



## CABINET (EXECUTIVE) WORK PROGRAMME

INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION  
AND NOTICE OF INTENTION TO MAKE A KEY DECISION

NOTICE PUBLISHED 13 FEBRUARY 2018

# West Oxfordshire District Council

## **Executive Work Programme and Notices required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

The Regulations mentioned above require local authorities to publish a notice setting out the key executive (cabinet) decisions that will be taken by the appropriate decision maker at least 28 clear 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 its consideration.

This Work Programme beginning on [page 5](#) incorporates both of these requirements. In the interests of transparency, it also aims to include other matters due to be considered by the Cabinet.

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**

A key decision is defined 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 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 the decision taker passes a resolution 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: [enquiries@westoxon.gov.uk](mailto:enquiries@westoxon.gov.uk)  
Tel: 01993 861523

## West Oxfordshire District Council: Executive Members 2017/18

Name of Councillor	Title and Areas of Responsibility
J F Mills (Leader of the Council)	<b>Leader of the Council:</b> Policy Framework; Corporate Plan; Co-ordination of Executive functions; Public Relations; Emergency Planning; Oxfordshire Partnership Board; Oxfordshire Growth Board; Oxfordshire Local Enterprise Partnership; Oxfordshire Leaders; Representation on Regional and National Bodies; Parish/Town Council Liaison
T J Morris (Deputy Leader of the Council)	<b>Resources:</b> Finance and Management; Equalities and Diversity; Customer Services; Information Technology and services; Asset Management; Council Tax and Benefits; Health and Safety; Councillor Development
Mrs J C Baker	<b>Leisure and Health:</b> Tourism; Visitor Information Centres; Sports and Leisure Facilities and Strategy; Arts and Sports Development/Grants; Village Hall Grants; Playground Grants; Young Persons Champion; Community and Public Health; Oxfordshire Health Improvement Board; Elderly Persons Champion; Assets of Community Value; Safeguarding; Support to the voluntary sector
Mrs C E Reynolds	<b>Environment and Community Safety:</b> Community Safety Partnerships; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner; Environment Partnership; Licensing; Car Parking and Transport; Waste Collection and Recycling; Street Scene (Cleansing, Litter and Grounds Maintenance); Energy Advice; Flood Alleviation; Environmental and Regulatory Services
J Haine	<b>Strategic Planning and Economy:</b> Regional Spatial Strategy; Local Plan; Government planning policies and guidance; Conservation and Design; Design and Historic Environment Champion for the District; Landscape/Biodiversity; Strategic Housing; Economic Development; Rural Development; Business Liaison; Inward Investment
C G Dingwall	<b>Housing and Shared Services:</b> 2020 Vision; Member of the 2020 Programme Board and Joint Committee; Shared Services; Efficiency Agenda; Broadband Champion; Performance Management; Housing Allocations; Provision of Affordable Housing; Homelessness; Sheltered Housing Accommodation; Supporting People

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)

**WEST OXFORDSHIRE DISTRICT COUNCIL**  
**NOTICE OF EXECUTIVE DECISIONS AND PRIVATE MATTERS DATED 13 FEBRUARY 2018**

<b>No.</b>	<b>Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private</b>	<b>Key Decision (Yes/No)</b>	<b>Likely to be considered in private (Yes/No)</b>	<b>Decision- maker</b>	<b>Date of Decision</b>	<b>Documents</b>	<b>Notes</b>
1	Consideration and approval of update to the Local Plan - Local Development Scheme	No	No	Cabinet	14 March 2018	None	
2	Approval of Publica Business Plan	No	No	Cabinet	14 March 2018	None	Considered by Finance and Management Overview and Scrutiny Committee on 7 February 2018
3	Approval of revised data protection policy to take account of the General Data Protection Regulation; and designation of Data Protection Officer	No	No	Cabinet then Council	14 March 2018	None	The designation of a Data Protection Officer will be a recommendaiton to Council
4	Consideration of Quarter Three Financial and Performance monitoring	No	No	Cabinet	14 March 2018	None	
5	Approval of lease extension for Unit 13, Talisman Business Centre, Bicester  Proposed to be considered in private because of the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 - "information relating to the financial or business affairs of any particular person".	No	Yes	Cabinet	14 March 2018	None	

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6	Approval of community revenue grants for 2018/19	Yes	No	Cabinet	18 April 2018	None	
7	Approval of the proposed commissioning specification for services currently supported by the grant to the Citizens Advice Bureau	No	No	Cabinet	18 April 2018	None	Will first be considered by Economic and Social Overview and Scrutiny Committee
8	Appointment of Councillors to Outside Bodies	No	No	Cabinet	23 May 2018	None	