



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

SEPTEMBER – DECEMBER 2021

Published xx xxxxxx 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 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

Tel: 01993 861111

West Oxfordshire District Council: Executive Members 2020/21

Name of Councillor	Title and Areas of Responsibility
Michele Mead (Leader)	Leader of the Council: 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; Communications; and Afghanistan Resettlement Programme.
David Harvey (Deputy Leader)	Climate Change: 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	Finance: 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	Communities and Housing: 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	Customer Delivery: 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	Strategic Planning: 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	Environment: 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

Key: Yellow – Newly added

Red – to be removed

Orange – slipped from previous month

APRIL

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
1. Publica Business Plan	No	No	Cabinet	20 April 2022	Councillor Mead	Giles Hughes	Considered by FMOS – 13.04.22	
2. Investment Property Surrender and Grant of New Lease	No	Yes	Cabinet	April 22	Councillor Coul	Jasmine McWilliams		New
3. Ubico Business Plan 2022/2023	Yes	No	Cabinet	April 22	Councillor McRae	Scott Williams	Via FMOS 7 April 2022	

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MAY

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
4. Approval of Whistle Blowing Policy	No	No	Cabinet	May 2022	Councillor Mead	Emma Cathcart	Legal Services Team, JMT/CMT, Governance Group, Via – Audit and General Purposes Committee April 2022	
5. Indoor Sports Built Facility Strategy	No	No	Cabinet	May 2022	Councillor Doughty	Scott Williams	District Wide online consultation – August 2021 Virtual focus Groups – Witney residents, Young People – June 2021	Cabinet minutes – 12 February 2020 Removed in May 2022 for further work
Discretionary Funding Policy – Energy Council Tax Rebate 2022	No	No	Cabinet	May 2022	Councillor Coul	Jon Dearing	Portfolio Holder, Chief Executive and Deputy Chief Executive, Monitoring Officer and Interim Head of Legal Services.	New
6. Disposal and development of land	Yes	No	Cabinet	May 22	Councillors Coul & Davies	Claire Locke Fin MacEwan	Chief Finance Officer	Moved from March

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at Walterbush Road, Chipping Norton								
7. First Floor Office Space, 3 Welch Way	No	No	Cabinet	25 May 2022	Councillor Coul	Jon Dearing	Remove – covered by Agile WS report	To be removed (covered in AWS)
Approval of funding for West End Link Study	No	No	Cabinet	May 2022	Cllr Haine	Chris Hargraves		Moved from April
CIL Options paper	No	No	Cabinet	May 2022	Cllr Haine	Chris Hargraves		New

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JUNE

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Community Facilities Grants – 1 st Round 2022/23	Yes	No	Cabinet	June 2022	Councillor Doughty	Scott Williams		
Performance Monitoring Report Q4 – 2021/22	No	No	Cabinet		Cllr Mead			
Approval of upgrade to West Oxfordshire's public space CCTV provision and monitoring arrangements	Yes	No	Cabinet	June 2022	All relevant Cabinet Members	Andy Barge		Slipped from November
8. West Oxfordshire Local Plan 2041 – Initial Issues and Scoping Consultation	Yes	No	Cabinet	June 2022	Cllr Haine	Chris Hargreaves		Slipped from March
9. Local Development Scheme (LDS) Update	Yes	No	Cabinet	June 2022	Cllr Haine	Chris Hargreaves		Slipped from March
10. Oxfordshire Food Strategy	No	No	Cabinet	June 2022	Cllr Davies	Phil Martin/Andy Barge (GM) Philippa Lowe (BM) Heather McCulloch (Lead officer)	Informal Cabinet 11 May 2022 Economic and Social Overview and Scrutiny 26th May 2022	Exec Summary of the Oxfordshire Food Strategy is available and can be supplied.

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Approval of revised draft Developer Contributions SPD for public consultation	No	No	Cabinet	June 2022	Cllr Haine	Chris Hargraves	Initial public consultation held Nov – Dec 2020.	Moved from May
PSDS 3 Carterton Leisure Centre decarbonisation	Yes	No	Cabinet	June 2022	Councillor Harvey	Vanessa Scott	Via FMOS	Moved from May
11.Consideration of options for the future provision of legal services to the Council	Yes	No	Cabinet	June 2022	Councillor Mead	Giles Hughes		Slipped from October
12.Outside Bodies report	No	No	Cabinet Council	June 2022	Cllr Mead	Amy Bridgewater-Carnall		Slipped from May
New Lease at Unit 1 Talisman Business Centre, Bicester	Yes	Yes	Cabinet	June 22	Councillors Coul & MacRae – Move to June	Jasmine McWilliams		Moved from May
13.Review of Options-Hensington Road, Woodstock	No	No	Cabinet Council	June TBC	Councillor Haine / Councillor Coul	Claire Locke	Via IC & scrutiny first	Slipped from November

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JULY

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
I. Parking Strategy	No	No	Cabinet	July 2022	Councillor MacRae	Jon Dearing	Portfolio Holder, Chief Executive and Deputy Chief Executive, Monitoring Officer and Interim Head of Legal Services.	Moved from May 22
Agile Working project	Yes	No	Cabinet Council	June 2022	Councillor Mead	Phil Martin / Carl Jones	Via FMOS	Moved from June 22

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AUGUST

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents

MASTER COPY

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SEPTEMBER

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
I. Performance Monitoring Report Q1– 2021/22	No	No	Cabinet		Cllr Mead			

MASTER

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OCTOBER

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents

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NOVEMBER

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents

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DECEMBER

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
2. Performance Monitoring Report Q2 – 2021/22	No	No	Cabinet		Cllr Mead			

MASTER

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JANUARY 2023

Item for Decision	Key Decision (Yes / No)	Likely to be Considered in Private (Yes / No)	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Draft Budget 2022/2023 – to include Capital Programme, Council Tax levels, MTFS, Strategies, Fees and Charges	Yes	No	Cabinet Council		Cllr Coul	Elizabeth Griffiths	Via FMOS	

MASTER

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Repeat reports

Performance monitoring reports	Q1 = September Q2 = December Q3 = Feb / March Q4 = July						
Local Plan Annual Monitoring Report	February?				Chris Hargreaves		
Publica Business Plan							

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