



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 SEPTEMBER 2026 – 31 DECEMBER 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 2026/27

Name of Councillor	Title and Areas of Responsibility
Andy Graham (Leader)	Leader of the Council: 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 & Ubico; LGA, LCN & SE Councils; Emergency Planning
Duncan Enright Deputy Leader of the Council and Executive Member for Economic Development	Economic Development: 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
Alaric Smith Executive Member for Finance	Finance: Budget setting; Council Tax and Benefits; Asset and Investment Management; Performance and Financial Management; Counter Fraud; Internal and External Audit; Health and Safety
Liz Leffman Executive Member for Planning and Infrastructure	Planning and Infrastructure: Local Plan; Strategic Planning; Development Management – strategic overview; Landscape Management; Infrastructure requirements and delivery – planning overview; Section 106 & CIL requirements and overview; Carterton Area Strategy; Salt Cross Garden Village Delivery.
Tim Sumner Executive Member for Arts, Culture and Sports	Arts, Culture and Sports: 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 & Provision; Developing in partnership – play areas (indoor and outdoor), parks, open spaces & footpaths, walking & fitness initiatives; Arts & 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)
Sandra Coleman Executive Member for Stronger, Healthy Communities	Stronger, Healthy Communities: Community and public health; Community provision of community space/hubs with town & 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
Geoff Saul Executive Member for Housing and Community Safety	Housing and Community Safety: 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)
Alistair Wray Executive Member for Environment	Environment: Waste & 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 & Grounds Maintenance; Environmental Protection and Food Safety; Air Quality; Car Parking and Toilets

Andrew Prosser Executive Member for Climate Action and Nature Recovery	<i>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)</i>
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Item for Decision	Key Decision (Yes / No)	Open or Exempt	Decision – Maker	Date of Decision	Executive Member	Lead Officer
Executive 9 September 2026						
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
Marriotts Walk Car Park	No	Open	Executive	9 Sep 2026	Executive Member for Environment - Cllr Alistair Wray	Maria Wheatley, Shared Parking Manager maria.wheatley@publicagroup.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, Head of Environmental Protection, Revenues and Benefits mandy.fathers@publicagroup.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
Civil Penalty Policy	No	Open	Executive	9 Sep 2026	Executive Member for Environment - Cllr Alistair Wray	Philip Measures, Service Leader philip.measures@publicagroup.uk
Write off in excess of £5,000	No	Fully exempt	Executive	9 Sep 2026	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Head of Environmental Protection,

						Revenues and Benefits mandy.fathers@publicagroup.uk
Proposal for Transfer of Land in Chipping Norton	Yes	Fully exempt	Executive	9 Sep 2026	Executive Member for Finance - Cllr Alaric Smith, Executive Member for Housing and Community Safety - Cllr Geoff Saul	Jasmine McWilliams, Head of Assets jasmine.mcwilliams@westoxon.gov.uk
Options for Investment Property in Carterton - Recommendation for Lease of Unit in Carterton Industrial Estate	Yes	Fully exempt	Executive	9 Sep 2026	Executive Member for Finance - Cllr Alaric Smith	Jasmine McWilliams, Head of Assets jasmine.mcwilliams@westoxon.gov.uk
Council 16 September 2026						
Community Governance Review proposal	No	Open	Council	16 Sep 2026	Leader of the Council - Cllr Andy Graham	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk
Local Government Reorganisation Resources	No	Open	Council	16 Sep 2026	Leader of the Council - Cllr Andy Graham	Kathryn Dowell, HR Business Partner kathryn.dowell@publicagroup.uk
Request to confer powers on a parish meeting	No	Open	Council	16 Sep 2026	Leader of the Council - Cllr Andy Graham	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk
Members' Allowances	No	Open	Council	16 Sep 2026	Leader of the Council - Cllr	Andrew Brown, Head of

Scheme for 2027/28					Andy Graham	Democratic and Electoral Services andrew.brown@westoxon.gov.uk
National Scheme of Delegation of Planning Functions	No	Open	Council	16 Sep 2026	Executive Member for Planning and Infrastructure - Cllr Liz Leffman	Andrew Brown, Head of Democratic and Electoral Services andrew.brown@westoxon.gov.uk
Executive 21 October 2026						
Woodford Way	No	Open	Executive	21 Oct 2026	Executive Member for Housing and Community Safety - Cllr Geoff Saul	Phil Martin, Chief Executive and Head of Paid Service phil.martin@westoxon.gov.uk
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.uk
Health and Safety Delegated Responsibility Framework	No	Open	Executive	21 Oct 2026	Leader of the Council - Cllr Andy Graham	Amy Kemmett, Health and Safety Business Partner Amy.Kemmett@westoxon.gov.uk
Private Sector Housing Strategy and Private Sector Housing Enforcement Policy	No	Open	Executive	21 Oct 2026	Councillor Alistair Wray, Executive Member for Environment	Philip Measures, Service Leader philip.measures@publicagroup.uk
Establishment of Thames	Yes	Open	Executive	21 Oct 2026	Leader of the Council - Cllr	Daniel Taylor, Director of Place

Valley Strategic Planning Board					Andy Graham	Daniel.Taylor@westoxon.gov.uk
Charter Markets Year One Review	No	Open	Executive	21 Oct 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
Executive 11 November 2026						
Council Tax Support 2027/28	Yes	Open	Executive Council	11 Nov 2026 18 Nov 2026	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Head of Environmental Protection, Revenues and Benefits mandy.fathers@publicagroup.uk
Local Government Reorganisation Update	No	Open	Executive	11 Nov 2026	Leader of the Council - Cllr Andy Graham	
Public Spaces Protection Order for Dog Fouling	No	Open	Executive	11 Nov 2026	Executive Member for Environment - Cllr Alistair Wray	Philip Measures, Service Leader philip.measures@publicagroup.uk
Allocation of Capital Funding for Roof Works on Investment Properties in Witney	Yes	Part exempt	Executive	11 Nov 2026	Executive Member for Finance - Cllr Alaric Smith	Jasmine McWilliams, Head of Assets jasmine.mcwilliams@westoxon.gov.uk
Proposal for Transfer of Property in Chipping Norton	Yes	Fully exempt	Executive	11 Nov 2026	Executive Member for Finance - Cllr Alaric Smith	Jasmine McWilliams, Head of Assets jasmine.mcwilliams@westoxon.gov.uk

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Council 18 November 2026						
Executive 9 December 2026						
Submission of the West Oxfordshire Local Plan 2043 for Independent Examination	Yes	Open	Executive Council	9 Dec 2026 9 Dec 2026	Executive Member for Planning and Infrastructure - Cllr Liz Leffman	Andrew Thomson, Planning Policy Manager Andrew.Thomson@westoxon.gov.uk
Community Grants - determination of 3 year SLA final awards	Yes	Open	Executive	9 Dec 2026	Executive Member for Stronger, Healthy Communities - Cllr Sandra Coleman	Heather McCulloch, Community Wellbeing Manager heather.mcculloch@westoxon.gov.uk
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	Andrew Thomson, Planning Policy Manager

					Leffman	Andrew.Thomson@westoxon.gov.uk
Extraordinary Council 9 December 2026 - provisional						
Executive 13 January 2027						
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
Council 20 January 2027						
Executive 10 February 2027						
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
Council 24 February 2027						
Executive 10 March 2027						
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

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Council 24 March 2027						
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
Key Decisions Delegated to Officers						
Section 106 Spending Authorisation	Yes	Open	Executive Chief Executive & Head of Paid Service - Phil Martin	15 Jul 2026 Before 30 Sep 2026	Executive Member for Planning and Infrastructure - Cllr Liz Leffman	Kim Langford-Tejrar, Infrastructure Delivery Lead Kim.Langford-Tejrar@westoxon.gov.uk Chief Executive & Head of Paid Service - Phil Martin
Allocation of Capital Funding for Lift	Yes	Part exempt	Executive	22 Jul 2026	Executive Member for Finance - Cllr Alaric Smith	Jasmine McWilliams, Head of Assets

Replacement at Marriotts Walk			Council Director of Finance - Madhu Richards	22 Jul 2026 Before 31 Dec 2026		jasmine.mcwilliams@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
Delegation on Purchase of Emergency Accommodation	Yes	Fully exempt	Executive 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
Allocation of New Initiatives Funding	Yes	Open	Chief Executive & Head of Paid Service - Phil Martin	Before 31 Mar 2027	Leader of the Council - Cllr Andy Graham	Phil Martin, Chief Executive and Head of Paid Service phil.martin@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	Yes	Open	Director of	Before 31	Executive Member for Finance -	Madhu Richards, Director of

Project Contingency Earmarked Reserve			Finance - Madhu Richards	Mar 2027	Cllr Alaric Smith	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
Leisure Management Contract Extention	Yes	Open	Director of Place - Daniel Taylor	Before 31 Dec 2026	Executive Member for Arts, Culture and Sports - Cllr Tim Sumner	Rachel Biles, Leisure Strategy Manager rachel.biles@westoxon.gov.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	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

			Services - Claire Locke			
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, Head of Housing Solutions 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	Phil Martin, Chief Executive and Head of Paid Service phil.martin@westoxon.gov.uk Managing Director - Frank Wilson
New crowdfunding platform programme	Yes	Open	Executive Director of Place - Daniel Taylor	10 Jun 2026 Before 31 May 2029	Executive Member for Stronger, Healthy Communities - Cllr Sandra Coleman	Heather McCulloch, Community Wellbeing Manager heather.mcculloch@westoxon.gov.uk