



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 NOVEMBER 2023 – 29 FEBRUARY 2024

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 861000.

**West Oxfordshire District Council: Executive Members 2023/24**

<b>Name of Councillor</b>	<b>Title and Areas of Responsibility</b>
Andy Graham (Leader)	<i><b>Leader of the Council:</b> Policy Framework; Town and Parish Council engagement, Council Plan; Strategic Partnerships including Pan regional Partnership, Future Oxfordshire, South East Councils and OXLEP; Oxfordshire Leaders; Publica and partnership authorities and Ubico, Democratic Services; Communications; Legal Services; Counter Fraud; Emergency Planning; and Customer Services</i>
Duncan Enright (Deputy Leader)	<i><b>Economic Development:</b> Business Development; Visitor Economy; Town and Village regeneration; and Customer Services.</i>
Alaric Smith	<i><b>Finance:</b> Finance &amp; Management; Council Tax and Benefits; Asset Management, South West Audit Partnership; Performance management; Capital Investment strategy; Strategic Housing Investment; and Customer Services</i>
Carl Rylett	<i><b>Planning and Sustainable Development:</b> Local Plan; Government planning policies and guidance; Conservation and Historic Environment; Landscape and Biodiversity; Development Management; and Ensuring planning policies meet 2030 requirement; and Customer Services</i>
Tim Sumner	<i><b>Leisure and Major Projects:</b> Leisure provision including swimming pools; Culture and Heritage; Public Art; Agile Working, Car Parking and Customer Services</i>
Joy Aitman	<i><b>Stronger Healthy Communities:</b> Voluntary sector engagement; Health and Safety; Community and Public Health; Refugee Resettlement Programme; Young People; Equality and diversity; and Customer Services</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> Flood alleviation and sewage; Environmental Partnerships – WASP and Evenlode, North East Cotswold Cluster; Waste collection and recycling; Street Scene (cleansing, litter and grounds maintenance); Air Quality; and Land, food, farming and Customer Services Delivery</i>
Andrew Prosser	<i><b>Climate Change:</b> Energy Advice; 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; EV Charging Rollout. and Customer Service</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)	Open or Exempt	Decision – Maker	Date of Decision	Executive Member	Lead Officer
Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy	No	Open	Executive	15 Nov 2023	Executive Member for Finance - Cllr Alaric Smith	Head of Service, Counter Fraud and Enforcement Unit – Emma Cathcart.
Fixed Penalty Notice Level Increases for Fly Tipping and Waste Crime Offences	No	Open	Executive	15 Nov 2023	Executive Member for Environment - Cllr Lidia Arciszewska	Service Lead, ERS – Philip Measures.
Review of Weekly Markets	Yes	Open	Executive	15 Nov 2023	Deputy Leader - Economic Development - Cllr Duncan Enright	Market Towns Officer – Emma Phillips.
Oxfordshire Local Electric Vehicle Infrastructure (OxLEVI) Programme	Yes	Open	Executive	15 Nov 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Climate Change Manager – Hannah Kenyon.
Financial Performance Report 2023/24 Quarter Two	Yes	Open	Executive	15 Nov 2023	Executive Member for Finance - Cllr Alaric Smith	Director of Finance – Madhu Richards.
UK Shared Prosperity Fund and Rural England Prosperity Fund	No	Open	Executive	15 Nov 2023	Deputy Leader - Economic Development - Cllr Duncan Enright	Business Development Manager – Will Barton.
Proactive Delivery of Affordable Housing	No	Open	Executive	15 Nov 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Assistant Director, Planning and Sustainable Development – Charlie Jackson.
Infrastructure Funding Statement (IFS) 2022/23	No	Open	Executive	15 Nov 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager – Chris Hargraves.

Lease of Council Offices (Elmfield)	No	Fully exempt	Executive	15 Nov 2023	Executive Member for Finance - Cllr Alaric Smith	Assets Manager – Jasmine McWilliams.
Disposal and Development of Land at Walterbush Road, Chipping Norton for Custom Build Zero Carbon Homes	Yes	Fully exempt	Executive	15 Nov 2023	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Business Manager, Assets and Council Priorities – Andrew Turner.
Publica Review	No	Open	Executive	15 Nov 2023	Leader of the Council - Cllr Andy Graham	Chief Executive – Giles Hughes.
Update on Improvement Work with Thames Water	No	Open	Executive	15 Nov 2023	Councillor Lidia Arciszewska, Executive Member for Environment	Assistant Director, Business Services – Phil Martin.
Review of Legal Services	No	Open	Executive	15 Nov 2023	Leader of the Council - Cllr Andy Graham	Director of Governance – Andrea McCaskie.
Q2 Service Performance Report	Yes	Open	Executive	13 Dec 2023	Executive Member for Finance - Cllr Alaric Smith	Assistant Director, Resident Services – Jon Dearing.
Annual Monitoring Report 21 - 23	No	Open	Executive	13 Dec 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager – Chris Hargraves.
Draft Budget 2024/25	Yes	Open	Executive	13 Dec 2023	Executive Member for Finance - Cllr Alaric Smith	Director of Finance – Madhu Richards.

Carbon Action Plan	Yes	Open	Executive	13 Dec 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Climate Change Manager – Hannah Kenyon.
Climate Change Strategy	Yes	Open	Executive	13 Dec 2023	Executive Member for Climate Change - Cllr Andrew Prosser	Climate Change Manager – Hannah Kenyon.
Council Tax Support Scheme 2024-2025	Yes	Open	Executive Council	13 Dec 2023 31 Jan 2024	Executive Member for Finance - Cllr Alaric Smith	Director of Finance – Madhu Richards.
Annual Monitoring Report (2021 – 2023)	No	Open	Executive	13 Dec 2023	Executive Member for Planning and Sustainable Development - Carl Rylett	Planning Policy Manager – Chris Hargraves.
Employment Policies	No	Open	Executive	17 Jan 2024	Leader of the Council - Cllr Andy Graham	Assistant Director, Organisational Effectiveness – Zoe Campbell.
Biodiversity Action Plan	Yes	Open	Executive	14 Feb 2024	Executive Member for Climate Change - Cllr Andrew Prosser	Climate Change Manager – Hannah Kenyon.
Budget 2024/25 and Medium Term Financial Strategy	Yes	Open	Executive	14 Feb 2024	Executive Member for Finance - Cllr Alaric Smith	Director of Finance – Madhu Richards.
Business Case in to Acquiring Emergency Accommodation	No	Open	Executive	14 Feb 2024	Executive Member for Housing and Social Welfare - Cllr Geoff Saul	Assets Manager – Jasmine McWilliams.
Approval of Upgrade to WODC Public Space CCTV Provision and Monitoring Arrangements	Yes	Open	Executive	6 Mar 2024	Councillor Geoff Saul, Executive Member for Housing and Social Welfare	Assistant Director, Communities – Andy Barge.

Endorsement of the Oxfordshire Town and Parish Charter	No	Open	Executive	6 Mar 2024	Leader of the Council - Cllr Andy Graham	Chief Executive – Giles Hughes.
<b>Key Decisions Delegated to Officers</b>						
Allocate Funding from the Project Contingency Earmarked Reserve	Yes	Open	Finance Director - Madhu Richards	Before 31 Dec 2023	Executive Member for Finance - Cllr Alaric Smith	Director of Finance – Madhu Richards.
Standing Delegation: Settlement of Legal Claims	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 Alaric Smith	Interim Head of Legal Services – Helen Blundell.
Allocation of New Initiatives Funding	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	Before 31 Dec 2023	Leader of the Council - Cllr Andy Graham	TBC.
<b>Other business for Council meetings</b>						
South Leigh and High Cogges	No	Open	Council	29 Nov 2023	Leader of the Council - Cllr Andy Graham	Chief Executive – Giles Hughes.
Recommendations from the Constitution Working Group	No	Open	Council	29 Nov 2023	Leader of the Council - Cllr Andy Graham	Business Manager, Democratic Services – Andrew Brown.

Appointment of Independent Persons	No	Open	Council	29 Nov 2023	Leader of the Council - Cllr Andy Graham	Business Manager, Democratic Services – Andrew Brown.
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