



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

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

**January 2019 to April 2019**

Published on 29 November 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
-----------------------	----------------	-----------------------	--	-------------	-----------------	---	-----------------

### January 2019

<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	Alan Munn Tel: 01327 322249	Executive report	Interim Executive Director: Place and Growth
<p><b>Introductory Tenancies - Build Team</b> To seek recommendation to adopt a policy for Introductory Tenancies for all new tenants housed by the Council, who would otherwise enjoy full protection from eviction and other rights as Secure Tenants immediately upon offer of a tenancy from the Council.</p>	Executive	No	No	Lead Member for Housing	Robert Jolley, Jane Norman Tel: 0300 003 0107, Tel: 01295 227991	Executive report	Assistant Director: Economy and Regeneration
<p><b>Public Conveniences</b> To consider the current level of provision and proposals for improvement</p>	Executive	No	No	Lead Member for Clean and Green	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
<p><b>Draft Business Plan, Revenue and Capital Budgets 2019/2020 and Medium Term Financial Strategy</b> To consider the draft Business Plan, Revenue and Capital Budgets 2019/2020 and Medium Term Financial Strategy</p>	Executive	No	No	Lead Member for Financial Management & Governance	Adele Taylor	Executive report	Executive Director: Finance and Governance
<p><b>Council Tax Base 2019-2020</b> 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</p>	Executive	Yes	No	Lead Member for Financial Management & Governance	Adele Taylor	Executive report	Executive Director: Finance and Governance
<p><b>Monthly Performance, Finance and Risk Monitoring Report</b> This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of each month</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

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>Collaboration Agreement</b> To consider the collaboration agreement between CDC and SNC	Executive	Yes	No	- Leader of the Council	Nick Graham	Executive report	Director: Law and Governance
<b>Update on Bicester Centre for a Circular Economy &amp; a Clean Environment</b> 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

### February 2019

<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	Sharon Bolton Tel: 01295 221714	Executive report	Executive Director: Wellbeing
<b>Banbury Canalside Supplementary Planning Document</b> 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
<p><b>Final Business Plan, Revenue and Capital Budgets 2019/2020 and Medium Term Financial Strategy</b></p> <p>To consider the final Business Plan, Revenue and Capital Budgets 2019/2020 and the MTFS for recommendation to Council</p>	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
<p><b>Monthly Performance, Finance and Risk Monitoring Report</b></p> <p>This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of each month</p>	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

### March 2019

<p><b>Leisure and Sport Delivery Plan</b></p> <p>To agree the Strategic Leisure and Sport Delivery Plan</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
<b>Monthly Performance, Finance and Risk Monitoring 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

#### April 2019

<b>Monthly Performance, Finance and Risk Monitoring 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, Louise Tustian Tel: 0300 003 0111, Tel: 01295 221786	Executive report	Assistant Director: Performance and Transformation
--	-----------	----	----	--	---	------------------	--

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

<b>Horton General Hospital Latest Position</b> 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
<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
<b>District Leisure Centre Extension Feasibility</b> To consider the feasibility of extensions to the Leisure Centres in the district	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Assistant Director: Leisure and Sport
<b>Decriminalisation of Parking in Cherwell</b> 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
<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

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	David Peckford, Jim Newton Tel: 01295 221841, Tel: 0300 003 0108	Executive report	Interim Executive Director: Place and Growth