



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Forward Plan

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

August 2022 to November 2022
(plus July Portfolio Holder decisions for information)

Published on 26 June 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

Cherwell District Council – Executive Members 2022/2023

| Portfolio | Councillor |
|---|---------------------------------|
| Leader of the Council and Portfolio Holder for Policy and Strategy | Councillor Barry Wood |
| Deputy Leader and Portfolio Holder for Regeneration and Economy | Councillor Ian Corkin |
| Portfolio Holder for Cleaner and Greener Communities | Councillor Dan Sames |
| Portfolio Holder for Corporate Services | Councillor Richard Mould |
| Portfolio Holder for Finance | Councillor Adam Nell |
| Portfolio Holder for Healthy Communities | Councillor Phil Chapman |
| Portfolio Holder for Housing | Councillor Nick Mawer |
| Portfolio Holder for Planning | Councillor Colin Clarke |
| Portfolio Holder for Property | Councillor Lynn Pratt |
| Portfolio Holder for Safer Communities | Councillor Eddie Reeves |

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

| Item to be Considered | Decision Maker | Key Decision (Yes/No) | Item likely to be considered in private (Yes/No) | Portfolio Holder | Contact Officer | Documents to be Submitted to decision maker | Director |
|--|------------------------------|-----------------------|--|------------------------------|----------------------------------|---|--|
| July 2022 | | | | | | | |
| COVID Additional Relief Fund (CARF) Policy To approve the Covid Additional Relief Fund (CARF) Policy and related processes | Portfolio Holder for Finance | No | No | Portfolio Holder for Finance | Jacey Scott Tel: 01295 221548 | Portfolio Holder report | Assistant Director of Finance & S151 Officer |
| Council Tax Rebate Discretionary Policy To approve the Council Tax Rebate Discretionary Policy | Portfolio Holder for Finance | No | No | Portfolio Holder for Finance | Jacey Scott Tel: 01295 221548 | Portfolio Holder report | Assistant Director of Finance & S151 Officer |
| August 2022 | | | | | | | |
| No meeting scheduled for August | | | | | | | |
| September 2022 | | | | | | | |

| Item to be Considered | Decision Maker | Key Decision (Yes/No) | Item likely to be considered in private (Yes/No) | Portfolio Holder | Contact Officer | Documents to be Submitted to decision maker | Director |
|--|----------------|-----------------------|--|---|--|---|---|
| <p>Aged Debt Review To provide a summary of the accounts proposed for write-offs and to request approval for proposed write-offs</p> | Executive | Yes | The appendices to the report are exempt from publication by virtue of paragraphs 1, 2 and 3 of Schedule 12A of Local Government Act 1972 | Portfolio Holder for Finance | Leanne Lock, Jacey Scott Tel: 01295 221558, Tel: 01295 221548 | Executive report | Assistant Director of Finance & S151 Officer |
| <p>Financial Management, Performance and Risk Monthly Report 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 | Portfolio Holder for Corporate Services, Portfolio Holder for Finance | Michael Furness, Celia Prado-Teeling Tel: 01295 221845, Tel: 01295 221556 | Executive report | Assistant Director - Customer Focus (interim), Assistant Director of Finance & S151 Officer |
| October 2022 | | | | | | | |
| <p>Cherwell Local Plan Review - Draft Plan for Consultation To consider the draft review of the Cherwell Local Plan for consultation</p> | Executive | Yes | No | Portfolio Holder for Planning | Andrew Maxted | Executive report | Assistant Director of Planning and Development |

| Item to be Considered | Decision Maker | Key Decision (Yes/No) | Item likely to be considered in private (Yes/No) | Portfolio Holder | Contact Officer | Documents to be Submitted to decision maker | Director |
|--|----------------|-----------------------|--|---|--|---|---|
| Financial Management, Performance and Risk Monthly Report 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 | Portfolio Holder for Corporate Services, Portfolio Holder for Finance | Michael Furness, Celia Prado-Teeling Tel: 01295 221845, Tel: 01295 221556 | Executive report | Assistant Director - Customer Focus (interim), Assistant Director of Finance & S151 Officer |
| November 2022 | | | | | | | |
| Financial Management, Performance and Risk Monthly Report 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 | Portfolio Holder for Finance, Portfolio Holder for Corporate Services | Celia Prado-Teeling Tel: 01295 221556 | Executive report | Assistant Director of Finance & S151 Officer, Assistant Director - Customer Focus (interim) |
| Future Items For Consideration or to be Scheduled | | | | | | | |
| Annual Monitoring Report 2022 To consider the Annual Monitoring Report 2022 (5 December 2022) | Executive | No | No | Portfolio Holder for Planning | Andrew Maxted | Executive report | Assistant Director of Planning and Development |

| Item to be Considered | Decision Maker | Key Decision (Yes/No) | Item likely to be considered in private (Yes/No) | Portfolio Holder | Contact Officer | Documents to be Submitted to decision maker | Director |
|--|-----------------------|------------------------------|---|--|--|--|---|
| Infrastructure Funding Statement 2021/22 To consider the Infrastructure Funding Statement 2021/22 (5 December 2022) | Executive | No | No | Portfolio Holder for Planning | David Peckford Tel: 01295 221841 | Executive report | Assistant Director of Planning and Development |
| Updated Regulation of Investigatory Powers Act Policy To consider an updated Regulation of Investigatory Powers Act Policy | Executive | Yes | No | Portfolio Holder for Safer Communities | Richard Webb Tel: 0300 003 0208 | Executive report | Corporate Director Commercial Development , Assets & Investment |
| 2022/2023 Climate Action Programme To consider the 2022/2023 Climate Action Programme | Executive | Yes | No | Portfolio Holder for Cleaner and Greener Communities | Sandra Fisher-Martins Tel: 07584 174682 | Executive report | Corporate Director - Communities (interim) |
| Oxfordshire Plan 2050 To consider the Oxfordshire Plan 2050 | Executive | Yes | No | Portfolio Holder for Planning | Andrew Maxted | Executive report | Assistant Director of Planning and Development |
| Community Infrastructure Levy (CIL) To consider the Community Infrastructure Levy (CIL) | Executive | Yes | No | Portfolio Holder for Planning | Andrew Maxted | Executive report | Assistant Director of Planning and Development |

| Item to be Considered | Decision Maker | Key Decision (Yes/No) | Item likely to be considered in private (Yes/No) | Portfolio Holder | Contact Officer | Documents to be Submitted to decision maker | Director |
|---|----------------|-----------------------|---|--|-----------------------------------|---|---|
| <p>Banbury Canalside Supplementary Planning Document To consider the Banbury Canalside Supplementary Planning Document</p> | Executive | Yes | No | Portfolio Holder for Planning | Andrew Maxted | Executive report | Assistant Director of Planning and Development |
| <p>Service Level Agreement Cherwell District Council and Oxfordshire County Council - Grass Cutting To consider a Service Level Agreement between Cherwell District Council and Oxfordshire County Council for grass cutting</p> | Executive | Yes | Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972 | Portfolio Holder for Cleaner and Greener Communities | Ed Potter Tel: 0300 003 0105 | Executive report | Corporate Director - Communities (interim) |
| <p>Private Hire and Hackney Carriage Licensing Policy To consider the Private Hire and Hackney Carriage Licensing Policy</p> | Executive | Yes | No | Portfolio Holder for Safer Communities | Trevor Dixon Tel: 01295 221821 | 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) | Portfolio Holder | Contact Officer | Documents to be Submitted to decision maker | Director |
|--|----------------|-----------------------|---|---|---|---|---|
| Bicester Depot Exempt report | Executive | Yes | Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972 | Portfolio Holder for Cleaner and Greener Communities, Portfolio Holder for Property | Ed Potter, Vic Kurzeja Tel: 0300 003 0105, | Executive report | Corporate Director Commercial Development , Assets & Investment |
| North Oxford Academy Joint User Agreement and Artificial Turf Pitch To consider further sporting developments of the site | Executive | Yes | No | Portfolio Holder for Healthy Communities | Nicola Riley Tel: 01295 221724 | Executive report | Chief Executive |
| District Leisure Centre Extension Feasibility To consider the feasibility of extensions to the Leisure Centres in the district | Executive | Yes | No | Portfolio Holder for Healthy Communities | Nicola Riley Tel: 01295 221724 | Executive report | Chief Executive |