



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 2025 – 30 SEPTEMBER 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 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
Executive 11 June 2025						
West Oxfordshire Local Plan 2041	Yes	Open	Executive	11 Jun 2025	Executive Member for Planning - Cllr Hugo Ashton	Andrew Thomson, Planning Policy Manager 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 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 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 jasmine.mcwilliams@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 andrew.turner@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 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 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 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 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 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 Ana.Prelici@westoxon.gov.uk
Executive 9 July 2025						
Oxfordshire Local Area Energy Planning	Yes	Open	Executive	9 Jul 2025	Councillor Andrew Prosser, Executive Member for Climate Action and Nature Recovery.	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
2024/25 Quarterly Finance Review Q4	No	Open	Executive	9 Jul 2025	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Chief Accountant georgina.dyer@westoxon.gov.uk
Car Parking Strategy	Yes	Open	Executive	9 Jul 2025	Executive Member Leisure and Carterton Area Strategy - Cllr Tim Sumner	Susan Hughes, Business Manager for Support and Advice Susan.Hughes@publicagroup.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 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 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 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 louise.croot@westoxon.gov.uk
Carterton Units 1-3 and Station Lane Roofing Project	Yes	Fully exempt	Executive Council	9 Jul 2025 16 Jul 2025	Executive Member for Finance - Cllr Alaric Smith	Jasmine McWilliams, Assets Manager jasmine.mcwilliams@publicagroup.uk
Council 16 July 2025						
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 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 Ana.Prelici@westoxon.gov.uk

Executive 10 September 2025

Review of the Ubico Shareholder Agreement & Ubico Board Member Appointments	No	Open	Executive	10 Sep 2025	Leader of the Council - Cllr Andy Graham	Bill Oddy, Assistant Director for Commercial Development Bill.Oddy@publicagroup.uk
Options Appraisal of Leisure Management Arrangements	Yes	Part exempt	Executive	10 Sep 2025	Executive Member for Leisure and Carterton Area Strategy - Tim Sumner	Rachel Biles, Leisure Strategy Manager rachel.biles@westoxon.gov.uk
Public Toilet Review	Yes	Open	Executive	10 Sep 2025	Executive Member for Environment - Cllr Lidia Arciszewska	Fiona Woodhouse, Parking Projects & Contracts Officer 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 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 georgina.dyer@westoxon.gov.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 Alison.Borrett@publicagroup.uk
Waste Project Update	No	Open	Executive	10 Sep 2025	Executive Member for Environment - Cllr Lidia Arciszewska	Si Pocock-Cluley, Environmental Services and Waste Transformation Lead si.pocock-cluley@westoxon.gov.uk

Council | October 2025

Executive 15 October 2025						
Local Government Reorganisation	Yes	Open	Executive	15 Oct 2025	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive Officer giles.hughes@westoxon.gov.uk
Executive 12 November 2025						
Council tax support 2026/27	Yes	Open	Executive Council	12 Nov 2025 3 Dec 2025	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk
Council 3 December 2025						
Executive 17 December 2025						
2025/26 Quarterly Finance Review Q2	No	Open	Executive	17 Dec 2025	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Chief Accountant 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, Chief Accountant 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

Executive 14 January 2026						
Draft Budget 2026/27 version 2	Yes	Open	Executive	14 Jan 2026	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Chief Accountant georgina.dyer@westoxon.gov.uk
Council 28 January 2026						
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, Chief Accountant 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, Chief Accountant 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
2025/26 Quarterly Finance Review Q3	No	Open	Executive	11 Mar 2026	Executive Member for Finance - Cllr Alaric Smith	Georgina Dyer, Chief Accountant 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

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	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						
Delegation on Purchase of Emergency Accommodation	Yes	Fully exempt	Executive Director of Finance - Madhu Richards	12 Feb 2025 31 Mar 2026	Executive Member for Finance - Cllr Alaric Smith	Jon Dearing, Interim Executive Director jon.dearing@publicagroup.uk
Standing Delegation: Settlement of Legal Claims	Yes	Open	Head of Legal Services - Helen Blundell	Before 31 Mar 2026	Leader of the Council - Cllr Andy Graham, Executive Member for Finance - Cllr Alaric Smith	Helen Blundell, Interim Head of Legal Services helen.blundell@fdean.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 2025	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 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk