



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Forward Plan Summary

**October 2009 to January 2010**

# Cherwell District Council

## Summary of the Forward Plan

This summary of the Forward Plan, (produced by officers on behalf of the Leader of the Council) sets out the key Executive decisions which will be taken at Cherwell District Council. Whilst this document provides details of the key decisions for the next four month period (set out on the front cover of this document), where details of key decisions to be made after this period are known they will be provided for information. The Forward Plan will be updated and rolled forward on a monthly basis. As this takes place, the programme will be adjusted: further key decisions may be added, or anticipated ones may be rescheduled or removed. The summary shows the decisions programmed to be taken during each month. A likely date of decision is shown, but it is possible that a decision may be rescheduled to a later month. The full Forward Plan, including the latest position on prospective decisions is available on the council website at [www.cherwell-dc.gov.uk](http://www.cherwell-dc.gov.uk), using the link to Council meetings.

This summary sets out the key decisions by month and says whether they will be taken by the Full Executive or by one of its individual Members, or portfolio holders as they are known (see below for details of the membership of the Executive). While key decisions may be taken by officers exercising authority delegated by the Executive, it is the Council's intention that this will very much be the exception.

### Key Decisions

A key decision is a 'significant' decision that is legally within the power of the Council to make, is not precluded by statute from being made under Executive arrangements and is not otherwise retained for decision by Council or delegated to a Committee of Council or officer by the Council's constitution.

Significance – A decision is significant if it meets the financial and / or community impact criteria:

- Financial  
A decision that will result in the Council:
  - Incurring potential revenue expenditure or savings above £50,000
  - Incurring potential capital expenditure or savings above £250,000
  - Procuring or awarding any contract having a total value exceeding £500,000

and / or

- Community Impact  
A decision that is significant in its effects on communities living or working in an area comprising two or more Wards in the area of the Council. That is a decision where:
  - A significant number of users of the service in the Ward(s) will be affected and / or
  - An impact that will last for a number of years, or be permanent; and / or
  - A significant impact on communities in terms of environmental and social well-being.

The following are not regarded by the Council to constitute key decisions:

- Implementing approved budgets or policies and strategies where there is little or no further choice involved and the main decision has already been taken by the council in agreeing the budget and policy framework.
- Implementing approved actions and targets in annual service plans.
- Decisions by the Head of Finance which are part of the ordinary financial administration of the Authority, notably those relating to investments, within the agreed Treasury Management Policy.
- Implementing projects for which specific conditions have been attached by external funders, such as the Government or European Union.
- The award of contract for the provision of works, goods and services, within an agreed policy and budget and where a decision has been made.

- Changes arising from amendments to statute where there is little or no discretion.

For a decision to be key there must be a significant degree of discretion to be exercised by the decision-maker.

The Forward Plan lists documents which are currently available to decision makers. Generally these are also available to the public but some may have restrictions on the information given in them. Copies of public documents listed may be obtained on request from

James Doble,  
Democratic, Scrutiny and Elections Manager  
Cherwell District Council,  
Bodicote House,  
Bodicote,  
Banbury, Oxfordshire OX15 4AA (e-mail: [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk)).

There will be a copying charge for each document. Comments on the matters for decision may be made to the relevant contact officer up to the date of the meeting, unless otherwise specified in the consultation details.

## **Cherwell District Council – Executive Members**

<b><u>Portfolio</u></b>	<b><u>Member</u></b>
Communications and Public Relations	Councillor Mallon
Community Safety, Street Scene and Rural	Councillor Morris
Customer Service and ICT (with special responsibility for tourism)	Councillor Turner
Democratic Services and Member Development	Councillor Miss Pickford
Economic Development and Estates	Councillor Bolster
Environment, Recreation and Health	Councillor Reynolds
Performance Management and Improvement	Councillor Atack
Planning and Housing	Councillor Gibbard
Policy and Community Planning	Councillor Wood
Resources and Organisational Development	Councillor Macnamara

## Cherwell District Council Forward Plan

### Key decisions to be taken by the full Executive

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
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Likely date of decision: October 2009				
<p><b>VFM Review of Risk and Insurance</b> To consider the outcomes of the Value for Money Review of risk and insurance.</p>		Portfolio Holder for Resources and Organisational Development	Neil Lawrence Tel: 01295 221801	None.
<p><b>Animation Station</b> To consider future arrangements for the Animation Station.</p>		Portfolio Holder for Environment, Recreation and Health	Paul Marston-Weston Tel: 01295 227095	None.
<p><b>Revenue and Benefits Award of Tender</b> To approve the award of a contract to the identified preferred supplier, the transactional elements of the Council's Benefits, Council Tax and Business Rate services commencing 1 April 2010 for a period of 5 years with the option, purely at the discretion of the Council, to extend the contract by up to 2 years.</p>		Portfolio Holder for Resources and Organisational Development	Julie Evans Tel: 01295 221595	None.

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
<p><b>Refurbishment of Old Bodicote House Award of Tender</b> To approve the award of a contract to the identified preferred supplier for the refurbishment of Old Bodicote House, subject to satisfactory planning approval, and for the capital sum to undertake these works and the extension of Bodicote House car park.</p>		Portfolio Holder for Economic Development and Estates	Neil Lawrence Tel: 01295 221801	None.
<p><b>Banbury Canalside Draft Supplementary Planning Document</b> To consider the Banbury Canalside draft supplementary planning document.</p>		Portfolio Holder for Planning and Housing	Chris Thom Tel: 01295 221849	None.
<p><b>Service and Financial Planning 2010/2011</b> To consider the draft budget guidelines and service priorities/rank.</p>		Leader of the Council and Portfolio Holder for Policy and Community Planning, Portfolio Holder for Performance Management and Improvement, Portfolio Holder for Resources and Organisational Development	Karen Curtin, Claire Taylor Tel: 01295 221551, Tel: 01295 221563	None.
<p><b>North West Bicester</b> To consider an update on North West Bicester.</p>		Portfolio Holder for Planning and Housing	Jameson Bridgwater, Philip Clarke Tel: 01295 221810, Tel: 01295 221840	None.

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
<p><b>Audit Commission's Annual Governance Report and Use of Resources Judgement</b> To consider the Audit Commission's Annual Governance Report and Use of Resources judgement.</p>		<p>Leader of the Council and Portfolio Holder for Policy and Community Planning, Portfolio Holder for Performance Management and Improvement, Portfolio Holder for Resources and Organisational Development</p>	<p>Julie Evans Tel: 01295 221595</p>	<p>None.</p>

Likely date of decision: November 2009				
<p><b>Bicester Hospital</b> To consider a progress report on Bicester Hospital.</p>		<p>Portfolio Holder for Environment, Recreation and Health</p>	<p>Ian Davies Tel: 01295 221698</p>	<p>None.</p>
<p><b>Countywide Interim Planning Policy on Climate Change Issues</b> To consider new planning policy on climate change issues prepared by the County Council, for use by District Councils in the interim period before new local policies are formally adopted within the Local Development Framework.</p>		<p>Portfolio Holder for Planning and Housing</p>	<p>Philip Clarke, Amy Smart Tel: 01295 221840, Tel: 01295 221850</p>	<p>None.</p>
<p><b>Local Development Scheme</b> To consider revisions to the Local Development Scheme.</p>		<p>Portfolio Holder for Planning and Housing</p>	<p>Philip Clarke Tel: 01295 221840</p>	<p>None.</p>

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
<p><b>Pensions Update</b> To consider an update on the Cherwell District Council pension fund.</p>		Portfolio Holder for Resources and Organisational Development	Karen Curtin Tel: 01295 221551	None.
<p><b>Cherwell Sustainable Community Strategy</b> To recommend to full Council that they formally adopt the new Cherwell Sustainable Community Strategy. This follows the 12 week formal consultation period which ends on 9 October 2009.</p>	Extensive. Over 100 organisations (150 individuals) involved prior to public consultation. Public consultation publicised on websites and in Cherwell Link. Special workshops organised.	Leader of the Council and Portfolio Holder for Policy and Community Planning	Helen Couperthwaite Tel: 01295 221751	None.
<p><b>VFM Review of Human Resources</b> To consider the outcomes of the Value for Money Review of Human Resources.</p>		Portfolio Holder for Resources and Organisational Development	Mike Carroll Tel: 01295 227959	None.
<p><b>VFM Review of Legal Services</b> To consider the outcomes of the Value for Money Review of legal services.</p>		Portfolio Holder for Resources and Organisational Development	Mike Carroll Tel: 01295 227959	None.
<p><b>Performance Management Framework Quarter 2 Report</b> To consider the Performance Management Framework Quarter 2 report.</p>		Portfolio Holder for Resources and Organisational Development	Claire Taylor Tel: 01295 221563	None.



Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
<b>Horton General Hospital Update</b> To consider an update on the Horton General Hospital.		Portfolio Holder for Environment, Recreation and Health	Ian Davies Tel: 01295 221698	None.
<b>Bicester Town Centre Development</b> To consider the development of Bicester Town Centre		Portfolio Holder for Economic Development and Estates	David Marriott Tel: 01295 221603	None.
<b>Preparation for the 2012 Olympics Tourism Potential</b> To consider what Cherwell District Council is doing to prepare for the 2012 Olympics and to assess the tourism potential for the district.		Portfolio Holder for Customer Service and ICT (with special responsibility for tourism)	Ian Davies Tel: 01295 221698	None.
<b>Sports Centre Modernisation</b> To consider the next steps in the sports centre modernisation project.		Portfolio Holder for Environment, Recreation and Health	Paul Marston-Weston Tel: 01295 227095	None.
<b>Member Development Monitoring</b> To update Members on the progress of the Member Development and Support Strategy		Portfolio Holder for Democratic Services and Member Development	Alexa Coates Tel: 01295 221591	None.
<b>Exeter Hall, Kidlington</b> To consider arrangements for the new one stop shop facility at Exeter Hall, Kidlington.		Strategic Director - Customer Service and Resources	Pat Simpson Tel: 01295 227069	None.

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
<p><b>Local Development Framework Annual Monitoring Report 2009</b> To approve the Council's Local Development Framework Annual Monitoring Report for submission to the Secretary of State.</p>		Portfolio Holder for Planning and Housing	Philip Clarke, Amy Smart Tel: 01295 221840, Tel: 01295 221850	None.

**Likely date of decision: December 2009**

<p><b>Service and Financial Planning 2010/2011</b> To consider the Budget and Corporate Plan First Draft (for consultation).</p>		Leader of the Council and Portfolio Holder for Policy and Community Planning, Portfolio Holder for Performance Management and Improvement, Portfolio Holder for Resources and Organisational Development	Karen Curtin, Claire Taylor Tel: 01295 221551, Tel: 01295 221563	None.
<p><b>Integrated Parking Matters - Residents Parking/CPE</b> To consider a range of parking matters.</p>		Portfolio Holder for Community Safety, Street Scene and Rural	Chris Rothwell Tel: 01295 221712	None.
<p><b>Banbury Cultural Quarter</b> To consider proposals for the development of a cultural quarter.</p>		Portfolio Holder for Environment, Recreation and Health	Ian Davies Tel: 01295 221698	None.

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
<b>Economic Development Strategy Review</b> To consider the Economic Development Strategy for the District		Portfolio Holder for Economic Development and Estates	David Marriott Tel: 01295 221603	None.

**Likely date of decision: January 2010**

<b>Service and Financial Planning 2010/2011</b> To consider the second draft of the Budget and Corporate Plan.		Leader of the Council and Portfolio Holder for Policy and Community Planning, Portfolio Holder for Performance Management and Improvement, Portfolio Holder for Resources and Organisational Development	Karen Curtin, Claire Taylor Tel: 01295 221551, Tel: 01295 221563	None.
<b>Audit Commission's Comprehensive Area Assessment (CAA) Judgement</b> To consider the Audit Commission's CAA judgement – organisational assessment and area assessment (to include a presentation from Robert Hathaway, Audit Commission).		Leader of the Council and Portfolio Holder for Policy and Community Planning, Portfolio Holder for Performance Management and Improvement, Portfolio Holder for Resources and Organisational Development	Mike Carroll Tel: 01295 227959	None.

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
<p><b>Private Sector Housing Strategy - Making the most of our existing homes</b> To consider a first Private Sector Housing Strategy which will set out the Council's priorities and intended actions.</p>	<p>The Strategy will have been formulated following extensive consultation and engagement with both statutory and voluntary stakeholders through both contact groups and questionnaires.</p>	<p>Portfolio Holder for Planning and Housing</p>	<p>Gillian Greaves, Tim Mills Tel: 01295 221654, Tel: 01295 221655</p>	<p>None.</p>
<p><b>Core Strategy</b> To consider a draft Core Strategy for Cherwell District.</p>	<p>None</p>	<p>Portfolio Holder for Planning and Housing</p>	<p>Philip Clarke Tel: 01295 221840</p>	<p>None.</p>
<p><b>Phone Access and Telephony Review</b> To consider:</p> <ul style="list-style-type: none"> <li>• A proposal and associated business case and plan for a single customer contact number or small suite of numbers</li> <li>• Revised procurement practice in respect of telephony with associated reduction in costs</li> <li>• Plan for upgrade for main telephone switch and decommissioning of satellite switches</li> <li>• A clear product catalogue for telephony services to the Council</li> </ul>		<p>Portfolio Holder for Customer Service and ICT (with special responsibility for tourism)</p>	<p>Pat Simpson Tel: 01295 227069</p>	<p>None.</p>

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
<b>Likely date of decision: February 2010</b>				
<b>Service and Financial Planning 2010/2011</b> To consider the final draft of the Budget and Corporate Plan.		Leader of the Council and Portfolio Holder for Policy and Community Planning, Portfolio Holder for Performance Management and Improvement, Portfolio Holder for Resources and Organisational Development	Karen Curtin, Claire Taylor Tel: 01295 221551, Tel: 01295 221563	None.