



*Cherwell*

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Forward Plan

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

**September 2023 to December 2023**

Published on 28 July 2023

## **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 2023/2024**

<b>Portfolio</b>	<b>Councillor</b>
<b>Leader and Portfolio Holder for Policy and Strategy</b>	<b>Councillor Barry Wood</b>
<b>Deputy Leader and Portfolio Holder for Finance</b>	<b>Councillor Adam Nell</b>
<b>Portfolio Holder for Cleaner and Greener Communities</b>	<b>Councillor Andrew McHugh</b>
<b>Portfolio Holder for Corporate Services</b>	<b>Councillor Sandy Dallimore</b>
<b>Portfolio Holder for Healthy and Safe Communities</b>	<b>Councillor Phil Chapman</b>
<b>Portfolio Holder for Housing</b>	<b>Councillor Nick Mawer</b>
<b>Portfolio Holder for Planning and Development</b>	<b>Councillor Dan Sames</b>
<b>Portfolio Holder for Property</b>	<b>Councillor Eddie Reeves</b>
<b>Portfolio Holder for Regeneration</b>	<b>Councillor Donna Ford</b>
<b>Portfolio Holder for Sport and Leisure</b>	<b>Councillor Nigel Simpson</b>

**Dates of Executive Meetings 2023/2024 (all 6.30pm unless indicated): 5 June 2023 - cancelled, 3 July 2023, 4 September 2023, 2 October 2023, 6 November 2023, 4 December 2023, 8 January 2024, 5 February 2024, 4 March 2024, 8 April 2024**

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>September 2023</b>							
<b>Cherwell Local Plan Regulation 18 Consultation</b> To consider the draft review of the Cherwell Local Plan for consultation	Executive	Yes	No	Portfolio Holder for Planning & Development	David Peckford Tel: 01295 221841	Executive report	Assistant Director Planning and Development
<b>Council Tax Reduction Support Fund</b> To consider options for allocations	Executive	Yes	No	Deputy Leader and Portfolio Holder for Finance	Jacey Scott Tel: 01295 221548	Executive report	Assistant Director Finance & S151 Officer
<b>Public Spaces Protection Order (PSPO) for Banbury Town Centre</b> To consider adoption of the PSPO following consultation	Executive	Yes	No	Portfolio Holder for Healthy and Safe Communities	Tim Hughes Tel: 01295 221686	Executive report	Corporate Director Communities
<b>Local Development Scheme</b> To consider the Local Development Scheme	Executive	Yes	No	Portfolio Holder for Planning & Development	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 and Safe Communities	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)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<b>Tenant's Charter</b> To adopt the Tenant's Charter, following consultation	Executive	Yes	No	Portfolio Holder for Housing	Nicola Riley, Richard Smith Tel: 01295 221724, Tel: 01295 221640	Executive report	Chief Executive
<b>Bicester Garden Town Programme - Market Square Project Business Case</b> To set out the business case for the Bicester Market Square enhancement proposals and to seek authorisation to proceed to detailed design and full development	Executive	Yes	No	Portfolio Holder for Regeneration	James Wilson, Robert Jolley Tel: 01295 221749, Tel: 0300 003 0107	Executive report	Corporate Director Communities
<b>Debt Write Off</b> To agree to write off debts in accordance with the Council's policies	Executive	Yes	Appendices to the report may contain information exempt under paragraphs 1, 2, 3 of Schedule 12A of Local Government Act 1972	Deputy Leader and Portfolio Holder for Finance	Jacey Scott Tel: 01295 221548	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	Deputy Leader and 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>October 2023</b>							
<p><b>Referral from Council - Response to Petition</b></p> <p>To consider the response to the following petition submitted to the 17 July Council meeting:</p> <p>“We, the undersigned, petition Council to use its website and leaflets to households on recycling and food waste to raise awareness of the links between food choices, individual carbon footprints and biodiversity loss.</p> <p>We ask Council to encourage residents to consume less meat and dairy and to support local growers and farmers by choosing seasonal, local produce. ”</p>	Executive	No	No	Portfolio Holder for Cleaner and Greener Communities	Jo Miskin Tel: 01295 221748	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>Referral from Council - Cost of Living Plan Motion</b> To consider the motion referred by the 17 July Council on the Cost of Living Plan</p>	Executive	Yes	No	Portfolio Holder for Healthy and Safe Communities	Kevin Larnar, Nicola Riley, Jon Wild Tel: 01295 221706, Tel: 01295 221724, Tel: 01295 221716	Executive report	Chief Executive
<p><b>Low Emission Vehicle Funding for Cherwell</b> Cherwell DC is being offered a share of £3.6m which is being given to the county, to improve our infrastructure for residents to charge their electric vehicles. This is aimed particularly at areas where properties don't have off-street charging. The funding is also being used to bring in additional investment from the private sector to add value to the original grant.</p>	Executive	Yes	No	Portfolio Holder for Cleaner and Greener Communities	Jo Miskin Tel: 01295 221748	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>Climate Change Action Plan</b> To consider a 12-month Action Plan, setting out the actions the council should take to support emission reductions for the organisation and for the wider district. The Action Plan builds on the strategic 2020 Climate Change Framework.</p>	Executive	No	No	Portfolio Holder for Cleaner and Greener Communities	Jo Miskin Tel: 01295 221748	Executive report	Corporate Director Communities
<p><b>Implementation of Biodiversity Net Gain</b> To consider the implementation of Biodiversity Net Gain</p>	Executive	Yes	No	Portfolio Holder for Cleaner and Greener Communities	David Peckford Tel: 01295 221841	Executive report	Corporate Director Communities
<p><b>Serious Violence Duty</b> To consider the local arrangements in relation to the Serious Violence Duty, which makes councils and local services work together to share information and target interventions to prevent and reduce serious violence.</p>	Executive	No	No	Portfolio Holder for Healthy and Safe Communities	Ian Boll Tel: 01295 221628	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>Landscaping Contract / Management Provision</b> To consider the landscaping contract / management provision</p>	Executive	Yes	Part - The appendix to the report will be exempt from publication by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Cleaner and Greener Communities	Ed Potter Tel: 01295 112574	Executive report	Corporate Director Communities
<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	Deputy Leader and 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>November 2023</b>							

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 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	Deputy Leader and 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>December 2023</b>							
<b>Council Tax Reduction Scheme 2024/2024</b> To recommend to Council the Council Tax Reduction Scheme 2024/2025	Executive	Yes	No	Deputy Leader and Portfolio Holder for Finance	Michael Furness Tel: 01295 221845	Executive report	Assistant Director Finance & S151 Officer
<b>Corporate Peer Challenge Progress Report</b> To consider the Corporate Peer Challenge Progress Report	Executive	No	No	.Leader of the Council and Portfolio Holder for Policy and Strategy	Shona Ware Tel: 01295 221652	Executive report	Chief Executive

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>Infrastructure Funding Statement 2022/2023</b> To seek approval of the Council's Infrastructure Funding Statement 2022/23 for publication and for an accompanying data submission to the Department for Levelling Up, Housing and Communities</p>	Executive	No	No	Portfolio Holder for Planning & Development	David Peckford Tel: 01295 221841	Executive report	Corporate Director Communities
<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	Deputy Leader and 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>							
<p><b>Council Tax Base 2024-2025</b> To provide the Council Tax Base for 2024-2025  8 January 2024</p>	Executive	Yes	No	Deputy Leader and Portfolio Holder for Finance	Lynsey Parkinson Tel: 01295 221739	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>Budget Setting for 2024/25 and the Medium-Term Financial Strategy up to 2028/29</b>  This report is the culmination of the Budget and Business Planning process for 2024/25 to 2028/29 and sets out the Executive's proposed Business Plan and related revenue budget for 2024/25, medium term financial strategy to 2028/29, capital programme to 2028/29 and all supporting policies, strategies, and information to recommend to full Council.</p> <p>5 February 2024</p>	Executive	Yes	No	Deputy Leader and Portfolio Holder for Finance	Michael Furness, Joanne Kaye Tel: 01295 221845, Tel: 01295 221545	Executive report	Assistant Director Finance & S151 Officer
<p><b>Annual Monitoring Report 2023</b>  To seek approval of the Annual Monitoring Report (AMR) 2023</p> <p>5 February 2024</p>	Executive	No	No	Portfolio Holder for Planning & Development	Eleanor Gingell Tel: 01295 221569	Executive report	Assistant Director Planning and Development
<p><b>Banbury Town Centre</b>  To consider the Banbury Town Centre vision</p>	Executive	No	No	Portfolio Holder for Regeneration	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
<b>Community Infrastructure Levy (CIL)</b> To consider the Community Infrastructure Levy (CIL)	Executive	Yes	No		David Peckford Tel: 01295 221841	Executive report	Assistant Director Planning and Development