



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

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

**October 2015 to January 2016**

Published on 3 September 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 a 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 2015/2016

<b>Lead Member Portfolio</b>	<b>Councillor</b>
<b>Leader of the Council</b> (Responsibility for Eco Town/Garden Town including Graven Hill, policy, partnerships, Law and Governance, Human Resources, Communications, Performance and Programme Management)	<b>Councillor Barry Wood</b>
<b>Deputy Leader of the Council</b> (Responsibility for Sports & Sports Facilities, Car parks and Customer Services)	<b>Councillor George Reynolds</b>
<b>Lead Member for Public Protection</b>	<b>Councillor Tony Ilott</b>
<b>Lead Member for Housing</b>	<b>Councillor John Donaldson</b>
<b>Lead Member for Clean and Green</b>	<b>Councillor Debbie Pickford</b>
<b>Lead Member for Banbury Futures</b> (Responsible for Brighter Futures and Banbury Projects Board)	<b>Councillor Kieron Mallon</b>
<b>Lead Member for Change Management, Joint Working and IT</b>	<b>Councillor Nicholas Turner</b>
<b>Lead Member for Financial Management</b>	<b>Councillor Ken Atack</b>
<b>Lead Member for Estates and the Economy</b>	<b>Councillor Norman Bolster</b>
<b>Lead Member for Planning</b>	<b>Councillor Michael Gibbard</b>

### Dates of Executive Meetings 2015/16

1 June 2015, 6 July 2015, 7 September 2015, 5 October 2015, 2 November 2015, 30 November 2015, 4 January 2016, 1 February 2016, 7 March 2016, 4 April 2016

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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**October 2015**

Bicester Sustainable Transport Strategy	Executive	Yes	No	Lead Member for Planning	Andy Bowe, Adrian Colwell Tel: 01295 221842, Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Street Trading	Executive	No	No	Deputy Leader of the Council	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Community and Environment
Social Community Infrastructure Plan	Executive	No	No	Lead Member for Public Protection.	Nicola Riley Tel: 01295 221724	Executive report	Director of Community and Environment
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
Graven Hill Local Development Order (LDO) Consultation Response Feedback	Executive	No	No	Lead Member for Planning	Alex Keen, Jon Westerman Tel: 01295 221812,	Executive report	Head of Development Management

<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>
Strategic Review of Recycling	Executive	Yes	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Head of Environmental Services
Air Quality Management Area in Bicester	Executive	No	None	Lead Member for Clean and Green	Jackie Fitzsimons, Trevor Dixon Tel: 01327 322283, Tel: 01327 322279	Executive report	Director of Community and Environment
Safeguarding	Executive	No	No	- Leader of the Council	Ian Davies, Nicola Riley Tel: 0300 003 0101, Tel: 01295 221724	Executive report	Director of Community and Environment
Budget Strategy 2016/2017	Executive	No	No	Lead Member for Financial Management	Paul Sutton Tel: 0300 003 0106	Executive report	Head of Finance and Procurement
Annual Customer Satisfaction Survey	Executive	No	No	- Leader of the Council	Louise Tustian2 Tel: 01295 2211786	Executive report	Head of Transformation

<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>
Adoption of the Hook Norton Neighbourhood Plan (subject to the outcome of the referendum of 3 September 2015)	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Oxfordshire Devolution Bid	Executive	Yes	No	- Leader of the Council	Sue Smith Tel: 0300 003 0100	Executive report	Chief Executive
Business Rates Pooling 2016-2017	Executive	Yes	No	Lead Member for Financial Management	Geni Hotchkiss Tel: 01327 322170	Executive report	Director of Resources
Local Housing Company	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Housing	Chris Stratford, Paul Sutton Tel: 0300 003 0011, Tel: 0300 003 0106	Executive report	Head of Finance and Procurement, Head of Regeneration and Housing
Transport Business Case	Executive	Yes	Yes - by virtue of paragraphs 1, 2, 3 and 4 of Section 12A of Local Government Act 1972	Lead Member for Estates and the Economy	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
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**November 2015 (2 meetings scheduled)**

2 meetings are scheduled: 2 November and 30 November, which is in lieu of a December meeting

Carbon Management Plan 2 November 2015	Executive	No	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Head of Environmental Services
Oxfordshire County Council Review and Early Interventions Children's Services Downsizing 2 November 2015	Executive	Yes	No	Lead Member for Public Protection.	Ian Davies Tel: 0300 003 0101	Executive report	Director of Community and Environment
Business Case to Create a Joint Communications and Marketing Service 2 November 2015	Executive	Yes	Yes, by virtue of paragraphs 1, 2 and 3 of Schedule 12A of Local Government Act 1972	- Leader of the Council	Jo Pitman Tel: 0300 003 0108	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
Asset Management Plan Update 2 November 2015	Executive	Yes	Part - the appendix to this report will be exempt from publication by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Estates and the Economy	Chris Stratford Tel: 0300 003 0011	Executive report	Head of Regeneration and Housing
Car Parking 2 November 2015	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
Eco Business Centre Procurement 2 November 2015	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)
Local Plan part 2 consultation on Issues and Options 30 November 2015	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
Performance Management Framework 2015/16 Quarter 2 Report 30 November 2015	Executive	No	No	- Leader of the Council	Louise Tustian2 Tel: 01295 2211786	Executive report	Head of Transformation
Quarter 2 2015/16 Finance and Procurement Report 30 November 2015	Executive	No	No	Lead Member for Financial Management	Paul Sutton Tel: 0300 003 0106	Executive report	Head of Finance and Procurement
Woodgreen Leisure Management Contract Procurement 30 November 2015	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

### January 2016

Council Tax Base for 2016/17	Executive	Yes	No	Lead Member for Financial Management	Martin Henry, Paul Sutton Tel: 0300 003 0102, Tel: 0300 003 0106	Executive report	Head of Finance and Procurement, Director of Resources
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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

Draft Budget and Business Plan 2016-2017 1 February 2015	Executive	Yes	No	- Leader of the Council, Lead Member for Financial Management	Paul Sutton, Louise Tustian2 Tel: 0300 003 0106, Tel: 01295 2211786	Executive report	Director of Resources, Head of Finance and Procurement, Head of Transformati on
Taxi Policy	Executive	No	No	Lead Member for Public Protection.	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Community and Environment
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
Oxfordshire County Council Joint User Agreement	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Community and Environment
Health Sector Changes	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Community and Environment

<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>
The Mill	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Community and Environment
Tourism Plan	Executive	No	No	Lead Member for Estates and the Economy	Nicola Riley Tel: 01295 221724	Executive report	Director of Community and Environment
Adoption of North West Bicester Supplementary Planning Document (SPD)	Executive	Yes	No	Lead Member for Planning	Andy Bowe, Adrian Colwell Tel: 01295 221842, 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

<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>
Banbury Canalside Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Chris Thom Tel: 01295 221849	Executive report	Director of Development , Head of Strategic Planning and the Economy
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
High Speed 2 (HS2) Qualifying Authority Status	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Towards a Business Improvement District for Banbury	Executive	No	No	Lead Member for Banbury Futures	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
A New Economic Development Strategy for the District (2016-2019)	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
Graven Hill Update	Executive	No	No	- Leader of the Council	Karen Curtin Tel: 0300 003 0106	Executive report	Commercial Director (Bicester)

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
OSCB Safeguarding	Executive	No	Yes, by virtue of paragraphs 1, 2 and 3 of Local Government Act 1972	- Leader of the Council	Ian Davies, Sue Smith Tel: 0300 003 0101, Tel: 0300 003 0100	Executive report	Chief Executive
Leisure Management Procurement	Executive	Yes	Yes - by virtue of paragraph 3 of section 12A of Local Government Act 1972	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Community and Environment