

**WEST OXFORDSHIRE DISTRICT COUNCIL**  
**Membership of the Executive 2019-2020**

Portfolio and Name	Areas of Responsibility
<p><b>Leader of the Council</b></p> <p>James Mills            Deanery Barn            Broad Street            Bampton            Oxon            OX18 2LY</p>	<ul style="list-style-type: none"> <li>• Policy Framework</li> <li>• Corporate Plan</li> <li>• Co-ordination of Executive functions</li> <li>• Representation on Regional and National Bodies</li> <li>• Oxfordshire Partnership Board</li> <li>• Oxfordshire Growth Board</li> <li>• Oxfordshire Local Enterprise Partnership</li> <li>• Oxfordshire Leaders</li> <li>• Economic Development</li> <li>• Business Development</li> <li>• Inward Investment</li> <li>• Visitor Economy</li> <li>• Public Relations</li> </ul>
<p><b>Resources (and Deputy Leader)</b></p> <p>Toby Morris            78 Hailey Road            Witney            Oxon            OX28 1HF</p>	<ul style="list-style-type: none"> <li>• Finance and Management</li> <li>• Equalities and Diversity</li> <li>• Customer Services</li> <li>• Information Technology and services</li> <li>• Asset Management</li> <li>• Council Tax and Benefits</li> <li>• Health and Safety</li> <li>• Councillor Development</li> <li>• Shared Services</li> <li>• Efficiency Agenda</li> <li>• Performance Management</li> </ul>
<p><b>Environment</b></p> <p>Norman MacRae MBE            10 Hibiscus Way            Carterton            Oxon            OX18 1HP</p>	<ul style="list-style-type: none"> <li>• Car Parking</li> <li>• Waste Collection and Recycling</li> <li>• Street Scene (Cleansing, Litter and Grounds Maintenance)</li> <li>• Energy Advice</li> <li>• Flood Alleviation</li> <li>• Environmental and Regulatory</li> <li>• Environmental Partnership</li> </ul>
<p><b>Health and Leisure</b></p> <p>Michele Mead            30 Milestone Road            Carterton            Oxon            OX18 3RG</p>	<ul style="list-style-type: none"> <li>• Sports and Leisure Facilities and Strategy</li> <li>• Healthy communities</li> <li>• Public Art</li> <li>• Community Facilities Grants</li> <li>• Community Revenue Grants</li> <li>• Community Activity Grants</li> <li>• Oxfordshire Health improvement</li> <li>• Community and Public Health</li> </ul>

<p><b>Communities and Housing</b>  Steve Good  1 The Bungalows  Ham Lane  Aston  Oxon  OX18 2DE</p>	<ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Community Safety Partnership</li> <li>• Crime and Disorder</li> <li>• Neighbourhood Policing</li> <li>• Scrutiny of Police and Crime Commissioner</li> <li>• Voluntary sector engagement</li> <li>• Parish/Town Council Liaison</li> <li>• Assets of Community Value</li> <li>• Broadband</li> <li>• Housing Allocations; and Homelessness</li> </ul>
<p><b>Strategic Planning</b>  Jeff Haine  13 Poplar Farm Close  Milton under Wychwood  Oxon  OX7 6LX</p>	<ul style="list-style-type: none"> <li>• Regional Spatial Strategy</li> <li>• Local Plan</li> <li>• Government planning policies and guidance</li> <li>• Conservation and Design</li> <li>• Design and Historic Environment</li> <li>• Landscape/Biodiversity</li> <li>• Strategic Housing</li> <li>• Provision of Affordable Housing</li> <li>• Sheltered Housing Accommodation</li> <li>• Development Management</li> </ul>

updated 15 May 2019

**CABINET FUNCTIONS DELEGATED TO  
INDIVIDUAL CABINET MEMBERS \*\***

<b>Function</b>		<b>Delegated to</b>
1.	<b>Subscriptions and Donations to Voluntary Bodies</b> – To approve the award of grants subject to any grant award not exceeding £1,000	Cabinet Member for Health and Leisure
2.	<b>Discretionary Rate Relief</b> – To determine discretionary rate relief applications in accordance with the Council’s Discretionary Rate Relief policy, except for those decisions already delegated under the Officer Delegation Rules to the Strategic Director (Resources)	Cabinet Member for Resources
3.	<b>Debt Write-Offs</b> – To approve the writing off of debts, except for those already delegated under the Officer Delegation Rules to the Strategic Director (Resources)	Cabinet Member for Resources
4.	<b>Sports Achievement Awards</b> – To determine applications for Sports Achievement Awards which accord with the Council’s approved criteria up to a maximum of £300 per grant	Cabinet Member for Health and Leisure
5.	<b>Community Activities Grants</b> – To determine Community Activities Grants which accord with the Council’s approved criteria, up to a maximum of £500 per grant.	Cabinet Member for Health and Leisure
6.	<b>Community Revenue Grants</b> – To approve Community Revenue Grants utilising funds which remain following the annual grant award process.	Cabinet Member for Health and Leisure

\*\* All the above delegations are subject to the Executive Procedure Rules set out in the Constitution. Decisions of individual members of the Cabinet under these delegations will be subject to the Council’s normal decision making rules including the requirements for decisions to be taken at a properly constituted meeting, with an agenda normally published in advance, all decisions accompanied by reports from the appropriate officer(s), normal rights of public access to meetings, and a formal written record kept of all decisions taken.