



## 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 19 MARCH 2019

# 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 2018/19

Name of Councillor	Title and Areas of Responsibility
James Mills ( <b>Leader of the Council</b> )	<b>Leader of the Council:</b> Policy Framework; Corporate Plan; Co-ordination of Executive functions; Public Relations; Oxfordshire Partnership Board; Oxfordshire Growth Board; Oxfordshire Local Enterprise Partnership; Oxfordshire Leaders; Representation on Regional and National Bodies; Economic Development; Business Development; Inward Investment; Visitor Economy
Toby Morris ( <b>Deputy Leader of the Council</b> )	<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; Shared Services; Efficiency Agenda; Performance Management
Jeanette Baker	<b>Health and Leisure:</b> Sports and Leisure Facilities and Strategy; Healthy communities; Public art; Community Facilities Grants; Community Revenue Grants; Community Activity Grants; Young Persons' Champion; Oxfordshire Health improvement; Community and Public Health
Steve Good	<b>Environment and Housing Management:</b> Car Parking ; Waste Collection and Recycling; Street Scene (Cleansing, Litter and Grounds Maintenance); Energy Advice; Flood Alleviation; Environmental and Regulatory Services (apart from Licensing and Emergency Planning); Broadband ; Housing Allocations; and Homelessness; Environmental Partnership
Jeff Haine	<b>Strategic Housing and Development:</b> Regional Spatial Strategy; Local Plan; Government planning policies and guidance; Conservation and Design; Design and Historic Environment; Landscape/Biodiversity; Strategic Housing; Provision of Affordable Housing; Sheltered Housing Accommodation; Supporting People; Development Management
Norman MacRae	<b>Community Safety:</b> Elderly Persons Champion; Safeguarding; Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner; Licensing; Emergency Planning; Voluntary sector engagement; Parish/Town Council Liaison; Assets of Community Value; Armed Forces Champion

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 19 MARCH 2019**

<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	Approval of East Witney Development Framework Supplementary Planning Document (SPD) Preliminary Consultation	No	No	Cabinet	17 April 2019	None	Will be considered by Economic and Social Overview and Scrutiny Committee in due course, prior to further consultation
2	Approval of Tree Management Policy, in relation to Council owned land	No	No	Cabinet	17 April 2019	None	Will first be considered by Environment Overview and Scrutiny Committee
3	Approval and adoption of revised Corporate Enforcement Policy and approval of future authorisation to amend	No	No	Cabinet	17 April 2019	Enforcement Policy, March 2015	
4	Approval and adoption of revised policy and authorisation to amend – Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution	No	No	Cabinet	17 April 2019	None	
5	Approval of proposals for a Council Tax exemption scheme for care leavers	Yes	No	Cabinet then Council	17 April 2019	None	
6	Consideration and approval of action plan in response to the LGA Peer Challenge, following consideration by Finance & Management Overview and Scrutiny Committee	No	No	Cabinet	17 April 2019	None	

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7	Approval of Oxfordshire Joint Municipal Waste Strategy, including waste reduction targets	Yes	No	Cabinet	17 April 2019	None	Will first be considered by Environment Overview and Scrutiny Committee
8	Consideration of request to provide funding associated with the staging of part of the OVO Energy Women's Cycling Tour in Oxfordshire	No	No	Cabinet	17 April 2019	None	
9	Approval of proposals for expenditure using the Flexible Homelessness Support Grant	Yes	No	Cabinet	17 April 2019	None	Will first be considered by Finance and Management Overview and Scrutiny Committee
10	Consideration of authorisation for an application for planning consent for floodlighting at the proposed enhanced play and recreation facilities at Madley Park, Witney	No	No	Cabinet	17 April 2019	None	
11	Approval of revised policy for Disabled Facilities Grants	Yes	No	Cabinet	22 May 2019	None	
12	Approval of Developer Contributions Supplementary Planning Document (SPD) Issues Paper	No	No	Cabinet	22 May 2019	None	
13	Approval of East Chipping Norton draft Supplementary Planning Document for consultation	No	No	Cabinet	22 May 2019	None	
14	Appointment of Councillors to Outside Bodies	No	No	Cabinet	22 May 2019	None	

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15	Community Infrastructure Levy: decision as to whether consultation on a revised charging schedule is needed, or whether the previously approved schedule can be put forward for examination	Yes	No	Cabinet	22 May 2019	None	
16	Approval of Madley Park, Witney Residents Association Request to extend Community Facilities Grant offer period	No	No	Cabinet	22 May 2019	None	
17	<p>Consideration of bids for the provision of an Electric Vehicle Charging Points Framework Agreement</p> <p>It is anticipated that there will be an Appendix to the report which will contain information which will not be published 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".</p>	Yes	No	Cabinet	19 June 2019	None	
18	Approval of Oxfordshire Cotswolds Garden Village Area Action Plan (AAP) preferred options for consultation	Yes	No	Cabinet	19 June 2019	Consultation draft	Provisional date.

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19	Approval of West Eynsham Development Framework Supplementary Planning Document (SPD) following consultation	Yes	No	Cabinet	19 June 2019	Consultation draft	Provisional date.
20	To adopt an Action Plan to reduce the Council's use of Single Use Plastics	No	No	Cabinet then Council	19 June 2019	None	Will first be considered by Environment Overview and Scrutiny Committee
21	Consideration and approval of applications for Community Facilities Grants	Yes	No	Cabinet	19 June 2019	None	
22	Consideration and approval of legislative and minor updates to the Homeseeker Plus Policy	No	No	Cabinet	19 June 2019	None	
23	Consideration of request from the Environment Overview and Scrutiny Committee for a review and update of the Low Carbon and Environmental Plan	No	No	Cabinet	19 June 2019	None	
24	Approval of revenue outturn and performance report 2018/19	No	No	Cabinet then Council	19 June 2019	None	