



Executive Work Programme

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

October 2018 to January 2019

Published on 28 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

Cherwell District Council – Executive Members 2018/2019

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

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 .

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

Annual Satisfaction Survey 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
Oxfordshire Joint Statutory Spatial Plan - Statement of Community Involvement 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
Oxfordshire Joint Statutory Spatial Plan - Local Development Scheme 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

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 Joint Statutory Spatial Plan - Scoping Document 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
Banbury Canalside Supplementary Planning Document 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
Company Governance Arrangements To consider company governance arrangements	Executive	No	No	- Leader of the Council	James Doble Tel: 01295 221587	Executive report	Assistant Director: Law and Governance
District Sports Studies Review (Built Facilities Study) 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	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
Performance, Finance and Risk Monthly Report 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
Options Paper for Maintenance at Spiceball Exempt report to consider an options paper for maintenance at Spiceball	Executive	No	Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Deputy Leader of the Council	Jane Carr Tel: 0300 003 0102	Executive report	Executive Director: Wellbeing
Award of Contract for Eco Business Centre Operator Exempt report 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
Banbury Strategic Investment Strategy Exempt report to consider Banbury Strategic Investment Strategy	Executive	Yes	Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act	Lead Member for Financial Management & Governance	Adele Taylor	Executive report	Executive Director: Finance and Governance

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November 2018

New Housing Allocations Policy To consider the outcome of a review of the councils Housing Allocations Policy	Executive	Yes	No	Lead Member for Housing	Joanne Barrett, Gillian Douglas Tel: 01327 322369, Tel: 0300 003 0204	Executive report	Executive Director: Wellbeing
Local Development Scheme - Update To receive an update on the Local Development Scheme	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Executive Director: Place and Growth
Performance, Finance and Risk Monthly Report 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
District Sports Study Review (Playing Pitch Strategy) To consider a strategy to support planning policy when justifying the council's position in relation to the partial review	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Assistant Director: Leisure and Sport

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December 2018

Oxfordshire Joint Statutory Spatial Plan's Statement of Community Involvement 2018 To agree the Oxfordshire Joint Statutory Spatial Plan's Statement of Community Involvement 2018 following 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
Housing Strategy 2018 - 2023: Approval to Consultation 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	Executive Director: Wellbeing
Performance, Finance and Risk Monthly Report 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

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 2019							
Council Tax Base 2019-2020 To provide Executive with an estimate of the Council Tax Base for 2019-2020 and seek approval for the final determination of the Council Tax Base to be delegated to the Section 151 Officer in consultation with the Lead Member for Financial Management and Governance	Executive	Yes	No	Lead Member for Financial Management & Governance	Adele Taylor	Executive report	Executive Director: Finance and Governance
Leisure and Sport Strategy To consider the proposed strategy for district wide Leisure and Sport	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Assistant Director: Leisure and Sport
Performance, Finance and Risk Monthly Report 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

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							
Leisure and Sport Delivery Plan 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
Horton General Hospital Latest Position To receive an update on the Horton General Hospital	Executive	No	No	Lead Member for Health and Wellbeing	Jane Carr Tel: 0300 003 0102	Executive report	Executive Director: Wellbeing
Decriminalisation of Parking in Cherwell To receive an update on parking decriminalisation in the Cherwell District	Executive	Yes	No	Lead Member for Clean and Green	Graeme Kane Tel: 0300 0030 0101	Executive report	Executive Director: Environment
Safeguarding Section 11 Returns To review safeguarding within the authority and endorse the section 11	Executive	No	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
Public Toilets and Changing Places 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
Changes to Waste and Recycling Policy 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
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	Executive Director: Wellbeing
Cherwell Public Art Policy 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
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	Executive Director: Place and Growth
Bicester Depot Exempt report relating to 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