



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 OCTOBER 2024 – 31 JANUARY 2025**

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, Oxfordshire 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 861000.

## West Oxfordshire District Council: Executive Members 2024/25

Name of Councillor	Title and Areas of Responsibility
Andy Graham (Leader)	<b>Leader of the Council:</b> Overview of all Executive Portfolios; 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 Partnerships Authorities and Ubico; Democratic Services; Communications; Legal Services; Counter Fraud; Emergency Planning; Assets of Community Value, Customer Services.
Duncan Enright (Deputy Leader)	<b>Economic Development:</b> Economic Development; Business Development; Visitor Economy; Town and Village Regeneration; 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; Financial Aspects of Major Projects; Customer Services.
Hugo Ashton	<b>Planning:</b> Local Plan; Government Planning Policies and Guidance; Development Management; Ensuring Planning Policies meet 2030 Requirements; Customer Services.
Tim Sumner	<b>Leisure and Major Projects:</b> Conservation and Historic Environment; Leisure Provision (including Swimming Pools); Culture and Heritage; Public Art; Agile Working; Car Parking; Customer Services.
Rachel Crouch	<b>Stronger, Healthy Communities:</b> Voluntary Sector Engagement; Health and Safety; Community and Public Health; Refugee Resettlement Programme; Young People; Equality and Diversity; Customer Services.
Geoff Saul	<b>Housing and Social Care:</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, Customer Services.
Lidia Arciszewska	<b>Environment:</b> Flood Alleviation/Natural Flood Management and Sewage; Environmental Partnerships – WASP and Evenlode; North East Cotswold Cluster; Waste Collection and Recycling; Landscape and Biodiversity; Air Quality; Land Use, Food Production and Farming; Street Scene (Cleansing, Litter and Grounds Maintenance); Customer Services.
Andrew Prosser	<b>Climate Action and Nature Recovery:</b> Energy Advice; Renewable Energy and Retrofit Investment; Biodiversity (Across the District); Carbon Neutral by 2030; Fossil Fuel Dependence Reduction; Local, National and County Liaison on Climate Change; Electric Vehicle (EV) Charging Rollout, Customer Services.

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
<b>20 November 2024</b>						
Infrastructure Funding Statement 2023/24	No	Open	Executive	20 Nov 2024	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Adoption of Asset Management Plan	Yes	Open	Executive	20 Nov 2024	Leader of the Council - Cllr Andy Graham	Claire Locke, Group Manager - Commissioning claire.locke@publicagroup.uk
Strategic Outcomes Planning Model (Leisure and Wellbeing Strategy)	No	Open	Executive	20 Nov 2024	Executive Member for Leisure and Major Projects - Cllr Tim Sumner	Rachel Biles rachel.biles@publicagroup.uk
Financial Performance Report 2024-25 Quarter Two	No	Open	Executive	20 Nov 2024	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance <a href="mailto:madhu.richards@westoxon.gov.uk">madhu.richards@westoxon.gov.uk</a>
Counter Fraud and Enforcement Unit Collaboration Agreement	Yes	Open	Executive	20 Nov 2024	Leader of the Council - Cllr Andy Graham	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk
Council Tax Support Scheme 2025/2026 To propose CTS scheme for 2025/2026	Yes	Open	Executive Council	20 Nov 2024 27 Nov 2024	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk

Westhive Criteria	No	Open	Executive	20 Nov 2024	Executive Member for Finance - Cllr Alaric Smith	Heather McCulloch, Community Wellbeing Manager heather.mcculloch@publicagroup.uk
West Oxfordshire Local Plan 2041 Update	No	Open	Executive	20 Nov 2024	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
<b>11 December 2024</b>						
Annual Monitoring Report	No	Open	Executive	11 Dec 2024	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Mid-Point Review of Car Parking Strategy	No	Open	Executive	11 Dec 2024	Executive Member for Leisure and Major Projects - Cllr Tim Sumner	Susan Hughes, Business Manager for Support and Advice Susan.Hughes@publicagroup.uk
Knights Court Business Case	Yes	Open	Executive	11 Dec 2024	Executive Member for Housing and Social Care - Cllr Geoff Saul	Business Manager Assets & Council Priorities - Andrew Turner
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	Yes	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 Care - Cllr Geoff Saul	Michael David, Housing Delivery Programme Manager michael.david@westoxon.gov.uk
Contract Award for the Parking ICT system	Yes	Fully exempt <i>Commercially sensitive information</i>	Executive	11 Dec 2024	Executive Member for Leisure and Major Projects - Cllr Tim Sumner	Maria Wheatley, Shared Parking Manager maria.wheatley@publicagroup.uk
Review of the Future Oxfordshire Partnership	No	Open	Executive	11 Dec 2024	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive giles.hughes@westoxon.gov.uk
<b>15 January 2025</b>						
Draft Budget 2025 – 2026, Version Two	Yes	Open	Executive	15 Jan 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Environmental Services Review and Ubico Contract	Yes	Open	Executive	15 Jan 2025	Executive Member for Environment - Cllr Lidia Arciszewska	Bill Oddy, Assistant Director for Commercial Development Bill.Oddy@publicagroup.uk
Provision of an Empty Property Lending Scheme	Yes	Open	Executive	15 Jan 2025	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk
<b>12 February 2025</b>						
Budget 2025 – 2026	Yes	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

**12 March 2025**

Climate Change Strategy	Yes	Open	Executive	12 Mar 2025	Executive Member for Climate Action and Nature Recovery - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
West Oxfordshire Local Plan 2041 – Preferred Options Consultation	No	Open	Executive	12 Mar 2025	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
West Oxfordshire Local Plan 2041 – Regulation 19 Pre-Submission Draft Consultation	No	Open	Executive	12 Mar 2025	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.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
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
<b>Key Decision Delegated to Executive Member</b>						
UK Shared Prosperity Fund and Rural England Prosperity Fund	No	Open	Deputy Leader	31 Dec 2024	Deputy Leader of the Council and Executive Member for Economic Development - Cllr Duncan Enright	Emma Phillips, Market Towns Officer Emma.phillips@publicagroup.uk

## Key Decisions Delegated to Officers

Allocation of S106 Monies to Witney Town Council to Design, Build and Operate a New Third Generation (3G) Pitch at West Witney Sports Ground	Yes	Open	Assistant Director - Communities - Andy Barge	Before 31 Mar 2025	Executive Member for Leisure and Major Projects - Cllr Tim Sumner	Rachel Biles rachel.biles@publicagroup.uk  Assistant Director - Communities - Andy Barge
Dry Mixed Recycling Bulking and Haulage Contract	Yes	Part exempt	Assistant Director - Commercial Development - Bill Oddy	Before 31 Mar 2025	Executive Member for Environment - Cllr Lidia Arciszewska	Simon Anthony, Business Manager - Environmental Services Simon.Anthony@publicagroup.uk
Standing Delegation: Settlement of Legal Claims	Yes	Open	Interim Head of Legal Services - Helen Blundell	Before 31 Dec 2024	Executive Member for Finance - Cllr Alaric Smith, Leader of the Council - Cllr Andy Graham	Helen Blundell, Interim Head of Legal Services helen.blundell@fdean.gov.uk
Review and Repurpose Earmarked Reserves to Mitigate against Four Main Financial Risks	Yes	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
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 <a href="mailto:madhu.richards@westoxon.gov.uk">madhu.richards@westoxon.gov.uk</a>
<b>Other Business for Council Meetings</b>						
Polling District and Places Review	No	Open	Council	27 Nov 2024	Leader of the Council - Cllr Andy Graham	Sharon Ellison, Electoral Services Manager <a href="mailto:sharon.ellison@westoxon.gov.uk">sharon.ellison@westoxon.gov.uk</a>
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 <a href="mailto:andrew.brown@publicagroup.uk">andrew.brown@publicagroup.uk</a>
Review of standards arrangements	No	Open	Council	27 Nov 2024	Councillor Carl Rylett, Chair of the Audit and Governance Committee	Christine Elsasser <a href="mailto:christine.elsasser@westoxon.gov.uk">christine.elsasser@westoxon.gov.uk</a>
Council meetings programme 2025/26	No	Open	Council	27 Nov 2024	Leader of the Council - Cllr Andy Graham	Andrew Brown, Democratic Services Business Manager <a href="mailto:andrew.brown@publicagroup.uk">andrew.brown@publicagroup.uk</a>
Recommendations of the Constitution Working Group	No	Open	Council	27 Nov 2024	Councillor Alaric Smith, Executive Member for Finance; Deputy Leader of the Liberal Democrat Group.	Andrew Brown, Democratic Services Business Manager <a href="mailto:andrew.brown@publicagroup.uk">andrew.brown@publicagroup.uk</a>
Review of Members' Allowances Scheme	No	Open	Council	29 Jan 2025	Leader of the Council - Cllr Andy Graham	Andrew Brown, Democratic Services Business Manager <a href="mailto:andrew.brown@publicagroup.uk">andrew.brown@publicagroup.uk</a>
Community Governance Reviews	No	Open	Council	26 Mar 2025	Leader of the Council - Cllr Andy Graham	Andrew Brown, Democratic Services Business Manager <a href="mailto:andrew.brown@publicagroup.uk">andrew.brown@publicagroup.uk</a>