



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 2025 – 31 AUGUST 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<br>(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; Emergency Planning; Assets of Community Value, Customer Services. |
| Duncan Enright<br>(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; Counter Fraud.                                                                                                                                                                           |
| 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); Food safety; licensing; Housing (private landlords); Environment safety; 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                                                                                                |
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| <b>Council 21 May 2025</b>                                            |                         |                |                  |                  |                                                                                     |                                                                                                             |
| Strategic Partnerships Update.                                        | No                      | Open           | Council          | 21 May 2025      | Leader of the Council - Cllr Andy Graham                                            | Astrid Harvey, Strategic Policy and Partnerships Officer<br>Astrid.Harvey@westoxon.gov.uk                   |
| Recommendations from the Constitution Working Group                   | No                      | Open           | Council          | 21 May 2025      | Executive Member for Finance - Cllr Alaric Smith                                    | Ana Prelici, Senior Democratic Services Officer<br>Ana.Prelici@westoxon.gov.uk                              |
| <b>Executive 11 June 2025</b>                                         |                         |                |                  |                  |                                                                                     |                                                                                                             |
| West Oxfordshire Local Plan 2041                                      | Yes                     | Open           | Executive        | 11 Jun 2025      | Executive Member for Planning - Cllr Hugo Ashton                                    | Andrew Thomson, Planning Policy Manager<br>Andrew.Thomson@westoxon.gov.uk                                   |
| Business Rates Write off in excess of £5,000                          | No                      | Part exempt    | Executive        | 11 Jun 2025      | Executive Member for Finance - Cllr Alaric Smith                                    | Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service<br>mandy.fathers@publicagroup.uk |
| Public Sector Decarbonisation Scheme Phase 3c Windrush Leisure Centre | Yes                     | Open           | Executive        | 11 Jun 2025      | Councillor Andrew Prosser, Executive Member for Climate Action and Nature Recovery. | Hannah Kenyon, Climate Change Manager<br>hannah.kenyon@westoxon.gov.uk                                      |
| Write off of rent arrears in excess of £5000                          | No                      | Fully exempt   | Executive        | 11 Jun 2025      | Executive Member for Finance - Cllr Alaric Smith                                    | Jasmine McWilliams, Assets Manager<br>jasmine.mcwilliams@publicagroup.uk                                    |

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| Review of the Ubico Shareholder Agreement & Ubico Board Member Appointments | No  | Open         | Executive | 11 Jun 2025 | Leader of the Council - Cllr Andy Graham                                                         | Bill Oddy, Assistant Director for Commercial Development<br>Bill.Oddy@publicagroup.uk            |
| Knights Court Business Case                                                 | Yes | Fully Exempt | Executive | 11 Jun 2025 | Executive Member for Housing and Social Care - Cllr Geoff Saul                                   | Andrew Turner, Business Manager - Assets and Council Priorities<br>andrew.turner@publicagroup.uk |
| 2024/25 Quarterly Finance Review Q4                                         | No  | Open         | Executive | 11 Jun 2025 | Executive Member for Finance - Cllr Alaric Smith                                                 | Georgina Dyer, Chief Accountant<br>georgina.dyer@publicagroup.uk                                 |
| 2024/25 Quarterly Service Review Q4                                         | No  | Open         | Executive | 11 Jun 2025 | Leader of the Council - Cllr Andy Graham                                                         | Alison Borrett, Senior Performance Analyst<br>Alison.Borrett@publicagroup.uk                     |
| Community Activity Grant scheme outline 2025 / 26                           | No  | Open         | Executive | 11 Jun 2025 | Councillor Rachel Crouch, Executive Member for Stronger, Healthy Communities                     | Heather McCulloch, Community Wellbeing Manager<br>heather.mcculloch@westoxon.gov.uk              |
| Publica Business Plan                                                       | No  | Open         | Executive | 11 Jun 2025 | Leader of the Council - Cllr Andy Graham                                                         | Bill Oddy, Assistant Director for Commercial Development<br>Bill.Oddy@publicagroup.uk            |
| REPF 2025/26 Update                                                         | No  | Open         | Executive | 11 Jun 2025 | Deputy Leader of the Council and Executive Member for Economic Development - Cllr Duncan Enright | Sam Stronach, Economic Development Manager<br>Sam.Stronach@westoxon.gov.uk                       |
| Options for Investment Property in Witney                                   | Yes | Part exempt  | Executive | 11 Jun 2025 | Executive Member for Finance - Cllr Alaric Smith                                                 | Jasmine McWilliams, Assets Manager<br>jasmine.mcwilliams@publicagroup.uk                         |
| Appointments to Outside Bodies                                              | No  | Open         | Executive | 11 Jun 2025 | Leader of the Council - Cllr Andy Graham                                                         | Ana Prelici, Senior Democratic Services Officer<br>Ana.Prelici@westoxon.gov.uk                   |

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| Oxfordshire Local Area Energy Planning                                   | Yes | Open        | Executive | 11 Jun 2025 | Councillor Andrew Prosser, Executive Member for Climate Action and Nature Recovery. | Hannah Kenyon, Climate Change Manager<br>hannah.kenyon@westoxon.gov.uk                |
| <b>Executive 9 July 2025</b>                                             |     |             |           |             |                                                                                     |                                                                                       |
| Car Parking Strategy                                                     | Yes | Open        | Executive | 9 Jul 2025  | Executive Member for Leisure and Major Projects - Cllr Tim Sumner                   | Susan Hughes, Business Manager for Support and Advice<br>Susan.Hughes@publicagroup.uk |
| Options Appraisal of Leisure Management Arrangements                     | Yes | Part exempt | Executive | 9 Jul 2025  | Executive Member for Leisure and Major Projects - Cllr Tim Sumner                   | Rachel Biles, Leisure Strategy Manager<br>rachel.biles@westoxon.gov.uk                |
| HMO licence fee and amenity standards policies.                          | No  | Open        | Executive | 9 Jul 2025  | Councillor Lidia Arciszewska, Executive Member for Environment.                     | Philip Measures, Service Leader<br>philip.measures@publicagroup.uk                    |
| Private Sector Housing and Caravan Sites policy review and update.       | No  | Open        | Executive | 9 Jul 2025  | Executive Member for Environment - Cllr Lidia Arciszewska                           | Philip Measures, Service Leader<br>philip.measures@publicagroup.uk                    |
| Climate Change Strategy                                                  | Yes | Open        | Executive | 9 Jul 2025  | Executive Member for Climate Action and Nature Recovery - Cllr Andrew Prosser       | Hannah Kenyon, Climate Change Manager<br>hannah.kenyon@westoxon.gov.uk                |
| 3 Welch Way Decarbonisation - electric heating and solar PV installation | No  | Open        | Executive | 9 Jul 2025  | Executive Member for Climate Action and Nature Recovery - Cllr Andrew Prosser       | Louise Croot, Climate Change Officer<br>louise.croot@westoxon.gov.uk                  |

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| Review of Members' Allowances Scheme                | No | Open | Council | 16 Jul 2025 | Leader of the Council - Cllr Andy Graham         | Andrew Brown, Head of Democratic and Electoral Services<br>andrew.brown@westoxon.gov.uk |
| Recommendations from the Constitution Working Group | No | Open | Council | 16 Jul 2025 | Executive Member for Finance - Cllr Alaric Smith | Ana Prelici, Senior Democratic Services Officer<br>Ana.Prelici@westoxon.gov.uk          |

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| Executive 10 September 2025 |
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| Public Toilet Review                              | Yes | Open | Executive | 10 Sep 2025 | Executive Member for Environment - Cllr Lidia Arciszewska                     | Fiona Woodhouse, Parking Projects & Contracts Officer<br>Fiona.Woodhouse@publicagroup.uk |
| Oxfordshire Local Nature Recovery Strategy (LNRS) | No  | Open | Executive | 10 Sep 2025 | Executive Member for Climate Action and Nature Recovery - Cllr Andrew Prosser | Hannah Kenyon, Climate Change Manager<br>hannah.kenyon@westoxon.gov.uk                   |
| 2025/26 Quarterly Finance Review Q1               | No  | Open | Executive | 10 Sep 2025 | Executive Member for Finance - Cllr Alaric Smith                              | Georgina Dyer, Chief Accountant<br>georgina.dyer@publicagroup.uk                         |
| 2025/26 Quarterly Service Review Q1               | No  | Open | Executive | 10 Sep 2025 | Leader of the Council - Cllr Andy Graham                                      | Alison Borrett, Senior Performance Analyst<br>Alison.Borrett@publicagroup.uk             |

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| <b>Executive 15 October 2025</b>     |     |      |                   |                           |                                                  |                                                                                                             |
| Local Government Reorganisation      | Yes | Open | Executive         | 15 Oct 2025               | Leader of the Council - Cllr Andy Graham         | Astrid Harvey, Strategic Policy and Partnerships Officer<br>Astrid.Harvey@westoxon.gov.uk                   |
| <b>Executive 12 November 2025</b>    |     |      |                   |                           |                                                  |                                                                                                             |
| Council tax support 2026/27          | Yes | Open | Executive Council | 12 Nov 2025<br>3 Dec 2025 | Executive Member for Finance - Cllr Alaric Smith | Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service<br>mandy.fathers@publicagroup.uk |
| <b>Council 3 December 2025</b>       |     |      |                   |                           |                                                  |                                                                                                             |
| <b>Executive 17 December 2025</b>    |     |      |                   |                           |                                                  |                                                                                                             |
| 2025/26 Quarterly Finance Review Q2  | No  | Open | Executive         | 17 Dec 2025               | Executive Member for Finance - Cllr Alaric Smith | Georgina Dyer, Chief Accountant<br>georgina.dyer@publicagroup.uk                                            |
| 2025/26 Quarterly Service Review Q2  | No  | Open | Executive         | 17 Dec 2025               | Leader of the Council - Cllr Andy Graham         | Alison Borrett, Senior Performance Analyst<br>Alison.Borrett@publicagroup.uk                                |
| Draft Budget 2026/27 version I       | Yes | Open | Executive         | 17 Dec 2025               | Executive Member for Finance - Cllr Alaric Smith | Georgina Dyer, Chief Accountant<br>georgina.dyer@publicagroup.uk                                            |
| Local Plan Annual Monitoring 2024/25 | No  | Open | Executive         | 17 Dec 2025               | Executive Member for Planning - Cllr Hugo Ashton | Andrew Thomson, Planning Policy Manager<br>Andrew.Thomson@westoxon.go                                       |



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|                                                 |     |      |                   |                            |                                                  | v.uk                                                                                |
| <b>Executive 14 January 2026</b>                |     |      |                   |                            |                                                  |                                                                                     |
| Draft Budget 2026/27 version 2                  | Yes | Open | Executive         | 14 Jan 2026                | Executive Member for Finance - Cllr Alaric Smith | Georgina Dyer, Chief Accountant<br>georgina.dyer@publicagroup.uk                    |
| <b>Council 28 January 2026</b>                  |     |      |                   |                            |                                                  |                                                                                     |
| <b>Executive 11 February 2026</b>               |     |      |                   |                            |                                                  |                                                                                     |
| Budget 2026/27 & medium term financial strategy | Yes | Open | Executive Council | 11 Feb 2026<br>25 Feb 2026 | Executive Member for Finance - Cllr Alaric Smith | Georgina Dyer, Chief Accountant<br>georgina.dyer@publicagroup.uk                    |
| <b>Council 25 February 2026</b>                 |     |      |                   |                            |                                                  |                                                                                     |
| Council tax 2026/27                             | No  | Open | Council           | 25 Feb 2026                | Executive Member for Finance - Cllr Alaric Smith | Georgina Dyer, Chief Accountant<br>georgina.dyer@publicagroup.uk                    |
| <b>Executive 11 March 2026</b>                  |     |      |                   |                            |                                                  |                                                                                     |
| Procurement and Contract Management Strategy    | No  | Open | Executive         | 11 Mar 2026                | Executive Member for Finance - Cllr Alaric Smith | Ciaran Okane, Senior Business Partner - Procurement<br>Ciaran.Okane@publicagroup.uk |
| 2025/26 Quarterly Finance Review Q3             | No  | Open | Executive         | 11 Mar 2026                | Executive Member for Finance - Cllr Alaric Smith | Georgina Dyer, Chief Accountant<br>georgina.dyer@publicagroup.uk                    |

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| 2025/26 Quarterly Service Review Q3                                                                                                          | No  | Open         | Executive                                                                                                         | 11 Mar 2026                           | Leader of the Council - Cllr Andy Graham                                                         | Alison Borrett, Senior Performance Analyst<br>Alison.Borrett@publicagroup.uk |
| <b>Key Decision Delegated to Executive Member</b>                                                                                            |     |              |                                                                                                                   |                                       |                                                                                                  |                                                                              |
| UK Shared Prosperity Fund and Rural England Prosperity Fund                                                                                  | No  | Open         | Executive<br><br>Deputy Leader of the Council and Executive Member for Economic Development - Cllr Duncan Enright | Before 31 Mar 2026                    | Deputy Leader of the Council and Executive Member for Economic Development - Cllr Duncan Enright | Emma Phillips, Market Town Officer<br>Emma.phillips@westoxon.gov.uk          |
| <b>Key Decisions Delegated to Officers</b>                                                                                                   |     |              |                                                                                                                   |                                       |                                                                                                  |                                                                              |
| 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         | Executive<br><br>Director of Place - Phil Martin                                                                  | 11 Sep 2024<br><br>Before 31 Mar 2026 | Executive Member for Leisure and Major Projects - Cllr Tim Sumner                                | Leisure Strategy Manager - Rachel Biles                                      |
| Delegation on Purchase of Emergency Accommodation                                                                                            | Yes | Fully exempt | Executive<br><br>Director of Finance - Madhu Richards                                                             | 12 Feb 2025<br><br>31 Mar 2026        | Executive Member for Finance - Cllr Alaric Smith                                                 | Jon Dearing, Interim Executive Director<br>jon.dearing@publicagroup.uk       |

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| Standing Delegation:<br>Settlement of Legal Claims                                             | Yes | Open | Head of Legal<br>Services -<br>Helen Blundell                     | Before 31<br>Mar 2026 | Leader of the Council - Cllr<br>Andy Graham, Executive<br>Member for Finance - Cllr Alaric<br>Smith | Helen Blundell, Interim Head of<br>Legal Services<br>helen.blundell@fdean.gov.uk |
| Allocation of New<br>Initiatives Funding                                                       | Yes | Open | Chief<br>Executive &<br>Head of Paid<br>Service - Giles<br>Hughes | Before 31<br>Mar 2026 | Leader of the Council - Cllr<br>Andy Graham                                                         | Giles Hughes, Chief Executive<br>Officer<br>giles.hughes@westoxon.gov.uk         |
| Review and Repurpose<br>Earmarked Reserves to<br>Mitigate against Four Main<br>Financial Risks | Yes | Open | Director of<br>Finance -<br>Madhu<br>Richards                     | Before 31<br>May 2025 | Executive Member for Finance -<br>Cllr Alaric Smith                                                 | Madhu Richards, Director of<br>Finance<br>madhu.richards@westoxon.gov.u<br>k     |
| Allocate Funding from the<br>Project Contingency<br>Earmarked Reserve                          | Yes | Open | Director of<br>Finance -<br>Madhu<br>Richards                     | Before 31<br>May 2025 | Executive Member for Finance -<br>Cllr Alaric Smith                                                 | Madhu Richards, Director of<br>Finance<br>madhu.richards@westoxon.gov.u<br>k     |