



*Cherwell*

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Forward Plan

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

**December 2022 to March 2023**

Published on 3 November 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 2022/2023**

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

**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)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<b>December 2022</b>							
<b>Cherwell Local Plan Review - Draft Plan for Consultation</b> To consider the draft review of the Cherwell Local Plan for consultation	Executive	Yes	No	Portfolio Holder for Planning	Andrew Maxted, David Peckford Tel: 01295 221642, Tel: 01295 221841	Executive report	Assistant Director Planning and Development
<b>Infrastructure Funding Statement 2021/22</b> To consider the Infrastructure Funding Statement 2021/22	Executive	No	No	Portfolio Holder for Planning	David Peckford Tel: 01295 221841	Executive report	Assistant Director Planning and Development
<b>Update on UK Shared Prosperity Fund and the Rural England Prosperity Fund</b> To provide a comprehensive update on the UK Shared Prosperity Fund investment plan and the development of an 'Addendum' to unlock the recently announced Rural England Prosperity Fund and to gain support for the proposed management of the two funds up to March 2025	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Regeneration and Economy	Robert Jolley Tel: 0300 003 0107	Executive report	Corporate Director Communities

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><b>Mid-term Update: East West Rail Contribution</b> To update on the long term East West Rail contribution, a 15 year commitment which the Council made in 2013 and seek approval for delegated powers to officers to progress workstreams and enter legal agreements as appropriate</p>	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Regeneration and Economy	Robert Jolley Tel: 0300 003 0107	Executive report	Corporate Director Communities
<p><b>Council Tax Reduction Scheme 2023-2024</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</p>	Executive	Yes	No	Portfolio Holder for Finance	Jacey Scott Tel: 01295 221548	Executive report	Assistant Director Finance & S151 Officer
<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	Portfolio Holder for Corporate Services, Portfolio Holder for Finance	Celia Prado-Teeling Tel: 01295 221556	Executive report	Assistant Director Customer Focus, Assistant Director Finance & S151 Officer

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
<b>January 2023</b>							
<b>Annual Monitoring Report 2022</b> To consider the Annual Monitoring Report 2022	Executive	No	No	Portfolio Holder for Planning	Andrew Maxted Tel: 01295 221642	Executive report	Assistant Director Planning and Development
<b>Building Control Partnership</b> To consider a proposed Building Control Partnership	Executive	Yes	Part - By virtue of paragraphs 1, 2, 3 and 4 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Planning	David Peckford Tel: 01295 221841	Executive report	Corporate Director Communities
<b>Wellbeing Strategy</b> To adopt the Wellbeing Strategy	Executive	Yes	No	Portfolio Holder for Healthy Communities	Nicola Riley Tel: 01295 221724	Executive report	Chief Executive
<b>Council Tax Base 2023-2024</b> To agree the Council Tax Base for the financial year 2023-2024	Executive	Yes	No	Portfolio Holder for Finance	Michael Furness, Joanne Kaye Tel: 01295 221845, Tel: 01295 221545	Executive report	Assistant Director Finance & S151 Officer

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><b>Financial Management, Performance and Risk Monthly Report</b></p> <p>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 Finance & S151 Officer, Assistant Director Customer Focus
<b>February 2023</b>							
<p><b>Revenue Budget 2023/24, Capital Programme 2023/24-2027/28, MTFS 2023/24-2027/28 and Business Plan 2023/24-2027/28</b></p> <p>This report is the culmination of the Budget and Business Planning process for 2023/24 to 2027/28 and sets out the Executive's proposed Business Plan and related revenue budget for 2023/24, medium term financial strategy to 2027/28, capital programme to 2027/28 and all supporting policies, strategies and information</p>	Executive	Yes	No	Portfolio Holder for Corporate Services, Portfolio Holder for Finance	Joanne Kaye, Michael Furness Tel: 01295 221545, Tel: 01295 221845	Executive report	Assistant Director Finance & S151 Officer



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><b>Local Government Association (LGA) Corporate Peer Challenge Report</b> To consider the LGA Corporate Peer Challenge report</p>	Executive	Yes	No	.Leader of the Council and Portfolio Holder for Policy and Strategy	Yvonne Rees	Executive report	Chief Executive
<p><b>Mid-term Review of the Homelessness and Rough Sleeping Strategy 2021-2026</b> A mid-term review of the homelessness and rough sleeping strategy 2021/2026. The strategy has to be reviewed during its course to assess its competency, relevance and for any adjustment needed relating to unforeseen pressures on the public.</p>	Executive	Yes	No	Portfolio Holder for Housing	Jonathan Mutchell, Nicola Riley Tel: 01295 221641, Tel: 01295 221724	Executive report	Chief Executive
<p><b>Banbury Masterplan</b> To consider the Banbury Masterplan</p>	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Regeneration and Economy	Robert Jolley, David Peckford Tel: 0300 003 0107, Tel: 01295 221841	Executive report	Corporate Director Communities

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
<b>Financial Management, Performance and Risk Monthly Update</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	Portfolio Holder for Finance, Portfolio Holder for Corporate Services	Michael Furness, Celia Prado-Teeling Tel: 01295 221845, Tel: 01295 221556	Executive report	Assistant Director Customer Focus, Assistant Director Finance & S151 Officer
<b>March 2023</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	Portfolio Holder for Finance, Portfolio Holder for Corporate Services	Celia Prado-Teeling Tel: 01295 221556	Executive report	Assistant Director Customer Focus, Assistant Director Finance & S151 Officer
<b>Future Items For Consideration or to be Scheduled</b>							
<b>Revisions to the Council's Taxi Licensing Policy</b> To consider a revised Taxi Licensing Policy following consultation	Executive	Yes	No	Portfolio Holder for Safer Communities	Richard Rockall, Richard Webb Tel: 01295 753744, Tel: 0300 003 0208	Executive report	Corporate Director Communities

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
<b>Bicester Depot</b> 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 Tel: 0300 003 0105	Executive report	Corporate Director Communities
<b>Community Infrastructure Levy (CIL)</b> To consider the Community Infrastructure Levy (CIL)	Executive	Yes	No	Portfolio Holder for Planning	Andrew Maxted Tel: 01295 221642	Executive report	Assistant Director Planning and Development
<b>North Oxford Academy Joint User Agreement and Artificial Turf Pitch</b> 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
<b>District Leisure Centre Extension Feasibility</b> 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