



WEST OXFORDSHIRE
DISTRICT COUNCIL

**EXECUTIVE WORK PROGRAMME
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE
SESSION AND NOTICE OF INTENTION TO MAKE A KEY DECISION
18 MARCH 2024 – 30 JUNE 2024**

By virtue of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, local authorities are required to publish a notice setting out the key executive decisions that will be taken at least 28 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 consideration of the matter.

This Forward Plan incorporates both of these requirements. In the interests of transparency, it also aims to include details of those items to be debated by the Executive that relate to either policy/budget formulation, matters which will be subject to a recommendation to the Council, and other matters due to be considered by the Executive. This programme covers a period of four months, and will be updated on a monthly basis. The timings of items may be subject to change.

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 Executive are made available on the Council's website at 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 Executive 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

The Regulations define a key decision 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 £150,000 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 Executive, that decision will not be a key decision.

Matters To Be Considered in Private

The great majority of matters considered by the Council's Executive 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 a resolution is passed 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 - Email: democratic.services@westoxon.gov.uk Tel: 01993 861000.

West Oxfordshire District Council: Executive Members 2023/24

| Name of Councillor | Title and Areas of Responsibility |
|-----------------------------------|--|
| Andy Graham (Leader) | <i>Leader of the Council: Policy Framework; Town and Parish Council engagement, Council Plan; Strategic Partnerships including Pan regional Partnership, Future Oxfordshire, South East Councils and OXLEP; Oxfordshire Leaders; Publica and partnership authorities and Ubico, Democratic Services; Communications; Legal Services; Counter Fraud; Emergency Planning; and Customer Services</i> |
| Duncan Enright (Deputy Leader) | <i>Economic Development: Business Development; Visitor Economy; Town and Village regeneration; and Customer Services.</i> |
| Alaric Smith | <i>Finance: Finance & Management; Council Tax and Benefits; Asset Management, South West Audit Partnership; Performance management; Capital Investment strategy; Strategic Housing Investment; and Customer Services</i> |
| Charlie Maynard | <i>Planning and Sustainable Development: Local Plan; Government planning policies and guidance; Conservation and Historic Environment; Landscape and Biodiversity; Development Management; and Ensuring planning policies meet 2030 requirement; and Customer Services</i> |
| Tim Sumner | <i>Leisure and Major Projects: Leisure provision including swimming pools; Culture and Heritage; Public Art; Agile Working, Car Parking and Customer Services</i> |
| Joy Aitman | <i>Stronger Healthy Communities: Voluntary sector engagement; Health and Safety; Community and Public Health; Refugee Resettlement Programme; Young People; Equality and diversity; and Customer Services</i> |
| Geoff Saul | <i>Housing and Social Welfare: Housing Allocations; Homelessness; Provision of affordable homes; Sheltered Housing Accommodation; Safeguarding – Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner; and Assets of Community Value.</i> |
| Lidia Arciszewska | <i>Environment: Flood alleviation and sewage; Environmental Partnerships – WASP and Evenlode, North East Cotswold Cluster; Waste collection and recycling; Street Scene (cleansing, litter and grounds maintenance); Air Quality; and Land, food, farming and Customer Services Delivery</i> |
| Andrew Prosser | <i>Climate Change: Energy Advice; Renewable energy and retrofit investment; Biodiversity across the District; Carbon neutral by 2030; Fossil fuel dependence reduction; Local, national and county wide liaison on climate; EV Charging Rollout. and Customer Service</i> |

For further information about the above and all members of the Council please see www.westoxon.gov.uk/councillors

| Item for Decision | Key Decision (Yes / No) | Open or Exempt | Decision – Maker | Date of Decision | Executive Member | Lead Officer |
|---|-------------------------|----------------|------------------|------------------|---|---|
| Approval of Upgrade to WODC Public Space CCTV Provision and Monitoring Arrangements | Yes | Open | Executive | 17 Apr 2024 | Councillor Geoff Saul, Executive Member for Housing and Social Welfare | Andy Barge, Assistant Director for Communities andy.barge@publicagroup.uk |
| Funding Request for Asset Management Strategy | No | Open | Executive | 17 Apr 2024 | Executive Member for Finance - Cllr Alaric Smith | Claire Locke, Group Manager - Commissioning claire.locke@publicagroup.uk |
| Ubico Business Plan 24/25 | No | Open | Executive | 17 Apr 2024 | Councillor Lidia Arciszewska, Executive Member for Environment | Simon Anthony, Business Manager - Environmental Services Simon.Anthony@publicagroup.uk |
| Funding for Decarbonisation Scheme – Carterton Leisure Centre | Yes | Open | Executive | 17 Apr 2024 | Executive Member for Climate Change - Cllr Andrew Prosser | Claire Locke, Group Manager - Commissioning claire.locke@publicagroup.uk |
| Local Housing Authority Fund Round 3 Application | Yes | Open | Executive | 17 Apr 2024 | Executive Member for Housing and Social Welfare - Cllr Geoff Saul | Murry Burnett, Strategic Housing & Development Officer Murry.Burnett@westoxon.gov.uk |
| Community Infrastructure Levy (CIL) Draft Charging Schedule | No | Open | Executive | 12 Jun 2024 | Executive Member for Planning and Sustainable Development - Charlie Maynard | Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk |

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|--|-----|------|----------------------|----------------------------|---|--|
| Oxfordshire Local Enterprise Partnership and Oxfordshire Strategic Economic Plan | No | Open | Executive | 12 Jun 2024 | Deputy Leader - Economic Development - Cllr Duncan Enright | Will Barton, Business Development Officer william.barton@westoxon.gov.uk |
| Climate Change Strategy | Yes | Open | Executive | 12 Jun 2024 | Executive Member for Climate Change - Cllr Andrew Prosser | Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk |
| Endorsement of the Oxfordshire Town and Parish Charter | No | Open | Executive | 12 Jun 2024 | Leader of the Council - Cllr Andy Graham | Giles Hughes, Chief Executive giles.hughes@westoxon.gov.uk |
| Customer Services Telephone Report (Trial of Telephone Opening Hours Closure - 2.00pm to 5.00pm) | No | Open | Executive | 12 Jun 2024 | Executive Member for Leisure and Major Projects - Tim Sumner | Michelle Clifford, Business Manager - Customer Experience & Resources michelle.clifford@publicagroup.uk |
| Knights Court Business Case | No | Open | Executive | 12 Jun 2024 | Executive Member for Housing and Social Welfare - Cllr Geoff Saul | Business Manager Assets & Council Priorities - Andrew Turner |
| Salt Cross Garden Village Area Action Plan (AAP) | Yes | Open | Executive Council | 12 Jun 2024 24 Jul 2024 | Executive Member for Planning and Sustainable Development - Charlie Maynard | Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk |
| Publica Transition Update | Yes | Open | Executive Council | 12 Jun 2024 24 Jul 2024 | Leader of the Council - Cllr Andy Graham | Andrew Pollard, Interim Programme Director |

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| Public Convenience Contract To inform Members of the tender process and recommend the preferred supplier. | Yes | Fully exempt <i>Report contains commercially sensitive information</i> | Executive | 10 Jul 2024 | Executive Member for Environment - Cllr Lidia Arciszewska | Maria Wheatley, Shared Parking Manager maria.wheatley@publicagroup.uk |
| Key Decisions Delegated to Officers | | | | | | |
| Allocate Funding from the Project Contingency Earmarked Reserve | Yes | Open | Director of Finance - Madhu Richards | Before 31 Mar 2024 | Executive Member for Finance - Cllr Alaric Smith | Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk |
| Allocation of New Initiatives Funding | Yes | Open | Chief Executive & Head of Paid Service - Giles Hughes | Before 31 Mar 2024 | Leader of the Council - Cllr Andy Graham | Giles Hughes, Chief Executive giles.hughes@westoxon.gov.uk |
| Standing Delegation: Settlement of Legal Claims | Yes | Open | Interim Head of Legal Services - Helen Blundell | Before 31 Dec 2024 | Leader of the Council - Cllr Andy Graham, Executive Member for Finance - Cllr Alaric Smith | Helen Blundell, Principal Solicitor, Land, Legal and Property |
| Review and Repurpose Earmarked Reserves to Mitigate against Four Main Financial Risks | No | Open | Director of Finance - Madhu Richards | 31 Dec 2024 | Executive Member for Finance - Cllr Alaric Smith | Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk |

| Other Business for Council Meetings | | | | | | |
|--|----|------|---------|-------------|--|--|
| Return of the Returning Officer following the 2 May 2024 local elections | No | Open | Council | 22 May 2024 | Leader of the Council - Cllr Andy Graham | Sharon Ellison, Electoral Services Manager sharon.ellison@westoxon.gov.uk |
| Appointment of Members to the Council's Committees, including substitute members | No | Open | Council | 22 May 2024 | Leader of the Council - Cllr Andy Graham | Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk |
| Polling District and Places Review | No | Open | Council | 25 Sep 2024 | Leader of the Council - Cllr Andy Graham | Sharon Ellison, Electoral Services Manager sharon.ellison@westoxon.gov.uk |
| District Boundary Review - Council Size Proposal | No | Open | Council | 27 Nov 2024 | Leader of the Council - Cllr Andy Graham | Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk |