

ANNUAL GOVERNANCE ACTION PLAN 2025/26



WEST OXFORDSHIRE
DISTRICT COUNCIL

Notes and key

Each action in the plan is marked with a 'traffic light' as follows:

Green	On target
Amber	Off target but action being taken to ensure delivery (where this results in a reviewed target date, this is made clear in the table)
Red	Off target and no action has yet been agreed to resolve the situation
Complete	Action has been completed

Completed actions are marked as such in the 'Date' column and are shaded grey

This action plan contains actions from the Annual Governance Statement 2025/26 which are coordinated and monitored by the WODC Management Team.

Key to officers:

Accountable officer (AO)

CEO - Chief Executive: Giles Hughes

CFO - Chief Finance (S.151) Officer: Madhu Richards

MO - Monitoring Officer: Andrea McCaskie

Responsible officer (RO)

AD HR / Gov – Assistant Director, workforce strategy & transformation: Cheryl Sloan

H Fin – Head of Finance: Georgina Dyer

BP Proc - Senior Procurement Business Partner: Ciaran O’Kane

	Key Area of Focus	Planned Actions	Update	Responsible Officer / Date	Status
1	New service delivery models	<ul style="list-style-type: none"> To complete the phase 2 transition of services To ensure new services are embedded into the WODC culture 	<ul style="list-style-type: none"> Phase 2 transition was completed 1 July 2025. Where gaps in the structure existed on transfer, recruitment has either been completed or underway. A People Strategy is now in place following two working groups held in November 2024 and February 2025. 	CEO 31/03/2026	Complete
2	Council Constitution	<ul style="list-style-type: none"> Undertake a full review of the Council's Constitution and Scheme of Delegation to reflect the new service delivery model following phase 2 transfer of services 	<ul style="list-style-type: none"> Update has been completed following phase 2 transfer 	MO 31/03/2026	Complete
3	Business Continuity	<ul style="list-style-type: none"> Further develop business continuity plans (BCP) to ensure they are robust and fit for purpose under the new service delivery model To test the business-critical Business Continuity Plans 	<ul style="list-style-type: none"> A new Business Impact Assessment (BIA) Tool has been tested and is being rolled out across the Council and Publica. Managers have attended training on the new BIA and BCP The BIA will then inform the BCP. This action will roll forward into next financial year. Good progress is being made on the new process, and whilst this is being implemented, existing BCPs continue to be reviewed. 	AD HR/ Gov 31/03/2026	Off-target. Will carry over into next financial year
4	Procurement	<ul style="list-style-type: none"> To ensure officers are trained and competent in the new Procurement Act 2023 	<ul style="list-style-type: none"> A toolkit has now been completed and is available on the portal. 	BP Proc 31/03/2026	Complete

		<ul style="list-style-type: none"> To develop a toolkit for use by officers who undertake procurement 	<ul style="list-style-type: none"> An update has been published on the internal employee portals including the launch of a new contract register information template e-form for contracts over £5k and updated support pages. Manager training has now taken place across WODC and Publica 		
5	LGR / Devolution	<ul style="list-style-type: none"> To ensure WODC and our partner organisations are prepared / ready in advance of LGR / Devolution To place our staff in the best position possible, through training, development and support. To ensure WODC are in the best financial position possible pre and post LGR / Devolution. 	<ul style="list-style-type: none"> Workstreams have now been established across Oxfordshire, and WODC are represented on all key workstreams WODC have considered the proposals for Oxfordshire and are supporting the two Unitary Option. The three Oxfordshire proposals were submitted to government on 28 November 2025 The Government will be taking a view on the proposals submitted and will make a decision on which best meets their criteria, with a government run consultation running through February and March 2026 with a decision expected in the Summer of 2026. Work is underway with Publica to consider potential options to ensure employees and services are protected. 	CEO 31/03/2026	Complete up to project timelines. LGR will carry over into 26/27

			Training, development and support is being put in place for our employees and partner employees.		
6	Service Plans	<ul style="list-style-type: none"> To have service plans in place for all business areas, delivered directly by the council and its partners 	<ul style="list-style-type: none"> Service plans were put in place for 25/26 Work has been carried out to approve service plans for 26/27. 	Service / Business Managers 30/06/2025	Complete
7	Financial Management	<ul style="list-style-type: none"> The Financial Procedure Rules (FPR's) are currently in the process of being reviewed in advance of being submitted to the Constitution Working Group (CWG) and Audit and Governance Committee for approval later in the year 	<ul style="list-style-type: none"> The draft FPR's were considered by CWG in November 2025 with it being agreed that the approval route was by the Audit & Governance Committee which will consider them on 19 March 2026 	CFO 31/03/2026	On-target
8	WODC specific policies	<ul style="list-style-type: none"> To ensure all WODC specific policies are up to date and comply with relevant legislation To produce new policies and procedures where required. 	<ul style="list-style-type: none"> The majority of policies are now up to date with minor revisions being dealt with under the Chief Executives delegated authority and new policies being taken through the Performance & Appointments Committee Any outstanding are being monitored by the Governance Group 	Service / Business Managers 31/03/2026	Carry over