



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  
9 NOVEMBER 2022 – FEBRUARY 2023

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 - Email: [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk) Tel: 01993 861111

**West Oxfordshire District Council: Cabinet Members 2022/23**

<b>Name of Councillor</b>	<b>Title and Areas of Responsibility</b>
Andy Graham (Leader)	<i><b>Leader of the Council:</b> 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 &amp; Ubico; Democratic Services; Communications; Legal Services; Emergency Planning; Data Protection; FOI; and Counter Fraud.</i>
Duncan Enright (Deputy Leader)	<i><b>Economic Development:</b> Inward investment; Business Development; Visitor Economy; and Town and Village regeneration.</i>
Dan Levy	<i><b>Finance:</b> Finance &amp; Management; Council Tax and Benefits; Efficiency Agenda; Performance management of the Council; Asset management; Investment Strategy; and South West Audit Partnership.</i>
Carl Rylett	<i><b>Planning and Sustainable Development:</b> 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.</i>
Mathew Parkinson	<i><b>Customer Delivery:</b> Parish and Town Empowerment; Equality and Diversity; Customer Services; ICT and services; Councillor Development; and Broadband.</i>
Joy Aitman	<i><b>Stronger Healthy Communities:</b> 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.</i>
Geoff Saul	<i><b>Housing and Social Welfare:</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; and Assets of Community Value.</i>
Lidia Arciszewska	<i><b>Environment:</b> 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	<i><b>Climate Change:</b> 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](http://www.westoxon.gov.uk/councillors)

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
Council Tax Support Scheme proposals for 2023/2024	Yes	Open	Cabinet Council	16 Nov 2022 18 Jan 2023	Cabinet Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		
Rural England Prosperity Fund	No	Open	Cabinet	16 Nov 2022	Leader of the Council - Cllr Andy Graham	Will Barton		
Response to Oxford City Council Local Plan 2040 Preferred Options Consultation	Yes	Open	Cabinet	16 Nov 2022	Cabinet Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		
West Oxfordshire Playing Pitch Strategy	No	Open	Cabinet	16 Nov 2022	Cabinet Member for Stronger Health Communities - Cllr Joy Aitman	Business Manager Contracts - Scott Williams		
Community Facilities Grants – 2nd Round 2022/23	Yes	Open	Cabinet	16 Nov 2022	Cabinet Member for Stronger Health Communities - Cllr Joy Aitman	Business Manager Contracts - Scott Williams		

Decarbonisation of Carterton Leisure Centre	Yes	Fully exempt	Cabinet	16 Nov 2022	Cabinet Member for Climate Change - Cllr Andrew Prosser	Business Manager Assets & Council Priorities - Andrew Turner		
Waste Service Review and Redesign	Yes	Open	Cabinet Council	14 Dec 2022 11 Jan 2023	Cabinet Member for Environment - Cllr Lidia Arciszewska  Leader of the Council - Cllr Andy Graham	Business Manager Contracts - Scott Williams		
Performance Monitoring Q2	No	Open	Cabinet	14 Dec 2022	Councillor Dan Levy, Cabinet Member for Finance	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
2023/24 First Draft Budget and Medium Term Financial Strategy	Yes	Open	Cabinet	14 Dec 2022	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Counter Fraud and Anti-Corruption Policy	No	Open	Cabinet	14 Dec 2022	Cabinet Member for Finance - Cllr Dan Levy	Head of Counter Fraud and Enforcement Unit - Emma Cathcart		

Transfer of Playing Pitches in Witney Town Council	No	Open	Cabinet	14 Dec 2022	Cabinet Member for Stronger Health Communities - Cllr Joy Aitman	Assets Manager - Jasmine McWilliams		
Proposed Property Acquisition under the Council's Investment Strategy	Yes	Fully exempt	Cabinet	14 Dec 2022	Cabinet Member for Finance - Cllr Dan Levy	Chief Executive & Head of Paid Service - Giles Hughes		
Proposal for a new locally led pan-regional partnership for the Oxford to Cambridge region	Yes	Open	Cabinet	14 Dec 2022	Leader of the Council - Cllr Andy Graham	Chief Executive & Head of Paid Service - Giles Hughes		
West Oxfordshire Infrastructure Funding Statement (2021/22)	Yes	Open	Cabinet	14 Dec 2022	Cabinet Member for Planning and Sustainable Development - Carl Rylett	Chris Hargraves		
Pavement License Fee Reimbursement	No	Open	Cabinet	14 Dec 2022	Deputy Leader - Economic Development - Cllr Duncan Enright	Assistant Director - Residents' Services - Jon Dearing		

Approval of Council Tax base and 2023/24 Budget Update	Yes	Open	Cabinet Council	11 Jan 2023 15 Feb 2023	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Revised Council Plan	Yes	Open	Cabinet Council	11 Jan 2023 18 Jan 2023	Leader of the Council - Cllr Andy Graham	Chief Executive & Head of Paid Service - Giles Hughes	Scrutiny	
Review of Grant Schemes	Yes	Open	Cabinet	11 Jan 2023	Cabinet Member for Stronger Health Communities - Cllr Joy Aitman	Assistant Director - Communities - Andy Barge		
Flood Management Service Review	No	Open	Cabinet	11 Jan 2023	Cabinet Member for Environment - Cllr Lidia Arciszewska	Assistant Director - Business Services - Phil Martin		
Proposed Refurbishment and new Audio Visual for Council Chambers	Yes	Open	Council	11 Jan 2023	Councillor Mathew Parkinson, Cabinet Member for Customer Delivery	Assistant Director - Business Services - Phil Martin		
Final Budget Recommendations	Yes	Open	Cabinet Council	8 Feb 2023 15 Feb 2023	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		



Q3 Performance Report	No	Open	Cabinet	8 Feb 2023	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Homelessness Prevention Grant 2023/24	Yes	Open	Cabinet	8 Feb 2023	Cabinet Member for Housing and Social Welfare - Cllr Geoff Saul	Business Manager Housing - Caroline Clissold		
Equality, Diversity & Inclusion Policy	No	Open	Cabinet	8 Feb 2023	Councillor Mathew Parkinson, Cabinet Member for Customer Delivery	Assistant Director - Organisational Effectiveness		
Affordable Housing Delivery Options	No	Open	Cabinet	8 Feb 2023	Cabinet Member for Housing and Social Welfare - Cllr Geoff Saul	Business Manager Housing - Caroline Clissold		
West Oxfordshire Annual Monitoring Report 2021/2022	Yes	Open	Cabinet	8 Feb 2023	Cabinet Member for Planning and Sustainable Development - Carl Rylett	Chris Hargraves		

Approval of upgrade to WODC public space CCTV provision and monitoring arrangements	Yes	Open	Cabinet	8 Feb 2023	Councillor Geoff Saul, Cabinet Member for Housing and Social Welfare	Assistant Director - Communities - Andy Barge		
<b>Key Decisions Delegated to Officers</b>								
Allocate funding from the Project Contingency Earmarked Reserve to fund ad hoc services	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	31 Dec 2022	Cabinet Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Final terms of the acquisition recovery and investment strategy proposal	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	30 Sep 2023	Deputy Leader - Economic Development - Cllr Duncan Enright	Chief Executive & Head of Paid Service - Giles Hughes		
Standing delegation: Settlement of Legal Claims The Head of Legal Services has delegated authority in the Council's Constitution to settle or compromise any proceedings as they deem appropriate and expedient for the Council's interests.	Yes	Open	Legal Services Manager - Susan Gargett	29 Sep 2022	Leader of the Council - Cllr Andy Graham, Cabinet Member for Finance - Cllr Dan Levy	Legal Services Manager - Susan Gargett		

<b>Other business for Council Meetings</b>								
Constitution Working Group - terms of reference and appointment of members	Yes	Open	Council	19 Oct 2022		Monitoring Officer - Susan Sale		
Recommendations from the Constitution Working Group	Yes	Open	Council Council Council	19 Oct 2022 18 Jan 2023 26 Apr 2023		Monitoring Officer - Susan Sale		
Appointment of Independent Persons	Yes	Open	Council	18 Jan 2023	Councillor Luci Ashbourne, Chair of Standards Sub-Committee	Monitoring Officer - Susan Sale		
Programme of Meetings for 2023/24	No	Open	Council	18 Jan 2023	Leader of the Council - Cllr Andy Graham	Business Manager Democratic Services - Andrew Brown		