



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  
1 MAY 2024 – 31 AUGUST 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](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 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](mailto:democratic.services@westoxon.gov.uk) Tel: 01993 861111

West Oxfordshire District Council: Executive Members 2023/24

Name of Councillor	Title and Areas of Responsibility
Andy Graham (Leader)	<b>Leader of the Council:</b> 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
Duncan Enright (Deputy Leader)	<b>Economic Development:</b> Business Development; Visitor Economy; Town and Village regeneration; and Customer Services.
Alaric Smith	<b>Finance:</b> Finance & Management; Council Tax and Benefits; Asset Management, South West Audit Partnership; Performance management; Capital Investment strategy; Strategic Housing Investment; and Customer Services
Carl Rylett	<b>Planning and Sustainable Development:</b> 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
Tim Sumner	<b>Leisure and Major Projects:</b> Leisure provision including swimming pools; Culture and Heritage; Public Art; Agile Working, Car Parking and Customer Services
Joy Aitman	<b>Stronger Healthy Communities:</b> Voluntary sector engagement; Health and Safety; Community and Public Health; Refugee Resettlement Programme; Young People; Equality and diversity; and Customer Services
Geoff Saul	<b>Housing and Social Welfare:</b> 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.
Lidia Arciszewska	<b>Environment:</b> 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
Andrew Prosser	<b>Climate Change:</b> 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

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)

Item for Decision	Key Decision (Yes / No)	Open or Exempt	Decision – Maker	Date of Decision	Executive Member	Lead Officer
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
Approval of Upgrade to WODC Public Space CCTV Provision and Monitoring Arrangements	Yes	Open	Executive	12 Jun 2024	Councillor Geoff Saul, Executive Member for Housing and Social Welfare	Andy Barge, Assistant Director for Communities andy.barge@publicagroup.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
Endorsement of the Oxfordshire Councils Charter	No	Open	Executive	12 Jun 2024	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive giles.hughes@westoxon.gov.uk
Annual Report of the Director of Public Health	No	Open	Executive	12 Jun 2024	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Heather McCulloch, Community Wellbeing Manager heather.mcculloch@publicagroup.uk
Financial Performance Report 2023-24 Quarter Four	No	Open	Executive	12 Jun 2024	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Chief Accountant georgina.dyer@publicagroup.uk
Service Performance Report 2023-24 Quarter	No	Open	Executive	12 Jun 2024	Leader of the Council - Cllr Andy Graham	Alison Borrett, Senior Performance Analyst

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Waste Fleet Purchase	No	Open	Executive	12 Jun 2024	Executive Member for Environment - Cllr Lidia Arciszewska	Bill Oddy, Assistant Director for Commercial Development Bill.Oddy@publicagroup.uk
Salt Cross Garden Village Area Action Plan (AAP)	No	Open	Executive	12 Jun 2024	Executive Member for Planning and Sustainable Development - Charlie Maynard	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Letting of Unit at Marriotts Walk Request for approval of lease terms and capital expenditure	No	Fully exempt <i>The report will contain confidential information about a property transaction and details of proposed tenant</i>	Executive	12 Jun 2024	Deputy Leader - Economic Development - Cllr Duncan Enright	Jasmine McWilliams, Assets Manager jasmine.mcwilliams@publicagroup.uk
Climate Change Strategy	Yes	Open	Executive	10 Jul 2024	Executive Member for Climate Change - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
Publica Transition Update	Yes	Open	Executive Council	10 Jul 2024 24 Jul 2024	Leader of the Council - Cllr Andy Graham	Andrew Pollard, Interim Programme Director Andrew.Pollard@publicagroup.uk
One-Year Publica Business Plan	No	Open	Executive	10 Jul 2024	Leader of the Council - Cllr Andy Graham	Bill Oddy, Assistant Director for Commercial Development Bill.Oddy@publicagroup.uk

Strategic Outcomes Planning Model To consider the findings and recommendations proposed by consultants commissioned to develop a Strategic Outcomes Planning Model for the district and approve the Strategy for adoption.	No	Open	Executive	10 Jul 2024	Executive Member for Leisure and Major Projects - Tim Sumner	Rachel Biles rachel.biles@publicagroup.uk
Oxfordshire Local Enterprise Partnership and Oxfordshire Strategic Economic Plan	No	Open	Executive	10 Jul 2024	Deputy Leader - Economic Development - Cllr Duncan Enright	Philippa Lowe, Business Manager Localities philippa.lowe@publicagroup.uk
Local Plan 2041 – Preferred Options Consultation	No	Open	Executive	10 Jul 2024	Executive Member for Planning and Sustainable Development - Charlie Maynard	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
West Oxfordshire Productivity Plan	No	Open	Executive	10 Jul 2024	Leader of the Council - Cllr Andy Graham	Bill Oddy, Assistant Director for Commercial Development Bill.Oddy@publicagroup.uk
Our House Project Funding Extension 2024-2026 To update members on the progress of the Our Project with a recommendation that funding be extended from 1st November 2024 to 31st October 2026	No	Open	Executive	10 Jul 2024	Councillor Geoff Saul, Executive Member for Housing and Social Welfare	Caroline Clissold, Housing Manager caroline.clissold@publicagroup.uk

Public Convenience Contract To inform Exec 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
Financial Performance Report 2024-25 Quarter One	No	Open	Executive	11 Sep 2024	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Service Performance Report 2024-25 Quarter One	No	Open	Executive	11 Sep 2024	Leader of the Council - Cllr Andy Graham	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Knights Court Business Case	No	Open	Executive	9 Oct 2024	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Business Manager Assets & Council Priorities - Andrew Turner
Annual Monitoring Report	No	Open	Executive	13 Nov 2024	Executive Member for Planning and Sustainable Development - Charlie Maynard	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Financial Performance Report 2024-25 Quarter Two	No	Open	Executive	13 Nov 2024	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Service Performance Report 2024-25 Quarter Two	No	Open	Executive	11 Dec 2024	Leader of the Council - Cllr Andy Graham	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk

Draft Budget 2025 – 2026, Version One	No	Open	Executive	11 Dec 2024	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Affordable Housing Delivery Update	No	Open	Executive	11 Dec 2024	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Charlie Jackson, Assistant Director - Planning and Sustainability charlie.jackson@publicagroup.uk
Draft Budget 2025 – 2026, Version Two	No	Open	Executive	15 Jan 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Budget 2025 – 2026	No	Open	Executive Council	12 Feb 2025 26 Feb 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Financial Performance Report 2024-25 Quarter Three	No	Open	Executive	12 Mar 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Service Performance Report 2024-25 Quarter Three	No	Open	Executive	12 Mar 2025	Leader of the Council - Cllr Andy Graham	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
<b>Key decisions delegated to Executive Members</b>						
UK Shared Prosperity Fund and Rural England Prosperity Fund	No	Open	Deputy Leader - Economic Development - Cllr Duncan Enright	31 Dec 2024	Deputy Leader - Economic Development - Cllr Duncan Enright	Emma Phillips, Market Towns Officer Emma.phillips@publicagroup.uk



## Key Decisions Delegated to Officers

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, Interim Head of Legal Services helen.blundell@fdean.gov.uk
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
Local Housing Authority Fund Round 3 Application	Yes	Open	Director of Finance - Madhu Richards	Before 31 Mar 2025	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Murry Burnett, Strategic Housing & Development Officer Murry.Burnett@westoxon.gov.uk
Funding Request for Asset Management Strategy	No	Open	Director of Finance - Madhu Richards	Before 31 Mar 2025	Executive Member for Finance - Cllr Alaric Smith	Claire Locke, Group Manager - Commissioning claire.locke@publicagroup.uk
Allocation of New Initiatives Funding	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	Before 31 Mar 2025	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive giles.hughes@westoxon.gov.uk
Allocate Funding from the Project Contingency Earmarked Reserve	Yes	Open	Director of Finance - Madhu Richards	Before 31 Mar 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk

## Other Business for Council Meetings

Returning Officer's Report on Elections held on 2 May 2024	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
Appointment of a Temporary Parish Councillor to Fulbrook Parish Council	No	Open	Council	22 May 2024	Leader of the Council - Cllr Andy Graham	Andrea McCaskie, Director of Governance andrea.mccaskie@westoxon.gov.uk
Recommendations of the Independent Remuneration Panel	No	Open	Council	22 May 2024	Leader of the Council - Cllr Andy Graham	Max Thompson, Senior Democratic Services Officer max.thompson@westoxon.gov.uk
Business And Planning Act 2020 - Update to Pavement Licensing Regime	Yes	Open	Licensing Committee  Council	18 Jun 2024  24 Jul 2024		Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@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

Review of Members' Allowances Scheme To report to Council following a mid-point review of the Members' Allowances Scheme 2023-27 conducted by the Council's Independent Remuneration Panel.	No	Open	Council	29 Jan 2025	Leader of the Council - Cllr Andy Graham	Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk
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