

Democratic Services

Reply to: Keith Butler
Direct Line: (01993) 861521
E-mail: keith.butler@westoxon.gov.uk

16 June 2020

SUMMONS TO ATTEND

MEETING: WEST OXFORDSHIRE DISTRICT COUNCIL

PLACE: TO BE HELD VIA VIDEO CONFERENCE BECAUSE OF SOCIAL DISTANCING REQUIREMENTS AND GUIDANCE (see [note](#))

DATE: WEDNESDAY 24 JUNE 2020

TIME: 2.00 PM

RECORDING OF MEETINGS

The law allows the council's public meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Officer know before the start of the meeting.

A G E N D A

- 1. Minutes of the meeting held on 13 May 2020 ([copy attached](#))**
- 2. Apologies for Absence**
- 3. Declarations of Interest**

To receive any declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Council's Local Code of Conduct, and any from Officers.
- 4. Receipt of Announcements**

To receive any announcements from The Chairman, Leader, Members of the Cabinet or the Head of Paid Service.
- 5. Participation of the Public**

To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
- 6. Recommendations from the Executive**

Purpose:
To receive and consider recommendations anticipated to be made by the Cabinet at its meeting on 17 June 2020.

Recommendation:
That the recommendations set out in [Annex I](#) to [the report](#) be adopted.

7. Reports of the Cabinet

To receive the reports of the following meetings of the Cabinet, and the Council's Committees.

- (a) [Cabinet](#) 27 May 2020 (copy attached)
- (b) [Cabinet](#) 17 June 2020 (copy attached)

8. Coronavirus Pandemic: Response and Recovery – Presentation; and Report of the Chief Executive ([copy attached](#))

Purpose:

To (i) receive a presentation outlining the Council's response to the pandemic and some thoughts around recovery; and (ii) consider recommendations as to how the Council should approach recovery.

9. Sealing of Documents ([copy attached](#))

Purpose:

To note the documents sealed since the last report.

Recommendation:

That the report be noted.



Giles Hughes
Chief Executive

This agenda is being dealt with by Keith Butler, Tel: (01993) 861521;

Email: keith.butler@westoxon.gov.uk

Note: Councillors will be sent an invitation to the meeting via Cisco Webex. Members of the public may view the meeting via [Facebook Live](#). A Facebook account is not required.

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the Meeting of the
West Oxfordshire District Council
held via video conferencing at **2.00pm** on **Wednesday 13 May 2020**

PRESENT

Councillors: Harry Eaglestone (Chairman), Jane Doughty (Vice-Chairman), Jake Acock, Joy Aitman, Alaa Al-Yousuf, Luci Ashbourne, Andrew Beaney, Richard Bishop, Rosa Bolger, Jill Bull, Mike Cahill, Laetisia Carter, Nathalie Chapple, Andrew Coles, Owen Collins, Nigel Colston, Julian Cooper, Derek Cotterill, Suzi Coul, Maxine Crossland, Merilyn Davies, Duncan Enright, Hilary Fenton, Ted Fenton, Steve Good, Andy Graham, Jeff Haine, David Harvey, Gill Hill, David Jackson, Ed James, Richard Langridge, Liz Leffman, Nick Leverton, Dan Levy, Norman MacRae MBE, Martin McBride, Michele Mead, James Mills, Toby Morris, Kieran Mullins, Neil Owen, Elizabeth Poskitt, Alex Postan, Carl Rylett, Geoff Saul, Harry St John and Ben Woodruff.

Officers: Giles Hughes (Chief Executive); Frank Wilson (Group Finance Director); Keith Butler (Head of Democratic Services); and Amy Barnes (Senior Strategic Support Officer).

1. MINUTES

RESOLVED: That the minutes of the meeting of the Council held on 26 February 2020 be approved as a correct record and signed by the Chairman.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Louise Chapman.

3. DECLARATIONS OF INTEREST

Councillor Harvey declared an interest in Agenda Item 10, Sealing of Documents because he was a tenant of Newman Court, Witney.

4. RECEIPT OF ANNOUNCEMENTS

4.1 Death of two employees

The Chairman reported the sad news of the deaths of two members of staff.

Janice Cooper, from the Planning department, passed away on 30 April 2020. Janice had worked for West Oxfordshire District Council and then Publica for 24 years, having joined in 1996 as a tea person and from 2002 was employed as an administrative assistant within planning services.

Sheela Cousins, from Revenues and Benefits, passed away on 20 March 2020. Sheela was employed in October 2017 as a Client Support Officer and helped hundreds of residents with a variety of issues including debt management, money management and the threat of homelessness. She was a very compassionate person and the Council received regular communications of praise from clients that she had helped.

The Chairman stated that both Janice and Sheela were valued members of staff, and popular amongst their colleagues. They would be sorely missed and the Council's thoughts were with their families and friends.

Councillors held a moments' silence in memory of both ladies.

4.2 Climate Action Group

Councillor Harvey addressed Members and advised that the scheduled meeting of the Climate Action Group would not take place on 19 May because the lead officer Ms Scott, was having to self-isolate. He advised that the consultation would progress in line with the schedule and the next meeting would take place on 16 June 2020. He wished Ms Scott well.

4.3 Maintenance of Service Delivery

Councillor MacRae paid tribute to all within the Council, staff, Members and the wider community for the tremendous effort that had been in place looking after the welfare of so many. He particularly expressed his gratitude to Ubico colleagues, led by Mr Lightfoot, who had worked hard to maintain kerbside collection, recycling, food and garden waste. Commercial waste had also been collected on a reduced basis and officers would be contacting commercial waste clients from June to establish their requirements.

Due to the hard work of specific officers and Ubico, a reduced bulk waste collection service had been reintroduced a few weeks ago and the full service would commence the following day. The Street Scene team had continued with usual duties and Councillor MacRae referred to many emails and Facebook entries where members of the public had expressed their gratitude to Ubico colleagues.

Thames Valley Police (TVP) had announced an increase in the number of Domestic Violence and Domestic Abuse reports but stressed that their staff had been able to focus on this area in recent weeks due to less demand elsewhere. In contrast, the helpline and support services were not reporting an increase in the level of demand and our officers were working with TVP to understand this. Officers and Members had also been working hard to communicate the message regarding support for any potential victims and leaflets and information sheets were available.

In addition, the Council had Domestic Abuse champions in Housing and in Community Wellbeing who were trained to signpost people to services and listen to concerns. Councillor MacRae also detailed the support that the County Council was preparing for children returning to school and the Safeguarding challenges that this could present. He also highlighted the Safeguarding training offered by OSCB and OSAB should Councillors wish to increase their knowledge.

Councillor Enright reiterated his thanks to all staff on a number of fronts, including delivering an uninterrupted waste collection service. He highlighted the support that officers had been providing to shielded and vulnerable residents, along with the numerous community organisations and micro groups delivering assistance at street level. He recognised the assistance being provided by officers running the Community Support telephone line and asked whether the helpline could be publicised more widely.

As a vulnerable resident himself, Councillor McBride echoed the thanks to all councillors and volunteer groups for assisting him and his wife who were both shielding.

In response to Councillor MacRae's comments regarding Domestic Violence, Councillor Carter asked if the text service could be published along with a communications push on the assistance available to anyone suffering abuse at the present time. Councillor MacRae agreed to speak to officers.

Councillor Ashbourne thanked Councillor MacRae for the update and was pleased to see the District Council at the centre of the support network. She had observed how well the support had been received by residents and hoped the council could continue to work like this in the long term.

4.4 Repairs to banks along the River Windrush

Councillor MacRae's second announcement was not just for Members of the Council but also members of the public residing at Woodford Mill in Witney. Two gentlemen had contacted Councillor MacRae asking for an update on the riverbank repairs but he felt it was necessary to update Council first, before responding in full to them.

Councillor MacRae reminded Members that whilst the breach occurred in the spring of 2018, it was only accepted in May 2019 that the Council had the responsibility to repair it. Repairs had been due to commence on two occasions in summer 2019 when heavy rainfall rendered the repair impossible for safety reasons. It had been agreed that it was too dangerous for engineers to enter the river, especially when large bags of gravel were being moved by the water flow.

The current situation was that the water level was dropping but still flowing at a fast rate. The Council had asked the contractor to carry out a site inspection this week to confirm if temporary barriers could be deployed to deflect the river over the existing crest weirs. The barriers would be monitored for one week prior to further work being undertaken. The Environment Agency had confirmed that the permit obtained the previous year was still valid and they had no objection to the work being carried out.

This urgent piece of work would be carried out as soon as practicable and was likely to continue into June, weather permitting. However, the work may have to cease or be stopped temporarily if the river depth increased or velocity changed due to the weather.

Councillor MacRae concluded by advising that despite the delay, the expenditure was not expected to exceed the previous forecast and officers were ready to start work with one week's notice, when the weather allowed.

Councillor Coles thanked Councillor MacRae for the update but expressed his frustration at the length of time this had taken so far. However, he noted that progress was being made and reiterated that communications needed to be kept up.

In response, Councillor MacRae advised that officers were working as fast as possible bearing in mind the weather conditions which often hampered progress and made it unsafe to undertake the work. He assured Members that the Council was not dragging its heels and had worked hard to resolve the problems since having to assume responsibility for the works.

4.4 Community Revenue Grants

Councillor Mead addressed Members and advised that a number of organisations had received around £186,000 in grant funding. The organisations ranged in size from small, pre-school groups to the Citizens' Advice Bureau, Chipping Norton Theatre and Age UK.

Councillor Doughty expressed her thanks for the assistance provided to the community groups and was grateful to all members and staff for supporting the residents at this time.

Councillor Acock stated his thanks to the staff and volunteers involved in supporting residents, especially those assisting the elderly in village locations. He asked Councillor Mead if she could comment on the impact that Covid 19 had had on the leisure industry.

In response, Councillor Mead advised that the leisure centres were poised to re-open when advised it was safe to do so and in the interim, many had been used as locations for testing centres and foodbanks.

4.5 Update on Covid 19 and WODC's position

Councillor Mills addressed Members and added his thanks to all of the key workers who had kept working throughout the crisis. He had witnessed communities working together

across the District and was grateful to the staff and officers for their effort and time they had dedicated to ensure that services were delivered and vulnerable people were supported. He had been approached by one resident in particular who had been shielding in Bampton and who expressly requested that their thanks be passed on. He reiterated that the Council was here to assist wherever possible.

Councillor Mills advised that there was an upcoming Oxfordshire Growth Board meeting in June where they would begin to look at the recovery stage of the Covid 19 epidemic and what part WODC would play in that response.

Councillor Graham thanked the Leader for his update and hoped that the cross party approach that had been adopted so far, would continue. Councillor Mills advised that more information would be provided at Cabinet with regards to the Business Recovery Stage and input from all colleagues was welcomed.

Councillor Leffman queried whether the Growth Board would be looking at the future differently, following the pandemic and whether it would be an opportune time for them to review their remit.

In response, Councillor Mills advised that a review had been ongoing and there would be a lot more work on sustainable and active travel, in conjunction with the County Council.

5. PARTICIPATION OF THE PUBLIC

There was no participation from members of the public.

6. CABINET MEMBERSHIP AND PORTFOLIOS

Councillor Mills addressed Members and thanked them all for their support during the recent lockdown restrictions. He especially wanted to thank Councillor Morris for deputising when he had had to self-isolate, as his help had been greatly appreciated. He recognised that everybody had been working hard and he thanked Members for their willingness to adapt to a rapidly evolving situation. He stated that one positive that had emerged was the good working relationships, trust and confidence that had developed across the board and the excellent skills and knowledge that had been built up.

He therefore had decided not to make any changes to the Cabinet or Portfolios at this time.

Councillor Postan added his thanks to staff and volunteers for their hard work and highlighted how the crisis had shown how vital growth and transport was in rural areas. He hoped that Cabinet Members would consider collating and sharing their ideas and initiatives moving forwards.

7. REPORTS OF THE CABINET AND THE COUNCIL'S COMMITTEES

The reports of the meetings of the Cabinet and the Council's Committees held between 27 February and 18 March 2020 were received.

7.1 Ryegrass, Woodstock Minute No. E&S/66/2019/2020

Councillor Cooper asked for clarity on the alternative options which had been considered by Cottsway Housing prior to taking the decision to close Ryegrass, as he was not aware that residents had been offered any alternative to having to move.

In response, Councillor Beaney undertook to put the question to Cottsway Housing on Councillor Cooper's behalf.

8. VIRTUAL MEETINGS AND DELEGATION ARRANGEMENTS

The Council considered the report of Head of Democratic Services, which addressed a number of issues where decisions were required in order to organise and facilitate the conduct of Council meetings and business during the coronavirus pandemic. This included the current requirements for people to stay at home where possible, the social distancing requirements, and the redeployment of Council and Publica resources to maintain essential services and to provide support to residents and communities.

The report also proposed amendments to officer delegations to enable the Council to act in situations of emergency or urgency and changes to the meetings programme for 2020/21 as a consequence of District Council elections now being scheduled to take place on 6 May 2021.

The report outlined the requirements for meetings to be held remotely and detailed the relevant protocol and procedure rules which would be used by officers and councillors.

A copy of the virtual Meetings Procedure Rules was attached at Annex 1 and Councillor Protocol for Virtual Meetings was attached at Annex 2 to the report.

Councillor Mills outlined the report and reminded the meeting that nobody was operating in normal times at the moment. He directed Members to paragraph 1.1 of the report which was key in understanding the pressures everyone was under at the current time. He hoped that the procedures and delegations proposed would be supported and would assist those staff who had been redeployed to continue to help residents and provide a continuity of service.

The proposal was seconded by Councillor Morris, who reserved his right to speak at this stage.

Councillor Graham stated that he broadly supported the report but proposed an amendment that paragraph 8 of Annex 1 be deleted, which stated that where full Council meetings were held virtually, the provision for members to submit a Motion would be disappplied. He made reference to Article 13.4 of the Council's Constitution which encouraged that all realistic alternatives should be considered. He stated that motions put forward by Members often originated with residents and were an essential part of democracy.

The amendment was seconded by Councillor Leffman who felt that many of the procedures applied at the County Council could be echoed at District level and the right to bring forward motions should be retained. She drew attention to the requirement at the County Council for amendments to motions to be notified in advance of the meeting, which she considered could facilitate the processes.

Councillor Enright reminded the meeting that these arrangements would be reviewed no later than October.

Councillor Davies felt that disapplying this provision was borderline anti-democratic and that a requirement to notify amendments 24 hours in advance would stifle debate. A number of Members agreed that it would not be acceptable to remove this function and, in relation to the possibility of advance notification of amendments, felt that this would remove the ability to respond to debate and modify a proposal in that context.

Councillor Acock supported the amendment and did not accept that it would be difficult for officers to manage the process virtually.

Councillor MacRae reiterated the reasons for the temporary change in process and reminded the meeting that this would be reviewed by October.

Councillor Mills expressed his disappointment at the points being raised, especially as officers and Councillors had been working incredibly hard on behalf of residents. He felt that communication remained key and it was important to remember that officers needed support to continue to deliver services.

The amendment was voted on and subsequently lost on the chairman's casting vote.

In response, Councillor Acock proposed a further amendment which was to include an additional paragraph at 8.2 of Annex 1. He requested that the proposed additional paragraph should outline the Council's desire to see the reintroduction of all Overview and Scrutiny Committee meetings with immediate effect. This was seconded by Councillor Leffman who felt it was unclear what was happening with scrutiny although she accepted that officers were busy dealing with the current crisis.

Councillor Cotterill reminded Members that there was a lot of work involved outside of the scrutiny meetings, including chairman's briefings which could prove problematic if held virtually.

The majority of Members were not comfortable taking officers away from the frontline to administer scrutiny meetings, and felt it was unrealistic to consider reintroducing the meetings at this time. Councillor MacRae advised that it was important to take the pressure off officers where possible and reminded the meeting that this would also be reviewed.

Councillors Coles and Haine both agreed that it was not the right time to reintroduce scrutiny meetings.

Councillor Levy raised a query regarding the Oxfordshire Garden Village Area Action Plan and when or how this would be scrutinised and looked at by Members. In response, Councillor Haine agreed to contact Councillor Levy outside of the meeting to discuss.

Councillor Leverton suggested that Councillor Acock withdraw his amendment based on the discussion, as taking a named vote would be lengthy. Councillor Acock agreed subject to assurances that scrutiny would be reintroduced at the earliest opportunity.

Councillor Mills repeated that these changes were not permanent but were in response to the current crisis and would be reviewed.

Councillor Graham raised a point of order regarding paragraph 12.1 of Annex 1 which advised that the rules would be kept under regular review by the Chief Executive and Monitoring Officer. Mr Butler advised that this would be used for any urgent changes if procedures were seen to not operate effectively.

Councillor Cooper asked how the administration intended to deal with Call-in Items. Following a request for clarification on the question, the Monitoring Officer advised that this would be managed in consultation with the relevant Scrutiny Chair and each case would need to take into account its own particular circumstances.

RESOLVED:

- (a) That the report be noted;
- (b) That the next annual meeting of the council shall take place in May 2021;
- (c) That the proposed Virtual Meetings Procedure Rules in Annex 1 to the report, and the proposed Councillor Protocol for Virtual Meetings in Annex 2 be approved and incorporated into the Constitution until such time as the Regulations made by the government pursuant to the Coronavirus Act 2020 cease to have effect;

- (d) That in the event of a Licensing Panel being required to meet, the Chief Executive be authorised, in consultation with the Chairman of the Licensing Committee, to establish arrangements for the participation of interested parties which meet the statutory requirements;
- (e) That the delegations set out below be approved, and the Constitution amended accordingly;
 - (i) the Chief Executive, in consultation with the Chief Finance Officer and/or the Monitoring Officer as appropriate, can take any necessary decision in cases of emergency; and
 - (ii) the Chief Executive, in consultation with the Chief Finance Officer and/or the Monitoring Officer as appropriate, can take a decision in relation to any function of the Cabinet or of a Committee or Sub-Committee where the matter is urgent and cannot reasonably await the next meeting of that body, and subject also to consultation with the Leader or in their absence the Deputy Leader of the Council; or with the Chairman or in their absence the Vice Chairman of the Committee or Sub-Committee, as the case may be; and
- (f) That the proposed changes to the previously approved meetings programme for 2020/21 set out below be approved;

Original Meeting and Date	Revised Meeting Date
Lowlands Monday 8 March 2021	Monday 15 March 2021
Lowlands Monday 12 April 2021	Monday 19 April 2021
Annual Council Wednesday 12 May 2021	Wednesday 19 May 2021
Lowlands Monday 17 May 2021	Monday 24 May 2021
Cabinet Wednesday 19 May 2021	Wednesday 26 May 2021

9. APPOINTMENT OF CHIEF FINANCE OFFICER/DEPUTY CHIEF EXECUTIVE

The Council considered the report of the Chief Executive, which requested consideration of the proposed permanent full time Chief Finance Officer and Deputy Chief Executive role. The postholder would also be the Council's Section 151 Officer and the budget for the role had been approved by Council in February 2020.

In 2019, Cotswold District Council had informed the Council that it no longer wished to share the Chief Finance Officer (Section 151) role. This retained role was a key one for both of the Councils, and there was a concern that a shared role was no longer appropriate given the importance of its responsibilities and the scale of future financial challenges.

As the Council was required to employ a Section 151 Officer it needed to make alternative arrangements and a full time Chief Finance Officer/Deputy Chief Executive role was proposed to strengthen the Council's retained officer structure and to act as well as fulfilling the Section 151 Officer requirements. A copy of the job description and employee specification had been circulated with the report.

Councillor Mills presented the report and explained that the decision had been taken to review the role and combine it with a Deputy Chief Executive position, in order to support the workload of the current Chief Executive. Councillor Mills advised that interviews had taken place and he thanked Councillors Enright and Graham for their

assistance in the interview process. He advised that a conclusion had been reached to offer the role to one of the candidates, Elizabeth Griffiths, subject to the successful completion of post interview checks and processes. He also advised that it was proposed that Philip Alway would undertake the s151 Officer role on an interim basis, until the new postholder had taken up their position.

The proposal was seconded by Councillor Morris, who reserved his right to speak until the end of the discussion.

Councillors Graham and St John expressed their thanks to the current Chief Finance Officer, Ms Poole, who had left the Council in a good position to help it move forward into the recovery phase of the existing pandemic.

Following a question from Councillor Langridge, Councillor Mills confirmed that there would be a three to four week period before Ms Griffiths started her new role, which would then be exclusively for this Council. Ms Poole would remain an employee of Cotswold District Council.

In response to a question from Councillor Acock, Councillor Mills advised that the post had been advertised online and in the technical press. The recruitment process had, as always, been undertaken in line with established equality and diversity policies and procedures.

Councillor Bolger stated that she was pleased to see that the role had been vacated by and offered to a female.

Councillor Postan included his appreciation to Ms Poole and commended her work for the Council, as he had often worked alongside her and Philip Alway at the Finance and Management Overview and Scrutiny Committee.

Councillor Morris concluded the discussion by adding his thanks to Ms Poole for her work over the years, as he had worked closely with her in his role as the Cabinet Member for Resources. He added that he had no concerns with Mr Alway undertaking the S151 appointment on a temporary basis and was assured that this would assist with the S151 transition and handover. He advised that Ms Griffiths was coming from a predominantly commercial background and he was looking forward to working with her in the future.

RESOLVED:

- a) That the report be noted;
- b) That having considered the outcome of the interview process for the Chief Finance Officer/Deputy Chief Executive, the position be offered to Elizabeth Griffiths, subject to the successful completion of post-interview checks and processes; and
- c) That Philip Alway be appointed as the interim Section 151 officer, with immediate effect.

10. SEALING OF DOCUMENTS

The Council received and noted the report of the Head of Paid Service which gave details of documents numbered 11784 to 11798A sealed since its last meeting.

The meeting closed at 4.45 pm

CHAIRMAN



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	Council: Wednesday 24 June 2020
Report Number	Agenda Item No. 6
Subject	Recommendations from the Executive
Wards affected	All
Accountable member	Cllr James Mills, Leader of the Council Email: james.mills@westoxon.gov.uk
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: keith.butler@westoxon.gov.uk
Summary/Purpose	To receive and consider recommendations expected to be made by the Cabinet at its meeting on 17 June 2020.
Annex	Annex 1 – Schedule of anticipated recommendations
Recommendation	That the recommendations set out in Annex 1 to the report be adopted.
Corporate priorities	To support the Council's priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services.
Key Decision	N/A
Exempt	No
Consultees/ Consultation	None

1. BACKGROUND

1.1. The Council is required to consider recommendations made by the Cabinet since its last meeting.

2. MAIN POINTS

2.1. There is a meeting of Cabinet to be held on 17 June 2020. It is likely that this will give rise to recommendations to Council and the text of [Annex I](#) reflects the recommendations contained in the applicable reports. The decisions arising from the meeting will be circulated on Friday 19 June.

3. FINANCIAL IMPLICATIONS

3.1. There are no financial implications arising directly from this report.

4. LEGAL IMPLICATIONS

4.1. None

5. RISK ASSESSMENT

5.1. Not applicable

6. CLIMATE CHANGE IMPLICATIONS

6.1. Whilst there may be climate change implications arising from specific items within the schedule, there are none arising directly from this report.

7. ALTERNATIVES/OPTIONS

7.1. The above are as set out in the relevant reports to the meeting of the Cabinet, and the decisions of that meeting.

8. BACKGROUND PAPERS

8.1. None

	Meeting and Date	Subject and Agenda Item No. or Minute Reference	Recommendations
(a)	Cabinet 17 June 2020	Heylo Affordable Housing Funding Request Agenda Item No. 6	The recommendation that the Council approves an addition to the Capital Programme in respect of the proposed shared ownership scheme of £1.2m with £0.75m funded via the Growth Deal and the balance funded from the Affordable Housing Fund
(b)	Cabinet 17 June 2020	Local Development Scheme Update Agenda Item No. 7	The recommendation that the Council approves the release of £132,000 from the Council's unallocated Housing and Planning Delivery Grant (HPDG) to support the Area Action Plan and Supplementary Planning Documents through to formal adoption.
(c)	Cabinet 17 June 2020	Award of Contract for the Supply and Installation of Pulastic Sports Hall Floor at Chipping Norton Leisure Centre Agenda Item No. 10	The recommendation that the Council amends the Capital Programme 2020/21 to reflect the increased budget requirements as set out in the financial implications of the report, to be financed from capital underspend.

WEST OXFORDSHIRE DISTRICT COUNCIL

CABINET

Record of decisions taken at the meeting of the **Cabinet** held via video conferencing on **Wednesday 27 May, 2020** at 2.00pm.

PRESENT

Councillors: James Mills (Leader); Toby Morris (Deputy Leader); Jeff Haine, David Harvey, Norman MacRae MBE and Michele Mead.

Also in Attendance: Councillors Richard Bishop, Jill Bull, Nathalie Chapple, Harry Eaglestone, Duncan Enright, Hilary Fenton, Ted Fenton, Andy Graham, Steve Good, Liz Leffman, Dan Levy, Martin McBride, Elizabeth Poskitt, Alex Postan, Carl Rylett and Harry St John.

Officers in Attendance: Giles Hughes (Chief Executive); Philip Alway (Chief Finance Officer); Jon Dearing (Group Manager Resident Services); Mandy Fathers (Business Manager Operational Services); Frank Wilson (Executive Director, Finance); Keith Butler (Head of Democratic Services) and Amy Barnes (Senior Strategic Support Officer).

1. NOTICE OF DECISIONS

RESOLVED: That the record of the decisions taken at the meeting held on Wednesday 18 March 2020, copies of which had been circulated, be approved and signed as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Rosa Bolger.

3. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers relating to matters to be considered at the meeting.

4. PARTICIPATION OF THE PUBLIC

No submissions were received from the public in accordance with the Council's Rules of Procedure.

5. RECEIPT OF ANNOUNCEMENTS

5.1 Update on Non-essential Retail Businesses

Councillor Morris announced that all non-essential retail outlets would be allowed to reopen on 15 June 2020, subject to them completing risk assessments and installing relevant measures to make them Covid 19 secure. He advised that the Council had managed to secure £98,000 funding from the government's Reopening High Streets Safely fund. Councillor Morris explained that work had already started to enable shopping areas to reopen in the District but there was still a lot of work to do. He assured Members that plans were in place to undertake the work and he would keep colleagues updated as to progress.

5.2 Covid 19 - Council response

Councillor Mead advised that a poster had been produced and published via the Council's website and social media outlets which detailed the number of residents assisted by officers and Members during the current crisis. When the poster was printed the number of

residents contacted by telephone was 2177 but that figure had risen since and an additional 554 vulnerable residents had been contacted by Councillors, whom Councillor Mead expressly thanked. She advised that the list of vulnerable residents was updated regularly and it was important to remember that many individuals would continue to need support when the country entered the recovery phase.

In response to a question from Councillor Leffman, Councillor Mead confirmed that the leaflets contained contact details of organisations and assistance groups for each area and if Charlbury was interested in creating a similar leaflet, Councillor Leffman should direct her query to the Shared Healthy Communities Manager, Mrs McCulloch. In addition, she reminded Members that Councillors could obtain information for their own area from either herself or the Healthy Communities team.

In response to a question from Councillor Enright, Councillor Mead clarified that she was unaware of the leaflet produced by the Witney Land Army and could not therefore comment on its content.

5.3 Area Action Plan / Garden Village Presentation

Councillor Haine updated Members that the Area Action Plan and the presentation for the Garden Village was proceeding and work ongoing. He assured the meeting that he would keep Councillors informed of progress.

5.4 Climate Change Consultation

Councillor Harvey advised that the Climate Change consultation was going ahead in West Oxfordshire and he hoped the results would be available in time for the next Climate Action Group meeting in June.

In response to a question from Councillor Rylett, Councillor Harvey advised that he was unable to give an update on the 'Elementa Report' or decide what could be discussed at the next meeting of the group until he had spoken to the Climate Action Manager. As reported at a previous meeting, Ms Scott had been unwell and, although was now recovering, was on a phased return to work, and Councillor Harvey did not want to add to her workload unnecessarily. He confirmed that he would be speaking to Ms Scott the following day to discuss the work and that the next meeting of the Group was scheduled for 16 June. Councillor Harvey also wished any other staff members and colleagues who were recovering from illness a speedy return to health.

5.5 Thanks to Ubico, new Police Superintendent and the Windrush Riverbank repairs

Councillor MacRae firstly paid tribute to the Council's colleagues at Ubico for their hard work in ensuring that the waste collections continued and areas stayed clean and tidy. He also mentioned the dedication of two West Oxfordshire employees Emma and Sian who had worked tirelessly with the team to maintain standards of services.

Councillor MacRae advised the meeting of the newly appointed Superintendent for West Oxfordshire & Cherwell, Superintendent Emma Garside. He thanked outgoing Superintendent Mark Johns, for his service to the District.

Finally, Councillor MacRae was pleased to announce that the temporary barriers being installed on the banks of the River Windrush in Witney would be in place by the end of the following week. Contractors had encountered a minor delay due to some materials being unavailable because of the Covid 19 crisis but this had now been overcome.

In response to a question from Councillor Leffman, Councillor MacRae confirmed that he had placed a request for a new structure diagram to be produced.

Councillor Graham asked the Leader a question relating to the reopening of markets in the District as he had been made aware of an alleged breach in the rules at Carterton. In response, Councillor Mills advised that he had been made aware of the issue but reminded Members that the market in question was the responsibility of Carterton Town Council. He stated that he would, however, be seeking further advice in due course and reminded Councillor Graham that this section of the meeting should be reserved for questions relating to the announcements made previously.

6. APPROVAL OF CONTRACT AWARD FOR REVENUES AND BENEFITS MANAGEMENT SYSTEM

The Cabinet received and considered the report of the Group Manager Resident Services, which advised of the result of a recent tendering exercise to implement a new Revenues and Benefits Management System. The system would enable the Council and its partners to deliver effective, efficient and modern Revenues and Benefits Services for the benefit of the Council and its customers.

The administration and collection of Council Tax, Business Rates, Housing Benefit, Council Tax Support and the recovery of benefit overpayments was administered within Resident Services.

Both Cotswold District and West Oxfordshire District Councils used the same software supplier Northgate to administer this work, which had been in place for some years. The Forest of Dean District Council utilised software supplied by Civica to administer its work. There were significant variations in the cost paid by each Council providing an opportunity for savings with a joint procurement.

Other benefits of moving to a single supplier included more effective management of the systems across the three authorities, a reduction in training overheads, reduced testing time and officer resource, reduction in resource overtime and overall reduction in costs relating to annual Support and Maintenance charges.

An 'official journal of the European Union' (OJEU) compliant tender exercise had been undertaken using the Crown Commercial Services – Data and Solutions (RM3821) framework, in partnership with Forest of Dean and Cotswold District Councils. The evaluation of bids involved a two stage process of assessment and the results of the tender exercise were detailed in full at section 2 of the report.

Based on the tender submissions received, the report recommended that the contract be awarded to Civica UK Limited.

The report also outlined the number of ways the partners could split the costs of the new system and the notable savings arising. Each partner was starting from different positions in respect of costs of existing provision and would face differing implementation programmes. A breakdown of existing costs and proposed costs for each authority were provided in full at section 3 of the report. Explanation for the differing costs was also provided along with options for splitting the cost based on an equal split, a split based on caseload, a division of running costs and implementation costs for each authority or a hybrid option based on best estimate and a savings split on caseload.

After consultation between respective Chief Finance Officers and Cabinet Portfolio holders for Finance the report recommended that Hybrid option 1 represented the best balance between the costs, savings and investment return outcomes for all partner Councils. It

recognised the different implementation costs whilst also recognising the pre-existing software cost base at respective partners, thereby not penalising them for prior efficiency programmes. This option would provide one partner with a significantly higher return on investment but this was due to their low implementation costs due to no data migration requirement.

There were a number of alternative options available to Members including retaining the three separate systems across the partnership, or upgrading and enhancing existing systems. However these options had been discounted because they would fail to deliver revenue savings and any enhancements would not be viable from a cost perspective.

Councillor Morris introduced the report and highlighted the benefits and savings this award would provide. He signposted Members to the tendering processes undertaken and the various options considered. He therefore proposed the recommendations as outlined in the report and this was seconded by Councillor Mills.

DECISIONS:

- (a) That the contract for the Revenues and Benefits Management system be awarded to Civica UK Limited; and
- (b) That option (d1) as set out in paragraph 3.7 of the report be confirmed for the split between partners of the costs and savings.

REASONS: To enable the Council and its partners to deliver effective, efficient and modern Revenues and Benefits Services for the benefit of the Council and its customers.

OPTIONS: None appropriate.

7. DISCRETIONARY BUSINESS GRANTS

The Cabinet received and considered the report of the Group Manager Resident Services, which advised that the Government had announced a further round of Covid 19 support related Business Grants on 1 May 2020. Guidance on the Discretionary Business Grant scheme was received on 14 May 2020 and the report formally requested agreement of the eligibility criteria, timescales, application approach, authorisation protocols and delegations and to confirm the process.

During presentation of the item it was confirmed that Councillor Derek Cotterill had, in his capacity of Chairman of the Finance and Management Overview and Scrutiny Committee, consented to the waiving of call-in for this item, to enable the decisions to be implemented with immediate effect.

In March 2020, in reaction to the closedown of most UK businesses as part of the Covid-19 related 'lockdown', the Government announced a package of measures aimed at supporting businesses with the financial impact. Amongst those measures were two schemes of Business Grant funding (the Small Business Grant Fund and the Retail, Hospitality and Leisure Grant Fund (the 'original scheme') aimed at smaller businesses who were liable for Business Rates.

In order to offer a similar form of support to small businesses that did not necessarily have a Business Rate liability but had fixed property costs, on 1 May 2020, a further (discretionary) scheme was announced. The guidance and financial arrangements were published on 14 May 2020 and attached as Annex A to the report.

The report provided a definition of the types of businesses that these grants were aimed at, as defined in guidance by the Department for Business, Energy & Industrial Strategy (BEIS), and the criteria to be satisfied was detailed at section 2 of the report.

Funding for the scheme was to be taken from within the grant allocation of the 'original scheme'. The maximum level that could be utilised was 5% of the projected expenditure calculated from the Delta Data Return completed by the Council on 4 May 2020.

There was discretion within the scheme, so an alternative option would be to assist businesses not referred to in the guidance as being 'primarily and predominantly aimed at', however, officers felt this would increase demand for grants and impact upon the value of grant available for individual businesses. Reducing the value of grants could reduce the effectiveness of the grant as the value might not be sufficient to enable small businesses to fund their fixed property costs.

Councillor Morris proposed the report and highlighted the significant impact that the Covid 19 pandemic had had on the business community, not just in West Oxfordshire but across the country. He congratulated the government on its swift response in assisting business but recognised that there were many who had not been eligible for help. He also noted that this funding would not enable the Council to assist everyone who had missed out on initial funding and therefore, the scheme had needed a carefully considered response.

Councillor Harvey stated that he had been impressed with the response from small businesses who were grateful to the Council for distributing help to them and he passed on his gratitude to the teams involved. Many small businesses had been extremely worried about their futures in the middle of March and the support they had received from the Council had been fundamental. Councillor Harvey seconded the recommendations in the report.

Councillor Graham added his support to Councillor Harvey's comments and had been impressed with the manner in which officers had overcome early teething problems with the scheme. He felt this was a good scheme and would make a difference to smaller businesses. He raised a query regarding fraud and asked if there was any evidence of fraud being detected within schemes like this and how the Council could learn from that. In addition, he asked for clarification on the minimum amount of funding that could be awarded.

In response, Councillor Morris advised that the scheme before Councillors had been risk assessed appropriately for fraud and had been a collaboration with Internal Audit officers and the Corporate Fraud Officer. In addition, the Council would be utilising the appropriate government software to identify any instances of fraud. With regards to a minimum grant award, Councillor Morris explained that he was unable to say at this stage because the number of applications likely to be received was unknown.

The report advised that the Council's maximum expenditure in relation to the Discretionary Business Grants Scheme was £1,254,500 with a guideline that given the limited level of funding, it was anticipated that the Council would not wish to make many, or any, payments above £10,000.

Councillor Leffman reiterated the comments made previously and recognised that there were many small businesses in her Ward that could benefit from the scheme. She queried how the scheme would be communicated to the business community as many were very small enterprises.

In response Councillor Mills thanked the Business Development Officer who had been working hard to send out regular newsletters to businesses and this had proven to be a key source of information to them. Officers had been encouraging businesses to sign up to the newsletter and the number of subscribers was growing.

In addition, Councillor Morris encouraged all Members to talk to the business owners in their Wards and encourage them to sign up to the mailing list for information. The scheme would also be publicised widely on the website and social media streams.

The Leader reiterated that work was continuing to evolve on the Business Recovery Phase of the current crisis and there was a lot that Members could do to support West Oxfordshire going forwards. He reminded the meeting that this was a fantastic part of the world to live and work in and businesses of all sizes should be supported to assist in the growth of the area.

DECISIONS:

- (a) That the eligibility criteria be approved, as set out in paragraphs 2.1 and 2.2 of the report;
- (b) That the business-type priorities be approved, as set out in paragraphs 2.3 and 2.4;
- (c) That the process and application window proposals be adopted, as set out in paragraphs 2.5 and 2.6;
- (d) That authority to determine grant applications and awards be delegated to the Group Manager Resident Services, following consultation with the Cabinet Member for Resources; and
- (e) That, for the reasons set out in paragraph 2.8, and with the consent of the Chairman of the Finance and Management Overview and Scrutiny Committee, the above decisions be implemented immediately.

REASONS: To Protect the environment whilst supporting the local economy.

OPTIONS: None appropriate.

8. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The Cabinet received and considered the report of the Head of Democratic Services seeking the appointment of representatives to outside bodies for 2020/2021.

The Leader outlined the report and explained that a number of Councillors had responded, indicating that they were either happy to remain a representative on their respective groups or requesting specific appointments to cease. As a result of these requests, Councillor Mills advised Members of the following proposed changes whereby (i) Councillor Bull to replace Councillor Owen on the Oxfordshire Joint Health Overview & Scrutiny Committee; (ii) Councillor Coul to replace Councillor Owen on the School Organisation Stakeholder Group; and (iii) Councillor Postan to replace Councillor Ted Fenton on the Oxfordshire Growth Board Scrutiny Panel.

Following a question, Councillor Mills confirmed that he would ask officers to clarify when Councillor Enright's term of office for the Witney Educational Foundation would end.

DECISION: That representatives be appointed to outside bodies as detailed in the [Appendix](#) to these minutes.

REASONS: Cabinet considered the representatives appointed would enhance the Council's involvement in community organisations and its aim to encourage partnership working.

OPTIONS: None appropriate.

The meeting closed at 2.35 pm

Leader of the Council

WEST OXFORDSHIRE DISTRICT COUNCIL
REPRESENTATIVES ON OUTSIDE BODIES 2020 – 2021

OUTSIDE BODY	NUMBER OF REPRESENTATIVES	REPRESENTATIVE(S) 2020/2021
1. The Burford School Foundation (4 year term of office as Trustee)	2	Derek Cotterill (to 2022) Andrew Beaney (to 2024)
2. Charlbury Conservation Area Advisory Committee	2	Andy Graham Liz Leffman
3. Chipping Norton Theatre – Council of Management	1	Andy Graham
4. Radcot Conservation Area Advisory Committee	1	Suzi Coul
5. Cotswold AONB Conservation Board	1	Nigel Colston
6. West Oxfordshire Local Advisory Board (GLL Better)	1	Michele Mead
7. Oxford Airport Consultative Committee	2	Elizabeth Poskitt Harry St John
8. Oxfordshire Association of Local Councils	1	Derek Cotterill
9. Oxfordshire Buildings Trust	1	Elizabeth Poskitt
10. Oxfordshire Community Foundation: Adviser to Grants Panel	1	Michele Mead

OUTSIDE BODY	NUMBER OF REPRESENTATIVES	REPRESENTATIVE(S) 2020/2021
11. Oxfordshire County Council Pension Fund Committee	2 District Council representatives appointed through Leaders Group	Alaa Al-Yousuf
12. Oxfordshire Environment Partnership	1	Ted Fenton
13. Oxfordshire Joint Health Overview & Scrutiny Committee	1	Jill Bull Hilary Fenton (Standing Deputy)
14. Wild Oxfordshire	1	Andrew Coles and/or Harry St John
15. Oxfordshire Partnership Board (Appointments by Office)	1	James Mills
16. Oxfordshire Play Association	Unrestricted	Jill Bull Laetisia Carter Elizabeth Poskitt
17. Oxfordshire Playing Fields Association	3	Andrew Beaney Owen Collins Hilary Fenton
18. Community First (Oxfordshire)	1	Michele Mead
19. Oxfordshire Safer Communities Partnership	1	Norman MacRae
20. School Organisation Stakeholder Group	1	Suzi Coul Maxine Crossland (Substitute)
21. Thames Valley Police and Crime Panel	1	Norman MacRae

OUTSIDE BODY	NUMBER OF REPRESENTATIVES	REPRESENTATIVE(S)
		2020/2021
22. Burford Traffic Advisory Committee	2	Derek Cotterill Neil Owen
23. Chipping Norton Traffic Advisory Committee	2	Mike Cahill Geoff Saul
24. Eynsham Traffic Advisory Committee	2	Ed James Dan Levy
25. Witney Traffic Advisory Committee	2	Andrew Coles Toby Morris
26. Woodstock Traffic Advisory Committee	2	Julian Cooper Elizabeth Poskitt
27. Traffic Penalty Tribunal Joint Committee	2	Norman MacRae David Harvey
28. Volunteer Link-Up	1	Jane Doughty
29. West Oxfordshire Community Safety Partnership	1	Norman MacRae
30. West Oxfordshire Landlords Forum	5	Julian Cooper Jane Doughty David Harvey Harry St John Geoff Saul
31. Witney CCTV Management Group	1	Toby Morris David Harvey (Deputy/Observer) Ted Fenton (Substitute)
32. Witney Educational Foundation (4 year term of office as Trustee)	2	Duncan Enright (to December 2024) Toby Morris (to December 2023)
33. Citizens Advice West Oxfordshire Management Committee	1	Hilary Fenton

OUTSIDE BODY	NUMBER OF REPRESENTATIVES	REPRESENTATIVE(S)
		2020/2021
34. World Heritage UK	1	Julian Cooper
35. LGA General Assembly (Appointment by Office)	1	James J F Mills Toby Morris (Deputy)
36. South East England Councils (SEEC)	1	James J F Mills Toby Morris (Deputy)
37. Oxfordshire Leaders Group (Appointment by Office)	1	James J F Mills Toby Morris (Deputy)
38. Oxfordshire Growth Board (Appointment by Office)	1	James Mills Toby Morris (Deputy)
39. Oxfordshire Growth Board Scrutiny Panel	3	Julian Cooper Derek Cotterill Alex Postan
40. Oxfordshire Growth Board Housing Sub-Group	1 Plus 1 substitute	Jeff Haine Toby Morris (substitute)
41. Oxfordshire Growth Board Infrastructure Sub-Group	1 Plus 1 substitute	Jeff Haine Toby Morris (substitute)
42. Oxfordshire Growth Board Spatial Planning Sub-Group	1 Plus 1 substitute	Jeff Haine Toby Morris (substitute)
43. South West Audit Partnership Board – Member Representative	1	Jane Doughty

WEST OXFORDSHIRE DISTRICT COUNCIL

CABINET

Record of decisions taken at the meeting of the **Cabinet** held via video conferencing on **Wednesday 17 June, 2020** at 2.00pm.

PRESENT

Councillors: James Mills (Leader); Toby Morris (Deputy Leader); Jeff Haine, David Harvey, Norman MacRae MBE and Michele Mead.

Also in Attendance: Councillors Jake Acock, Alaa Al-Yousuf, Richard Bishop, Julian Cooper, Harry Eaglestone, Duncan Enright, Hilary Fenton, Ted Fenton, Steve Good, Andy Graham, Gill Hill, Liz Leffman, Dan Levy, Martin McBride, Elizabeth Poskitt, Alex Postan, Carl Rylett and Harry St John.

Officers: Giles Hughes (Chief Executive); Elizabeth Griffiths (Chief Finance Officer and Deputy Chief Executive); Michelle Burge (Chief Accountant); Murry Burnett (Strategic Housing and Development Officer); Martin Holland (Business Manager - Contracts); Bill Oddy (Group Manager - Commercial Development); Deborah Wyatt (Community and Housing Investment Officer); Keith Butler (Head of Democratic Services) and Amy Barnes (Senior Strategic Support Officer).

9. NOTICE OF DECISIONS

RESOLVED: That the record of the decisions taken at the meeting held on Wednesday 27 May 2020, copies of which had been circulated, be approved and signed as a correct record.

10. APOLOGIES FOR ABSENCE

There were no apologies for absence.

11. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers relating to matters to be considered at the meeting.

12. PARTICIPATION OF THE PUBLIC

A submission was received and read out on behalf of Mr Sharone Parnes relating to Item 7 on the agenda, Local Development Scheme and Statement of Community Involvement. A copy of his submission is attached as [Annex A](#) to these minutes.

13. RECEIPT OF ANNOUNCEMENTS

13.1 Welcome to new Chief Finance Officer and Deputy Chief Executive

Councillor Mills welcomed the Council's new Chief Finance Officer, Mrs Elizabeth Griffiths to the authority and her first Cabinet meeting. Mrs Griffiths' post combined the S151 Officer, Chief Finance Officer and Deputy Chief Executive roles.

13.2 Farewell and Thank You to Paul Cracknell

Councillor Mills advised that the authority's Senior Committee Services Officer, Paul Cracknell, had taken the decision to retire after serving the Council for 32 years. He thanked Paul for his service and for his advice, extensive knowledge, assistance and support to all

Members over that time. Councillor Mills explained that a formal thank you would be delivered at Council the following week, but stated that he had wanted to express his own gratitude and best wishes to Paul on his departure.

13.3 Oxfordshire Growth Board

Councillor Mills encouraged Members to look at the current consultation being held on Oxfordshire Open Thought. As the Council's representative on the Oxfordshire Growth Board, he advised the meeting that the Board was looking to the future with a robust work programme and would be feeding back on the recent Growth Board Review in due course.

13.4 Discretionary Business Support Grants

Councillor Morris advised that the deadline for applications for the Discretionary Business Support Grants had passed on the previous Sunday, and that a meeting was due to take place later in the week to consider the applications. The grants would assist those smaller businesses which had not been eligible for government funding during the Covid 19 pandemic.

13.5 Thanks to GLL for assistance during lockdown

Councillor Mead expressed her gratitude to GLL for their assistance during the Coronavirus Pandemic. GLL had made space available in their Leisure Centres for local foodbanks to operate, as well as Covid 19 testing centres. In particular, Councillor Mead thanked the one member of staff who had not been furloughed for opening up the centres each day and assisting their communities during this time.

13.6 River Windrush Repairs

Councillor MacRae was pleased to announce that work had commenced on the river bank repairs in Witney and stated that he would keep Members updated as to progress.

13.7 Climate Action Strategy Consultation

Councillor Harvey reported that the authority had received well over 400 responses to the Climate Action Strategy consultation and officers were already in the process of analysing the data with a view to establishing public opinion. This data would be key in seeking to ensure that the Council's strategy addressed those issues which were important to residents.

14. HEYLO AFFORDABLE HOUSING FUNDING REQUEST

The Cabinet received and considered the report of the Strategic Housing and Development Officer, which requested consideration of an opportunity to provide funding to develop a partnership with Heylo. The partnership would look to establish a programme of delivery of affordable shared ownership homes in West Oxfordshire.

The report sought approval for an addition to the Capital Programme in respect of the proposed shared ownership scheme of £1.2m with £0.75m funded via the Growth Deal and the balance from the Affordable Housing Fund.

The Cabinet Member for Strategic Planning, Councillor Haine, introduced the report and highlighted the need for affordable housing in the District with the cost of homes at one of the highest rates in the country. He reminded Members that approval had been given in May 2020 for a partnership with Heylo to provide four additional shared ownership homes at Colwell Green, Witney and a funding agreement was currently being drawn up.

Following the Covid 19 pandemic, the Growth Board was anticipating ways to support recovery in the housing market.

The proposal was seconded by Councillor Mills who endorsed the points raised by officers and supported the comments from Councillor Haine.

In response to a question from Councillor Graham, Councillor Haine advised that, as detailed in paragraph 3.1 of the report, the total amount of money to be used from S106 receipts was £450,000 which would be funded from the affordable housing fund

Councillor Al-Yousuf stated that this was an interesting idea but queried the accounting and finance arrangements. However, he noted that the finance agreement was still being worked on by the Council's legal team. Councillor Haine referred Councillor Al-Yousuf to paragraph 2.4 of the report which explained how the Growth deal grant and Council top-fund were recyclable with the funding returning to be used in further affordable housing schemes.

Councillor Mills encouraged Members to view this as the six principal Oxfordshire authorities working in partnership to deliver affordable homes across the county. He also explained a number of acronyms used in the report and requested that, in future, officers ensure any abbreviations were clearly explained to ensure clarity for Members and for the public. He agreed that the county needed a mix of type and tenure of property to help residents who were renting, in shared ownership or home ownership.

Having considered the report, and having heard from Members present, the Cabinet resolved that the recommendations in the report be agreed as written.

DECISIONS:

- (a) That the Council partners with Heylo to develop a programme to provide additional shared ownership affordable housing in West Oxfordshire by using Section 106 receipts together with Growth Deal grant funds;
- (b) That agreement be given in principle to the provision of funding for an emerging programme to be negotiated by Heylo with housing developers active in West Oxfordshire; and
- (c) That Council be recommended to approve an addition to the Capital Programme in respect of the proposed shared ownership scheme of £1.2m with £0.75m funded via the Growth Deal and the balance funded from the Affordable Housing Fund.

REASONS: To establish a programme of delivery of affordable shared ownership homes in West Oxfordshire, whilst benchmarking against other forms of affordable housing delivery in West Oxfordshire and neighbouring Oxfordshire Local Authorities to ensure that value is being achieved.

OPTIONS: Members could have chosen not to establish the partnership. However, the inclusion of flexibility for the Council to review its involvement meant that this remained a good route to facilitate more affordable housing.

15. LOCAL DEVELOPMENT SCHEME UPDATE AND STATEMENT OF COMMUNITY INVOLVEMENT

The Cabinet received and considered the report of the Planning Policy Manager, which requested approval of the updated Local Development Scheme (LDS) and sought agreement to release additional funds to support the Area Action Plan (AAP) and Supplementary Planning Documents (SPDs) through to formal adoption.

The report reminded Members that an LDS was required under the Planning and Compulsory Purchase Act and the recommended updated version was attached as Annex A to the report.

The most recent version of the LDS had been approved in January 2020, however, a number of issues had arisen since then including the current public health emergency requiring further revisions. In addition, Members were asked to agree an addendum to the Council's Statement of Community Involvement to take account of the exceptional circumstances presented by Covid-19.

The report also requested approval to release £132,000 from the unallocated Housing and Planning Delivery Grant (HPDG) to support the final stages of the preparation and adoption of the Garden Village AAP and other SPDs. Cabinet had agreed to establish an earmarked local plan reserve of £500,000 in 2012, however, these funds had been exhausted primarily on the Local Plan. Officers advised that taking the Garden Village AAP through to adoption would require additional costs relating to technical evidence, legal advice and support and Planning Inspectorate fees. The estimated costs were detailed in section 4.4 of the report.

Councillor Haine introduced the report and outlined the amendments needed. He explained that there was a requirement to review the Local Plan within five years of adoption. He advised Members that a seminar was due to be held on 30 June 2020 relating to the Garden Village AAP and he encouraged all to attend. Councillor Haine also referenced the key dates as detailed in section 2.12 of the report.

In response to the public submission read out on behalf of Mr Sharone Parnes (see [minute 12](#) and [Annex A](#)), Councillor Haine advised that in relation to points 1 to 3 of the submission, Blenheim had concluded their work with Community First Oxfordshire (CFO) and there may not be any further stages, process or formatting from their perspective. The draft LDS report recognised that extensive public consultation had already taken place through CFO on behalf of Blenheim and committed to a further period of Council-led consultation in order to formalise the outputs and potentially allow them to be adopted as a supplementary planning document. Any decision to ultimately adopt as a supplementary planning document would clearly be taken in light of any comments and potential concerns raised.

In relation to Point 4, paragraph 6.3 of the report simply listed the five neighbourhood plans which were currently underway in the District. It did not explain the scope or content of any of them and instead signposted the public to the Council's website for more information.

Point 5 referred to an error on the Council's website which officers had asked to be resolved and would be remedied as soon as possible.

Councillor Haine proposed the recommendations as laid out and these were seconded by Councillor MacRae.

Councillor Mills asked Members to note the importance of aligning the Local Plans in Oxfordshire and enabling authorities to plan and deliver better quality developments. He requested that paragraph 4.6 on page 5 of the report be amended to read "there **will** be a requirement to undertake a piece of work to develop a masterplan for Hanborough Station." He explained that he had been appointed as the Council's representative on the newly established Hanborough Station Working Group and he would update Members once the group had met.

Councillor Postan addressed Members and suggested that the broader picture needed to be looked at with a view to reducing the cost of non-affordable homes by examining land supply.

In response to a number of questions from Councillor Rylett, Councillor Haine advised that he did not believe that existing Neighbourhood Plans would not need to be updated but he would take advice and respond accordingly. With regard to the Statement of Community Involvement, the purpose was to ensure that non-digital users were able to participate in the

process whilst accessing all digital avenues as well. Councillor Haine explained that many of the supplementary Garden Village documents were in the process of being approved and would be made available on line in due course. Whilst he understood the frustration that recent events had forced delays in the process, he did not feel it was the right time to consult on the West Eynsham aspect at this stage.

Following comments raised by Councillor Poskitt in relation to Woodstock, Councillor Haine felt that the work completed by Community First Oxfordshire was a good starting point but there was no need for the District Council to repeat it so soon afterwards. He acknowledged the point that the library and museum were not accessible at the present time for the displaying of documents.

Councillor Cooper raised a query with the estimated finances detailed in section 4.4 of the report. In response, the Chief Executive advised that these costings related to the technical work that needed to be undertaken to bring the planning documents forward and the Council would be working with partners to establish future funding streams.

In summing up, the Leader reminded Members of the importance of the recovery phase following the pandemic and the need to respond to changes in retail patterns. The Council needed to be focused on planning the work in front of it whilst looking at the land ownership profile and the benefits of being able to look at areas holistically.

Having considered the report, and having heard from Members present, the Cabinet resolved that the recommendations in the report be agreed as written.

DECISIONS:

- (a) That the updated Local Development Scheme attached at Annex A to the report be approved;
- (b) That Council be recommended to approve the release of £132,000 from the Council's unallocated Housing and Planning Delivery Grant (HPDG) to support the Area Action Plan and Supplementary Planning Documents through to formal adoption; and
- (c) That the Statement of Community Involvement addendum attached at Annex B to the report be approved.

REASONS: To maintain and enhance West Oxfordshire as one of the best places to live, work and visit in Great Britain and to meet the current and future needs of residents.

OPTIONS: Members could choose not to update the LDS or the SCI but this would be counterproductive and against best practice. The amount of funding could also be amended subject to appropriate budget levels.

16. AFFORDABLE HOUSING DRAFT SUPPLEMENTARY PLANNING DOCUMENT

The Cabinet received and considered the report of the Planning Policy Manager, which asked Members to agree that a draft Affordable Housing Supplementary Planning Document (SPD) be published for the purposes of a six week public consultation.

In recognition of the identified need for 274 affordable homes being required every year, the Council had developed Policy H3 of the Local Plan which sought to boost the supply of affordable housing across the District. The intention was to provide further detail on the operation of Policy 3 through a separate Affordable Housing SPD. This was initially adopted in 2007 and therefore needed to be updated.

The draft SPD was attached at Annex A to the report and approval was sought to publish this for public consultation. Any comments received would be taken into account to revise the SPD, and a further final period of consultation would take place later in the year.

Councillor Haine introduced the report and explained the overall objectives of the SPD which were outlined in section 2.1 of the report along with an explanation of the various sections that the document was split into. He proposed the recommendation as laid out.

Councillor Harvey seconded the proposal and congratulated Councillor Haine and the officers involved for their work. He made reference in particular to the inclusion of zero carbon homes and the incorporation of renewable energies.

Councillor Mead expressed her support for the report and highlighted section 8.4 of the Annex which addressed the need to ensure Key Workers could access affordable housing. This was particularly pertinent following the events surrounding the pandemic and the impact on key workers.

Councillor MacRae endorsed the comments made and requested that section 8.4 be amended to make reference to the strong ties that West Oxfordshire had with military personnel and its commitment to the military covenant. As a former serving officer and Armed Forces Champion, he felt it was important to strengthen the wording in this section. In response, the proposer and seconder both agreed to this amendment.

Councillor Postan addressed Members and suggested that an initiative be started to look at 'affordable money', along the lines of an affordable mortgage scheme. Councillor Haine advised that the Council had run an affordable mortgage scheme in the past but take up had been low.

Councillor Poskitt stated her support and hoped that affordable housing would continue to be indistinguishable and mixed in with other types of housing.

Councillor Acock expressed his support and hoped that this work would be followed by swift action. He referred to the difficulties that many people experienced when paying rent and trying to save for a deposit for a house and thanked officers for their work.

Councillor Mills reminded Members that they were purely deciding to publish the draft document for six weeks' consultation and encouraged everyone with suggestions for inclusion to utilise the consultation process. He also reiterated the need to cater for individuals at all stages of life's journey, from affordable rents, shared ownership and home ownership.

Having considered the report, and having heard from Members present, the Cabinet resolved that the recommendations in the report be agreed as written with an amendment to section 8.4 of the Annex, as discussed.

DECISION: That the draft Affordable Housing Supplementary Planning Document (SPD) attached at Annex A to the report be published for a six-week period of public consultation, subject to the minor amendment to section 8.4 to underpin the Council's commitment and close ties to the military, as referenced above.

REASONS: To ensure public involvement in the creation of the SPD with comments being taken into account and used to shape the final version.

OPTIONS: Members could choose not to publish the draft document for consultation but this would be contrary to providing clear and transparent decision making processes.

17. COMMUNITY FACILITIES GRANTS

The Cabinet received and considered the report of the Business Manager Contracts, which detailed three applications from local groups requiring financial assistance to progress with various projects.

Councillor Mead outlined the applications from The Alice Marshall Hall, Charlbury Cricket Club and Eynsham Parish Council respectively. Funding breakdowns for each application and organisation were detailed in Annex A to the report, showing the total scheme cost, other funding sources and the contribution requested from the Council, along with an explanation of the works proposed for each venue.

The report advised that The Alice Marshall Hall had applied for £15,000 towards the total refurbishment of the hall, including kitchen, eco-friendly heating and lighting and new toilets. The existing heating system had been condemned and the hall was in need of modernisation.

The second application was from Charlbury Cricket Club for the replacement of outdoor cricket nets. The contribution required was £17,000 and would provide practice facilities to over 200 children and 80 adults.

The final application was from Eynsham Parish Council for the refurbishment of the Grade II listed Bartholomew Room at a cost of £26,950. The upper room was used as the Council Chamber whilst the lower room was hired to Eynsham Art Group and other local charity organisations.

Councillor Mead stated that despite her lack of knowledge about cricket, she supported any activity that encouraged communities to get together, enjoy a sporting activity and keep fit and healthy in the process.

This was seconded by Councillor Morris who applauded the ability of the Council to provide this unique opportunity for parishes and groups to apply for financial assistance and invest in their communities.

Councillor MacRae fully supported the grant to the Cricket Club which would provide them with four new practice nets. He also expressed his delight that international cricket would be returning to the UK in the next few weeks and highlighted the pleasure of enjoying watching cricket.

Councillor Graham was pleased to see the grant to the cricket club being approved.

Councillor Leffman expressed her support for the cricket club grant and thanked Members for supporting this application for Charlbury. She highlighted the many benefits of the sport which encouraged diversity and provided opportunities for disabled participants.

Councillor Rylett expressed his support for the grant to Eynsham Parish Council for the refurbishment of the Grade II listed Bartholomew Room and stated that the building was iconic in the centre of the village and in need of restoration.

DECISION: That Community Facilities Grants be awarded in accordance with the recommendations set out in Annex A to the report.

REASONS: The grants enabled the Council to work with communities to meet the current and future needs and aspirations of residents.

OPTIONS: Members could choose to offer differing levels of grant aid than those proposed but within the budgets established for these purposes.

18. AWARD OF CONTRACT FOR THE SUPPLY AND INSTALLATION OF PULASTIC SPORTS HALL FLOOR AT CHIPPING NORTON LEISURE CENTRE

The Cabinet received and considered the report of the Business Manager Contracts, which detailed results of the recent tendering exercise and requested approval to appoint the Main Contractor.

Chipping Norton Leisure Centre was located at Chipping Norton School and owned by the Council. The centre was a dual use facility and was managed on behalf of the Council by GLL Better.

Since opening in July 2002, the Leisure Centre had suffered from roof leaks which had had a detrimental impact on the sports hall floor. This had resulted in the floor boards opening up in areas due to the water damage. Ridge and Partners LLP were commissioned to undertake a site inspection and assessment of the floor in February 2020 and concluded that full replacement or refurbishment was required.

Council had approved the inclusion of £50,000 within the 2020/21 Capital Programme to replace the sports hall fall and a non OJEU open tender had been undertaken via the Public Group Electronic Tendering portal. One tender was received by the deadline from Sport and Play Ltd in the sum of £58,290.

Councillor Mead introduced the report and explained the damage caused to the floor over a number of years and reminded Members that the hall was used by the school on a regular basis. She advised that the replacement of the floor was required to maintain the safe operation of the hall for users and school children and proposed the recommendations as laid out in the report.

This was seconded by Councillor Haine who reiterated that many members of the community got enjoyment from using the hall for sports and activities.

Councillor Graham accepted that the work was necessary but raised a concern that there had only been one tender received. He queried where the work had been advertised and how widely.

In response, the Business Manager – Contracts advised that the tender had been advertised using the Intend Procurement Portal, as per usual procedure but on this occasion had resulted in only one company responding by the deadline.

Councillor Mills endorsed the recommendations and felt that as the health and wellbeing of individuals was key at the present time, it was important to ensure that communities could stay active.

Cabinet resolved that the recommendations in the report be agreed as written.

DECISIONS:

- (a) That approval be granted for the appointment of Sport and Play limited as the Main Contractor; and
- (b) That Council be recommended to amend the Capital Programme 2020/21 to reflect the increased budget requirements as set out in the financial implications of the report, to be financed from capital underspend.

REASONS: Cabinet considered the representatives appointed in each case would enhance the Council's involvement in community organisations and its aim to encourage partnership working.

OPTIONS: Members could choose not to accept the recommendations and/or suggest alternative solutions.

19. LEISURE MANAGEMENT CONTRACTOR FINANCIAL SUPPORT

The Cabinet received and considered the report of the Business Manager - Contracts, which sought approval to defer management fee payments and provide financial support for the Council's Leisure Management Contractor, GLL Better.

As part of the Covid-19 response, the Government announced the closure of all gyms and leisure centres on 20 March 2020. As a result, GLL was impacted by a 100% loss of revenue and would continue to face significant financial difficulty in the coming months.

Councillor Mead outlined the report and reminded Members that business continuity insurance did not provide cover for losses caused by the Covid-19 virus. GLL had taken advantage of the Government's job retention scheme and had furloughed the majority of staff.

As reported earlier in the meeting, some of the centres had since been used as food bank distribution centres as well as mobile Covid-19 testing sites.

Councillor Mead reminded Members that there was confidential financial information included in their papers but requested that these were not referred to specifically due to the desire to hold the discussion on this issue within the public domain. Should any Member wish to refer to the confidential appendix, the meeting would need to be held in private session and the public streaming would need to be stopped.

Councillor Mead proposed the report whilst outlining some amendments to the recommendations as follows:

Recommendation (a) (i) be amended to read '**Defer** management fee payments from the contractor to the Council.....';

Recommendation (a) (ii) be amended to read 'Authority be delegated to the S151 Officer, in conjunction with the Cabinet Member for Resources, to authorise a payment to the contractor....'.

This was seconded by Councillor Morris who endorsed the need to defer the money from the contractor's fees to assist with cash flow support. He reminded Members that the Leisure Centres had been closed for some time now and it was felt that this was the best course of action for the District Council at the same time as protecting the interests of residents. He reiterated that the Council did not want the contractor to fail and needed to provide some level of support. He assured the meeting that the centres were ready and waiting to reopen as soon as possible.

Members queried what would happen if the centres continued to be closed for any further significant period of time and the impact if GLL were to become insolvent. In response, Councillor Mead explained that this report was to assist with the loss of income from the past three months and if further assistance was needed, a separate report would be submitted. In addition, the report outlined the risks to the Council which were not just financial but reputational as well.

In response to query from Councillor Graham, officers advised that recommendation (a) in the report was a Cabinet decision whereas recommendation (b) was a wider ranging option to review the Medium Term Financial Strategy, which was a Council decision. It was noted that this was a fluid situation but officers were confident that the Council's financial position could be safeguarded.

Having considered the report, and having heard from Members present, the Cabinet resolved that the recommendations be agreed as amended and read out by the Committee Officer.

DECISIONS:

- (a) That a variation to the Leisure Management contract be authorised to
 - (i) defer management fee payments from the contractor to the Council at a cost of £276,096;
 - (ii) delegate authority to the S151 officer, in conjunction with the Cabinet Member for Resources, to authorise a payment to the contractor totalling £263,581; and
- (b) That the Chief Finance Officer be requested to conduct a review of the budget and the Medium Term Financial Strategy at the earliest opportunity and to report to Cabinet and Council.

REASONS: To work towards healthier communities and encourage stronger, local communities and provide the Leisure Management Contractor with financial assistance following the impact of Covid-19.

OPTIONS: Members could choose not to provide GLL with financial support but under the 'Change in Law' provisions with the contract, the Council was deemed to be responsible for all the costs of hibernation and supporting recovery.

The meeting closed at 4.07 pm

Leader of the Council

Sharone Parnes, Woodstock, Oxfordshire

Participation of the Public

West Oxfordshire District Council Cabinet Meeting of Wednesday 17th June 2020

Thank you for this opportunity to address your Cabinet meeting on a number of concerns for which clarifications and corrections are requested in relation to the Report circulated for your Agenda Item 7 (a Report for which Cllr Haine and Mr Hargraves are designated the Accountable Member and Accountable Officer respectively). Whilst not making these representations on behalf of Woodstock Town Council itself, I do so independently as a Town Councillor for Woodstock and encourage Cabinet to formally explore with the Town Council any facts contained herein.

Some context and references to Woodstock, in numerous instances relating to the Report's discussion of Supplementary Planning Documents and Neighbourhood Plans seem, unfortunately, unduly unclear, imprecise, confusing and potentially inadvertently misleading, in that:

1. In relation to a 'Woodstock Community and Infrastructure Delivery Plan' noted by the Report to Cabinet as having already gone through initial consultation "already undertaken by Community First Oxfordshire on behalf of Blenheim Estate during 2019", actually the Community First Oxfordshire consultation exercise was commonly understood to be for preliminary compilation purposes only - and any outcome final form (or draft final form of outcome) has not been presented to Woodstock Town Council for further consideration, comment or ratification prior to submission to WODC;
2. It therefore seems highly premature for WODC to already indicate commencement of a process "to formalise work already undertaken on behalf of the Blenheim Estate through Community First Oxfordshire", towards awarding Supplementary Planning Document (SPD) status to the so-called "Woodstock Community and Infrastructure Delivery Plan";
3. As yet, the Town Council and constituency of Woodstock have not been party to any agreement – or in the case of the Town Council even notification and discussion – about specific further stages, process, or formatting of the particular Community First Oxfordshire document or any formalization. In fact, Blenheim has only this week closed a Developer Consultation on two major development sites related, and referred to in the so-called 'Community and Infrastructure Delivery Plan'; and, Cllr Haine and Mr Hargraves will be aware that not long ago Woodstock Town Council was caught by surprise after its Resolution to request that a Housing Need Survey be carried out by WODC transpired to result in a Housing Need Survey being carried out by the Developer, with lacking clarity provided to the Town Council prior to its consideration about such a Survey;
4. Paragraph 6.3 in the Report to Cabinet lists the Woodstock Neighbourhood Plan as being among five "Neighbourhood Plans currently in progress", but fails to indicate that the Town Council specifically resolved only to conduct a Neighbourhood Plan for purposes of Green Spaces and not a wider plan; and
5. WODC's website [please see excerpt image below] linked from within a footnote in the Report to Cabinet states: "Woodstock Town Council is responsible for the development of a Neighbourhood Plan for the Parish of Shilton. The Neighbourhood Area to which the Plan relates covers the Parish of Shilton and was designated on 16 January 2020. Under the Neighbourhood Planning (Amendment) Regulations 2016, the proposal qualified for designation without consultation or decision from West Oxfordshire District Council."

← → ↻ <https://www.westoxon.gov.uk/planning-and-building/planning-policy/neighbourhood-planning/neighbourhood-plans-in> ☆

Winton under Wychwood

Woodstock

Woodstock Town Council is responsible for the development of a Neighbourhood Plan for the Parish of Shilton. The Neighbourhood Area to which the Plan relates covers the Parish of Shilton and was designated on 16 January 2020. Under the Neighbourhood Planning (Amendment) Regulations 2016, the proposal qualified for designation without consultation or decision from West Oxfordshire District Council.

 [Woodstock Area Designation - pdf - 732 Kb](#)



Woodstock Town Council has never considered, and was never requested, to conduct any plans for the Parish of Shilton.

Please could the Report to Cabinet, including any content referenced within it, therefore be amended with corrections and clarifications prior to acceptance by Cabinet, among other considerations towards ensuring that any pending Neighbourhood Plan for Woodstock is accurately depicted, and also in order that no Developer-led plans for Woodstock will be prematurely or unexpectedly shoehorned into ongoing processes before the Town Council and the Constituency are made duly aware with ample opportunity to confirm agreement. In addition, please can consideration be given to notifying the Town Council directly, when substantial matters of policy directly related to the Town come before Cabinet or Full Council.

Thank you in advance for your kind consideration of these issues.



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	Council: Wednesday 24 June 2020
Report Number	Agenda Item No. 8
Subject	Covid 19: West Oxfordshire Response and Recovery
Wards affected	All
Accountable member	Cllr James Mills, Leader; Email: James.Mills@westoxon.gov.uk
Accountable officer	Giles Hughes, Chief Executive; Email: Giles.Hughes@westoxon.gov.uk
Summary/Purpose	To outline the steps that the Council has taken to respond to the Covid 19 emergency working in partnership with other agencies and local groups, and to set out a framework for the Council's approach to recovery.
Annexes	None
Recommendations	(a) That the report be noted; (b) That the Chief Executive be requested to prepare a Local Recovery Plan for West Oxfordshire for consideration at Cabinet and then Council in October 2020; and. (c) That a Cabinet Advisory Group be established to advise Cabinet on the development of the Recovery Plan, on the basis outlined in paragraph 2.9 below.
Corporate priorities	Modern Council Services and Sustainable Finance - Delivering excellent modern services whilst ensuring the financial sustainability of the Council.
Key Decision	N/A
Exempt	No
Consultees/ Consultation	None

I. BACKGROUND

- 1.1. Covid-19 has caused profound changes to every part of life in the UK. Over 40,000 people have died, hundreds of thousands of people have been infected and the UK has been under lockdown restrictions since 23rd March 2020. Hundreds of thousands of businesses have closed temporarily or permanently, millions of workers have been furloughed or switched to working from home and everyone has had to adjust how they live their lives.
- 1.2. The UK is still in the response phase of the emergency, and it looks as though this will continue for some time, but steps are being taken by Government to address the country's recovery as lockdown restrictions ease.
- 1.3. This report identifies how the Council has responded to Covid-19 and also suggests a framework for how the Council should approach recovery in West Oxfordshire.

2. MAIN POINTS

Response

- 2.1. Given the Council's responsibility for delivering services to over 100,000 residents, Covid-19 has been an unprecedented challenge that changed everything overnight. From the onset of the virus, the council reacted quickly around support for local business and economy, the voluntary and community sector and support for local residents. Working with our partners Ubico and Publica, we have maintained essential services whilst redeploying staff to new areas of work to help deal with the crisis. The way in which the Council operates has also changed dramatically, with a large majority of staff now working from home and with Council meetings being held virtually.
- 2.2. There has been a dynamic and inspiring community sector response across West Oxfordshire to the challenges introduced through the pandemic. Local groups, towns and villages have mobilised to support their communities and the Council has developed a Community Hub team to work effectively with voluntary sector partners and volunteers.
- 2.3. At a County-wide level there has been a strong collaborative effort to tackle the current crisis. In particular, close coordination and good communication between the County, City and District Councils, with the NHS and OxLEP, to support vulnerable people and align programmes to support local businesses.
- 2.4. The following statistics from early June outline some of what the Council has achieved during the Covid-19 lockdown period working with key partners:
 - 835 residents have been given support with complex needs
 - 332 emergency food parcels delivered to vulnerable residents
 - 544 vulnerable residents have been contacted by Councillors
 - 31 homeless people provided with accommodation
 - 1,981 grants totalling £25m paid to businesses in West Oxfordshire
 - 20,189 calls from West Oxfordshire residents dealt with
 - 2,717 shielded residents called during lockdown
 - 24,373 refuse bins collected weekly
 - 24,373 recycling bins collected weekly
- 2.5. As lockdown restrictions ease we will face new challenges and opportunities. We will need to build on the Council's strengths in working with local communities, and with Oxfordshire partners, that have been demonstrated during the last few difficult months.

- 2.6. Future challenges will include work with partners on test & trace in order to respond to any local Covid-19 outbreaks, continuing engagement to ensure food availability for those in need, and the need to respond to any changes that the Government makes to the support arrangements for shielded and vulnerable residents. Shielded and vulnerable residents will need support for some time to come and it is also important that this work is put on a sustainable footing. Council staff are currently engaging with local groups to better understand the challenge that this presents for the community sector.

Recovery

- 2.7. Recovery from Covid-19 will take time and will be complex. This reflects the multi-facet nature of the impacts created by the crisis. The Council's Covid-19 recovery work should be guided by a Local Recovery Plan to help steer the Council's efforts.
- 2.8. It is proposed that a Local Recovery Plan should be prepared with a view to considering this at Cabinet and Council in October 2020. This will allow the conclusions of this work to feed into the preparation of the budget for 2021/22, and set a timely framework to guide the Council's recovery activity.
- 2.9. To help inform the preparation of the Local Recovery Plan it is recommended that a Cabinet Advisory Group should be established to advise Cabinet on recovery. This would have an overall membership of nine members. The proposal is that five of these members would be involved in every session whilst the other four places would rotate depending on the agenda of a particular meeting. In line with West Oxfordshire practice, the overall membership would reflect the Council's political balance, which would be 5:2:2 (with the core membership of five being 3:1:1). The core and flexible membership will be in accordance with the wishes of the respective political groups (via their leaders).
- 2.10. To help engage with other members on recovery and on the Local Recovery Plan an all member workshop session is also being planned.
- 2.11. The Local Recovery Plan should provide a framework for three phases of recovery activity:
- Re-start (0-6 months)
 - Re-cover (6-18 months)
 - Re-new (18-36 months+)
- 2.12. These three phases recognise that the initial restarting of activity needs to lead into longer term actions to ensure a proper recovery. OxLEP and other Oxfordshire partners will be basing their own recovery plans on these three phases, and it is important to link into the wider work of others.
- 2.13. A structure for collaborative working on recovery is being established in Oxfordshire and this links to the Thames Valley Local Resilience Forum. The structure includes the principal Councils, OxLEP and the local NHS system among other partners. The work of the Council on the Local Recovery Plan will feed into, and be informed by, discussions with these key partners.
- 2.14. The Council's approach to recovery should also take account of the following points:
- The vision and key priorities set out in the Council's recently adopted Council Plan;
 - Government instruction/ guidance and other sources of intelligence that guide our action;
 - Collaboration at different scales – from local community and town support actions to County-wide and sub-regional co-ordinated and strategic initiatives;

- Governance within the Oxfordshire emergency recovery framework (linking to Thames Valley co-operation where relevant); and
 - A consideration as to the most effective role we can take to promote and secure action - whether that sees us as the direct delivery body; or in a partnering or influencing capacity.
- 2.15. The Council Plan was adopted by Council on 22nd January 2020. This plan covers the period 2020-2024 and sets out the following key priorities:
1. Climate Action - Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.
 2. Healthy Towns and Villages - Facilitating healthy lifestyles and better wellbeing for everyone.
 3. A Vibrant District Economy - Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy.
 4. Strong Local Communities - Supporting and building prosperous and inclusive local communities.
 5. Meeting the Housing Needs of our Changing Population - Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire.
 6. Modern Council Services and Sustainable Finance - Delivering excellent modern services whilst ensuring the financial sustainability of the Council.
- 2.16. These key priorities provide useful a direction to help guide West Oxfordshire's recovery. However some of the individual actions identified in the plan may need to be amended or supplemented in light of Covid-19 and this should be considered during the preparation of the Local Recovery Plan.
- 2.17. Building on the priorities identified in the Council Plan the following key themes have been identified for the Council's work on recovery, and these are shown with the relevant officer leads:
- Environment – Vanessa Scott
 - Economy – Will Barton
 - Community – Heather McCulloch
 - Publica – Frank Wilson
 - Council Finances – Elizabeth Griffiths
- 2.18. It will take the Council some time to move back to business as usual as staff capacity is finite and there is the need to both provide support to local communities while planning and implementing recovery.
- 2.19. The following different Council meetings have already taken place through video conferencing:
- Council
 - Cabinet
 - Lowlands Area Planning Sub-Committee
 - Uplands Area Planning Sub-Committee
 - Climate Action Working Group
- 2.20. The meetings programme will be kept under regular review. In addition to the above meetings consideration will be given to holding other meetings subject to staff resources being available to support them. To help guide this consideration the following order of priority is suggested:

- Audit and General Purposes Committee
- Finance and Management Overview and Scrutiny Committee
- Economic and Social Overview and Scrutiny Committee
- Environment Overview and Scrutiny Committee

3. FINANCIAL IMPLICATIONS

- 3.1. Covid 19 is having a significant impact on the Council's finances. Current forecasts indicate additional costs of £850,000 for the 2020/21 financial year and income losses of around £1,764,000. In total the impact is estimated to be around £2,614,000. So far the Council has received additional Government funding of £1,135,083. If further funding does not come forward, the net impact to the Council is around £1.5 million. The Council has sufficient reserves to be able to finance this impact.

4. LEGAL IMPLICATIONS

- 4.1. None at this stage.

5. RISK ASSESSMENT

- 5.1. The purpose of the Local Recovery Plan is to direct effort towards priority issues and this should help to ensure that resources are focused on an effective recovery for West Oxfordshire. Any significant actions will be subject to the Council's corporate risk management approach and will, therefore, be tested in terms of risk likelihood, potential impact and identification of mitigation steps.

6. ALTERNATIVE OPTIONS

- 6.1. The Council could choose not to prepare a Local Recovery Plan.

7. BACKGROUND PAPERS

- 7.1. The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:
- Council Report Draft Council Plan 2020-2024, January 2020.
- 7.2. These documents will be available for inspection at the Council Offices at Woodgreen in Witney during normal office hours for a period of up to four years from the date of the meeting. Please contact the author of the report.

WEST OXFORDSHIRE DISTRICT COUNCIL**Wednesday, 24 June 2020**

Schedule of documents sealed out of meeting by the Chairman and the Head of Democratic Services, since the last meeting of the Council.

<u>Registration Number</u>	<u>Description of documents</u>	<u>Parties in addition to the Council</u>
<u>MISCELLANEOUS</u>		
11799	Legal Charge – 4-18 (Even) and 9-19 (Odd) Catsham Mill, Tackley OX5 3FN	Cottsway Housing (2)
11799a	Duplicate	
11800	Rent Review Memorandum – Barclays Bank, Market Square, Witney	Barclays Bank PLC (2)
11801	Deed of Variation to Conveyance – 21 Frethern Close, Burford OX18 4NS plus plan	Charlotte Amy Calvert (2)
11801a	Duplicate	
11802	Licence to Assign – Plot 1, Phase 3 Carterton Industrial Estate, Black Bourton Road, Carterton	Millwood Enterprises Ltd (2) The Garden Trading Ltd (3)
11803	Section 106 Agreement – Land at Enstone Airfield, Chipping Norton plus plans	Oxfordshire County Council (1) WODC (2) Giantflow Ltd & Nicholas Matthew Middlemass Johnston (3) Giantflow Ltd & Flowgiant Ltd (4) Mullin Automotive Museum Ltd (5) Vision Motorsport Ltd (6)
11803a	Duplicate	
11803b	TriPLICATE	
11804	Partnering Agreement relating to Financial Contributions for (A) The Procurement Commissioning of Young Peoples Supported Accommodation Services by Oxfordshire County Council and (B) Delivery of an inhouse Young Peoples Supported Accommodation Services by Oxfordshire District Council	Cherwell District Council (1) Oxford City Council (2) Oxfordshire County Council (3) South Oxfordshire DC (4) Vale of White Horse DC (5) WODC (6)

<u>Registration Number</u>	<u>Description of documents</u>	<u>Parties in addition to the Council</u>
I 1805	Deed of Variation to Section 106 Agreement (Planning ref I8/01611/Full) Former Airfield Stanton Harcourt	Hamfield Homes (1) WODC (2) Oxfordshire County Council (3) Cottsway Housing Association (4) Oaknorth Bank PLC (5) CLH Homes S.A.R.L (6)
I 1805a	Duplicate	
I 1805b	Triplicate	
I 1805c	Quadruplicate	
I 1805d	Quintuplicate	
I 1805e	Sextuplicate	
I 1806	Licence to Occupy – Use of desks at Woodgreen, Witney Plus Plans	The Wychwood Project (Oxfordshire) Ltd (1) WODC (2)
I 1806a	Duplicate	
I 1807	Lease – Unit F Newman Court, Witney Plus Plans	Gem Installations Ltd (1) WODC (2)
I 1808	Rent Deposit Deed – Unit F Newman Court, Witney	Gem Installations Ltd (1) WODC (2)
I 1809	Lease – Unit 3 Greystones Business Units Plus Plans	Ray Lee (2) (Ray Lee of 2 Victoria Terrace, Dyers Hill Chipping Norton OX7 3QF)
I 1810	Deed of Variation of Section 106 Planning Obligation – 15 Harmans Court, Jubilee Lane, Milton under Wychwood OX7 6FG Plus Plan	Graham Charles Lewsey (2) Grange Management (Southern) Ltd (3)
I 1810a	Duplicate	
I 1810b	Triplicate	
I 1811	Land Registry DSI – Cancellation of entries relating to a Registered Charge (WODC) 8 Moors Close, Ducklington OX29 7TW	

<u>Registration Number</u>	<u>Description of documents</u>	<u>Parties in addition to the Council</u>
11812	Section 106 Agreement – Land at Olivers Garage, Long Hanborough Plus Plan	Kathleen Oliver (2) Raymond Hopkins as Executor of Arther Hulme deceased (3) Raymond Hopkins (4) Gillian May Breakspear (5) Rectory Homes Ltd (6) Oxfordshire County Council (7)
11812a	Duplicate	