundary Review - Council Size Proposal | Leader of the Council - Cllr Andy Graham                                    | Andrew Brown, Democratic Services Business Manager<br>andrew.brown@publicagroup.uk                   |
| Annual Monitoring Report                         | Executive Member for Planning and Sustainable Development - Charlie Maynard | Chris Hargraves, Planning Policy Manager<br>chris.hargraves@publicagroup.uk                          |
| Financial Performance Report 2024-25 Quarter Two | Executive Member for Finance - Cllr Alaric Smith                            | Madhu Richards, Director of Finance<br>madhu.richards@westoxon.gov.uk                                |
| <b>Wednesday, 4 December 2024</b>                |   |  |
| Service Performance Report 2024-25 Quarter Two   | Leader of the Council - Cllr Andy Graham                                    | Alison Borrett, Senior Performance Analyst<br>Alison.Borrett@publicagroup.uk                         |
| Affordable Housing Delivery                      | Executive Member for Housing and Social Welfare - Cllr Geoff Saul           | Charlie Jackson, Assistant Director - Planning and Sustainability<br>charlie.jackson@publicagroup.uk |
| <b>Wednesday, 8 January 2025</b>                 |   |  |
| Draft Budget 2025 – 2026, Version Two            | Executive Member for Finance - Cllr Alaric Smith                            | Madhu Richards, Director of Finance<br>madhu.richards@westoxon.gov.uk                                |

**Wednesday, 5 February 2025**

**Wednesday, 5 March 2025**

Service Performance Report 2024-25 Quarter Three

Leader of the Council - Cllr Andy Graham

Alison Borrett, Senior Performance Analyst  
Alison.Borrett@publicagroup.uk

Financial Performance Report 2024-25 Quarter Three

Executive Member for Finance - Cllr Alaric Smith

Madhu Richards, Director of Finance  
madhu.richards@westoxon.gov.uk

Community Grants

Executive Member for Stronger Healthy Communities - Cllr Joy Aitman

Andy Barge, Assistant Director for Communities  
andy.barge@publicagroup.uk

**Wednesday, 16 April 2025**