



*Cherwell*

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

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

**October 2020 to January 2021**

Published on 2 September 2020

## **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 and/or Executive sub-committees) 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 the Chairman of the Overview and Scrutiny Committee must be notified and a supplement to the Work Programme published at least 5 clear days before the date on which the decision is proposed to be taken. If the date by which the decision has to be made makes compliance with this requirement impracticable the decision can only be made with the consent of the Chairman of the Overview and Scrutiny Committee who must be satisfied that the making of the decision is urgent and cannot reasonably be deferred.

If 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 who must be satisfied that the need for the item to be taken to the meeting is urgent and cannot reasonably be deferred.

## 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 Chief Finance Officer 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)

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

<b>Lead Member Portfolio</b>	<b>Councillor</b>
<b>Leader of the Council</b>	<b>Councillor Barry Wood</b>
<b>Deputy Leader of the Council &amp; Lead Member for Leisure and Sport</b>	<b>Councillor George Reynolds</b>
<b>Lead Member for Finance and Governance</b>	<b>Councillor Tony Ilott</b>
<b>Lead Member for Customers and Transformation</b>	<b>Councillor Ian Corkin</b>
<b>Lead Member for Health and Wellbeing</b>	<b>Councillor Andrew McHugh</b>
<b>Lead Member for Clean and Green</b>	<b>Councillor Dan Sames</b>
<b>Lead Member for Economy, Regeneration and Property</b>	<b>Councillor Lynn Pratt</b>
<b>Lead Member for Performance</b>	<b>Councillor Richard Mould</b>
<b>Lead Member for Housing</b>	<b>Councillor John Donaldson</b>
<b>Lead Member for Planning</b>	<b>Councillor Colin Clarke</b>

**Dates of Executive Meetings 2020/2021: 1 June 2020; 6 July 2020; 7 September 2020; 5 October 2020; 2 November 2020; 7 December 2020; 4 January 2021; 1 February 2021; 1 March 2021; 6 April 2021**

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

Democratic and Elections Team,

Cherwell District Council,

Bodicote House,

Bodicote, Banbury,

Oxfordshire OX15 4AA

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



Item 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>October 2020</b>							
<b>Budget &amp; Business Planning 2020/21) process and scene setting</b> To consider the Business and Budget Planning process for 2021/2022	Executive	Yes	No	Lead Member for Financial Management & Governance	Lorna Baxter	Executive report	Corporate Director Commercial Development , Assets & Investment, Director of Finance
<b>England's Economic Heartland (EEH) Strategy</b> To receive an update on the England's Economic Heartland (EEH) Strategy	Executive	Yes	No	Lead Member for Planning	Robert Jolley Tel: 0300 003 0107	Executive report	Assistant Director: Growth & Economy
<b>Climate Change Emergency Action Plan</b> To consider the climate change emergency action plan	Executive	No	No	Lead Member for Clean and Green	Ed Potter, Sam Thomas Tel: 0300 003 0105, Tel: 01295 221964	Executive report	Assistant Director: Environmental Services, Corporate Director: Communities
<b>Monthly Performance, Finance and Risk Monitoring Report</b> To consider the monthly Performance, Finance and Risk Monitoring Report	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Louise Tustian Tel: 01295 221786	Executive report	Head of Insight and Corporate Programmes, Director of Finance

Item 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>November 2020</b>							
<b>Car Parking Strategy</b> To adopt the Car Parking Strategy following public consultation	Executive	Yes	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Assistant Director: Environmental Services, Corporate Director: Communities
<b>Civil Parking Enforcement</b> To consider arrangements for civil parking enforcement	Executive	Yes	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Assistant Director: Environmental Services
<b>Equalities, Diversity and Inclusion Policy and Action Plan</b> To consider an updated Equalities, Diversity and Inclusion Policy and Action Plan	Executive	No	No	- Leader of the Council	Sam Shepherd Tel: 07789 088173	Executive report	Corporate Director Customers and Organisational Development
<b>Graven Hill - Local Development Order (amendment)</b> To consider the Graven Hill – Local Development Order (amendment)	Executive	Yes	No	Lead Member for Planning	David Peckford Tel: 01295 221841	Executive report	Assistant Director: Planning and Development

Item 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>Monthly Performance, Finance and Risk Monitoring Report</b> To consider the monthly performance, finance and Risk Monitoring Report	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Louise Tustian Tel: 01295 221786	Executive report	Head of Insight and Corporate Programmes, Director of Finance
<b>December 2020</b>							
<b>Council Tax Reduction Scheme 2021/2022</b> To consider and recommend the proposed level of Council Tax discounts and a Council Tax Reduction Scheme for the 2021-2022 financial year to Council	Executive	Yes	No	Lead Member for Financial Management & Governance	Belinda Green Tel: 01327 322182	Executive report	Director of Finance
<b>Oxfordshire Plan 2050 - Options Consultation</b> To approve the Regulation 18 Oxfordshire Plan 2050 for consultation	Executive	Yes	No	Lead Member for Planning	Maria Dopazo Tel: 01295 227970	Executive report	Assistant Director: Planning and Development
<b>Infrastructure Funding Statement</b> To consider the Infrastructure Funding Strategy	Executive	Yes	No	Lead Member for Planning	David Peckford Tel: 01295 221841	Executive report	Assistant Director: Planning and Development



Item 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>Annual Monitoring Report 2020 (Planning and Development)</b> To consider the Annual Monitoring Report 2020	Executive	Yes	No	Lead Member for Planning	Maria Dopazo Tel: 01295 227970	Executive report	Assistant Director: Planning and Development
<b>Budget and Business Planning Progress Report</b> To consider a Budget and Business Planning progress report	Executive	Yes	No	Lead Member for Financial Management & Governance	Michael Furness	Executive report	Director of Finance
<b>Monthly Performance, Finance and Risk Monitoring Report</b> To consider the monthly performance, finance and risk monitoring report	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Louise Tustian Tel: 01295 221786	Executive report	Director of Finance, Head of Insight and Corporate Programmes
<b>January 2021</b>							
<b>Monthly Performance, Finance and Risk Monitoring Report</b> To consider the Monthly Performance, Finance and Risk Monitoring Report	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Louise Tustian Tel: 01295 221786	Executive report	Director of Finance, Head of Insight and Corporate Programmes

Item 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>Review of Council Tax Base Setting</b>            To provide Executive with an estimate of the Council Tax Base for 2021-2022 and seek approval for the final determination of the Council Tax Base to be delegated to the Section 151 Officer in consultation with the Lead Member for Financial Management &amp; Governance</p>	Executive	Yes	No	Lead Member for Financial Management & Governance	Lorna Baxter, Michael Furness	Executive report	Director of Finance
<b>Future Items For Consideration or to be Scheduled</b>							
<p><b>Budget and Business Plan 2020/2021</b>            To consider and recommend to Full Council the Budget and Business Plan 2020/21             February 2021</p>	Executive	Yes	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Lorna Baxter, Louise Tustian Tel: 01295 221786	Executive report	Director of Finance, Corporate Director Customers and Organisational Development

Item 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>Bicester Depot</b> Exempt report	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Clean and Green	Robert Fuzesi, Ed Potter Tel: 0300 003205, Tel: 0300 003 0105	Executive report	Assistant Director: Environmental Services, Assistant Director: Property, Investment & Contract Management
<b>Banbury Canalside Supplementary Planning Document</b> To consider the Banbury Canalside Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Chris Thom, David Peckford Tel: 01295 221849, Tel: 01295 221841	Executive report	Assistant Director: Planning and Development, Corporate Director: Place and Growth
<b>North Oxford Academy Joint User Agreement and Artificial Turf Pitch</b> To consider further sporting developments of the site	Executive	Yes	No	Deputy Leader	Nicola Riley Tel: 01295 221724	Executive report	Corporate Director Public Health & Wellbeing

Item 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>District Leisure Centre Extension Feasibility</b> To consider the feasibility of extensions to the Leisure Centres in the district	Executive	Yes	No	Deputy Leader	Nicola Riley Tel: 01295 221724	Executive report	Corporate Director Public Health & Wellbeing
<b>Changes to Waste and Recycling Policy</b> To consider changes to Waste and Recycling Policy in light of new Government legislation expected autumn 2020	Executive	No	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Corporate Director: Communities , Assistant Director: Environmental Services
<b>Community Infrastructure Levy (CIL) Submission Plan</b> To consider the Community Infrastructure Levy (CIL) Submission Plan	Executive	Yes	No	Lead Member for Planning	David Peckford Tel: 01295 221841	Executive report	Assistant Director: Planning and Development , Corporate Director: Place and Growth