



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 DECEMBER 2025 – 31 MARCH 2026

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 the intention to exclude the press and public for part of a meeting.

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 is possible that matters may be rescheduled to a date which is different from that given on the Forward Plan. This may be the case for key decisions and the intention to hold a private meeting. 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 parts of the meeting may be held 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 Tel: 01993 861000.

West Oxfordshire District Council: Executive Members 2025/26

Name of Councillor	Title and Areas of Responsibility
Andy Graham (Leader)	Leader of the Council: Overview of all Executive Portfolios; Policy Framework; Town and Parish Council Engagement; Council Plan; Strategic Partnerships (including Oxford to Cambridge, Oxfordshire Joint Leaders and South East Councils); Oxfordshire Leaders; Publica and Partnerships Authorities and Ubico; Democratic Services; Communications; Legal Services; Emergency Planning; Assets of Community Value.
Duncan Enright (Deputy Leader)	Economic Development: Economic Development; Business Development; Visitor Economy; Town and Village Regeneration; Customer Services.
Alaric Smith	Finance: 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	Planning: Local Plan; Government Planning Policies and Guidance; Development Management; Ensuring Planning Policies meet 2030 Requirements; Customer Services.
Tim Sumner	Leisure and Carterton Area Strategy: ; Leisure Provision (including Swimming Pools); Carterton Area Strategy.
Rachel Crouch	Stronger, Healthy Communities: Voluntary Sector Engagement; Health and Safety; Community and Public Health; Refugee Resettlement Programme; Young People; Equality and Diversity; Customer Services; Culture, Arts and Heritage.
Geoff Saul	Housing and Social Care: Housing Allocations; Homelessness; Provision of Affordable/social Homes; Sheltered Housing Accommodation; Safeguarding – Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner.
Lidia Arciszewska	Environment: •Flood Alleviation/Natural Flood Management and Sewage; Environmental Partnerships – WASP and Evenlode CP, Windrush CP; 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; Car Parking.
Andrew Prosser	Climate Action and Nature Recovery: 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, Conservation and Historical Environment.

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
Council 3 December 2025						
Appointment of Independent Member of the Audit and Governance Committee	No	Open	Council	3 Dec 2025	Councillor Carl Rylett, Vice Chair of West Oxfordshire District Council	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk
Constitution Working Group Recommendations	No	Open	Council	3 Dec 2025	Executive Member for Finance - Cllr Alaric Smith	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk
Programme of Meetings 2026/27	No	Open	Council	3 Dec 2025	Leader of the Council - Cllr Andy Graham	Ana Prelici, Senior Democratic Services Officer Ana.Prelici@westoxon.gov.uk
Executive 17 December 2025						
Waste and Environment Services Programme	Yes	Part exempt	Executive	17 Dec 2025	Executive Member for Environment - Cllr Lidia Arciszewska	Si Pocock-Cluley, Environmental Services and Waste Transformation Lead si.pocock-cluley@westoxon.gov.uk
Proposals for devolution to a Mayoral Strategic Authority	Yes	Open	Council Executive	3 Dec 2025 17 Dec 2025	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive Officer giles.hughes@westoxon.gov.uk
2025/26 Quarterly Finance Review Q2	No	Open	Executive	17 Dec 2025	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance georgina.dyer@westoxon.gov.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 Alison.Borrett@publicagroup.uk
Draft Budget 2026/27 version 1	Yes	Open	Executive	17 Dec 2025	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance georgina.dyer@westoxon.gov.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 Andrew.Thomson@westoxon.gov.uk
Public Spaces Protection Order; A40 between Witney and Burford	No	Open	Executive	17 Dec 2025	Councillor Lidia Arciszewska, Executive Member for Environment.	Philip Measures, Service Leader philip.measures@publicagroup.uk
Westhive - future hosting options	No	Open	Executive	17 Dec 2025	Executive Member for Stronger, Healthy Communities - Cllr Rachel Crouch	Heather McCulloch, Community Wellbeing Manager heather.mcculloch@westoxon.gov.uk
Asbestos Management Policy	Yes	Open	Executive	17 Dec 2025	Leader of the Council - Cllr Andy Graham	Amy Kemmett, Health and Safety Business Partner Amy.Kemmett@westoxon.gov.uk
Executive 14 January 2026						
Salt Cross Garden Village Area Action Plan (AAP)	No	Open	Executive Council	14 Jan 2026 28 Jan 2026	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Head of Planning chris.hargraves@westoxon.gov.uk
Draft Budget 2026/27 version 2	Yes	Open	Executive	14 Jan 2026	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance georgina.dyer@westoxon.gov.uk

Woodford Way	No	Open	Executive	14 Jan 2026	Executive Member for Housing and Social Care - Cllr Geoff Saul	Michael David, Housing Delivery Programme Manager michael.david@westoxon.gov.uk
Enforcement Agent Commissioning	No	Open	Executive	14 Jan 2026	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk
Council 28 January 2026						
New Fee For Primate Licenses	No	Open	Council	28 Jan 2026	Executive Member for Environment - Cllr Lidia Arciszewska	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk
Executive 11 February 2026						
Budget 2026/27 & medium term financial strategy	Yes	Open	Executive Council	11 Feb 2026 25 Feb 2026	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance georgina.dyer@westoxon.gov.uk
Council 25 February 2026						
Council tax 2026/27	No	Open	Council	25 Feb 2026	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance georgina.dyer@westoxon.gov.uk
Executive 11 March 2026						
Procurement and Contract Management Strategy	No	Open	Executive	11 Mar 2026	Executive Member for Finance - Cllr Alaric Smith	Ciaran Okane, Business Partner - BP Insurance 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, Head of Finance georgina.dyer@westoxon.gov.uk

2025/26 Quarterly Service Review Q3	No	Open	Executive	11 Mar 2026	Leader of the Council - Cllr Andy Graham	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Approval of Regulation 19 Draft Submission Local Plan for Public Consultation	Yes	Open	Executive	11 Mar 2026	Executive Member for Planning - Cllr Hugo Ashton	Andrew Thomson, Planning Policy Manager Andrew.Thomson@westoxon.gov.uk
Key Decision Delegated to Executive Member						
UK Shared Prosperity Fund and Rural England Prosperity Fund	No	Open	Deputy Leader 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 Emma.phillips@westoxon.gov.uk
Key Decisions Delegated to Officers						
Oxfordshire Local Electric Vehicle Infrastructure (OxLEVI) Programme	No	Open	Director of Finance - Madhu Richards	Before 31 Dec 2025	Executive Member for Climate Action and Nature Recovery - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
Delegation on Purchase of Emergency Accommodation Seeking approval to delegate decision making around the purchase of Emergency Housing Accommodation in order to meet market demands.	Yes	Fully exempt	Director of Finance - Madhu Richards	31 Mar 2026	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk

Standing Delegation: Settlement of Legal Claims	Yes	Open	Head of Legal Services - Leonie Woodward	Before 31 Mar 2026	Leader of the Council - Cllr Andy Graham, Executive Member for Finance - Cllr Alaric Smith	Leonie Woodward, Head of Legal Leonie.Woodward@cotswold.gov.uk
Allocation of New Initiatives Funding	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	Before 31 Mar 2026	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive Officer giles.hughes@westoxon.gov.uk
Review and Repurpose Earmarked Reserves to Mitigate against Four Main Financial Risks	Yes	Open	Director of Finance - Madhu Richards	Before 31 May 2026	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Allocate Funding from the Project Contingency Earmarked Reserve	Yes	Open	Director of Finance - Madhu Richards	Before 31 May 2026	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Leisure Planned Investment Programme	Yes	Open	Executive Director of Place - Phil Martin	10 Sep 2025 Before 31 Mar 2026	Executive Member for Leisure and Carterton Area Strategy - Tim Sumner	Stuart Wilson, Leisure Contracts Lead stuart.wilson@publicagroup.uk
Public Toilet Review The purpose of the review is to provide a balance between continued provision of good quality facilities and reducing the financial burden on the Council.	Yes	Part exempt	Executive Director of Finance - Madhu Richards	10 Sep 2025 Before 31 Mar 2026	Executive Member for Environment - Cllr Lidia Arciszewska	Fiona Woodhouse, Parking Projects & Contracts Officer Fiona.Woodhouse@publicagroup.uk