



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Work Programme

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

December 2017 to March 2018

Published on 3 November 2017

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 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 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 the Chairman of the Overview and Scrutiny Committee must be notified and a supplement to the Work Programme 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 2017/2018

Lead Member Portfolio	Councillor
Leader of the Council (Responsibility for Eco Town/Garden Town including Graven Hill, policy, partnerships, Law and Governance, Human Resources, Communications)	Councillor Barry Wood
Deputy Leader of the Council (Responsibility for Leisure, Car parks, customer service and Museum)	Councillor George Reynolds
Lead Member for Financial Management	Councillor Tony Ilott
Lead Member for Public Protection and Community Service	Councillor Kieron Mallon
Lead Member for Change Management, Joint Working and IT	Councillor Mike Kerford-Byrnes
Lead Member for Clean and Green	Councillor Debbie Pickford
Lead Member for Estates and the Economy	Councillor Lynn Pratt
Lead Member for Performance Management	Councillor Richard Mould
Lead Member for Housing	Councillor John Donaldson
Lead Member for Planning	Councillor Colin Clarke

Date of Executive Meetings 2017/18: 6 June 2017, 3 July 2017, 4 September 2017, 2 October 2017, 6 November 2017, 4 December 2017, 8 January 2018, 5 February 2018, 5 March 2018, 3 April 2018

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 .

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
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December 2017

Brownfield Land Register To present Part 1 of the Register to Members and explain the new statutory requirements	Executive	No	No	Lead Member for Planning	David Peckford, Chris Thom Tel: 01295 221841, Tel: 01295 221849	Executive report	Head of Strategic Planning and the Economy
Annual Monitoring Report To consider the Annual Monitoring Report which reviews progress of Local Plans and includes monitoring information on employment, housing and natural environment	Executive	No	No	Lead Member for Planning	Adrian Colwell, David Peckford Tel: 0300 003 0110, Tel: 01295 221841	Executive report	Head of Strategic Planning and the Economy
National Infrastructure Commission (NIC) Central Area establishment of Growth Board To consider the NIC Central Area establishment of Growth Board	Executive	Yes	No	Lead Member for Estates and the Economy	Adrian Colwell Tel: 0300 003 0110	Executive report	Director of Strategy and Commissioning

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<p>Quarter 2 2017/2018 Performance Report To provide an update on the Cherwell Business Plan progress to the end of Quarter Two 2017/18.</p>	Executive	No	No	Lead Member for Performance Management	Louise Tustian2 Tel: 01295 2211786	Executive report	Director of Strategy and Commissioning
<p>Quarter 2 2017/2018 Revenue and Capital Monitoring A summary of the Council's Revenue, Capital and Reserves position as at the end of Quarter Two 2017-18 and projections for the full year</p>	Executive	No	No	Lead Member for Financial Management	Sanjay Sharma, Paul Sutton Tel: 01295 221564, Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer
<p>The Mill Arts Centre, Banbury To consider how the Council may assist in securing the future financial sustainability of the Mill</p>	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Operational Delivery
<p>Council Tax Reduction Scheme 2018-2019 To present the outcome of the consultation on the proposals for a Council Tax Reduction Scheme for 2017-2018 and seek a recommendation to Council of the proposed Council Tax Reduction Scheme</p>	Executive	Yes	No	Lead Member for Financial Management	Belinda Green Tel: 01327 322182	Executive report	Chief Finance Officer / Section 151 Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
Custom Build Mortgages To consider proposals for a custom build mortgage scheme	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Financial Management	Jonathan MacWilliam Tel: 01789 260504	Executive report	Assistant Director - Commercial and Innovation
Sports Studies To consider the finding of the District wide sports studies and initial proposals for addressing and deficiencies in provision	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery
Dry Recycling Contract To approve the award of a dry recycling contract	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Head of Environmental Services
Acquisition of Castle Quay To consider a report relating to the acquisition of Castle Quay with recommendations to Council	Executive	Yes	Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Financial Management, Lead Member for Estates and the Economy	Paul Sutton Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
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January 2018

Council Tax Base 2018/2019 To consider the Council Tax Base for 2018/2019	Executive	Yes	No	Lead Member for Financial Management	Sanjay Sharma, Paul Sutton Tel: 01295 221564, Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer
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February 2018

Cherwell Local Plan Partial Review Submission Report To consider the Cherwell Local Plan Partial Review Submission Report	Executive	Yes	No	Lead Member for Planning	David Peckford, Adrian Colwell Tel: 01295 221841, Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Housing Strategy 2018 - 2023 To consider a new Housing Strategy for the Council in light of the stock modelling exercise	Executive	Yes	No	Lead Member for Housing	Gary Owens, Alex Rouse Tel: 01295 221895	Executive report	Director of Operational Delivery

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
Draft Budget and Corporate Business Plan 2018/2019 To consider the draft Budget and Corporate Business Plan 2018/2019 and recommend adoption by Council	Executive	Yes	No	Lead Member for Performance Management, Lead Member for Financial Management	Scott Barnes, Sanjay Sharma, Paul Sutton Tel: 0300 003 0102, Tel: 01295 221564, Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer, Director of Strategy and Commissioning
Bicester Depot To consider the latest position in the search for a new Bicester Depot	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

March 2018

Quarter 3 3017/2018 Performance Report To provide an update on the Cherwell Business Plan progress to the end of Quarter Three 2017/18.	Executive	No	No	Lead Member for Performance Management	Louise Tustian Tel: 01295 221786	Executive report	Director of Strategy and Commissioning
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Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
Quarter 3 2017/2018 Revenue and Capital Monitoring A summary of the Council's Revenue, Capital and Reserves position as at the end of Quarter Three 2017-18 and projections for the full year	Executive	No	No	- Leader of the Council	Sanjay Sharma, Paul Sutton Tel: 01295 221564, Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer

Future Items For Consideration or to be Scheduled

Quarter 4 (Year End) 2017/2018 Performance Update To provide an update on the Cherwell Business Plan progress to the end of Quarter Four (yearend) 2017/18 <i>June 2018</i>	Executive	No	No	Lead Member for Change Management, Joint Working and IT	Louise Tustian Tel: 01295 221786	Executive report	Director of Strategy and Commissioning
Quarter 4 (Year End) 2017/2018 Revenue and Capital Budget Monitoring Summary of the Council's Revenue, Capital and Reserves position as at the end of Quarter Four (year end) 2017-18 <i>June 2018</i>	Executive	No	No	Lead Member for Financial Management	Sanjay Sharma, Paul Sutton Tel: 01295 221564, Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
Community Lottery: Annual Review To receive an annual review of the Cherwell Lottery on the anniversary of its launch	Executive	No	No	- Leader of the Council	Claire Taylor Tel: 0300 0030113	Executive report	Assistant Director - Commercial and Innovation
Leisure Facility Masterplanning To consider the introduction of a district wide strategic leisure facilities and projects plan	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery
Housing Stock Modelling Outcomes To consider the outcome of the housing stock modelling exercise and implications for the Council's housing services	Executive	Yes	No	Lead Member for Housing	Tim Mills Tel: 01295 221655	Executive report	Director of Operational Delivery
Syrian Vulnerable Persons Relocation Scheme To consider progress to resettle six families and further consideration of the scheme	Executive	No	No	- Leader of the Council	Joanne Barrett Tel: 01327 322369	Executive report	Director of Operational Delivery

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
Domestic Abuse To consider changes to the county wide service	Executive	No	No	Lead Member for Public Protection and Community Services, Lead Member for Housing	Joanne Barrett, Jackie Fitzsimons Tel: 01327 322369, Tel: 01327 322283	Executive report	Director of Operational Delivery
Food and Health & Safety Enforcement Policies To approve new Enforcement Policy, subject to consultation	Executive	Yes	No	Lead Member for Public Protection and Community Services	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Operational Delivery
North Oxford Academy Joint User Agreement and Artificial Turf Pitch To consider further sporting developments of the site	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery
Spiceball Leisure Centre Extension Feasibility Study To consider the scope for and nature of a future expansion of the Centre	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
Kidlington & Gosford Leisure Centre Extension Feasibility Study To consider the scope for and nature of a future expansion of the Centre	Executive	Yes	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Operational Delivery
Bicester Leisure Centre Extensions To consider the scope for and nature of a future expansion of the Centre	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery
Cherwell Public Art Policy To consider an updated policy to fit the planning framework	Executive	Yes	No	Deputy Leader of the Council	Nicola Riley Tel: 01295 221724	Executive report	Director of Operational Delivery
Charitable Collections Policy To consider the Charitable Collections Policy	Executive	No	No	Lead Member for Public Protection and Community Services	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Operational Delivery
Local Plan part 2 'Proposed Submission' Document To consider the Local Plan part 2 'Proposed Submission' Document	Executive	Yes	No	Lead Member for Planning	Adrian Colwell, David Peckford Tel: 0300 003 0110, Tel: 01295 221841	Executive report	Head of Strategic Planning and the Economy

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
Oxfordshire County Council (OCC) Joint User Agreement To consider the latest position regarding OCC discussions	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Operational Delivery
Eco Business Centre Procurement To consider an update on the Eco Business Centre Procurement	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	- Leader of the Council	Jenny Barker Tel: 01295 221828	Executive report	Director of Strategy and Commissioning
Community Infrastructure Levy (CIL) Submission Plan To consider the Community Infrastructure Levy (CIL) Submission Plan	Executive	Yes	No	Lead Member for Planning	Adrian Colwell, David Peckford Tel: 0300 003 0110, Tel: 01295 221841	Executive report	Head of Strategic Planning and the Economy
Bicester Masterplan Supplementary Planning Document To consider the 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

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<p>Banbury Canalside Supplementary Planning Document To consider the Banbury Canalside Supplementary Planning Document</p>	Executive	Yes	No	Lead Member for Planning	Chris Thom Tel: 01295 221849	Executive report	Head of Strategic Planning and the Economy
<p>Bolton Road Supplementary Planning Document To consider the Bolton Road Supplementary Planning Document</p>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
<p>A New Economic Development Strategy for the District (2016-2019) To consider a new Economic Development Strategy for the District</p>	Executive	Yes	No	Lead Member for Estates and the Economy	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy