



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 JUNE 2026 – 30 SEPTEMBER 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 2026/27**

<b>Name of Councillor</b>	<b>Title and Areas of Responsibility</b>
Andy Graham (Leader)	<i><b>Leader of the Council:</b> Overview of all Executive Portfolio; Policy Framework; Council Plan; Governance; Legal and Communications; Local Government Reorganisation (Strategy, Governance, Transition Planning, Partnership Working, Service delivery, Locality Model); Devolution; Strategic Partnerships; Oxfordshire Joint Leaders; Thames Valley; Publica &amp; Ubico; LGA, LCN &amp; SE Councils; Emergency Planning</i>
Duncan Enright Deputy Leader of the Council and Executive Member for Economic Development	<i><b>Economic Development:</b> Economic and Business Development, including visitor economy, farming and town centres; Inward investment for growth in emerging industries; Business grants – strategic overview; Training skills and apprenticeships, delivery partnerships; Witney High Street; Mullin Museum</i>
Alaric Smith Executive Member for Finance	<i><b>Finance:</b> Budget setting; Council Tax and Benefits; Asset and Investment Management; Performance and Financial Management; Counter Fraud; Internal and External Audit; Health and Safety</i>
Liz Leffman Executive Member for Planning and Infrastructure	<i><b>Planning and Infrastructure:</b> Local Plan; Strategic Planning; Development Management – strategic overview; Landscape Management; Infrastructure requirements and delivery – planning overview; Section 106 &amp; CIL requirements and overview; Carterton Area Strategy; Salt Cross Garden Village Delivery.</i>
Tim Sumner Executive Member for Arts, Culture and Sports	<i><b>Arts, Culture and Sports:</b> Leisure provision including swimming pools, including maintenance and investment plans; Leisure contract renewal; Sports hub provision in strategic areas of the district for developed and emerging sports; Playing Pitch Strategy &amp; Provision; Developing in partnership – play areas (indoor and outdoor), parks, open spaces &amp; footpaths, walking &amp; fitness initiatives; Arts &amp; cultural provision and development in theatre, music, arts, dance and arts/crafts; Conservation and Historical Environment; Promotion of investment grants support through platform partnership funding (Joint)</i>
Sandra Coleman Executive Member for Stronger, Healthy Communities	<i><b>Stronger, Healthy Communities:</b> Community and public health; Community provision of community space/hubs with town &amp; parish partnerships; Promotion of investment grants support through platform partnership funding (Joint); Assets of community value – strategic overview; Refugee Resettlement Programme; Young people; Equality and diversity; Voluntary sector engagement; Safeguarding</i>
Geoff Saul Executive Member for Housing and Community Safety	<i><b>Housing and Community Safety:</b> Housing (Homelessness, Housing allocations – strategic overview, Provision of affordable/social rented homes, Sheltered housing and emergency accommodation, Woodford Way, Weavers Fold); Community Safety (Community Safety Partnership, Crime and Disorder, Neighbourhood Policing, Scrutiny of Police and Crime Commissioner)</i>
Alistair Wray Executive Member for Environment	<i><b>Environment:</b> Waste &amp; recycling collection; Flood alleviation/natural flood management and sewage management; Food production and farming; Environmental Partnerships (WASP, Evenlode CP, North-East Cotswold Cluster); Street Cleaning &amp; Grounds Maintenance; Environmental Protection and Food Safety; Air Quality; Car Parking and Toilets</i>

Andrew Prosser  
**Executive Member for  
Climate Action and  
Nature Recovery**

*Climate Action and Nature Recovery: Climate Action; Energy advice, Renewable Energy, EV Charging  
Nature Recovery Partnerships & Plans; Landscape & Biodiversity Project Management; Partnership liaison & promotion  
(local, county & regional)*

Item for Decision	Key Decision (Yes / No)	Open or Exempt	Decision – Maker	Date of Decision	Executive Member	Lead Officer
<b>Executive 10 June 2026</b>						
Publica Business Plan 2026-28	No	Open	Executive	10 Jun 2026	Leader of the Council - Cllr Andy Graham	Frank Wilson, Group Finance Director - Publica frank.wilson@publicagroup.uk
Procurement and Contract Management Strategy	No	Open	Executive	10 Jun 2026	Executive Member for Finance - Cllr Alaric Smith	Ciaran Okane, Senior Business Partner – Procurement Ciaran.Okane@publicagroup.uk
New crowdfunding platform programme	Yes	Open	Executive	10 Jun 2026	Executive Member for Stronger, Healthy Communities - Cllr Sandra Coleman	Heather McCulloch, Community Wellbeing Manager heather.mcculloch@westoxon.gov.uk
2025/26 Quarterly Service Review Q4	No	Open	Executive	10 Jun 2026	Executive Member for Finance - Cllr Alaric Smith	Gemma Moreing, Business Information and Performance Lead gemma.moreing@publicagroup.uk
2025/26 Quarterly Finance Review Q4	No	Open	Executive Council	10 Jun 2026 22 Jul 2026	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance georgina.dyer@westoxon.gov.uk
Discretionary Rate Relief Policy	No	Open	Executive	10 Jun 2026	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk
Appointments to Outside Bodies 2026-28	No	Open	Executive Council	10 Jun 2026 22 Jul 2026	Leader of the Council - Cllr Andy Graham	Ana Prelici, Senior Democratic Services Officer Ana.Prelici@westoxon.gov.uk

Ubico Business Plan	No	Open	Executive	10 Jun 2026	Leader of the Council - Cllr Andy Graham	Si Pocock-Cluley, Environmental Services and Waste Transformation Lead si.pocock- cluley@westoxon.gov.u
<b>Executive 15 July 2026</b>						
Approval of Regulation 19 Draft Submission Local Plan for Public Consultation	Yes	Open	Executive Council	15 Jul 2026 22 Jul 2026	Executive Member for Planning and Infrastructure - Cllr Liz Leffman	Andrew Thomson, Planning Policy Manager Andrew.Thomson@westoxon.go v.uk
Thames Valley Spatial Development Strategy (SDS)	Yes	Open	Executive	15 Jul 2026	Leader of the Council - Cllr Andy Graham	Phil Martin, Director of Place phil.martin@westoxon.gov.uk
Public Spaces Protection Order for Dog Fouling	Yes	Open	Executive	15 Jul 2026	Executive Member for Environment - Cllr Alistair Wray	Philip Measures, Service Leader philip.measures@publicagroup.uk
Oxfordshire Infrastructure Strategy (OxIS)	Yes	Open	Executive	15 Jul 2026	Executive Member for Planning and Infrastructure - Cllr Liz Leffman	Kim Hudson, Principal Policy Officer kim.hudson@westoxon.gov.uk
Our House Funding Extension 2026-2030	Yes	Open	Executive	15 Jul 2026	Executive Member for Housing and Community Safety - Cllr Geoff Saul	Caroline Clissold, Business Manager - Housing Allocations, Homelessness and Hostels Grants caroline.clissold@publicagroup.uk
Review and approval of updated Counter Fraud and Anti-Corruption Policy	No	Open	Executive	15 Jul 2026	Leader of the Council - Cllr Andy Graham	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk

Review and approval of Grant Management Policy	No	Open	Executive	15 Jul 2026	Executive Member for Finance - Cllr Alaric Smith	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk
Review and approval of updated Proceeds of Crime and Anti Money Laundering Policy	No	Open	Executive	15 Jul 2026	Executive Member for Finance - Cllr Alaric Smith	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk
Allocation of Capital Funding for Lift Replacement at Marriotts Walk	Yes	Open	Executive	15 Jul 2026	Executive Member for Finance - Cllr Alaric Smith	Jasmine McWilliams, Assets Manager jasmine.mcwilliams@publicagroup.uk
Marriotts Walk Car Park	No	Open	Executive	15 Jul 2026	Executive Member for Environment - Cllr Alistair Wray	Maria Wheatley, Shared Parking Manager maria.wheatley@publicagroup.uk
Section 106 Spending Authorisation	Yes	Open	Executive	15 Jul 2026	Executive Member for Planning and Infrastructure - Cllr Liz Leffman	Kim Langford-Tejrar, Infrastructure Delivery Lead Kim.Langford-Tejrar@westoxon.gov.uk
Proposal for sale of land in Witney	No	Fully exempt	Executive	15 Jul 2026	Executive Member for Finance - Cllr Alaric Smith	Jasmine McWilliams, Assets Manager jasmine.mcwilliams@publicagroup.uk
<b>Council 22 July 2026 (2:00pm)</b>						
Award of Honorary Title to Julian Cooper	No	Open	Council	22 Jul 2026	Leader of the Council - Cllr Andy Graham	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk

**Council 22 July 2026 (2:15pm)**

National Scheme of Delegation of Planning Functions	No	Open	Council	22 Jul 2026	Executive Member for Planning and Infrastructure - Cllr Liz Leffman	Phil Shaw, Planning Services Transformation Lead phil.shaw@westoxon.gov.uk
Overview and Scrutiny Committee Annual Report 2025/26	No	Open	Council	22 Jul 2026	Councillor Andrew Beaney, Chair of Overview and Scrutiny Committee	Ana Prelici, Senior Democratic Services Officer Ana.Prelici@westoxon.gov.uk
<b>Executive 9 September 2026</b>						
Woodford Way Update	No	Open	Executive	9 Sep 2026	Executive Member for Housing and Community Safety - Cllr Geoff Saul	Phil Martin, Director of Place phil.martin@westoxon.gov.uk
2026/27 Quarterly Service Review Q1	No	Open	Executive	9 Sep 2026	Executive Member for Finance - Cllr Alaric Smith	Gemma Moreing, Business Information and Performance Lead gemma.moreing@publicagroup.uk
2026/27 Quarterly Finance Review Q1	No	Open	Executive	9 Sep 2026	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance georgina.dyer@westoxon.gov.uk
Community Governance Review proposal	No	Open	Executive Council	9 Sep 2026 16 Sep 2026	Leader of the Council - Cllr Andy Graham	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk

Allocation of Capital Funding for Roof Works on Investment Properties in Witney	Yes	Open	Executive	9 Sep 2026	Executive Member for Finance - Cllr Alaric Smith	Jasmine McWilliams, Assets Manager jasmine.mcwilliams@publicagroup.p.uk
Review of Commissioning – Housing, Welfare and Debt Advice Services	Yes	Open	Executive	9 Sep 2026	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.p.uk
Developing a Carterton Area Regeneration Framework	No	Open	Executive	9 Sep 2026	Executive Member for Planning and Infrastructure - Cllr Liz Leffman	Michael Rich, Regeneration Lead for the Carterton Area Strategy michael.rich@westoxon.gov.uk
<b>Council 16 September 2026</b>						
<b>Executive 21 October 2026</b>						
Contaminated Land Inspection Strategy for West Oxfordshire District	No	Open	Executive	21 Oct 2026	Executive Member for Environment - Cllr Alistair Wray	David Rudland, Senior Environmental Protection Officer David.Rudland@publicagroup.p.uk
Options for Property in Chipping Norton	Yes	Fully exempt	Executive	21 Oct 2026	Executive Member for Finance - Cllr Alaric Smith	Jasmine McWilliams, Assets Manager jasmine.mcwilliams@publicagroup.p.uk
Options for Investment Property in Carterton	Yes	Fully exempt	Executive	21 Oct 2026	Executive Member for Finance - Cllr Alaric Smith	Jasmine McWilliams, Assets Manager jasmine.mcwilliams@publicagroup.p.uk

<b>Executive 11 November 2026</b>						
Council Tax Support 2027/28	Yes	Open	Executive Council	11 Nov 2026 18 Nov 2026	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk
Community Grants - determination of 3 year SLA final awards	Yes	Open	Executive	11 Nov 2026	Executive Member for Stronger, Healthy Communities - Cllr Sandra Coleman	Heather McCulloch, Community Wellbeing Manager heather.mcculloch@westoxon.gov.uk
<b>Council 18 November 2026</b>						
<b>Executive 9 December 2026</b>						
2026/27 Quarterly Service Review Q2	No	Open	Executive	9 Dec 2026	Executive Member for Finance - Cllr Alaric Smith	Gemma Moreing, Business Information and Performance Lead gemma.moreing@publicagroup.uk
2026/27 Quarterly Finance Review Q2	No	Open	Executive	9 Dec 2026	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance georgina.dyer@westoxon.gov.uk
Draft Budget 2027/28 Version 1	No	Open	Executive	9 Dec 2026	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance georgina.dyer@westoxon.gov.uk
Local Plan Annual Monitoring 2025/26	No	Open	Executive	9 Dec 2026	Executive Member for Planning and Infrastructure - Cllr Liz Leffman	Andrew Thomson, Planning Policy Manager Andrew.Thomson@westoxon.gov.uk

<b>Executive 13 January 2027</b>						
Draft Budget 2027/28 Version 2	Yes	Open	Executive	13 Jan 2027	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance georgina.dyer@westoxon.gov.uk
<b>Council 20 January 2027</b>						
<b>Executive 10 February 2027</b>						
Budget 2027/28 and Medium Term Financial Strategy	Yes	Open	Executive Council	10 Feb 2027 24 Feb 2027	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance georgina.dyer@westoxon.gov.uk
<b>Council 24 February 2027</b>						
<b>Executive 10 March 2027</b>						
2026/27 Quarterly Finance Review Q3	No	Open	Executive	10 Mar 2027	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Head of Finance georgina.dyer@westoxon.gov.uk
2026/27 Quarterly Service Review Q3	No	Open	Executive	10 Mar 2027	Executive Member for Finance - Cllr Alaric Smith	Gemma Moreing, Business Information and Performance Lead gemma.moreing@publicagroup.u k
<b>Council 24 March 2027</b>						

Executive 21 April 2027

Council 19 May 2027

**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 30 Sep 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
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**Key Decisions Delegated to Officers**

Delegation on Purchase of Emergency Accommodation	Yes	Fully exempt	Director of Finance - Madhu Richards	31 Mar 2027	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	Assistant Director of Legal Services - Leonie Woodward	Before 31 Mar 2027	Executive Member for Finance - Cllr Alaric Smith, Leader of the Council - Cllr Andy Graham	Leonie Woodward, Assistant Director of Legal Services Leonie.Woodward@cotswold.gov.uk
Allocation of New Initiatives Funding	Yes	Open	Chief Executive &	Before 31 Mar 2027	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive Officer

			Head of Paid Service - Phil Martin			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 Mar 2027	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 Mar 2027	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 - Daniel Taylor	10 Sep 2025 Before 31 Mar 2028	Executive Member for Arts, Culture and Sports - Cllr 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 2027	Executive Member for Environment - Cllr Alistair Wray	Fiona Woodhouse, Parking Projects & Contracts Officer Fiona.Woodhouse@publicagroup.uk
Street Cleansing Vehicle Procurement	Yes	Open	Executive Director of Place - Daniel Taylor	11 Feb 2026 Before 31 Mar 2027	Executive Member for Environment - Cllr Alistair Wray	Si Pocock-Cluley, Environmental Services and Waste Transformation Lead si.pocock-cluley@westoxon.gov.uk

Investment in Public Conveniences	Yes	Open	Executive  Executive, Executive Director - Corporate Services - Claire Locke	11 Feb 2026  Before 31 Mar 2027	Executive Member for Environment - Cllr Alistair Wray, Executive Member for Finance - Cllr Alaric Smith	Claire Locke, Executive Director claire.locke@publicagroup.uk
Approach to commissioning 3 year SLA 2027 onwards	Yes	Open	Executive  Director of Place - Daniel Taylor	11 Mar 2026  Before 31 Mar 2027	Executive Member for Stronger, Healthy Communities - Cllr Sandra Coleman	Heather McCulloch, Community Wellbeing Manager heather.mcculloch@westoxon.gov.uk
HomeseekerPlus Policy Review	Yes	Part exempt	Executive  Head of Housing Solutions - Caroline Clissold	11 Mar 2026  Before 31 Mar 2027	Executive Member for Housing and Community Safety - Cllr Geoff Saul	Caroline Clissold, Business Manager - Housing Allocations, Homelessness and Hostels Grants caroline.clissold@publicagroup.uk  Head of Housing Solutions - Caroline Clissold
Review of Public Members Agreement and Service Specifications	Yes	Open	Executive  Chief Executive & Head of Paid Service - Phil Martin	11 Mar 2026  Before 31 Mar 2027	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive Officer giles.hughes@westoxon.gov.uk  Managing Director - Frank Wilson
Leisure Management	Yes		Director of	Before 31		

Contract Extention			Place - Daniel Taylor	Dec 2026		
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