



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Forward Plan

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

May 2025 to August 2025

Published on 9 May 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 (NB. The Leader will confirm the Executive members and allocation of portfolios for 2025/2026 at the Annual Council meeting on 21 May 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 Rob Parkinson

Dates of Executive Meetings 2025/2026 (all Tuesday at 6.30pm unless indicated): 10 June 2025, 1 July 2025, 2 September 2025, 7 October 2025, 4 November 2025, 2 December 2025, 6 January 2026, 3 February 2026, 3 March 2026, 7 April 2026

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

Democratic and Elections Team,

Cherwell District Council,

39 Castle Quay,

Banbury,

Oxfordshire OX16 5FD

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
May 2024							
No meeting scheduled in May							
June 2025							
Housing Delivery Action Plan To consider the Housing Delivery Action Plan	Executive	Yes	No	Portfolio Holder for Planning and Development Management	David Peckford, Paul Seckington Tel: 01295 221624, Tel: 01295 227034	Executive report	Corporate Director Communities
Housing Civil Penalties Policy A new policy for issuing financial penalties, as an alternative to prosecution, for certain housing offences	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
<p>Acceptance of Public Sector Decarbonization Scheme (PSDS) 4 Grant Cherwell District Council has been awarded funding through Phase 4 of the Government's Public Sector Decarbonisation Scheme (PSDS) which is subject to formal acceptance and compliance with the scheme's delivery requirements.</p>	Executive	Yes	No	Portfolio Holder for Greener Communities	Hitesh Mahawar Tel: 01295 221881	Executive report	Corporate Director Communities
<p>'A Banbury for the Future' - Banbury Area Priority Plan To consider the Banbury Area Priority Plan</p>	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
<p>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</p>	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
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
July 2025							
Cherwell Local Plan 2042: Proposed Submission Plan To recommend to Council to endorse the draft Submission Cherwell Local Plan 2042 for submission to the Secretary of State	Executive	Yes	No	Portfolio Holder for Planning and Development Management	Christina Cherry, David Peckford Tel: 01295 221851, Tel: 01295 221624	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
<p>Temporary Accommodation Policy A new policy to outline the process surrounding temporary accommodation placements and the management of temporary accommodation,</p>	Executive	Yes	No	Portfolio Holder for Housing	Richard Smith Tel: 01295 221640	Executive report	Assistant Director Housing and Wellbeing
<p>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</p>	Executive	No	Noo	Portfolio Holder for Greener Communities	Jo Miskin Tel: 01295 221748	Executive report	Corporate Director Communities
<p>New Cleaning Tender To consider the new cleaning tender</p>	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Greg Demetriou-Swanwick	Executive report	Assistant Director Property

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
Finance Monitoring Report May 2025 To update Executive on the forecast year-end financial positions as at the end of May 2025	Executive	Yes	There may be exempt appendices by virtue of paragraph 3 of Schedule 12A of local Government Act 197	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
Transformation Programme To agree the case for change	Executive	Yes	There may be appendices exempt from publication by virtue of paragraphs 1, 2, 3	.Leader of the Council and Portfolio Holder for Strategic Leadership	Shona Ware Tel: 01295 221652	Executive report	Corporate Director Resources and Transformation
August 2025							
No meeting scheduled in August							
Future Scheduled Items							

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
HVO (Hydrotreated Vegetable Oil) Fuel To agree a change of fuel for Environmental Services vehicles (September 2025)	Executive	Yes	No	Portfolio Holder for Neighbourhood Services	Ed Potter Tel: 01295 227023	Executive report	Corporate Director Communities
Simpler Recycling To agree a change to the collection service (September 2025)	Executive	Yes	No	Portfolio Holder for Neighbourhood Services	Ed Potter Tel: 01295 227023	Executive report	Corporate Director Communities
Performance, Risk and Finance Quarter 1 2025/2026 report To consider the quarter 1 performance, finance and risk report (September 2025)	Executive	Yes	Part - there may be appendices exempt from publication by virtue of paragraphs 1, 2, 3	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
Finance Monitoring Report August 2025 To update Executive on the forecast year-end financial positions as at the end of August 2025 (October 2025)	Executive	Yes	There may be appendices exempt from publication by virtue of paragraphs 1, 2, 3	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Leanne Lock Tel: 01295 221558	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>Performance, Risk and Finance Quarter 2 2025/2026 report To consider the quarter 2 performance, finance and risk report (November 2025)</p>	Executive	Yes	Part - there may be appendices exempt from publication by virtue of paragraphs 1, 2, 3	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
<p>Finance Monitoring Report October 2025 To update Executive on the forecast year-end financial positions as at the end of October 2025 (December 2025)</p>	Executive	Yes	There may be appendices exempt from publication by virtue of paragraphs 1, 2, 3	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Leanne Lock Tel: 01295 221558	Executive report	Assistant Director Finance & S151 Officer
<p>Finance Monitoring Report November 2025 To update Executive on the forecast year-end financial positions as at the end of November 2025 (January 2026)</p>	Executive	Yes	There may be appendices exempt from publication by virtue of paragraphs 1, 2, 3	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Leanne Lock Tel: 01295 221558	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>Performance, Risk and Finance Quarter 3 2025/2026 report To consider the quarter 3 performance, finance and risk report (February 2026)</p>	Executive	Yes	Part - there may be appendices exempt from publication by virtue of paragraphs 1, 2, 3	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
<p>Finance Monitoring Report January 2026 To update Executive on the forecast year-end financial positions as at the end of January 2026 (March 2026)</p>	Executive	Yes	There may be appendices exempt from publication by virtue of paragraphs 1, 2, 3	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Leanne Lock Tel: 01295 221558	Executive report	Assistant Director Finance & S151 Officer
<p>Performance Outcomes Framework 2026/27 To consider the draft Performance Outcomes Framework 2026/27 (April 2026)</p>	Executive	Yes	No	Portfolio Holder for Corporate Services	Celia Prado-Teeling Tel: 01295 221556	Executive report	Assistant Director Customer Focus