



# CABINET (EXECUTIVE) WORK PROGRAMME

INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION  
AND NOTICE OF INTENTION TO MAKE A KEY DECISION

NOTICE PUBLISHED 20 AUGUST 2019

# West Oxfordshire District Council

## **Executive Work Programme and Notices required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

The Regulations mentioned above require local authorities to publish a notice setting out the key executive (cabinet) decisions that will be taken by the appropriate decision maker at least 28 clear days before such decisions are to be taken. The Regulations also require notice to be given of any matter where it is proposed that the public will be excluded during its consideration.

This Work Programme beginning on [page 5](#) incorporates both of these requirements. In the interests of transparency, it also aims to include other matters due to be considered by the Cabinet.

It should be noted that although a date not less than 28 clear days after the date of this notice is given in each case, it is possible that matters may be rescheduled to a date which is different from that given provided, in the cases of key decisions and matters to be considered in private, that the 28 day notice has been given. In this regard, please note that agendas and reports for meetings of the Cabinet are made available on the Council's website at [www.westoxon.gov.uk/meetings](http://www.westoxon.gov.uk/meetings) five working days in advance of the meeting in question. Please also note that the agendas for meetings of the Cabinet will also incorporate a necessary further notice which is required to be given in relation to matters likely to be considered with the public excluded.

There are circumstances where a key decision can be taken, or a matter may be considered in private, even though the 28 clear days notice has not been given. If that happens, notice of the matter and the reasons will be published on the council's website, and available from the Council Offices, Woodgreen, Witney, Oxon, OX28 1NB.

### **Key Decisions**

A key decision is defined as an executive decision, *“which is likely— (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the authority”*.

The Council has decided that a cost or saving of an amount greater than £50,000 is necessary to constitute expenditure or savings which are significant for the purposes of this definition.

Please note that if a matter is approved by the Council following a recommendation from the Cabinet, that decision will not be a key decision.

## **Matters considered in private**

The great majority of matters considered by the Council's Cabinet are considered in "open session" when the public have the right to attend. However, some matters are considered with the public excluded. The public may only be excluded if the decision taker passes a resolution to exclude them. The grounds for exclusion are limited to situations where confidential or exempt information may be disclosed to the public if present and, in most cases involving exempt information, where in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The definitions of these are set out in the Council's Constitution.

## **Documents and Queries**

Copies of, or extracts from, documents listed in the programme and any which subsequently become available are (subject to any prohibition or restriction on their disclosure), obtainable from the following, and this contact information may also be used for any queries.

Democratic Services  
West Oxfordshire District Council  
Council Offices  
Woodgreen  
Witney  
Oxon  
OX28 1NB

Email: [enquiries@westoxon.gov.uk](mailto:enquiries@westoxon.gov.uk)  
Tel: 01993 861523

## West Oxfordshire District Council: Executive Members 2019/20

Name of Councillor	Title and Areas of Responsibility
James Mills ( <b>Leader</b> )	<b>Leader of the Council:</b> Policy Framework; Corporate Plan; Co-ordination of Executive functions; Representation on Regional and National Bodies; Oxfordshire Partnership Board; Oxfordshire Growth Board; Oxfordshire Local Enterprise Partnership; Oxfordshire Leaders; Economic Development; Business Development; Inward Investment; Visitor Economy; Public Relations
Toby Morris ( <b>Deputy Leader</b> )	<b>Resources:</b> Finance and Management; Equalities and Diversity; Customer Services; Information Technology and services; Asset Management; Council Tax and Benefits; Health and Safety; Councillor Development; Shared Services; Efficiency Agenda; Performance Management
Norman MacRae MBE	<b>Environment:</b> Car Parking; Waste Collection and Recycling; Street Scene (Cleansing, Litter and Grounds Maintenance); Energy Advice; Flood Alleviation; Environmental and Regulatory; Environmental Partnership
Michele Mead	<b>Health and Leisure:</b> Sports and Leisure Facilities and Strategy; Healthy communities; Public Art; Community Facilities Grants; Community Revenue Grants; Community Activity Grants; Oxfordshire Health improvement; Community and Public Health
Steve Good	<b>Communities and Housing:</b> Safeguarding; Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner; Voluntary sector engagement; Parish/Town Council Liaison; Assets of Community Value; Broadband; Housing Allocations; and Homelessness
Jeff Haine	<b>Strategic Planning:</b> Regional Spatial Strategy; Local Plan; Government planning policies and guidance; Conservation and Design; Design and Historic Environment; Landscape/Biodiversity; Strategic Housing; Provision of Affordable Housing; Sheltered Housing Accommodation; Development Management

For further information about the above and all members of the Council please see [www.westoxon.gov.uk/councillors](http://www.westoxon.gov.uk/councillors)

**WEST OXFORDSHIRE DISTRICT COUNCIL**  
**NOTICE OF EXECUTIVE DECISIONS AND PRIVATE MATTERS DATED 20 AUGUST 2019**

<b>No.</b>	<b>Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private</b>	<b>Key Decision (Yes/No)</b>	<b>Likely to be considered in private (Yes/No)</b>	<b>Decision- maker</b>	<b>Date of Decision</b>	<b>Documents</b>	<b>Notes</b>
1	Consideration and approval of legislative and minor updates to the Homeseeker Plus Policy	No	No	Cabinet	18 September 2019	None	
2	Consideration of 2019/20 Quarter One Performance Monitoring Report	No	No	Cabinet	18 September 2019	None	
3	Approval of Budget Parameters for 2020/21	No	No	Cabinet then Council	18 September 2019	None	
4	Approval of rent reviews of Unit 6, Talisman Business Centre, Bicester  Proposed to be considered in private because of the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 - "information relating to the financial or business affairs of any particular person".	Yes	Yes	Cabinet	18 September 2019	None	
5	Approval to consult on a revised Local Council Tax Support Scheme for 2020/21	No	No	Cabinet	18 September 2019	None	
6	Approval of allocation of funding for High Street Clean Ups	No	No	Cabinet	18 September 2019	None	
7	Approval of funding to be provided to Publica for the appointment of a Climate Change Manager	No	No	Cabinet	18 September 2019	None	

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8	Endorsement of the Oxfordshire Energy Strategy Delivery Plan	No	No	Cabinet	18 September 2019 / 16 October 2019	None	It is hoped that this will first be considered by Environment Overview and Scrutiny Committee
9	Approval of the Housing and Homelessness Strategy for Young People and Families	Yes	No	Cabinet	18 September 2019 / 16 October 2019	None	
10	Approval of Developer Contributions Supplementary Planning Document (SPD) Issues Paper	No	No	Cabinet	16 October 2019	None	
11	Consideration of bids for the provision of an Electric Vehicle Charging Points Framework Agreement  It is anticipated that there will be an Appendix to the report which will contain information which will not be published because of the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 - "information relating to the financial or business affairs of any particular person".	Yes	No	Cabinet	16 October 2019	None	
12	To adopt an Action Plan to reduce the Council's use of Single Use Plastics	No	No	Cabinet then Council	16 October 2019	None	Will first be considered by Environment Overview and Scrutiny Committee

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13	Community Infrastructure Levy: decision as to whether consultation on a revised charging schedule is needed, or whether the previously approved schedule can be put forward for examination	Yes	No	Cabinet	16 October 2019	None	
14	Approval of revised Council Plan, following consideration by the Overview and Scrutiny Committees	No	No	Cabinet then Council	16 October 2019	None	
15	Approval of award of contract for the enhanced play facilities at Madley Park, Witney  It is anticipated that there will be an Appendix to the report which will contain information which will not be published because of the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 - "information relating to the financial or business affairs of any particular person"	Yes	No	Cabinet	16 October 2019		
16	Approval of revisions to the Visitor Information Service	Yes	No	Cabinet	16 October 2019	None	
17	Consideration of update and approval of any recommendations relating to the action plan prepared following the LGA Peer Challenge	Yes	No	Cabinet	16 October 2019	None	

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18	Approval of temporary accommodation placement policy	No	No	Cabinet	16 October 2019	None	Will first be considered by Economic & Social Overview & Scrutiny Committee
19	Approval for the re-commissioning of services for welfare benefit, housing, debt and money management and employment advice	No	No	Cabinet	16 October 2019	None	
20	Consideration and approval of land and property matter relating to economic development  Proposed to be considered in private because of the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 - "information relating to the financial or business affairs of any particular person".	No	Yes	Cabinet then Council	16 October 2019	None	
21	Approval of West Eynsham Development Framework Supplementary Planning Document (SPD) following consultation	Yes	No	Cabinet	13 November 2019	Consultation draft	
22	Consideration and approval of applications for Community Facilities Grants	Yes	No	Cabinet	13 November 2019	None	



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23	Approval of Contaminated Land Strategy 2019-2024, following consultation	Yes	No	Cabinet	13 November 2019	Consultation draft approved 19 June 2019	
24	To consider and approve a proposal that West Oxfordshire District Council undertake prosecutions under the Prevention of Social Housing Fraud Act 2013 on behalf of social housing providers with properties within the district	No	No	Cabinet	13 November 2019	None	
25	Budget Monitoring for 2019/2020 quarter 2 including proposed amendments to Capital Programme 2019/2020 and Future Years.	No	No	Cabinet then Council	13 November 2019	None	