



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

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

**March 2015 to June 2015**

Published on 30 January 2015

## **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 defined in the constitution) 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.

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 clear 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 2014/2015**

<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 Financial Management	Councillor Ken Atack
Lead Member for Estates and the Economy	Councillor Norman Bolster
Lead Member for Banbury Brighter Futures	Councillor John Donaldson
Lead Member for Planning	Councillor Michael Gibbard
Lead Member for Clean and Green	Councillor Tony Ilott
Lead Member for Banbury Developments, Communications and Performance	Councillor Kieron Mallon
Lead Member for Housing	Councillor Debbie Pickford
Lead Member for Joint Working and IT	Councillor Nicholas Turner

**Dates of Executive Meetings 2014/15**

16 June 2014, 23 June

2014, 7 July 2014, 1 September 2014, 6 October 2014, 3 November 2014, 1 December 2014, 5 January 2014, 2 February 2014, 2 March 2014, 7 April 2014

**Dates of Executive Business Planning Meetings (BPM) 2014/15**

16 September 2014, 21 October 2014, 18 November 2014, 16 December 2014, 20 January 2015, 17 February 2015, 17 March 2015, 21 April 2015, 19 May 2015

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
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### March 2015

Performance and Risk Management Framework 2014/15 Third Quarter Performance Report	Executive	No	No	Lead Member for Banbury Developments, Communications and Performance	Louise Tustian2 Tel: 01295 2211786	Executive report	Head of Transformation
Quarter 3 2014/15 Finance and Procurement Report	Executive	No	No	Lead Member for Financial Management	Nicola Jackson, Paul Sutton Tel: 0300 003 0106	Executive report	Head of Finance and Procurement
Mid Cherwell Neighbourhood Area	Executive	Yes	No	Lead Member for Planning	Adrian Colwell, David Peckford Tel: 0300 003 0110, Tel: 01295 221841	Executive report	Head of Strategic Planning and the Economy
Report and Proposed Actions from LGA Study into Business Growth	Executive	No	No	Lead Member for Estates and the Economy	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy

<b>Issue to be Considered</b>	<b>Decision Maker</b>	<b>Key Decision (Yes/No)</b>	<b>Item likely to be considered in private (Yes/No)</b>	<b>Portfolio Holder</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Report Sign off</b>
GVA Study of Employment Land in Cherwell District	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Local Development Order	Executive	Yes	No	Lead Member for Planning	Karen Curtin, Andy Preston Tel: 0300 003 0106, Tel: 0300 003 0109	Executive report	Commercial Director (Bicester), Head of Development Management
Allocations Policy	Executive	Yes	No	Lead Member for Housing	Marianne North Tel: 01295 227946	Executive report	Head of Regeneration and Housing
Asset Management Plan 2015/16	Executive	No	No	Lead Member for Estates and the Economy	Karen Curtin Tel: 0300 003 0106	Executive report	Commercial Director (Bicester)
Mobile Homes Policy	Executive	No	No	Deputy Leader of the Council	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Community and Environment
Joint ICT Strategy	Executive	Yes	No	Lead Member for Joint Working and IT	Balvinder Heran Tel: 01295 227903	Executive report	Director of Resources

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
South West Bicester Sports Village Update	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Community and Environment
Leisure Management Procurement	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Community and Environment
Graven Hill Delivery Plan	Executive	Yes	Yes, by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	- Leader of the Council	Karen Curtin Tel: 0300 003 0106	Executive report	Commercial Director (Bicester)

#### April 2015

No items currently scheduled

#### May 2015

No meeting scheduled for May 2015 due to local elections

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
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### June 2015

Performance Management Framework 2014/15 Annual Performance Report	Executive	No	NO	Lead Member for Banbury Developments, Communications and Performance	Louise Tustian2 Tel: 01295 2211786	Executive report	Head of Transformation
Provisional 2014-15 Revenue and Capital Outturn Report	Executive	No	No	Lead Member for Financial Management	Martin Henry, Paul Sutton Tel: 0300 003 0102, Tel: 0300 003 0106	Executive report	Director of Resources
Brighter Futures in Banbury 2014/15 Annual Report	Executive	Yes	No	Lead Member for Banbury Brighter Futures	Ian Davies Tel: 0300 003 0101	Executive report	Director of Community and Environment
Corporate Equalities Annual Update	Executive	No	NO	- Leader of the Council	Caroline French, Louise Tustian2 Tel: 01295 227928, Tel: 01295 2211786	Executive report	Head of Transformation



Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
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Future Items For Consideration or to be Scheduled							
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The Mill	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Community and Environment
Health Sector Changes Update	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Community and Environment
Cherwell District Council response to Oxfordshire County Council Local Transport Plan 3 review	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Banbury Masterplan 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
Kidlington Framework Masterplan	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Bicester Masterplan 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

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
Banbury Canalside Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Chris Thom Tel: 01295 221849	Executive report	Head of Strategic Planning and the Economy, Director of Development
Bolton Road 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