



WEST OXFORDSHIRE  
DISTRICT COUNCIL

EXECUTIVE WORK PROGRAMME  
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION AND NOTICE  
OF INTENTION TO MAKE A KEY DECISION  
1 MARCH 2023 – 30 JUNE 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 Executive 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 Executive. 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 Executive 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 Executive 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 £150,000 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 Executive, that decision will not be a key decision.

### Matters To Be Considered in Private

The great majority of matters considered by the Council's Executive 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: Executive Members 2022/23

Name of Councillor	Title and Areas of Responsibility
Andy Graham (Leader)	<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 & Ubico; Democratic Services; Communications; Legal Services; Emergency Planning; Data Protection; FOI; and Counter Fraud.
Duncan Enright (Deputy Leader)	<b>Economic Development:</b> Inward investment; Business Development; Visitor Economy; and Town and Village regeneration.
Dan Levy	<b>Finance:</b> Finance & Management; Council Tax and Benefits; Efficiency Agenda; Performance management of the Council; Asset management; Investment Strategy; and South West Audit Partnership.
Carl Rylett	<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.
Mathew Parkinson	<b>Customer Delivery:</b> Parish and Town Empowerment; Equality and Diversity; Customer Services; ICT and services; Councillor Development; and Broadband.
Joy Aitman	<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.
Geoff Saul	<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.
Lidia Arciszewska	<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.
Andrew Prosser	<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.

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	Executive Member	Lead Officer	Consultation	Background Documents
Budget 2023/24 and Medium Term Financial Plan	Yes	Open	Executive Council	8 Feb 2023 15 Feb 2023	Executive Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Homelessness Prevention Grant 2023/24 and 2024/25	Yes	Open	Executive	8 Feb 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Business Manager Housing - Caroline Clissold		
Renewal or non-Renewal of LoyalFree	No	Open	Executive	8 Feb 2023	Deputy Leader - Economic Development - Cllr Duncan Enright	Will Barton		
Consideration of the Levelling-up and Regeneration Bill: Reforms to National Planning Policy	No	Open	Executive	8 Feb 2023	Councillor Carl Rylett, Executive Member for Planning and Sustainable Development	Planning Policy Manager - Chris Hargraves		

Consideration of Local Authority Housing Fund Application	Yes	Open	Council Executive	15 Feb 2023 19 Apr 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul			
Waste Service Review and Update and Ubico Contract Extension	Yes	Open	Executive Council	8 Mar 2023 22 Mar 2023	Executive Member for Environment - Cllr Lidia Arciszewska  Leader of the Council - Cllr Andy Graham	Business Manager Contracts - Scott Williams		
Review of Grant Schemes	Yes	Open	Executive	8 Mar 2023	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Assistant Director - Communities - Andy Barge		
Q3 Service Performance Report	No	Open	Executive	8 Mar 2023	Executive Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
Q3 Finance Performance Report	No	Open	Executive	8 Mar 2023	Executive Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		

West Eynsham Strategic Development Area (SDA) Masterplan	No	Open	Executive	8 Mar 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		
Flood Management Service Review	No	Open	Executive	8 Mar 2023	Executive Member for Environment - Cllr Lidia Arciszewska	Assistant Director - Business Services - Phil Martin		
Council Tax Premiums - Second Homes	No	Open	Executive	8 Mar 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		
Community Infrastructure Levy (CIL) Update	No	Open	Executive	8 Mar 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		
Business Rates Relief 2023/24: Retail, Hospitality & Leisure Scheme	Yes	Open	Executive	8 Mar 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		

Section 13A Discretionary Council Tax Appeal	No	Open	Executive	8 Mar 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		
West Oxfordshire Local Plan 2041 - Update	No	Open	Executive	19 Apr 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		
Council Tax Support Fund	Yes	Open	Executive	19 Apr 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		
Equality, Diversity & Inclusion Policy	No	Open	Executive	19 Apr 2023	Councillor Mathew Parkinson, Executive Member for Customer Delivery	Assistant Director - Organisational Effectiveness - Zoe Campbell		
West Oxfordshire Annual Monitoring Report 2021/2022	Yes	Open	Executive	19 Apr 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager - Chris Hargraves		



Transfer of Playing Areas to Witney Town Council	No	Open	Executive	19 Apr 2023	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Assets Manager - Jasmine McWilliams		
Integrated Care Strategy Engagement Work	No	Open	Executive	19 Apr 2023	Executive Member for Stronger Healthy Communities - Cllr Joy Aitman	Community Wellbeing Manager - Heather McCulloch		
Development Management Improvement Programme	No	Open	Executive	19 Apr 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Business Manager Development & Sustainability - Phil Shaw		
Approval of upgrade to WODC public space CCTV provision and monitoring arrangements	Yes	Open	Executive	19 Apr 2023	Councillor Geoff Saul, Executive Member for Housing and Social Welfare	Assistant Director - Communities - Andy Barge		
Supporting Small Business Rate Relief	Yes		Executive	19 Apr 2023	Executive Member for Finance - Cllr Dan Levy	Business Manager Environmental, Welfare and Revenues - Mandy Fathers		

Review of Car Parks	No	Open	Executive	21 Jun 2023	Executive Member for Environment - Cllr Lidia Arciszewska	Maria Wheatley		
<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	Before 31 Mar 2023	Executive Member for Finance - Cllr Dan Levy	Chief Finance Officer / Deputy Chief Executive - Elizabeth Griffiths		
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	Interim Head of Legal Services - Helen Blundell	Before 31 Dec 2023	Leader of the Council - Cllr Andy Graham, Executive Member for Finance - Cllr Dan Levy	Interim Head of Legal Services - Helen Blundell		

<p>Option Appraisal and Funding agreement for heating systems and decarbonisation measures at Carterton Leisure Centre</p> <p>To consider whether the existing gas boilers at Carterton Leisure centre should be replaced with more sustainable Heat Pump systems and based on that decision whether an offer of Public Sector Decarbonisation Funding should be accepted.</p>	Yes	Part exempt	Executive  Chief Executive & Head of Paid Service - Giles Hughes	11 Jan 2023  Before 31 May 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Assistant Director - Property and Regeneration - Claire Locke		
Allocation of New Initiatives Funding	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	Before 31 Mar 2023		Councillor Andy Graham		
<b>Other business for Council Meetings</b>								
Appointment of Deputy Electoral Registrar	No	Open	Council	15 Feb 2023		Monitoring Officer - Susan Sale		

Appointment of Director of Governance	No	Open	Council	15 Feb 2023	Leader of the Council - Cllr Andy Graham	Chief Executive & Head of Paid Service - Giles Hughes		
Appointment of Independent Persons	Yes	Open	Council	22 Mar 2023	Councillor Luci Ashbourne, Chair of Standards Sub-Committee	Monitoring Officer - Susan Sale		
Members Allowances Scheme 2023-2027	Yes	Open	Council	22 Mar 2023	Leader of the Council - Cllr Andy Graham	Business Manager Democratic Services - Andrew Brown		