



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Forward Plan

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

January 2024 to April 2024

Published on 1 December 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

Cherwell District Council – Executive Members 2023/2024

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

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

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
January 2024							
Council Tax Reduction Support Fund 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
Council Tax Base 2024-2025 To provide the Council Tax Base for 2024-2025	Executive	Yes	No	Deputy Leader and Portfolio Holder for Finance	Lynsey Parkinson Tel: 01295 221739	Executive report	Assistant Director Finance & S151 Officer
Property Asset Management Strategy To consider a strategy that outlines the principles and framework that will underpin our decisions to make the best use of the assets	Executive	Yes	No	Portfolio Holder for Property	Mona Walsh Tel: 01295 221602	Executive report	Corporate Director Resources
Deddington Neighbourhood Plan To consider the Examination Report for the Deddington Neighbourhood Plan and determine whether the Plan should proceed to a referendum	Executive	No	No	Portfolio Holder for Planning & Development	Christina Cherry Tel: 01295 221851	Executive report	Assistant Director 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>Landscaping Contract / Management Provision 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 227023	Executive report	Corporate Director Communities
<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	There may be exempt appendices by virtue of paragraph 3 of schedule 12A of Local Government Act 1972	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
<p>Sale of Bodicote House Exempt report</p>	Executive	Yes	Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Property	Mona Walsh Tel: 01295 221602	Executive report	Corporate Director Resources

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
February 2024							
Homelessness and Rough Sleeping Strategy 2024-2029 To adopt the Homelessness and Rough Sleeping Strategy 2024-2029	Executive	Yes	No	Portfolio Holder for Housing	Richard Smith Tel: 01295 221640	Executive report	Assistant Director Wellbeing & Housing
Budget Setting for 2024/25 and the Medium-Term Financial Strategy up to 2028/29 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.	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
Annual Delivery Plan 2024-2025 To consider the Annual Delivery Plan 2024-2025	Executive	Yes	No	Portfolio Holder for Corporate Services	Celia Prado-Teeling Tel: 01295 221556	Executive report	Assistant Director Customer Focus

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	There may be exempt appendices by virtue of paragraph 3 of schedule 12A of Local Government Act 1972	Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Services	Leanne Lock, Celia Prado-Teeling Tel: 01295 221558, Tel: 01295 221556	Executive report	Assistant Director Customer Focus, Assistant Director Finance & S151 Officer
Sale of Bodicote House Exempt report	Executive	Yes	Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Property	Mona Walsh Tel: 01295 221602	Executive report	Corporate Director Resources
March 2024							
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	Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Services	Leanne Lock, Celia Prado-Teeling Tel: 01295 221558, Tel: 01295 221556	Executive report	Assistant Director Customer Focus, Assistant Director Finance & S151 Officer
April 2024							

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	There may be exempt appendices by virtue of paragraph 3 of schedule 12A of Local Government Act 1972	Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Services	Leanne Lock, Celia Prado-Teeling Tel: 01295 221558, Tel: 01295 221556	Executive report	Assistant Director Customer Focus, Assistant Director Finance & S151 Officer
Equalities, Diversity and Inclusion Action plans 2024-25 To consider the Equalities, Diversity and Inclusion Action plans 2024-25	Executive	Yes	No	Portfolio Holder for Corporate Services	Mark Mills, Celia Prado-Teeling Tel: 01295 221556	Executive report	Assistant Director Customer Focus
Performance Outcomes Framework 2024-2025 To consider the Performance Outcomes Framework 2024-2025	Executive	No	No	Portfolio Holder for Corporate Services	Celia Prado-Teeling Tel: 01295 221556	Executive report	Assistant Director Customer Focus
Climate Action Plan Update To consider an update on the Climate Action Plan	Executive	Yes		Portfolio Holder for Cleaner and Greener Communities	Jo Miskin Tel: 01295 221748	Executive report	Corporate Director Communities
Future Items Scheduled							

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
Performance Annual Report 2023-2024 To consider the Performance Annual Report 2023-2024	Executive	No	No	Portfolio Holder for Corporate Services	Celia Prado-Teeling Tel: 01295 221556	Executive report	Assistant Director Customer Focus