



*Cherwell*

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Forward Plan

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

**June 2022 to September 2022**

Published on 4 May 2022

## **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 (all 6.30pm unless indicated): 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**

**Dates of Executive Meetings 2022/2023 (all 6.30pm unless indicated): 6 June 2022, 4 July 2022, 5 September 2022, 3 October 2022, 7 November 2022, 5 December 2022, 9 January 2023, 6 February 2023, 6 March 2023, 3 April 2023**

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>June 2022</b>							
<b>Traffic Orders Bus Station &amp; Cherwell Drive</b> To consider amendments to traffic orders for the coach park and bus station, Banbury	Executive	No	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Corporate Director - Communities (interim)
<b>The Food Strategy</b> Development of a Countywide Food Strategy, working with key partners such Good Food, Oxfordshire County Council, the district and city councils.	Executive	Yes	No	Lead Member for Health and Wellbeing	Nicola Riley, Jon Wild Tel: 01295 221724, Tel: 01295 221716	Executive report	Chief Executive
<b>Appointment of Outside Body Representatives, Member Champion and Shareholder Committee</b> To appoint outside body representatives, a Military Member Champion and Shareholder Committee members for the municipal year 2022/2023	Executive	No	No	- Leader of the Council	Emma Faulkner	Executive report	Assistant Director - Legal, Governance & Democratic Services & Monitoring Officer (interim)

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>Financial Management, Performance and Risk 2021/2022 Outturn Report</b> To consider the 2021/2022 joint performance, finance and risk outturn report</p>	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Michael Furness, Celia Prado-Teeling Tel: 01295 221845, Tel: 01295 221556	Executive report	Assistant Director of Finance & S151 Officer, Assistant Director - Customer Focus (interim)
<p><b>Financial Management, Performance and Risk Monthly 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	Yes	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Michael Furness, Celia Prado-Teeling Tel: 01295 221845, Tel: 01295 221556	Executive report	Assistant Director of Finance & S151 Officer, Assistant Director - Customer Focus (interim)
<p><b>Notification of Urgent Action: Additional Restrictions Grants Policy - Grant payment levels</b> To notify Executive of an urgent decision taken by the Chief Executive</p>	Executive	No	No	- Leader of the Council	Michael Furness Tel: 01295 221845	Executive report	Assistant 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>Public Spaces Protection Order for Bicester</b> To consider the making of a Public Spaces Protection Order for Bicester	Executive	Yes	No	Lead Member for Health and Wellbeing	Richard Webb Tel: 0300 003 0208	Executive report	Corporate Director Commercial Development , Assets & Investment
<b>Fixed Penalty Notice Amount for Cycling on Pavements</b> To agree the Fixed Penalty Notice amount for cycling on pavements	Executive	Yes	No	Lead Member for Health and Wellbeing	Richard Webb Tel: 0300 003 0208	Executive report	Corporate Director Commercial Development , Assets & Investment
<b>July 2022</b>							
<b>Financial Management, Performance and Risk Monthly 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	Yes	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Michael Furness, Celia Prado-Teeling Tel: 01295 221845, Tel: 01295 221556	Executive report	Assistant Director of Finance & S151 Officer, Assistant Director - Customer Focus (interim)

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>Updated Regulation of Investigatory Powers Act Policy</b> To consider an updated Regulation of Investigatory Powers Act Policy</p>	Executive	Yes	No	Lead Member for Health and Wellbeing	Richard Webb Tel: 0300 003 0208	Executive report	Corporate Director Commercial Development , Assets & Investment
<b>August 2022</b>							
No meeting scheduled for August							
<b>September 2022</b>							
<p><b>Financial Management, Performance and Risk Monthly 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	Yes	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Michael Furness, Celia Prado-Teeling Tel: 01295 221845, Tel: 01295 221556	Executive report	Assistant Director - Customer Focus (interim), Assistant Director of Finance & S151 Officer
<b>Future Items For Consideration or to be Scheduled</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>Cherwell Local Plan Review - Draft Plan for Consultation</b> To consider the draft review of the Cherwell Local Plan for consultation  (3 October 2022)	Executive	Yes	No	Lead Member for Planning	Andrew Maxted	Executive report	Assistant Director of Planning and Development
<b>Annual Monitoring Report 2022</b> To consider the Annual Monitoring Report 2022  (5 December 2022)	Executive	No	No	Lead Member for Planning	Andrew Maxted	Executive report	Assistant Director of Planning and Development
<b>Infrastructure Funding Statement 2021/22</b> To consider the Infrastructure Funding Statement 2021/22  (5 December 2022)	Executive	No	No	Lead Member for Planning	David Peckford Tel: 01295 221841	Executive report	Assistant Director of Planning and Development
<b>2022/2023 Climate Action Programme</b> To consider the 2022/2023 Climate Action Programme	Executive	Yes	No	Lead Member for Clean and Green	Sandra Fisher-Martins Tel: 07584 174682	Executive report	Corporate Director - Communities (interim)

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>Oxfordshire Plan 2050</b> To consider the Oxfordshire Plan 2050	Executive	Yes	No	Lead Member for Planning	Andrew Maxted	Executive report	Assistant Director of Planning and Development
<b>Community Infrastructure Levy (CIL)</b> To consider the Community Infrastructure Levy (CIL)	Executive	Yes	No	Lead Member for Planning	Andrew Maxted	Executive report	Assistant Director of Planning and Development
<b>Banbury Canalside Supplementary Planning Document</b> To consider the Banbury Canalside Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Andrew Maxted	Executive report	Assistant Director of Planning and Development
<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 - Communities (interim)

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	Robert Jolley Tel: 0300 003 0107	Executive report	Corporate Director - Communities (interim)
<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, Vic Kurzeja Tel: 0300 003 0105,	Executive report	Corporate Director Commercial Development , Assets & Investment
<b>North Oxford Academy Joint User Agreement and Artificial Turf Pitch</b> To consider further sporting developments of the site	Executive	Yes	No	Lead Member for Leisure and Sport	Nicola Riley Tel: 01295 221724	Executive report	Chief Executive

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>District Leisure Centre Extension Feasibility</b> To consider the feasibility of extensions to the Leisure Centres in the district	Executive	Yes	No	Lead Member for Leisure and Sport	Nicola Riley Tel: 01295 221724	Executive report	Chief Executive