



*Cherwell*

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Forward Plan

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

**May 2024 to August 2024**

Published on 7 May 2024.  
To be republished on 23 May following the Annual Council meeting as Executive members for 2024/2025 will be appointed at this meeting.

## **Executive Forward Plan 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 Forward Plan 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 Forward Plan 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 Forward Plan 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 Forward Plan 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)

**Dates of Executive Meetings 2023/2024 (all 6.30pm unless indicated): 10 June 2024, 1 July 2024, 9 September 2024, 7 October 2024, 4 November 2024, 2 December 2024, 6 January 2025, 3 February 2025, 7 April 2025**

For further information on the Executive Forward Plan, please contact:

Democratic and Elections Team,

Cherwell District Council,

Bodicote House,

Bodicote, Banbury,

Oxfordshire OX15 4AA

E-mail: [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk)

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<b>May 2024</b>							
<b>There is no Executive meeting scheduled in May due to local elections</b>							
<b>Making of the Deddington Neighbourhood Plan</b> To seek the urgent decision of the Corporate Director – Communities to recommend to Council that it ‘makes’ the Deddington Neighbourhood Plan following the successful referendum on 2 May 2024.	Corporate Director Communities	No	No	N/A	Christina Cherry, Holly Jones, David Peckford Tel: 01295 221851, Tel: 01295 221642, Tel: 01295 221624	Executive report	Corporate Director Communities
<b>June 2024</b>							
<b>Microsoft Licensing Renewal</b> To agree the Microsoft licensing renewal	Executive	Yes	No	Portfolio Holder for Corporate Services	David Spilsbury Tel: 01295 753711	Executive report	Corporate Director Resources

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<p><b>Oxfordshire Councils Charter</b> To adopt a charter to underpin our ways of working and commitment with Town and Parish Councils across Oxfordshire. This is a joint charter with the County Council, all the Districts and City Councils and OALC.</p>	Executive	Yes	No	Leader of the Council and Portfolio Holder for Policy and Strategy	Kevin Larnar Tel: 01295 221706	Executive report	Assistant Director Law and Governance & Monitoring Officer
<p><b>Heyford Park Neighbourhood Area Application</b> To consider the Heyford Park Neighbourhood Area Application</p>	Executive	No	No	Portfolio Holder for Planning & Development	Christina Cherry Tel: 01295 221851	Executive report	Assistant Director Planning and Development
<p><b>Performance, Risk and Finance End of Year Report 2023-2024</b> To consider the Performance Annual Report 2023-2024</p>	Executive	Yes	No	Portfolio Holder for Corporate Services, Deputy Leader and Portfolio Holder for Finance	Celia Prado-Teeling, Leanne Lock Tel: 01295 221556, Tel: 01295 221558	Executive report	Assistant Director Customer Focus, Assistant Director Finance & S151 Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<b>Appointments to Partnerships, Outside Bodies, Member Champions and Shareholder Committee 2024/2025</b> To appoint representatives to Partnerships, Outside Bodies, where these are executive functions, Member Champions and the Shareholder Committee for the municipal year 2024/2025.	Executive	No	No	.Leader of the Council and Portfolio Holder for Policy and Strategy	Natasha Clark Tel: 01295 221589	Executive report	Assistant Director Law and Governance & Monitoring Officer
<b>Castle Quay Relocation Project - Award of Tender</b> Exempt report in respect of award of tender for strip out and refurbishment works	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Property	Mona Walsh Tel: 01295 221602	Executive report	Corporate Director Resources
<b>July 2024</b>							
<b>Monthly Budget Monitoring Report</b> To provide a monthly budget monitoring report to Executive	Executive	Yes	No	Deputy Leader and Portfolio Holder for Finance	Michael Furness Tel: 01295 221845	Executive report	Assistant Director Finance & S151 Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<p><b>Local Government Productivity Plan</b> To agree the Productivity Plan for submission to the Department for Levelling Up Housing and Communities by their 19 July 2024 deadline</p>	Executive	No	No	.Leader of the Council and Portfolio Holder for Policy and Strategy	Michael Furness Tel: 01295 221845	Executive report	Assistant Director Finance & S151 Officer
<p><b>Section 13a Policy</b> Section 13A of Local Government Finance Act 1992 allows the Council to reduce the amount of council tax owed, on a case by case basis</p>	Executive	No	No	Deputy Leader and Portfolio Holder for Finance	Jacey Scott Tel: 01295 221548	Executive report	Assistant Director Finance & S151 Officer
<p><b>Discretionary Housing Payments Policy</b> To agree the Discretionary Housing Payments Policy for 2024-2025</p>	Executive	Yes	No	Deputy Leader and Portfolio Holder for Finance	Jacey Scott Tel: 01295 221548	Executive report	Assistant Director Finance & S151 Officer
<p><b>Banbury Vision 2050 Update</b> To receive an update on Banbury Vision 2050</p>	Executive	Yes	No	Portfolio Holder for Regeneration	Robert Jolley Tel: 01295 221688	Executive report	Corporate Director Communities



Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<b>Internal Audit and Counter Fraud Provision</b> To agree an ongoing arrangement for the provision of the Council's Internal Audit and Counter Fraud functions	Executive	Yes	No	Deputy Leader and Portfolio Holder for Finance	Michael Furness Tel: 01295 221845	Executive report	Assistant Director Finance & S151 Officer
<b>CCTV Thames Valley Project</b> To agree participation in the CCTV Thames Valley Project	Executive	Yes	No	Portfolio Holder for Cleaner and Greener Communities	Tim Hughes Tel: 01295 221686	Executive report	Corporate Director Communities
<b>Crown House Investment Review</b> Exempt report	Executive	Yes	Yes - by virtue of paragraph 3 of schedule 12A of Local Government Act 1972	Deputy Leader and Portfolio Holder for Finance	Joanne Kaye, Alex Rycroft Tel: 01295 221545,	Executive report	Assistant Director Finance & S151 Officer

**August 2024**

**There is no Executive meeting scheduled in August 2024**

**September 2024**

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<b>Public Realm Strategies</b> To adopt the Public Realm Strategies	Executive	Yes	No	Portfolio Holder for Planning & Development	Christina Cherry, David Peckford, James Wilson Tel: 01295 221851, Tel: 01295 221624, Tel: 01295 221749	Executive report	Corporate Director Communities