



**WEST OXFORDSHIRE  
DISTRICT COUNCIL**

## **CABINET (EXECUTIVE) WORK PROGRAMME**

### **INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION AND NOTICE OF INTENTION TO MAKE A KEY DECISION**

**OCTOBER 2021 – JANUARY 2022**

*Published 12 October 2021*

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 any matter where it is proposed that the public will be excluded during consideration of the matter.

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 Cabinet 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 Cabinet. 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 should be noted that although a date not less than 28 clear days after the date of this notice is given in each case, it is possible that matters may be rescheduled to a date which is different from that given provided, in the cases of key decisions and matters to be considered in private, that the 28 day notice has been given. In this regard, please note that agendas and reports for meetings of the Cabinet 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 Cabinet 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 a matter may be considered 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, Oxon, 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 £50,000 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 Cabinet, that decision will not be a key decision.

### **Matters To Be Considered in Private**

The great majority of matters considered by the Council's Cabinet 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  
West Oxfordshire District Council  
Council Offices  
Woodgreen  
Witney  
Oxon  
OX28 1NB

Email: [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk)

Tel: 01993 861111

## West Oxfordshire District Council: Executive Members 2021/22

Name of Councillor	Title and Areas of Responsibility
Michele Mead (Leader)	<b>Leader of the Council:</b> Policy Framework; Corporate Plan; Executive functions; Representation on Regional and National Bodies; Oxfordshire Partnership Board; Oxfordshire Growth Board; Oxfordshire Local Enterprise Partnership; Oxfordshire Leaders; Publica & Ubico; Democratic Services; and Communications
David Harvey (Deputy Leader)	<b>Climate Change:</b> Alternative energy; Biodiversity across the District; Carbon Neutral by 2030; Fossil fuel dependence reduction; and Local, National and County wide liaison on climate
Suzi Coul	<b>Finance:</b> Economic Development; Inward investment; Finance & Management; Council Tax and Benefits; Efficiency Agenda; Performance management of the Council; Business Development; Visitor economy; Asset management.
Merilyn Davies	<b>Communities and Housing:</b> Housing Allocations; Homelessness; Provision of Affordable Homes; Sheltered Housing accommodation; Safeguarding; Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner; Voluntary sector engagement; Assets of Community Value; Community and Public Health; and Healthy Communities.
Jane Doughty	<b>Customer Delivery:</b> Parish and Town Liaison; Equality and Diversity; Customer Services; ICT and services; Health and Safety; Councillor Development; Broadband; Sports and Leisure Facilities; Public art; Community; Facilities Grants; and Community Revenue Grants.
Jeff Haine	<b>Strategic Planning:</b> Regional Spatial Strategy; Local Plan; Government planning policies and guidance; Conservation and Design; Design and Historic Environment; Landscape/Biodiversity; Strategic Housing; Development Management; and Ensuring planning policies meet 2030 requirement
Norman MacRae MBE	<b>Environment:</b> Car Parking; Waste Collection and Recycling; Street Scene (Cleansing, Litter and Grounds Maintenance); Energy Advice; Flood Alleviation; Environmental and Regulatory; Environmental Partnership

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)

<b>Item for Decision</b>	<b>Key Decision (Yes / No)</b>	<b>Likely to be Considered in Private (Yes / No)</b>	<b>Decision – Maker</b>	<b>Date of Decision</b>	<b>Cabinet Member</b>	<b>Lead Officer</b>	<b>Consultation</b>	<b>Background Documents</b>
1. Adoption of Affordable Housing Supplementary Planning Document	No	No	Cabinet	13 Oct 2021	Councillor Haine	Chris Hargraves	consultation draft and consultation responses Originally shown for September '21	
2. Approval for the introduction of charges at the public conveniences at New Street, Chipping Norton	No	No	Cabinet  Council	13 Oct 2021  27 Oct 2021	Councillor MacRae	Maria Wheatley	Considered by Environment O&S – 30.09.21	
3. Approval of the award of Enforcement Agent contract for external Bailiff services	No	No	Cabinet	13 Oct 2021	Councillor Coul	Mandy Fathers		
4. Approval of charges for the delivery of waste and recycling containers	No	No	Cabinet  Council	13 Oct 2021  27 Oct 2021	Councillor MacRae	Scott Williams	Considered by Environment O&S – 30.09.21	
5. Consideration of the traffic restrictions in Witney High Street implemented because of the covid-19 pandemic	No	No	Cabinet	13 Oct 2021	Councillor Mead	Will Barton		

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6. Consideration of options for the future use of the Witney Town Centre Shop	Yes	No	Cabinet	13 Oct 2021	Councillor Mead	Jon Dearing / Lisa Cresswell		
7. Recommendation to accept updated Homeseeker Plus Policy following consultation	Yes	No	Cabinet	10 Nov 2021	Councillor Davies	Caroline Clissold	Existing policy and consultation document	Slipped from September
8. 'Our House' Project – Funding Extension	No	No	Cabinet	10 Nov 2021	Councillors Coul and Davies	Caroline Clissold	To be considered by Ec&Soc	
9. Approval of policy for the use of the Internet and Social Media for investigations and enforcement	No	No	Cabinet	10 Nov 2021	Councillor Mead	Emma Cathcart	Considered by Audit & GP Committee – 23.09.21	
10. West Oxfordshire's public space CCTV provision and monitoring arrangements – Update report	Yes	No	Cabinet	10 Nov 2021	All relevant Cabinet Members	Andy Barge		Previous performance reports

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11. Allocation of funding for installation of Electric Vehicle Charging Points	Yes	No	Cabinet Council	10 Nov 2021	Councillor Harvey	Claire Locke		
12. 21/22 Community Facility Grant Awards – Round 2	Yes	No	Cabinet	10 Nov 2021	Cllr Jane Doughty	Stuart Wilson Rachel Biles	None	None
13. Allocation of funding to support option appraisal for site development - Hensington Road, Woodstock	No	No	Cabinet Council	10 Nov 2021 TBC	Councillor Haine / Councillor Coul	Claire Locke		Slipped from October
14. Approval of revised draft Developer Contributions Supplementary Planning Document for consultation	Yes	No	Cabinet	10 Nov 2021	Councillor Haine	Chris Hargraves	consultation draft and consultation responses Originally shown for September '21	Slipped from October
15. Public Support Services – contract extension	Yes	No	Cabinet	10 Nov 2021	Cllr Mead	Giles Hughes		
16. Consideration of options for the future provision of legal services to the Council	Yes	No	Cabinet	Dec 2021	Councillor Mead	Giles Hughes		Slipped from October

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17. Performance Monitoring Report Q2 – 2021/22	No	No	Cabinet	Dec 2021	Cllr Mead	Giles Hughes	Via Scrutiny first	
18. Consideration to write off debt in excess of £5,000	No	Yes	Cabinet	15 Dec 2021	Cllr Coul	Jon Dearing	MO, Legal & S151 Officer	
19. Initial Budget 2022/23	Yes	No	Cabinet Council	Jan 2022	Cllr Coul	Elizabeth Griffiths	Via Scrutiny first	
20. Initial Fees and Charges 2022/2023	Yes	No		Jan 2022	Cllr Coul	Elizabeth Griffiths		