



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

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

**September 2018 to December 2018**

Published on 2 August 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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### September 2018

<b>Oxfordshire Joint Statutory Spatial Plan - Statement of Community Involvement</b> To seek approval of the Oxfordshire Joint Statutory Spatial Plan's Statement of Community Involvement 2018 for formal consultation	Executive	Yes	No	Lead Member for Planning	Adrian Colwell, Alan Munn Tel: 0300 003 0110, Tel: 01327 322249	Executive report	Executive Director: Place and Growth
<b>Oxfordshire Joint Statutory Spatial Plan - Local Development Scheme</b> To seek approval of the Oxfordshire Joint Statutory Spatial Plan's Local Development Scheme 2018	Executive	Yes	No	Lead Member for Planning	Adrian Colwell, Alan Munn Tel: 0300 003 0110, Tel: 01327 322249	Executive report	Executive Director: Place and Growth
<b>Oxfordshire Joint Statutory Spatial Plan - Scoping Document</b> To seek approval of the Oxfordshire Joint Statutory Spatial Plan Scoping Document	Executive	Yes	NO	Lead Member for Planning	Adrian Colwell, Alan Munn Tel: 0300 003 0110, Tel: 01327 322249	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>Annual Satisfaction Survey</b> To consider the results of the annual Customer Satisfaction Survey	Executive	No	No	Lead Member for Performance	Louise Tustian Tel: 01295 221786	Executive report	Assistant Director: Performance and Transformation
<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

### October 2018

<b>Banbury Canalside Supplementary Planning Document</b> To consider the Banbury Canalside Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Chris Thom, Adrian Colwell Tel: 01295 221849, Tel: 0300 003 0110	Executive report	Executive Director: Place and Growth
<b>Company Governance Arrangements</b> To consider company governance arrangements	Executive	No	No	- Leader of the Council	James Doble Tel: 01295 221587	Executive report	Assistant Director: Law and Governance

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>District Sports Studies Review (Built Facilities Study)</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 L	Sharon Bolton Tel: 01295 221714	Executive report	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 Financial Management & Governance, Lead Member for Performance	Hedd Vaughan Evans Tel: 0300 003 0111	Executive report	Assistant Director: Performance and Transformation
<b>Award of Contract for Eco Business Centre Operator</b> To consider the award of Contract for Eco Business Centre Operator	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Economy, Regeneration and Property	Jenny Barker, Jonathan MacWilliam Tel: 01295 221828, Tel: 01789 260504	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
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### November 2018

<p><b>New Housing Allocations Policy</b> To consider the outcome of a review of the councils Housing Allocations Policy</p>	Executive	Yes	No	Lead Member for Housing	Joanne Barrett, Gillian Douglas Tel: 01327 322369, Tel: 0300 003 0204	Executive report	Executive Director: Wellbeing
<p><b>Performance, Finance and Risk Monthly Report</b> To consider the monthly Performance, Finance and Risk report</p>	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
<p><b>District Sports Study Review (Playing Pitch Strategy)</b> To consider a strategy to support planning policy when justifying the council's position in relation to the partial review</p>	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Assistant Director: Leisure and Sport

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 2018

<p><b>Oxfordshire Joint Statutory Spatial Plan's Statement of Community Involvement 2018</b> To agree the Oxfordshire Joint Statutory Spatial Plan's Statement of Community Involvement 2018 following formal consultation</p>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell, Alan Munn Tel: 0300 003 0110, Tel: 01327 322249	Executive report	Executive Director: Place and Growth
<p><b>Decriminalisation of Parking in Cherwell</b> To receive an update on parking decriminalisation in the Cherwell District</p>	Executive	Yes	No	Lead Member for Clean and Green	Graeme Kane Tel: 0300 0030 0101	Executive report	Executive Director: Environment
<p><b>Housing Strategy 2018 - 2023</b> To consider a new Housing Strategy for the Council in light of the stock modelling exercise</p>	Executive	Yes	No	Lead Member for Housing	Joanne Barrett, Gillian Douglas Tel: 01327 322369, Tel: 0300 003 0204	Executive report	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>Performance, Finance and Risk Monthly Report</b> To consider the Performance, Finance and Risk Monthly 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

#### Future Items For Consideration or to be Scheduled

<b>Leisure and Sport Strategy</b> To consider the proposed strategy for district wide Leisure and Sport <i>(January 2019)</i>	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Assistant Director: Leisure and Sport
<b>Leisure and Sport Delivery Plan</b> To agree the Strategic Leisure and Sport Delivery Plan <i>(February 2019)</i>	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Assistant Director: Leisure and Sport
<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>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	Sharon Bolton Tel: 01295 221714	Executive report	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	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>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 L	Sharon Bolton Tel: 01295 221714	Executive report	Executive Director: Wellbeing
<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>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
<p><b>A New Economic Development Strategy for the District (2016-2019)</b> To consider a new Economic Development Strategy for the District</p>	Executive	Yes	No	Lead Member for Economy, Regeneration and Property	Adrian Colwell Tel: 0300 003 0110	Executive report	Executive Director: Place and Growth