



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 2022 – February 2023

Published

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 - Email: democratic.services@westoxon.gov.uk Tel: 01993 861111

West Oxfordshire District Council: Cabinet Members 2022/23

Name of Councillor	Title and Areas of Responsibility
Andy Graham (Leader)	Leader of the Council: Policy Framework; Corporate Plan; Executive functions; Strategic Partnerships; Representation on Regional and National Bodies; Oxfordshire Partnership Board; Future Oxfordshire Partnership; Oxfordshire Local Enterprise Partnership; Oxfordshire Leaders; Publica & Ubico; Democratic Services; Communications; Legal Services; Emergency Planning; Data Protection; FOI; and Counter Fraud.
Duncan Enright (Deputy Leader)	Economic Development: Inward investment; Business Development; Visitor Economy; and Town and Village regeneration.
Dan Levy	Finance: Finance & Management; Council Tax and Benefits; Efficiency Agenda; Performance management of the Council; Asset management; Investment Strategy; and South West Audit Partnership.
Carl Rylett	Planning and Sustainable Development: Local Plan; Government planning policies and guidance; Conservation and Design; Design and Historic Environment; Landscape and Biodiversity; Strategic Housing; Development Management; and Ensuring planning policies meet 2030 requirement.
Mathew Parkinson	Customer Delivery: Parish and Town Empowerment; Equality and Diversity; Customer Services; ICT and services; Councillor Development; and Broadband.
Joy Aitman	Stronger Healthy Communities: Community; Community Revenue Grants; Voluntary sector engagement; Sports and Leisure facilities; Health and Safety; Public art; Facilities Grants; Community and Public Health; Healthy Communities; Health Improvement Board; Accountable Member for Refugee Resettlement Programme; and Young People.

Geoff Saul	Housing and Social Welfare: <i>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; and Assets of Community Value.</i>
Lidia Arciszewska	Environment: <i>Energy Advice; Flood alleviation and sewage; Environmental and Regulatory; Environmental Partnership; Waste collection and recycling; Street Scene (cleansing, litter and grounds maintenance); Car parking; Air Quality; and Land, food, farming.</i>
Andrew Prosser	Climate Change: <i>Renewable energy and retrofit investment; Biodiversity across the District; Carbon neutral by 2030; Fossil fuel dependence reduction; Local, national and county wide liaison on climate; Internal liaison on Climate Change; and EV Charging Rollout.</i>

For further information about the above and all members of the Council please see www.westoxon.gov.uk/councillors

Key Decisions Delegated to Officers

Item	Delegated decision	Decision Maker	Delegated by	Exempt?	Decision due
Outline Business Case to Improve Openness and Transparency in Council Business and Support Agile Working and Decarbonisation Measures	Final decision on a replacement heating solution	Chief Executive in consultation with the Leader and Cabinet members for Climate Change and Finance	Cabinet, 13 July 2022	No	By 31 March 2023
Budget Monitoring Report Year End Outturn	To allocate funding from the Project Contingency Earmarked Reserve to fund ad hoc investigation, advice and consultancy services for potential investments and projects	Chief Finance Officer	Cabinet, 13 July 2022	No	No end date
Recovery and Investment Strategy Proposal	Final terms of the acquisition	Chief Executive in consultation with the Chief Financial Officer and the Cabinet member for Economic Development	Cabinet, 13 July 2022	Yes	By 30 Sept 2023
Settlement of Legal claim	Key decision on a settlement of a legal claim due to the value and detail, this decision will be exempt	Head of Legal Services – Susan Gargett		Yes	By 29 Sept 2022

Business for Cabinet Meetings

Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Review of Monitoring Officer arrangements	Yes	No	Cabinet	21 Sept 2022	Cllr Graham, Overall Strategy	Giles Hughes		
Performance Monitoring Report Q1– 2022/23	No	No	Cabinet	21 Sept 2022	Cllr Levy, Finance	Elizabeth Griffiths		
New Lease at Unit 1 Talisman Business Centre, Bicester	Yes	Yes	Cabinet	21 Sept 2022	Cllr Levy, Finance	Jasmine McWilliams		
Implementation of local connection criteria and fee regime for the self-build register	No	No	Cabinet	21 Sept 2022	Cllr Rylett, Planning & Sustainable Development	Murry Burnett / Chris Hargraves		
Review of West Oxfordshire District Council's Hackney Carriage Table of Fares	No	No	Cabinet	21 Sept 2022	Cllr Duncan Enright	Jon Dearing		
Section 13A Council Tax Discount Appeals	No	Yes	Delegated Decisions	4 Oct 2022	Cllr Levy, Finance	Mandy Fathers		
Commercial Investment in Solar PV	No	No	Cabinet	12 Oct 2022	Cllr Dan Levy	Andrew Turner		
Data Retention Policy	No	No	Cabinet	12 Oct 2022	Cllr Graham, Overall Strategy	Claire Hughes		

Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Proposed Property Acquisition under the Council's Investment Strategy	Yes	Yes	Cabinet	12 Oct 2022	Cllr Levy, Finance	Elizabeth Griffiths		
Council Tax Exceptional Hardship Policy	Yes	No	Cabinet	12 Oct 2022	Cllr Dan Levy Finance	Mandy Fathers	Portfolio Holder, Leader, Monitoring Officer, Legal Services, Group Manager Residential Services	
Combe Village Design Statement (VDS)	No	No	Cabinet	12 Oct 2022	Cllr Rylett, Planning and Sustainable Development	Chris Hargreaves		
Review of Grant Schemes	Yes	No	Cabinet	16 Nov 2022	Cllr Aitman, Stronger Healthy Communities	Andy Barge		

Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Disposal of Play Areas in Witney to Witney Town Council	No	No	Cabinet	16 Nov 2022	Cllr Arciszewska, Environment; Cllr Levy, Finance	Jasmine McWilliams		
Council Tax Support Scheme proposals for 2023/2024	Yes	No	Cabinet Council	16 Nov 2022 18 Jan 2023	Cllr Levy, Finance	Mandy Fathers		
Equality, Diversity & Inclusion Policy	No	No	Cabinet	16 Nov 2022	Cllr Parkinson	TBC		
Rural England Prosperity Fund	No	No	Cabinet	16 Nov 2022	Cllr Graham and Cllr Enright	Claire Locke		
Flood Management Service Review	No	No	Cabinet	16 Nov 2022	Cllr Arciszewska Environment	Phil Martin		
West Oxfordshire Playing Pitch Strategy	No	No	Cabinet	16 Nov 2022	Cllr Aitman, Stronger Health Communities	Scott Williams		
Waste Service Review and Redesign	Yes	No	Cabinet Council	14 Dec 2022 18 Jan 2023	Cllr Arciszewska, Environment	Scott Williams	Climate & Environment Scrutiny	

Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Review of Options- Hensington Road, Woodstock	No	No	Cabinet Council	14 Dec 2022 11 Jan 2023	Cllr Graham, Overall Strategy	Claire Locke		
Performance Monitoring Q2	No	No	Cabinet	14 Dec 2022	Cllr Levy, Finance	Elizabeth Griffiths		
2023/24 First Draft Budget and Medium Term Financial Strategy	Yes	No	Cabinet	14 Dec 2022	Cllr Levy, Finance	Elizabeth Griffiths	Finance and Management Scrutiny	
Affordable Housing Delivery Options	No	No	Cabinet	14 Dec 2022	Cllr Saul, Housing & Social Welfare	Caroline Clissold		
Approval of upgrade to West Oxfordshire's public space CCTV provision and monitoring arrangements	Yes	No	Cabinet	14 Dec 2022	Cllr Saul, Housing & Social Welfare	Andy Barge		
Counter Fraud and Anti-Corruption Policy	No	No	Cabinet	14 Dec 2022	Cllr Levy, Finance	Emma Cathcart		
Approval of Council Tax base and 2023/24 Budget Update	Yes	No	Cabinet Council	11 Jan 2023 15 Feb 23	Cllr Levy, Finance	Elizabeth Griffiths		
Revised Council Plan	Yes	No	Cabinet Council	11 Jan 2023 18 Jan 23	Cllr Graham Overall Strategy	Giles Hughes	Scrutiny (TBC)	

Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Final Budget Recommendations	Yes	No	Cabinet Council	8 Feb 2023 15 Feb 2023	Cllr Levy, Finance	Elizabeth Griffiths		
Q3 Performance Report	No	No	Cabinet	8 Feb 2023	Cllr Levy, Finance	Elizabeth Griffiths		
Homelessness Prevention Grant 2023/24	Yes	No	Cabinet	8 Feb 2023	Cllr Saul, Housing & Social Welfare	Caroline Clissold		

Other business for Council Meetings

Item for Decision	Exempt?	Decision – Maker	Date of Decision	Lead Member	Lead Officer	Consultation	Background Documents
Constitution Working Group - terms of reference and appointment of members	No	Council	19 Oct 2022	Chair of Constitution Working Group	Susan Sale		
Recommendations from the Constitution Working Group	No	Council	19 Oct 2022 18 Jan 2023 26 April 2023	Chair of Constitution Working Group	Susan Sale		
Programme of Meetings for 2023/24	No	Council	19 Oct 2022/16 Nov 2022	Cllr Andy Graham	Andrew Brown		
Appointment of Independent Persons	No	Council	18 Jan 2023	Chair of Standards Sub-Committee	Susan Sale		