



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

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

**November 2014 to February 2015**

Published on 3 October 2014

## **Executive Work Programme 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 Work Programme incorporating the Notice of Intention to make Key Decision sets out the executive decisions (including key decisions) 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 a 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 Work Programme 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 Work Programme for 28 clear days before a decision needs to be taken, or 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.

### **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 Head of Finance and Procurement 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)

For further information on the Executive Work Programme, please contact:

Democratic and Elections,  
Cherwell District Council,  
Bodicote House,  
Bodicote, Banbury,  
Oxfordshire OX15 4AA

E-mail: [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk) .

## Cherwell District Council – Executive Members 2014/2015

Area of Responsibility	Lead Member
Leader of the Council	Councillor Barry Wood
Deputy Leader of the Council	Councillor George Reynolds
Lead Member for Financial Management	Councillor Ken Atack
Lead Member for Estates and the Economy	Councillor Norman Bolster
Lead Member for Banbury Brighter Futures	Councillor John Donaldson
Lead Member for Planning	Councillor Michael Gibbard
Lead Member for Clean and Green	Councillor Tony Ilott
Lead Member for Performance and Communications	Councillor Kieron Mallon
Lead Member for Housing	Councillor Debbie Pickford
Lead Member for Joint Working and IT	Councillor Nicholas Turner

### Dates of Executive Meetings 2014/15

16 June 2014, 23 June 2014, 7 July 2014, 1 September 2014, 6 October 2014, 3 November 2014, 1 December 2014, 5 January 2014, 2 February 2014, 2 March 2014, 7 April 2014

### Dates of Executive Business Planning Meetings (BPM) 2014/15

16 September 2014, 21 October 2014, 18 November 2014, 16 December 2014, 20 January 2015, 17 February 2015, 17 March 2015, 21 April 2015, 19 May 2015

Issue 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	Report Sign off
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#### November 2014

Report and Proposed Actions from LGA Study into Business Growth	Executive	No	No	Lead Member for Estates and the Economy	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
GVA Study of Employment Land in Cherwell District	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Pre-Application Fees for Licensing	Executive	Yes	No	Deputy Leader of the Council	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Environment and Community
Health Sector Changes Update	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Environment and Community
Waste Collection Services	Executive	Yes	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Head of Environmental Services
Workplace Travel Plan	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy

<b>Issue to be Considered</b>	<b>Decision Maker</b>	<b>Key Decision (Yes/No)</b>	<b>Item likely to be considered in private (Yes/No)</b>	<b>Portfolio Holder</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Report Sign off</b>
Commissioning of Services for Banbury CAB - Extension of Existing Contract	Executive	Yes	No	Lead Member for Housing	Marianne North Tel: 01295 227946	Executive report	Head of Regeneration and Housing
North West Bicester Update	Executive	No	No	Lead Member for Estates and the Economy	Karen Curtin Tel: 0300 003 0106	Executive report	Commercial Director (Bicester)
North West Bicester Development Framework Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Jenny Barker, Andy Bowe Tel: 01295 221828, Tel: 01295 221842	Executive report	Commercial Director (Bicester)
Local Management Organisation in New Developments	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	Head of Environmental Services
Bolton Road Regeneration and Parking	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Estates and the Economy	Chris Stratford Tel: 0300 003 0011	Executive report	Head of Regeneration and Housing

Issue 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	Report Sign off
Banbury Town Council Open Spaces Partnership	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	Head of Environmental Services
Graven Hill Delivery Plan	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	- Leader of the Council	Karen Curtin Tel: 0300 003 0106	Executive report	Commercial Director (Bicester)

#### December 2014

Performance and Risk Management Framework 2014/15 Second Quarter Performance Report	Executive	No	No	Lead Member for Performance and Communications	Louise Tustian2 Tel: 01295 2211786	Executive report	Head of Transformation
Quarter 2 2014/15 Finance and Procurement Report	Executive	No	No	Lead Member for Financial Management	Nicola Jackson, Paul Sutton Tel: 0300 003 0106	Executive report	Head of Finance and Procurement

<b>Issue to be Considered</b>	<b>Decision Maker</b>	<b>Key Decision (Yes/No)</b>	<b>Item likely to be considered in private (Yes/No)</b>	<b>Portfolio Holder</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Report Sign off</b>
Draft 1 - Revenue and Capital Budget	Executive	Yes	No	Lead Member for Financial Management	Nicola Jackson, Paul Sutton Tel: 0300 003 0106	Executive report	Head of Finance and Procurement
Business Plan and Five Year Strategy	Executive	Yes	No	Lead Member for Performance and Communications	Louise Tustian2 Tel: 01295 2211786	Executive report	Head of Transformation
South West Bicester Sports Village Bi-monthly Progress Update	Executive	No	No	Deputy Leader of the Council	Philip Rolls, Sharon Bolton Tel: 01295 221697, Tel: 01295 221714	Executive report	Director of Environment and Community
Empty Homes Management Order	Executive	Yes	No	Lead Member for Housing	Chris Stratford Tel: 0300 003 0011	Executive report	Head of Regeneration and Housing
Award of Landscape Management Contract	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	Head of Environmental Services



Issue 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	Report Sign off
<b>January 2015</b>							
Calculation of Council Tax Base	Executive	Yes	No	Lead Member for Financial Management	Nicola Jackson, Paul Sutton Tel: 0300 003 0106	Executive report	Head of Finance and Procurement
<b>February 2015</b>							
Draft 2 - Revenue and Capital Budget and Business Plan and Five Year Strategy	Executive	Yes	No	Lead Member for Financial Management, Lead Member for Performance and Communications	Nicola Jackson, Louise Tustian2, Paul Sutton Tel: 01295 2211786, Tel: 0300 003 0106	Executive report	Director of Resources
<b>Future Items For Consideration or to be Scheduled</b>							
Performance and Risk Management Framework 2014/15 Third Quarter Performance Report 2 March 2015	Executive	No	No	Lead Member for Performance and Communications	Louise Tustian2 Tel: 01295 2211786	Executive report	Head of Transformation

<b>Issue to be Considered</b>	<b>Decision Maker</b>	<b>Key Decision (Yes/No)</b>	<b>Item likely to be considered in private (Yes/No)</b>	<b>Portfolio Holder</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Report Sign off</b>
Quarter 3 2014/15 Finance and Procurement Report 2 March 2015	Executive	No	No	Lead Member for Financial Management	Nicola Jackson, Paul Sutton Tel: 0300 003 0106	Executive report	Head of Finance and Procurement
Local Plan	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Banbury Masterplan Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Kidlington Framework Masterplan	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Bicester Masterplan Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Cherwell District Council response to Oxfordshire County Council Local Transport Plan 3 review	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy

<b>Issue to be Considered</b>	<b>Decision Maker</b>	<b>Key Decision (Yes/No)</b>	<b>Item likely to be considered in private (Yes/No)</b>	<b>Portfolio Holder</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Report Sign off</b>
Banbury Canalside Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Chris Thom Tel: 01295 221849	Executive report	Director of Development , Head of Strategic Planning and the Economy
Bolton Road Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Leisure Management Procurement (Woodgreen)	Executive	Yes	Yes, by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Environment and Community