



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Forward Plan

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

April 2025 to July 2025

Published on 9 March 2025

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

Cherwell District Council – Executive Members 2024/2025

Portfolio	Councillor
Leader and Portfolio Holder for Strategic Leadership	Councillor David Hingley
Deputy Leader and Portfolio Holder for Finance, Property & Regeneration	Councillor Lesley McLean
Portfolio Holder for Corporate Resources	Councillor Chris Brant
Portfolio Holder for Greener Communities	Councillor Tom Beckett
Portfolio Holder for Healthy Communities	Councillor Rob Pattenden
Portfolio Holder for Housing	Councillor Nick Cotter
Portfolio Holder for Neighbourhood Services	Councillor Ian Middleton
Portfolio Holder for Planning and Development Management	Councillor Jean Conway
Portfolio Holder for Safer Communities	Councillor Robert Parkinson

Dates of Executive Meetings 2024/2025 (all Monday at 6.30pm unless indicated): 10 June 2024, 8 July 2024, 9 September 2024, 7 October 2024, 4 November 2024, 2 December 2024, 6 January 2025, 3 February 2025, 3 March 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

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
April 2024							
Cherwell District Council Climate Action Plan Update To seek approval for the recently updated Climate Action Plan and detail on the most recent Greenhouse Gas Report for Cherwell District Council	Executive	No	No	Portfolio Holder for Greener Communities	Jo Miskin Tel: 01295 221748	Executive report	Corporate Director Communities
Annual Delivery Plan and Performance Outcomes Framework 2025/2026 To agree the Annual Delivery Plan and Performance Outcomes Framework 2025/2026	Executive	Yes	No	Portfolio Holder for Corporate Services	Celia Prado-Teeling, Shona Ware Tel: 01295 221556, Tel: 01295 221652	Executive report	Assistant Director Customer Focus
Local Authority Housing Fund Round 3 To seek approval for the expenditure of the capital grant received from the Local Authority Housing Fund (LAHF) Round 3.	Executive	Yes	No	Portfolio Holder for Housing	Richard Smith Tel: 01295 221640	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
Discretionary Housing Payments Policy To inform Executive of the reviewed policy for Discretionary Housing Payment (DHP) and proposed updates.	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Sandra Ganpot, Jacey Scott Tel: 01295 221548	Executive report	Assistant Director Finance & S151 Officer
May 2024							
No meeting scheduled in May							
June 2025							
'A Banbury for the Future' - Banbury Area Action Plan To consider the Banbury Area Action Plan	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Andy Bowe, Julia Harrington Tel: 01295 221842, Tel: 07540 433310	Executive report	Corporate Director Communities
Appointments to Partnerships, Outside Bodies, Member Champions and Shareholder Committee 2025/2026 To agree appointments to Partnerships, Outside Bodies, Member Champions and Shareholder Committee for the 2025/2026 municipal year	Executive	No	No	.Leader of the Council and Portfolio Holder for Strategic Leadership	Natasha Clark Tel: 01295 221589	Executive report	Assistant Director Law and Governance & Monitoring 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
Performance, Risk and Finance End of Year Report 2024-2025 To consider the Performance, Risk and Finance End of Year Report 2024-2025	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration, Portfolio Holder for Corporate Services	Leanne Lock, Celia Prado-Teeling Tel: 01295 221558, Tel: 01295 221556	Executive report	Assistant Director Customer Focus, Assistant Director Finance & S151 Officer
July 2025							
Finance Monitoring Report May 2025 To update Executive on financial positions at the end of the May 2025	Executive	Yes		Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Michael Furness, Leanne Lock Tel: 01295 221845, Tel: 01295 221558	Executive report	Assistant Director Finance & S151 Officer
Date to be confirmed							
Bodicote House Sale Approval of contract for the sale of Bodicote House	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Mona Walsh Tel: 01295 221602	Executive report	Corporate Director Resources and Transformation