



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 JANUARY 2026 – 30 APRIL 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](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 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](mailto: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)	<b>Leader of the Council:</b> 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)	<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 Carterton Area Strategy:</b> Leisure Provision (including Swimming Pools); Carterton Area Strategy.
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; Culture, Arts and Heritage.
Geoff Saul	<b>Housing and Social Care:</b> 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	<b>Environment:</b> •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	<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, Conservation and Historical Environment.

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>Executive 17 December 2025</b>						
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 <a href="mailto:si.pocock-cluley@westoxon.gov.uk">si.pocock-cluley@westoxon.gov.uk</a>
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 <a href="mailto:giles.hughes@westoxon.gov.uk">giles.hughes@westoxon.gov.uk</a>
2025/26 Quarterly Finance Review Q2	No	Open	Executive	17 Dec 2025	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance <a href="mailto:georgina.dyer@westoxon.gov.uk">georgina.dyer@westoxon.gov.uk</a>
2025/26 Quarterly Service Review Q2	No	Open	Executive	17 Dec 2025	Leader of the Council - Cllr Andy Graham	Alison Borrett, Senior Performance Analyst <a href="mailto:Alison.Borrett@publicagroup.uk">Alison.Borrett@publicagroup.uk</a>
Draft Budget 2026/27 version 1	Yes	Open	Executive	17 Dec 2025	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance <a href="mailto:georgina.dyer@westoxon.gov.uk">georgina.dyer@westoxon.gov.uk</a>
Local Plan Annual Monitoring 2024/25	No	Open	Executive	17 Dec 2025	Executive Member for Planning - Cllr Hugo Ashton	Andrew Thomson, Planning Policy Manager <a href="mailto:Andrew.Thomson@westoxon.gov.uk">Andrew.Thomson@westoxon.gov.uk</a>
Public Spaces Protection Order; A40 between Witney and Burford	No	Open	Executive	17 Dec 2025	Executive Member for Environment - Cllr Lidia Arciszewska	Philip Measures, Service Leader <a href="mailto:philip.measures@publicagroup.uk">philip.measures@publicagroup.uk</a>



**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
Long Term Council Tax Empty Property Premium Exemption of Proposed Demolition Properties	No	Open	Executive	11 Feb 2026	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk
Investment in Public Conveniences	Yes	Open	Executive	11 Feb 2026	Executive Member for Environment - Cllr Lidia Arciszewska,  Executive Member for Finance - Cllr Alaric Smith	Claire Locke, Executive Director claire.locke@publicagroup.uk
Street Cleansing Vehicle Procurement	Yes	Open	Executive	11 Feb 2026	Executive Member for Environment - Cllr Lidia Arciszewska	Si Pocock-Cluley, Environmental Services and Waste Transformation Lead si.pocock-cluley@westoxon.gov.uk
Environmental Crime – Regulatory Support Officer	No	Open	Executive	11 Feb 2026	Executive Member for Environment - Cllr Lidia Arciszewska	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@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, 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, Senior Business Partner – Procurement Ciaran.Okane@publicagroup.uk
Kilkenny Car Park	No	Open	Executive	11 Mar 2026	Executive Member for Environment - Cllr Lidia Arciszewska	Maria Wheatley, Shared Parking Manager maria.wheatley@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	Executive Deputy Leader of the Council and Executive Member for Economic Development - Cllr Duncan Enright	15 Nov 2023 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	Executive Director of Finance - Madhu Richards	15 Nov 2023 Before 31 Jan 2026	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	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	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