



# Executive Work Programme

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

**July 2018 to October 2018**

Published on 1 June 2018

## **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](http://www.cherwell.gov.uk)

## **Cherwell District Council – Executive Members 2018/2019**

<b>Lead Member Portfolio</b>	<b>Councillor</b>
<b>Leader of the Council</b>	<b>Councillor Barry Wood</b>
<b>Deputy Leader of the Council &amp; Lead Member for Leisure and Sport</b>	<b>Councillor George Reynolds</b>
<b>Lead Member for Finance and Governance</b>	<b>Councillor Tony Ilott</b>
<b>Lead Member for Customers and Transformation</b>	<b>Councillor Ian Corkin</b>
<b>Lead Member for Health and Wellbeing</b>	<b>Councillor Andrew McHugh</b>
<b>Lead Member for Clean and Green</b>	<b>Councillor Debbie Pickford</b>
<b>Lead Member for Economy, Regeneration and Property</b>	<b>Councillor Lynn Pratt</b>
<b>Lead Member for Performance</b>	<b>Councillor Richard Mould</b>
<b>Lead Member for Housing</b>	<b>Councillor John Donaldson</b>
<b>Lead Member for Planning</b>	<b>Councillor Colin Clarke</b>

**Dates of Executive Meetings 2018/19:** 4 June 2018, 2 July 2018, 3 September 2018, 1 October 2018, 5 November 2018, 3 December 2018, 7 January 2019, 4 February 2019, 4 March 2019, 1 April 2019

**Dates of Executive Business Planning Meetings (BPM) 2018/19:** 15 May 2018; 19 June 2018, 17 July 2018, 21 August 2018; 18 September 2018, 16 October 2018, 20 November 2018, 17 December 2018, 15 January 2019, 19 February 2019, 19 March 2019, 16 April 2019

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) .

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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July 2018							
<b>Design and Conservation Strategy 2018 - 2023</b> To consider the Design and Conservation Strategy 2018 – 2023 for Cherwell.	Executive	Yes	No	Lead Member for Planning	Clare Mitchell Tel: 01295 221845	Executive report	Executive Director: Place and Growth
<b>'Making' (Adoption) of the Adderbury Neighbourhood Plan</b> To present the results of the Neighbourhood Planning Referendum and to 'make' (adopt) the plan as part of the Councils Development Plan so decisions on planning applications will then be made in accordance with the Neighbourhood Plan	Executive	No	No	Lead Member for Planning	David Peckford Tel: 01295 221841	Executive report	Executive Director: Place and Growth

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
<b>Chesterton Community Woodland</b> To obtain approval to establish a formal joint working committee to develop and manage a community woodland park on land South of Vendee Drive, Bicester	Executive	No	No	- Leader of the Council	Jenny Barker Tel: 01295 221828	Executive report	Executive Director: Place and Growth
<b>Cherwell Residential Design Guide: Supplementary Planning Document</b> To approve the Cherwell Design Guide, Supplementary Planning Document (SPD), Masterplanning and architectural guidance for residential development (Design Guide) following consultation. The Cherwell Design Guide SPD forms part of the Council's Local Development Framework.	Executive	Yes	No	Lead Member for Planning	Clare Mitchell Tel: 01295 221845	Executive report	Executive Director: Place and Growth
<b>District Sports Studies Review</b> To consider the findings of the District wide sports studies and initial proposals for addressing any deficiencies in provision	Executive	Yes	No	Deputy Leader of the Council and Lead Member for Leisure and Sport	Sharon Bolton Tel: 01295 221714	Executive report	Interim Executive Director: Wellbeing

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
<b>Annual Equalities Report 2017/2018</b> To review the performance of the Equalities Annual Work Programme	Executive	No	No	Lead Member for Customers and Transformation	Caroline French Tel: 01295 227928	Executive report	Assistant Director: Customer and IT Services
<b>Homelessness Strategy</b> To consider a revised Homelessness Strategy arising from the requirements of the new Homelessness Reduction Act	Executive	Yes	No	Lead Member for Housing	Joanne Barrett, Gillian Douglas Tel: 01327 322369, Tel: 0300 003 0204	Executive report	Interim Executive Director: Wellbeing
<b>Performance, Finance and Risk Monthly Report</b> To consider the monthly Performance, Finance and Risk report	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Hedd Vaughan Evans Tel: 0300 003 0111	Executive report	Assistant Director: Performance and Transformation
<b>Public Toilets and Changing Places</b> To consider the current level of provision, proposals for improvement and the scope for a Banbury Changing Place provision	Executive	No	No	Lead Member for Health and Wellbeing	Graeme Kane, Ed Potter Tel: 0300 0030 0101, Tel: 0300 003 0105	Executive report	Executive Director: Environment



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
<b>The Mill Arts Centre, Banbury</b> To consider how the council may assist in securing the future financial sustainability of The Mill	Executive	No	No	Lead Member for Health and Wellbeing	Nicola Riley Tel: 01295 221724	Executive report	Assistant Director: Communities
<b>Sunshine Centre, Banbury</b> To consider how the council may assist in securing the future financial sustainability of the Sunshine Centre	Executive	No	No	Lead Member for Health and Wellbeing	Nicola Riley Tel: 01295 221724	Executive report	Assistant Director: Communities
<b>New Private Sector Housing Minimum Energy Efficient Standards</b> To seek approval of a financial penalties policy in relation to the enforcement of Minimum Energy Efficient Standards in privately rented homes	Executive	Yes	No	Lead Member for Housing	Tim Mills, Gillian Douglas Tel: 01295 221655, Tel: 0300 003 0204	Executive report	Interim Executive Director: Wellbeing

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
<b>New Private Sector Housing Enforcement Powers</b> To seek approval of a policy to implement new enforcement powers in the Housing & Planning Act 2016 (including the setting of financial penalties) in relation to the use of Civic Penalties as an alternative to prosecution for certain Housing Act offences	Executive	Yes	No	Lead Member for Housing	Tim Mills, Gillian Douglas Tel: 01295 221655, Tel: 0300 003 0204	Executive report	Interim Executive Director: Wellbeing
<b>Community Nature Plan 2018-2020</b> To update Members on the progress made in delivering the plan	Executive	No	No	Lead Member for Health and Wellbeing	Nicola Riley Tel: 01295 221724	Executive report	Interim Executive Director: Wellbeing
<b>Gambling Policy</b> To consider a Gambling Policy for the Council to support the implementation of the Cherwell Community Lottery	Executive	Yes	No	Lead Member for Health and Wellbeing	Kevin Larnar, Nicola Riley Tel: 01295 221706, Tel: 01295 221724	Executive report	Interim Executive Director: Wellbeing

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
<b>Silverstone Heritage</b> Exempt report	Executive	Yes	Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Financial Management & Governance	Adele Taylor	Executive report	Executive Director: Finance and Governance

#### August 2018

No meeting scheduled

#### September 2018

<b>Leisure and Sport Strategy</b> To consider the proposed strategy for district wide Leisure and Sport	Executive	Yes	No	Deputy Leader of the Council and Lead Member for Leisure and Sport	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery, Assistant Director: Leisure and Sport
<b>Performance, Finance and Risk Monthly Report</b> To consider the monthly Performance, Finance and Risk report	Executive	No	No	Lead Member for Performance, Lead Member for Financial Management & Governance	Hedd Vaughan Evans Tel: 0300 003 0111	Executive report	Assistant Director: Performance and Transformation

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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October 2018							
<b>Leisure and Sport Delivery Plan</b> To agree the Strategic Leisure and Sport Delivery Plan	Executive	Yes	No	Deputy Leader of the Council and Lead Member for Leisure and Sport	Sharon Bolton Tel: 01295 221714	Executive report	Assistant Director: Leisure and Sport
<b>Housing Strategy 2018 - 2023</b> To consider a new Housing Strategy for the Council in light of the stock modelling exercise	Executive	Yes	No	Lead Member for Housing	Joanne Barrett, Gillian Douglas Tel: 01327 322369, Tel: 0300 003 0204	Executive report	Interim Executive Director: Wellbeing
<b>New Housing Allocations Policy</b> To consider the outcome of a review of the councils Housing Allocations Policy	Executive	Yes	No	Lead Member for Housing	Joanne Barrett Tel: 01327 322369	Executive report	Interim Executive Director: Wellbeing
<b>Performance, Finance and Risk Monthly Report</b> To consider the monthly Performance, Finance and Risk report	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Hedd Vaughan Evans Tel: 0300 003 0111	Executive report	Director: Customers and Service Development

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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Future Items For Consideration or to be Scheduled							
<b>Bicester Depot</b> 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	Assistant Director: Environmental Services
<b>Changes to Waste and Recycling Policy</b> To consider changes to Waste and Recycling Policy	Executive	No	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Assistant Director: Environmental Services
<b>Food and Health &amp; Safety Enforcement Policies</b> To approve new Enforcement Policy, subject to consultation	Executive	Yes	No	Lead Member for Health and Wellbeing	Graeme Kane Tel: 0300 0030 0101	Executive report	Executive Director: Environment
<b>North Oxford Academy Joint User Agreement and Artificial Turf Pitch</b> To consider further sporting developments of the site	Executive	Yes	No	Deputy Leader of the Council and Lead Member for Leisure and Sport	Sharon Bolton Tel: 01295 221714	Executive report	Interim Executive Director: Wellbeing

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
<b>Spiceball Leisure Centre Extension Feasibility Study</b> To consider the scope for and nature of a future expansion of the Centre	Executive	Yes	No	Deputy Leader of the Council and Lead Member for Leisure and Sport	Sharon Bolton Tel: 01295 221714	Executive report	Interim Executive Director: Wellbeing
<b>Kidlington &amp; Gosford Leisure Centre Extension Feasibility Study</b> To consider the scope for and nature of a future expansion of the Centre	Executive	Yes	No	Deputy Leader of the Council and Lead Member for Leisure and Sport	Sharon Bolton Tel: 01295 221714	Executive report	Interim Executive Director: Wellbeing
<b>Bicester Leisure Centre Extensions</b> To consider the scope for and nature of a future expansion of the Centre	Executive	Yes	No	Deputy Leader of the Council and Lead Member for Leisure and Sport	Sharon Bolton Tel: 01295 221714	Executive report	Interim Executive Director: Wellbeing
<b>Cherwell Public Art Policy</b> To consider an updated policy to fit the planning framework	Executive	Yes	No	Lead Member for Health and Wellbeing	Nicola Riley Tel: 01295 221724	Executive report	Interim Executive Director: Wellbeing
<b>Oxfordshire County Council (OCC) Joint User Agreement</b> To consider the latest position regarding OCC discussions	Executive	No	No	Deputy Leader of the Council and Lead Member for Leisure and Sport	Sharon Bolton Tel: 01295 221714	Executive report	Interim Executive Director: Wellbeing

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
<b>Community Infrastructure Levy (CIL) Submission Plan</b> 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	Executive Director: Place and Growth
<b>Bicester Masterplan Supplementary Planning Document</b> To consider the Bicester Masterplan Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Executive Director: Place and Growth
<b>Banbury Canalside Supplementary Planning Document</b> To consider the Banbury Canalside Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Chris Thom Tel: 01295 221849	Executive report	Executive Director: Place and Growth
<b>Bolton Road Supplementary Planning Document</b> To consider the Bolton Road Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Executive Director: Place and Growth

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
<b>A New Economic Development Strategy for the District (2016-2019)</b> To consider a new Economic Development Strategy for the District	Executive	Yes	No	Lead Member for Economy, Regeneration and Property	Adrian Colwell Tel: 0300 003 0110	Executive report	Executive Director: Place and Growth
<b>Eco Business Centre Procurement</b> 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	Executive Director: Place and Growth