



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Work Programme Supplement

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

June 2019 to September 2019

Published 23.05.19

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.

Urgency – General Exception / Special Urgency

- Where a key decision needs to be taken and it is not included in the 28 day notice, the decision can only be made if:
 - The proper officer has informed the Overview and Scrutiny Committee Chairman in writing
 - The proper officer has placed a copy of the notice on deposit and the website for 5 clear days stating why the normal 28 day notice could not be complied with
- Where a key decision is needed and the above procedure cannot be followed (i.e. shorter than 5 days)
 - The agreement of the Overview and Scrutiny Chairman (or in his/her absence the Chairman of the Council, or in his/her absence, the Vice-Chairman of the Council) that the decision is urgent and cannot be deferred for 28 days or more must be obtained
 - If agreement is given, a notice must be published stating why the normal 28 day notice could not be complied with
- A report to full Council on decisions taken with less than five clear days' notice must be submitted at least annually. CDC will continue to report at each full Council meeting.

This supplementary notice is published in compliance with these requirements in relation to the proposed key decision set out below.

Decisions in Private - Exclusion of the Press and Public

Meetings of decision making bodies are to be held in public, unless confidential or exempt information (as set out below) is likely to be made known. Paragraphs 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., A resolution to exclude the press and public must be preceded by two public notices:

Two notices must be published advising of private items:

- The first, 28 clear days ahead of the meeting – during this 28 days, the public may make representations about why the meeting should be made in public
- The second, 5 clear days and containing any adverse comments on the proposal and a response to them
- If the 28 clear day process would take too long, the agreement of the Chairman of the Overview and Scrutiny Committee (or in his/her absence the Chairman of the Council, or in his/her absence, the Vice-Chairman of the Council) must be sought and public notice of that agreement given

This supplementary notice is published in compliance with these requirements in relation to the proposed decision set out below.

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

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| Issue to be Considered and Reasons for Urgency | 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>CDC/OCC Signage Agency Agreement To gain support to enter into agency agreements with Oxfordshire County Council regarding unauthorised signs, sponsorship of roundabouts and maintenance of the roundabouts outside Bicester Village.</p> <p>Decision non-key</p> | Executive | No | No | Lead Member for Clean and Green | Ed Potter Tel: 0300 003 0105 | Executive report | Assistant Director: Environmental Services |

| 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>Castle Quay Tenant Update Exempt report</p> <p>Reason for Urgency: The item wasn't included on the work programme as it hadn't been anticipated previously but a decision is needed to ensure progress against the project timetable. The decision is key due to the value and the Overview and Scrutiny Committee Chairman has been notified accordingly. Due to the report containing information relating to the financial affairs of the council, it is restricted. Having regard to the financial sensitivity and urgency of the matter, the Chairman of the Overview and Scrutiny Committee has agreed that the report can be considered in private.</p> | Executive | Yes | Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972 | Lead Member for Economy, Regeneration and Property, Lead Member for Financial Management & Governance | Chris Hipkiss Tel: 0300 003 0205 | Executive report | Executive Director: Finance (Interim) |