



*Cherwell*

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Forward Plan

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

**October 2021 to January 2022**

Published on 31 August 2021

## **Executive Forward Plan 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 Forward Plan 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 Forward Plan 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 Forward Plan 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 Forward Plan 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 2021/22**

<b>Lead Member Portfolio</b>	<b>Councillor</b>
<b>Leader of the Council</b>	<b>Councillor Barry Wood</b>
<b>Lead Member for Clean and Green</b>	<b>Councillor Dan Sames</b>
<b>Lead Member for Customers and Transformation</b>	<b>Councillor Ian Corkin</b>
<b>Lead Member for Economy, Regeneration and Property</b>	<b>Councillor Lynn Pratt</b>
<b>Lead Member for Finance and Governance</b>	<b>Councillor Tony Ilott</b>
<b>Lead Member for Health and Wellbeing</b>	<b>Councillor Andrew McHugh</b>
<b>Lead Member for Housing</b>	<b>Councillor Lucinda Wing</b>
<b>Lead Member for Leisure and Sport</b>	<b>Councillor Phil Chapman</b>
<b>Lead Member for Performance</b>	<b>Councillor Richard Mould</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 Forward Plan, 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>October 2021</b>							
<b>Revised CDC Housing Allocation Scheme</b> To consider the revised CDC housing allocation scheme	Executive	Yes	No	Lead Member for Housing	Vicki Jessop, Alison Adkins, Paul France Tel: 01295 221677, Tel: 01295 227088	Executive report	Corporate Director Adults & Housing Services
<b>Park and Charge Project</b> To consider a change to a length of contract in the Park and Charge project	Executive	Yes	Partial - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Clean and Green	Jenny Figueiredo, Ed Potter Tel: 07990 368278, Tel: 0300 003 0105	Executive report	Corporate Director Environment and Place
<b>Member Champion Review</b> To consider a review of the Member Champion terms of references, function and appointments	Executive	No	No	- Leader of the Council	Natasha Clark, Emma Faulkner Tel: 01295 221589,	Executive report	Director: Law and Governance & Monitoring Officer
<b>Statement of Community Involvement</b> To consider the Statement of Community Involvement	Executive	Yes		Lead Member for Planning	Eleanor Gingell, David Peckford Tel: 01295 221569, Tel: 01295 221841	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
<p><b>Budget and Business Planning Process 2022/23 - 2026/27</b> To inform the Executive of the proposed approach to the 2022/23 Budget and Business Planning Process and provides context and background information on the existing Medium Term Financial Strategy</p>	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Michael Furness Tel: 01295 221845	Executive report	Director of Finance & S151 Officer
<p><b>Joint Performance, Risk and Finance report</b> To inform the Executive of the progress against our corporate priorities, a Leadership Risk update linking to the performance and a financial update</p>	Executive	No	No	Lead Member for Performance, Lead Member for Financial Management & Governance	Louise Tustian, Michael Furness Tel: 01295 221786, Tel: 01295 221845	Executive report	Corporate Director Customers and Organisational Development
<p><b>Graven Hill Bonds</b> To consider a general delegation to agree and conclude Graven Hill bonds up to a capped amount</p>	Executive	No	No	- Leader of the Council	Steve Jorden	Executive report	Corporate Director Commercial Development , Assets & Investment

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>Consultation Response on Creating a Vision for the Oxford-Cambridge Arc</b> To consider the proposed consultation response on creating a Vision for the Oxford-Cambridge Arc	Executive	No	No	- Leader of the Council	Robert Jolley, David Peckford Tel: 0300 003 0107, Tel: 01295 221841	Executive report	Corporate Director Environment and Place
<b>November 2021</b>							
<b>Climate Action Plan - Annual Update</b> To receive an annual update on the Climate Action Plan	Executive	Yes	No	Lead Member for Clean and Green	Sandra Fisher-Martins Tel: 07584 174682	Executive report	Corporate Director Environment and Place
<b>Tenancy Strategy and Affordability Statement</b> To consider Tenancy Strategy and Affordability Statement for adoption following consultation	Executive	Yes	No	Lead Member for Housing	Vicki Jessop	Executive report	Corporate Director Adults & Housing Services
<b>Joint Performance, Risk and Finance Report</b> To inform the Executive of the progress against our corporate priorities, a Leadership Risk update linking to the performance and a financial update	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Michael Furness, Louise Tustian Tel: 01295 221845, Tel: 01295 221786	Executive report	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	Director
<b>December 2021</b>							
<b>Annual Monitoring Report 2021</b> To seek approval of the planning authorities' Annual Monitoring Report (AMR) 2021	Executive	Yes	No	Lead Member for Planning	Eleanor Gingell, David Peckford Tel: 01295 221569, Tel: 01295 221841	Executive report	Corporate Director Environment and Place
<b>Council Tax Reduction Scheme 2022-2023</b> To consider and recommend to Council the proposed levels of Council Tax discounts and a Council tax Reduction Scheme for the financial year 2022-2023	Executive	Yes	No	Lead Member for Financial Management & Governance	Michael Furness Tel: 01295 221845	Executive report	Director of Finance & S151 Officer
<b>Joint Performance, Risk and Finance Report</b> To inform the Executive of the progress against our corporate priorities, a Leadership Risk update linking to the performance and a financial update	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Michael Furness, Louise Tustian Tel: 01295 221845, Tel: 01295 221786	Executive report	Corporate Director Customers and Organisational Development
<b>January 2022</b>							



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>Council Tax Base 2022-2023</b> To consider the Council Tax Base for 2022-2023	Executive	Yes	No	Lead Member for Financial Management & Governance	Michael Furness Tel: 01295 221845	Executive report	Director of Finance & S151 Officer
<b>Joint Performance, Finance and Risk Report</b> To inform the Executive of the progress against our corporate priorities, a Leadership Risk update linking to the performance and a financial update	Executive	No	No	Lead Member for Performance, Lead Member for Financial Management & Governance	Michael Furness, Louise Tustian Tel: 01295 221845, Tel: 01295 221786	Executive report	Corporate Director Customers and Organisational Development
<b>Future Items For Consideration or to be Scheduled</b>							
<b>Budget and Business Plan 2022/23 - 2026/27</b> To consider and recommend to Full Council the Executive's proposed Business Plan and related revenue budget for 2022-2023, medium term financial strategy to 2026/27, capital programme to 2026/27 and all supporting policies, strategies and information  (February 2022)	Executive	Yes	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Michael Furness Tel: 01295 221845	Executive report	Director of Finance & S151 Officer

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>Social Value Policy</b> To consider the Social Value Policy	Executive	Yes	No	Lead Member for Economy, Regeneration and Property	Tom Layzell Tel: 07795 301254	Executive report	Corporate Director Commercial Development , Assets & Investment
<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	Corporate Director Environment and Place
<b>Service Level Agreement Cherwell District Council and Oxfordshire County Council - Grass Cutting</b> To consider a Service Level Agreement between Cherwell District Council and Oxfordshire County Council for grass cutting	Executive	Yes	Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Corporate Director Environment and Place
<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	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>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	Corporate Director Commercial Development , Assets & Investment
<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	Corporate Director Commercial Development , Assets & Investment, Corporate Director Environment and Place
<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	Corporate Director: Place and Growth

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>North Oxford Academy Joint User Agreement and Artificial Turf Pitch</b> To consider further sporting developments of the site</p>	Executive	Yes	No	Lead Member for Leisure and Sport	Nicola Riley Tel: 01295 221724	Executive report	Corporate Director Public Health & Wellbeing
<p><b>District Leisure Centre Extension Feasibility</b> To consider the feasibility of extensions to the Leisure Centres in the district</p>	Executive	Yes	No	Lead Member for Leisure and Sport	Nicola Riley Tel: 01295 221724	Executive report	Corporate Director Public Health & Wellbeing
<p><b>Community Infrastructure Levy (CIL) Submission Plan</b> To consider the Community Infrastructure Levy (CIL) Submission Plan</p>	Executive	Yes	No	Lead Member for Planning	David Peckford Tel: 01295 221841	Executive report	Corporate Director: Place and Growth