



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Work Programme

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

November 2018 to February 2019

Published on 28 September 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 |
|-----------------------|----------------|-----------------------|--|-------------|-----------------|---|-----------------|
|-----------------------|----------------|-----------------------|--|-------------|-----------------|---|-----------------|

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 |
| OxLEP Review and Resulting Governance Changes To consider a report on the OxLEP Review and Resulting Governance Changes | Executive | Yes | No | - Leader of the Council | Robert Jolley, Paul Feehily Tel: 0300 003 0107, Tel: 01295 221546 | Executive report | Interim Executive Director: Place and Growth |
| Local Development Scheme - Update To receive an update on the Local Development Scheme | Executive | No | No | Lead Member for Planning | Paul Feehily, Jim Newton Tel: 01295 221546, Tel: 0300 003 0108 | Executive report | Interim Executive Director: Place and Growth |
| Notification of Urgent action: The Hill, Banbury To advise Executive of urgent action taken in relation to The Hill, Banbury | Executive | No | No | - Leader of the Council | Jane Norman Tel: 01295 227991 | 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 |
|--|----------------|-----------------------|--|--|---|---|--|
| Monthly Performance, Finance and Risk Monitoring 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 |

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 | Alan Munn Tel: 01327 322249 | Executive report | Interim 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 |
|--|----------------|-----------------------|--|--|--|---|--|
| 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 |
| Draft Revenue and Capital Bids and Fees & Charges To consider the draft Revenue and Capital Bid and Fees & Charges | Executive | No | No | Lead Member for Financial Management & Governance | Adele Taylor | Executive report | Executive Director: Finance and Governance |
| Monthly Performance, Finance and Risk Monitoring Report This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of each month | 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 |

January 2019

| | | | | | | | |
|--|-----------|-----|----|------------------------------|------------------------------------|------------------|-------------------------------|
| 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 | 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 |
|--|----------------|-----------------------|--|--|--|---|--|
| 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 |
| Monthly Performance, Finance and Risk Monitoring Report This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of each month | 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 |

February 2019

| | | | | | | | |
|---|-----------|-----|----|--------------------------|---|------------------|--|
| Banbury Canalside Supplementary Planning Document To consider the Banbury Canalside Supplementary Planning Document | Executive | Yes | No | Lead Member for Planning | Chris Thom, Jim Newton Tel: 01295 221849, Tel: 0300 003 0108 | Executive report | Interim 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 |
|--|----------------|-----------------------|--|--|---|---|--|
| Leisure and Sport Delivery Plan To agree the Strategic Leisure and Sport Delivery Plan | Executive | Yes | No | Deputy Leader of the Council | Sharon Bolton Tel: 01295 221714 | Executive report | Assistant Director: Leisure and Sport |
| Draft Business Plan, Revenue and Capital Budgets 2019/2020 To consider the Draft Business Plan, Revenue and Capital Budgets 2019/2020 | Executive | Yes | No | Lead Member for Financial Management & Governance, Lead Member for Performance | Adele Taylor, Claire Taylor Tel: 0300 003 0113 | Executive report | Director: Customers and Service Development , Executive Director: Finance and Governance |
| Monthly Performance, Finance and Risk Monitoring Report This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of each month | 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 |

Future Items For Consideration or to be Scheduled

| | | | | | | | |
|---|-----------|----|----|--------------------------------------|---------------------------------|------------------|-------------------------------|
| 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 |
|---|-----------|----|----|--------------------------------------|---------------------------------|------------------|-------------------------------|

| 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 |
|---|----------------|-----------------------|--|--------------------------------------|---|---|--|
| 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 |
| 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 |

| 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 |
|---|----------------|-----------------------|---|--|---|---|--|
| 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 and Lead Member for L | 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 |
| Community Infrastructure Levy (CIL) Submission Plan To consider the Community Infrastructure Levy (CIL) Submission Plan | Executive | Yes | No | Lead Member for Planning | David Peckford, Jim Newton Tel: 01295 221841, Tel: 0300 003 0108 | Executive report | Interim Executive Director: Place and Growth |
| Bicester Depot Exempt report | 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 |