



*Cherwell*

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

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

**May 2021 to August 2021**

Published on 7 May 2021

## **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 2021/2022: 7 June 2021, 5 July 2021, 6 September 2021, 4 October 2021, 1 November 2021, 6 December 2021, 10 January 2022, 7 February 2022, 7 March 2022, 4 April 2022**

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@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.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	Director
<b>May 2021</b>							
No Executive meeting scheduled for May 2021 due to local elections							
<b>"Making" of the Weston-on-the-Green Neighbourhood Plan (urgent action)</b> Subject to the result of the Neighbourhood Plan Referendum on Thursday 6 May, result to be declared on Sunday 9 May, to take urgent action to recommend Full Council "make" the Weston-on-the-Green Neighbourhood Plan and approve the issuing and publication of a decision statement	Corporate Director Environment and Place	No	No	Lead Member for Planning	Eleanor Gingell Tel: 01295 221569	Executive report	Corporate Director Environment and Place
<b>June 2021</b>							
<b>OxLEP Economic Recovery Plan Update</b> To consider an update on the OxLEP Economic Recovery Plan	Executive	No	No	Lead Member for Clean and Green	Robert Jolley Tel: 0300 003 0107	Executive report	Assistant Director: Growth & Economy

<b>Item 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>Lead Member</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Director</b>
<b>Bad Debt Write Off</b> Exempt report - To consider bad debt write offs that cannot be written off under delegated authority	Executive	Yes		Lead Member for Financial Management & Governance	Kerry MacDermott	Executive report	Director of Finance & S151 Officer
<b>Social Value Policy</b> To consider the Social Value Policy	Executive	Yes	No	Lead Member for Customers and Transformation	Tom Layzell Tel: 07795 301254	Executive report	Corporate Director: Place and Growth
<b>Car Parking</b> To consider car parking matters	Executive	Yes	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Assistant Director: Environmental Services
<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	Celia Prado-Teeling Tel: 01295 221556	Executive report	Director of Finance & S151 Officer, 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	Director
<p><b>Appointment of Representatives to Partnerships, Outside Bodies and Member Champions for 2021/2022</b></p> <p>To appoint representatives to Partnerships and Outside Bodies and Member Champions for the municipal year 2021/2022.</p>	Executive	No	No	- Leader of the Council	Natasha Clark Tel: 01295 221589	Executive report	Director: Law and Governance & Monitoring Officer
<p><b>Notification of Urgent Action - Garden Town Government Grant Programme</b></p> <p>To advise Executive of an urgent decision taken by the Corporate Director Environment and Place to accept grant funding from the Government for Phase 2 of the Garden Town Schemes and include this in the 2020/21 Capital Programme</p>	Executive	No	No	Lead Member for Economy, Regeneration and Property	Robert Jolley Tel: 0300 003 0107	Executive report	Corporate Director Environment and Place

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	Director
<b>Notification of Urgent Action - "Making" of the Weston-on-the-Green Neighbourhood Plan</b> Subject to the outcome of the referendum, to notify Executive of urgent action taken by the Corporate Director Environment and Place regarding the "making" of the Plan	Executive	No	No	Lead Member for Planning	Eleanor Gingell Tel: 01295 221569	Executive report	Corporate Director Environment and Place
<b>Notification of Urgent Action - Graven Hill</b> Exempt report to notify Executive of an urgent officer decision	Executive	No	No - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	- Leader of the Council	Steve Jordan	Executive report	Corporate Director Commercial Development , Assets & Investment
<b>July 2021</b>							
<b>COVID-19 Update</b> To provide an update on the COVID-19 situation	Executive	No	No	- Leader of the Council	Robin Rogers	Executive report	Chief Executive
<b>Oxfordshire Plan 2050 - Options Consultation</b> To approve the Regulation 18 Oxfordshire Plan 2050 for consultation	Executive	Yes	No	Lead Member for Planning	David Peckford Tel: 01295 221841	Executive report	Assistant Director: Planning and Development



<b>Item 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>Lead Member</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Director</b>
<b>Draft Statement of Community Involvement</b> To consider the draft Statement of Community Involvement	Executive	Yes	No	Lead Member for Planning	Eleanor Gingell Tel: 01295 221569	Executive report	Assistant Director: Planning and Development
<b>Changes to Waste Collection Service</b> To consider changes to the Waste Collection Service	Executive	Yes	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Assistant Director: Environmental Services
<b>Housing Standards and Enforcement Policy</b> To consider the Housing Standards and Enforcement Policy	Executive	Yes	No	Lead Member for Housing	Tim Mills Tel: 01295 221655	Executive report	Assistant Director: Housing & Social Care Commissioning
<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	Celia Prado-Teeling Tel: 01295 221556	Executive report	Head of Insight and Corporate Programmes, Director of Finance & S151 Officer
<b>Draft Oxfordshire Plan 2050 Reg 18 (Stage 2)</b> To approve the draft plan for public consultation	Executive	Yes	No	- Leader of the Council	Andy Bowe, Robert Jolley Tel: 01295 221842, Tel: 0300 003 0107	Executive report	Corporate Director Environment and Place

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	Director
<b>August 2021</b>							
No meeting scheduled for August 2021							
<b>September 2021</b>							
<b>Revised CDC Housing Allocation Scheme</b> To consider the revised CDC housing allocation scheme	Executive	Yes	No	Lead Member for Housing	Frances Evans, Tim Mills Tel: 01295 227033, Tel: 01295 221655	Executive report	Assistant Director: Housing & Social Care Commissioning
<b>Cherwell Local Plan Options Paper</b> To consider the Cherwell Local Plan options paper	Executive	Yes	No	Lead Member for Planning	Eleanor Gingell Tel: 01295 221569	Executive report	Assistant Director: Planning and Development
<b>Housing Land Supply Position Statement</b> To consider the Housing Land supply position statement	Executive	Yes	No	Lead Member for Planning	Eleanor Gingell Tel: 01295 221569	Executive report	Assistant Director: Planning and Development
<b>Statement of Community Involvement</b> To consider the Statement of Community Involvement	Executive	Yes		Lead Member for Planning	Eleanor Gingell Tel: 01295 221569	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	Director
<b>Monthly Finance, Performance and Risk Monitoring Report</b> To consider the monthly finance, performance and risk monitoring report	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Celia Prado-Teeling Tel: 01295 221556	Executive report	Director of Finance & S151 Officer, Head of Insight and Corporate Programmes
<b>Future Items For Consideration or to be Scheduled</b>							
<b>Climate Action Plan - Annual Update</b> To receive an annual update on the Climate Action Plan  October 2021	Executive	Yes	No	Lead Member for Clean and Green	Sandra Fisher-Martins	Executive report	Assistant Director: Environmental Services
<b>Annual Monitoring Report 2021</b> To seek approval of the planning authorities' Annual Monitoring Report (AMR) 2021  December 2021	Executive	Yes	No	Lead Member for Planning	Eleanor Gingell Tel: 01295 221569	Executive report	Assistant Director: Planning and Development
<b>Litter Strategy</b> To consider a Litter Strategy	Executive	Yes	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Assistant Director: Environmental Services

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	Director
<b>Review of the Bicester Strategic Delivery Board</b> To consider an update on the review of the Bicester Strategic Delivery Board	Executive	No	No	- Leader of the Council	Dean Fischer, Robert Jolley Tel: 0300 003 0107	Executive report	Assistant Director: Growth & Economy
<b>Private Hire and Hackney Carriage Licensing Policy</b> To consider the Private Hire and Hackney Carriage Licensing Policy	Executive	Yes	No	Lead Member for Health and Wellbeing	Trevor Dixon Tel: 01295 221821	Executive report	Assistant Director: Regulatory Services
<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	Ed Potter, Robert Fuzesi Tel: 0300 003 0105, Tel: 0300 003205	Executive report	Assistant Director: Environmental Services, Assistant Director: Property, Investment & Contract Management

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	Director
<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
<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>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