



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

Incorporating the Private Executive Meeting Notice  
and the Notice of Intention to make Key Decision

**April 2013 to July 2013**

# Cherwell District Council

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

There is a legal requirement for local authorities to publish a notice setting out the key executive decisions that will be taken by the appropriate decision maker at least 28 clear days before such decisions are to be taken. This Executive Work Programme incorporating the Notice of Intention to make Key Decision sets out the executive decisions (including key decisions) which are intended to be taken at Cherwell District Council. Whilst this document provides details of known decisions for the following month, where details of decisions to be made after this period are known, they are provided for information.

The plan also sets out where, if at all, it is anticipated that part of an Executive meeting will be held in private. This is where confidential or exempt information (as set out below) is likely to be made known. Notice is hereby given that it may be necessary for part of an Executive meeting to be held in private because it becomes apparent at the meeting that confidential or exempt information will otherwise be made known. Should this become apparent at the meeting the relevant part of the meeting will only be held in private upon the passing of a resolution which (where exempt information will be made known) describes the description of exempt information pursuant to Schedule 12A of the Local Government Act 1972.

**Paragraph 1** Information relating to an individual

**Paragraph 2** Information which is likely to reveal the identity of an individual

**Paragraph 3** Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**Paragraph 4** Information relating to any consultations or negotiations, in connection with any labour matters arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

**Paragraph 5** Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

**Paragraph 6** Information which reveals that the authority proposes:

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment

**Paragraph 7** Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

**Confidential Information** Information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

Any member of the public wishing to make a representation about why a meeting or part of a meeting should be open to the public and not held in private should do so at the address given below. In all cases details of the representation and the response to it will be published with the agenda for the meeting.

The Executive Work Programme will be updated and rolled forward on a monthly basis. As this takes place, the programme will be adjusted and further decisions will 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.

If a key decision is not included in the published Executive Work Programme for 28 clear days before a decision needs to be taken, or it is necessary to discuss an issue in private and 28 days notice has not been given the decision may only be taken or the item discussed in private with the agreement of the Chairman of the Overview and Scrutiny Committee.

### **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 and Procurement 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.

In all cases the documents submitted to the decision maker to inform their decision shall be a report (available with the agenda 5 days before the meeting) and all documents submitted to the decision maker will be available at [www.cherwell.gov.uk](http://www.cherwell.gov.uk)

For further information on the Executive Work Programme, please contact:

Democratic and Elections,  
Cherwell District Council,  
Bodicote House,  
Bodicote,  
Banbury,  
Oxfordshire OX15 4AA

E-mail: [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk) .

## Cherwell District Council – Executive Members 2012/2013

<b>Area of Responsibility</b>	<b>Lead Member</b>
Leader of the Council	Councillor Barry Wood
Deputy Leader of the Council	Councillor George Reynolds
Lead Member for Clean and Green	Councillor Nigel Morris
Lead Member for Financial Management	Councillor Ken Atack
Lead Member for Performance and Customers	Councillor Nicholas Turner
Lead Member for Banbury Brighter Futures	Councillor John Donaldson
Lead Member for Public Protection	Councillor Tony Ilott
Lead Member for Planning	Councillor Michael Gibbard
Lead Member for Estates and the Economy	Councillor Norman Bolster
Lead Member for Housing	Councillor Debbie Pickford

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
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**April 2013**

<b>Procurement Strategy</b> To consider the Procurement Strategy	Executive	Yes	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive report	Head of Finance and Procurement
<b>Cherwell Tenancy Strategy Review</b> To consider the Cherwell Tenancy Strategy Review.	Executive	No	No	Lead Member for Housing	Helen Town Tel: 01295 227991	Executive report	Head of Regeneration and Housing
<b>Special Purpose Vehicle for Open Market Rent and Development</b> To consider an exempt report relating to a special purpose vehicle for open market rent and development	Executive	Yes	Yes - by virtue of paragraphs 3 and 6 of part 1 of Schedule 12A of Local Government Act 1972	Lead Member for Housing	Chris Stratford, Helen Town Tel: 0300 003 0011, Tel: 01295 227991	Executive report	Director of Development
<b>Waste and Recycling Services</b> To consider the OWP Strategy and commercial waste collection	Executive	Yes	Yes - by virtue of paragraph 3 of part 1 of Schedule 12A of Local Government Act 1972	Lead Member for Clean and Green	Ed Potter, Ian Davies Tel: 0300 003 0105, Tel: 0300 003 0101	Executive Report	Director of Environment and Community

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<b>Local Heritage Assets and a Design Guidance for Shop Fronts</b> To consider local heritage assets and a design guidance for shop fronts	Executive	Yes	No	Lead Member for Planning	Janice Gooch Tel: 01295 227092	Executive report	Head of Strategic Planning and the Economy

### May 2013

<b>Equalities Self-Assessment &amp; Annual Update</b> To consider the Council's Equalities Self-Assessment & Annual Update	Executive	No	No	Leader of the Council	Caroline French Tel: 01295 227928	Executive report	Head of Transformation
<b>New Homes Bonus - Allocation for Year 3</b> To consider the allocation of the new homes bonus for year 3	Executive	Yes	No	Lead Member for Planning	Martin Henry Tel: 0300 003 0102	Executive report	Director of Resources, Head of Finance and Procurement
<b>Housing Strategy Review</b> To consider the Council's Housing Strategy	Executive	Yes	No	Lead Member for Housing	Kate Winstanley Tel: 01295 221648	Executive report	Head of Regeneration and Housing



Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<b>Empty Home Acquisition</b> To consider an exempt report on the acquisition of an empty home	Executive,	Yes	Yes - by virtue of paragraphs 3 and 6 of part 1 of Schedule 12A of Local Government Act 1972	Lead Member for Housing	Tim Mills, Chris Stratford Tel: 01295 221655, Tel: 0300 003 0011	Executive report	Head of Regeneration and Housing
<b>Brighter Futures Annual Report</b>	Executive	No	No	Lead Member for Banbury Brighter Futures	Ian Davies Tel: 0300 003 0101	Executive report	Director of Environment and Community
<b>City Deal</b> To consider an update on the city deal process	Executive	Yes	Yes - by virtue of paragraph 3 of part 1 of Schedule 12A of Local Government Act 1972	Leader of the Council	Calvin Bell Tel: 0300 003 0103	Executive report	Director of Development

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<b>June 2013</b>							
<b>Medium Term Financial Strategy</b> To consider the Medium Term Financial Strategy	Executive	Yes	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive Report	Head of Finance and Procurement
<b>Performance Management Framework 2012/2013 Annual Performance Review</b> To consider the Council's annual performance review for 2012/13 as measured through the Corporate Performance Management Framework.	Executive	No	No	Lead Member for Performance and Customers	Claire Taylor Tel: 0300 0030113	Executive report	Head of Transformation
<b>2012/2013 End of Year Finance Report</b> To consider the Council's provisional Revenue and Capital performance for the financial year 2012/2013	Executive	Yes	No	Lead Member for Financial Management	Karen Curtin, Nicola Jackson Tel: 0300 003 0106,	Executive report	Head of Finance and Procurement
<b>Annual Governance Statement</b> To consider the Annual Governance Statement	Executive	No	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive report	Head of Finance and Procurement

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<b>July 2013</b>							
No items scheduled							

<b>Future Items to be Scheduled</b>							
<b>Graven Hill Acquisition</b> To consider an exempt report relating to Graven Hill acquisition	Executive	Yes	Yes - by virtue of paragraphs 3 and 6 of part 1 of Schedule 12A of Local Government Act 1972	Lead Member for Housing	Chris Stratford, Helen Town Tel: 0300 003 0011, Tel: 01295 227991	Executive report	Head of Regeneration and Housing
<b>High Speed 2 Response to Environmental Strategy Consultation</b> To consider the response to the HS2 environmental strategy consultation.	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<p><b>Bicester Masterplan Supplementary Planning Document</b> To consider the Bicester Masterplan Supplementary Planning Document and public consultation responses</p>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report	Head of Strategic Planning and the Economy
<p><b>Banbury Canalside Supplementary Planning Document</b> To consider the representations received to the Banbury Canalside Draft Supplementary Planning Document (SPD) and to seek endorsement of changes made to the draft SPD. To seek endorsement to adopt the SPD as informal planning policy for development control purposes.</p>	Executive	Yes	No	Lead Member for Planning	Chris Thom Tel: 01295 221849	Executive Report	Director of Development , Head of Strategic Planning and the Economy
<p><b>Spiceball Supplementary Planning Document</b> To consider the Spiceball Supplementary Planning Document</p>	Executive	Yes	No	DLC, Lead Member for Planning	Adrian Colwell, Chris Thom Tel: 0300 003 0110, Tel: 01295 221849	Executive Report	Head of Strategic Planning and the Economy

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<b>Bolton Road Supplementary Planning Document</b> To consider the Bolton Road and Spiceball supplementary planning document	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report	Head of Strategic Planning and the Economy
<b>Economic Development Action Plan</b> To consider the Economic Development Action Plan	Executive	Yes	No	Lead Member for Estates and the Economy	Adrian Colwell Tel: 0300 003 0110	Executive Report	Head of Strategic Planning and the Economy