



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](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<br>(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<br>(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                                                                                               |
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| <b>Council 3 December 2025</b>                                          |                         |                |                      |                           |                                                                         |                                                                                                            |
| 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<br>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<br>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<br>Ana.Prelici@westoxon.gov.uk                             |
| <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<br>si.pocock-cluley@westoxon.gov.uk |
| Proposals for devolution to a Mayoral Strategic Authority               | Yes                     | Open           | Council<br>Executive | 3 Dec 2025<br>17 Dec 2025 | Leader of the Council - Cllr Andy Graham                                | Giles Hughes, Chief Executive Officer<br>giles.hughes@westoxon.gov.uk                                      |
| 2025/26 Quarterly Finance                                               | No                      | Open           | Executive            | 17 Dec 2025               | Executive Member for Finance -                                          | Georgina Dyer, Head of Finance                                                                             |

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| Review Q2                                                                                                              |     |      |           |             | Cllr Alaric Smith                                                       | 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<br>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<br>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<br>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<br>philip.measures@publicagroup.uk                  |
| Westhive - future hosting options<br>A report to set out the preferred options for hosting the Westhive funding scheme | No  | Open | Executive | 17 Dec 2025 | Executive Member for Stronger, Healthy Communities - Cllr Rachel Crouch | Heather McCulloch, Community Wellbeing Manager<br>heather.mcculloch@westoxon.gov.uk |
| Asbestos Management Policy<br>Set out how Asbestos will be managed within the Council to allow compliance with legal   | Yes | Open | Executive | 17 Dec 2025 | Leader of the Council - Cllr Andy Graham                                | Amy Kemmett, Health and Safety Business Partner<br>Amy.Kemmett@westoxon.gov.uk      |

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| obligations.                                     |     |      |                   |                            |                                                                |                                                                                                             |
| <b>Executive 14 January 2026</b>                 |     |      |                   |                            |                                                                |                                                                                                             |
| Salt Cross Garden Village Area Action Plan (AAP) | No  | Open | Executive Council | 14 Jan 2026<br>28 Jan 2026 | Executive Member for Planning - Cllr Hugo Ashton               | Chris Hargraves, Head of Planning<br>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<br>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<br>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<br>mandy.fathers@publicagroup.uk |
| <b>Council 28 January 2026</b>                   |     |      |                   |                            |                                                                |                                                                                                             |
| 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<br>mandy.fathers@publicagroup.uk |
| <b>Executive 11 February 2026</b>                |     |      |                   |                            |                                                                |                                                                                                             |
| Budget 2026/27 & medium term financial strategy  | Yes | Open | Executive Council | 11 Feb 2026<br>25 Feb 2026 | Executive Member for Finance - Cllr Alaric Smith               | Georgina Dyer, Head of Finance<br>georgina.dyer@westoxon.gov.uk                                             |

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| 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<br>mandy.fathers@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     |
| <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<br>georgina.dyer@westoxon.gov.uk                                             |
| <b>Executive 11 March 2026</b>                                                           |     |      |           |             |                                                           |                                                                                                             |
| Procurement and Contract Management Strategy                                             | No  | Open | Executive | 11 Mar 2026 | Executive Member for Finance - Cllr Alaric Smith          | Ciaran Okane, Business Partner - BP Insurance<br>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<br>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<br>Alison.Borrett@publicagroup.uk                                |
| Approval of Regulation 19 Draft Submission Local Plan                                    | Yes | Open | Executive | 11 Mar 2026 | Executive Member for Planning - Cllr Hugo Ashton          | Andrew Thomson, Planning Policy Manager                                                                     |

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| for Public Consultation                                                                                                                                        |     |                                                                                             |                                                                                                                   |                                       |                                                                                                  | Andrew.Thomson@westoxon.gov.uk                                         |
| <b>Key Decision Delegated to Executive Member</b>                                                                                                              |     |                                                                                             |                                                                                                                   |                                       |                                                                                                  |                                                                        |
| UK Shared Prosperity Fund and Rural England Prosperity Fund                                                                                                    | No  | Open                                                                                        | Executive<br><br>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<br>Emma.phillips@westoxon.gov.uk    |
| <b>Key Decisions Delegated to Officers</b>                                                                                                                     |     |                                                                                             |                                                                                                                   |                                       |                                                                                                  |                                                                        |
| Oxfordshire Local Electric Vehicle Infrastructure (OxLEVI) Programme                                                                                           | No  | Open                                                                                        | Executive<br><br>Director of Finance - Madhu Richards                                                             | 15 Nov 2023<br><br>Before 31 Dec 2025 | Executive Member for Climate Action and Nature Recovery - Cllr Andrew Prosser                    | Hannah Kenyon, Climate Change Manager<br>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 | Yes | Fully exempt<br><i>Exempt on the grounds that it would otherwise disclose the Council's</i> | Director of Finance - Madhu Richards                                                                              | 31 Mar 2026                           | Executive Member for Finance - Cllr Alaric Smith                                                 | Madhu Richards, Director of Finance<br>madhu.richards@westoxon.gov.uk  |

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| to meet market demands.                                                               |     | <i>intention to offer of properties and the funds it is making available with which to do so.</i> |                                                       |                    |                                                                                            |                                                                       |
| 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<br>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<br>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<br>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<br>madhu.richards@westoxon.gov.uk |
| Leisure Planned Investment Programme                                                  | Yes | Open                                                                                              | Executive                                             | 10 Sep 2025        | Executive Member for Leisure and Carterton Area Strategy -                                 | Stuart Wilson, Leisure Contracts Lead                                 |

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|                      |     |             | Director of Place - Phil Martin                   | Before 31 Mar 2026                | Tim Sumner                                                | stuart.wilson@publicagroup.uk                                                            |
| Public Toilet Review | Yes | Part exempt | Executive<br>Director of Finance - Madhu Richards | 10 Sep 2025<br>Before 31 Mar 2026 | Executive Member for Environment - Cllr Lidia Arciszewska | Fiona Woodhouse, Parking Projects & Contracts Officer<br>Fiona.Woodhouse@publicagroup.uk |