



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Forward Plan Summary

**December 2009 to March 2010**

# Cherwell District Council

## Summary of the Forward Plan

This summary of the Forward Plan, (produced by officers on behalf of the Leader of the Council) sets out the key Executive decisions which will be taken at Cherwell District Council. Whilst this document provides details of the key decisions for the next four month period (set out on the front cover of this document), where details of key decisions to be made after this period are known they will be provided for information. The Forward Plan will be updated and rolled forward on a monthly basis. As this takes place, the programme will be adjusted: further key decisions may 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. The full Forward Plan, including the latest position on prospective decisions is available on the council website at [www.cherwell-dc.gov.uk](http://www.cherwell-dc.gov.uk), using the link to Council meetings.

This summary sets out the key decisions by month and says whether they will be taken by the Full Executive or by one of its individual Members, or portfolio holders as they are known (see below for details of the membership of the Executive). While key decisions may be taken by officers exercising authority delegated by the Executive, it is the Council's intention that this will very much be the exception.

## 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 Head of Finance 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.

The Forward Plan lists documents which are currently available to decision makers. Generally these are also available to the public but some may have restrictions on the information given in them. Copies of public documents listed may be obtained on request from

James Doble,  
Democratic, Scrutiny and Elections Manager  
Cherwell District Council,  
Bodicote House,  
Bodicote,  
Banbury, Oxfordshire OX15 4AA (e-mail: [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk)).

There will be a copying charge for each document. Comments on the matters for decision may be made to the relevant contact officer up to the date of the meeting, unless otherwise specified in the consultation details.

## **Cherwell District Council – Executive Members**

<b><u>Portfolio</u></b>	<b><u>Member</u></b>
Communications and Public Relations	Councillor Mallon
Community Safety, Street Scene and Rural	Councillor Morris
Customer Service and ICT (with special responsibility for tourism)	Councillor Turner
Democratic Services and Member Development	Councillor Miss Pickford
Economic Development and Estates	Councillor Bolster
Environment, Recreation and Health	Councillor Reynolds
Performance Management and Improvement	Councillor Atack
Planning and Housing	Councillor Gibbard
Policy and Community Planning	Councillor Wood
Resources and Organisational Development	Councillor Macnamara

## Cherwell District Council Forward Plan

**Key decisions on which reports will be submitted to the Executive for consideration:**

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)
<b>Likely date of decision: December 2009</b>			
<p><b>Value For Money Review of Legal Services</b> To consider the outcomes of the Value for Money Review of legal services.</p>	None	Portfolio Holder for Resources and Organisational Development	Mike Carroll Tel: 01295 227959
<p><b>Countywide Interim Planning Advice Note - Renewable Energy &amp; Sustainable Construction</b> To consider new planning policy on climate change issues prepared by the County Council, for use by District Councils in the interim period before new local policies are formally adopted within the Local Development Framework.</p>	The document has been subject to a 4 week period of informal consultation with key agencies and stakeholders including the Government Office for the South East, the South East England Partnership Board and the Environment Agency. Internal consultation has been undertaken within the Council, with responses received from the Development Control and Building Control teams.	Portfolio Holder for Planning and Housing	Philip Clarke, Amy Smart Tel: 01295 221840, Tel: 01295 221850
<p><b>Banbury Cultural Quarter</b> To consider proposals for the development of a cultural quarter.</p>		Portfolio Holder for Environment, Recreation and Health	Ian Davies Tel: 01295 221698
<p><b>Sports Centre Modernisation</b> To consider the next steps in the sports centre modernisation project.</p>	None.	Portfolio Holder for Environment, Recreation and Health	Paul Marston-Weston Tel: 01295 227095
<p><b>Service and Financial Planning 2010/2011</b> To consider the Budget and Corporate Plan First Draft (for consultation).</p>	Annual budget consultation (workshops with members of the public), annual satisfaction survey (representative sample survey of local residents), Place Survey (representative sample survey of local residents).	Leader of the Council and Portfolio Holder for Policy and Community Planning, Portfolio Holder for Performance Management and Improvement, Portfolio Holder for Resources and Organisational Development	Karen Curtin, Claire Taylor Tel: 01295 221551, Tel: 01295 221563
<p><b>Financial Mid Year Budget Position</b> To consider the mid year financial budget position.</p>		Portfolio Holder for Resources and Organisational Development	Karen Curtin Tel: 01295 221551

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)
<b>Old Bodicote House Refurbishment</b> To consider the issues and make decisions appropriate to the refurbishment of Old Bodicote House.	External ICT providers (face to face meeting); Paragon Interiors re. costs for different options (email correspondence); external serviced accommodation providers (face to face meetings)	Portfolio Holder for Economic Development and Estates	Neil Lawrence Tel: 01295 221801

**Likely date of decision: January 2010**

<b>Planning for the Future Expressions of Interest and Extended Management Team (EMT) Review</b> To consider the Planning for the Future Expressions of Interest and Extended Management Team (EMT) review.		Leader of the Council and Portfolio Holder for Policy and Community Planning, Portfolio Holder for Resources and Organisational Development	Mary Harpley Tel: 01295 221573
<b>Service and Financial Planning 2010/2011</b> To consider the second draft of the Budget and Corporate Plan.	Annual budget consultation (workshops with members of the public), annual satisfaction survey (representative sample survey of local residents), Place Survey (representative sample survey of local residents).	Leader of the Council and Portfolio Holder for Policy and Community Planning, Portfolio Holder for Performance Management and Improvement, Portfolio Holder for Resources and Organisational Development	Karen Curtin, Claire Taylor Tel: 01295 221551, Tel: 01295 221563
<b>Audit Commission's Comprehensive Area Assessment (CAA) Judgement</b> To consider the Audit Commission's CAA judgement – organisational assessment and area assessment (to include a presentation from Robert Hathaway, Audit Commission).	None	Leader of the Council and Portfolio Holder for Policy and Community Planning, Portfolio Holder for Performance Management and Improvement, Portfolio Holder for Resources and Organisational Development	Mike Carroll Tel: 01295 227959
<b>The Progress on Developing and Delivering the Equalities Delivery Plan</b> To consider the 3 year Equalities Action Plan 2009 – 2012.	EQIA panel	Leader of the Council and Portfolio Holder for Policy and Community Planning	Caroline French, Claire Taylor Tel: 01295 227928, Tel: 01295 221563
<b>Preparation for the 2012 Olympics Tourism Potential</b> To consider what Cherwell District Council is doing to prepare for the 2012 Olympics and to access the tourism potential for the district.	Overview and Scrutiny Committee	Portfolio Holder for Customer Service and ICT (with special responsibility for tourism)	Ian Davies Tel: 01295 221698

<b>Subject for Decision</b>	<b>External Consultees/ method of consultation</b>	<b>Executive Portfolio</b>	<b>Contact Officer(s)</b>
<b>Integrated Parking Matters - Residents Parking/CPE</b> To consider a range of parking matters.	Public consultation with residents through mail drop and public exhibitions.	Portfolio Holder for Community Safety, Street Scene and Rural	Chris Rothwell Tel: 01295 221712
<b>Economic Development Strategy Review</b> To consider the Economic Development Strategy for the District		Portfolio Holder for Economic Development and Estates	David Marriott Tel: 01295 221603
<b>Calendar of Meetings 2010/11</b> To consider a proposed calendar of meetings for the municipal year 2010/11 including revisions to May and April 2010	All services have been consulted  E-mail	Portfolio Holder for Democratic Services and Member Development	James Doble Tel: 01295 221587
<b>Core Strategy</b> To approve a Draft Core Strategy for public consultation	LDF Advisory Panel  Discussions have been held over several months with the LDF Advisory Panel. Also, the report follows a public consultation on the council's "Options for Growth" in the autumn of 2008.	Councillor Michael Gibbard	Philip Clarke Tel: 01295 221840

**Likely date of decision: February 2010**

<b>Service and Financial Planning 2010/2011</b> To consider the final draft of the Budget and Corporate Plan.	Annual budget consultation (workshops with members of the public), annual satisfaction survey (representative sample survey of local residents), Place Survey (representative sample survey of local residents).	Leader of the Council and Portfolio Holder for Policy and Community Planning, Portfolio Holder for Performance Management and Improvement, Portfolio Holder for Resources and Organisational Development	Karen Curtin, Claire Taylor Tel: 01295 221551, Tel: 01295 221563
<b>Procurement Strategy</b> To consider the Procurement Strategy.		Portfolio Holder for Resources and Organisational Development	Karen Curtin Tel: 01295 221551
<b>HCA Single Conversation</b> To consider the Local Investment Plan and Local Investment Agreement for Oxfordshire.		Leader of the Council and Portfolio Holder for Policy and Community Planning	Mary Harpley Tel: 01295 221573
<b>Pensions Update</b> To consider an update on the Cherwell District Council pension fund.		Portfolio Holder for Resources and Organisational Development	Karen Curtin Tel: 01295 221551

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)
<p><b>Banbury Canalside Supplementary Planning Document</b> To consider the representations received to the Banbury Canalside Draft Supplementary Planning Document (SPD) and to seek endorsement of changes made to the draft SPD. To seek endorsement to adopt the SPD as informal planning policy for development control purposes.</p>	<p>All  Public consultation on Banbury Canalside Draft Supplementary Planning Document for 6 weeks.</p>	<p>Portfolio Holder for Planning and Housing</p>	<p>Chris Thom Tel: 01295 221849</p>
<p><b>Cherwell District Council's Older People's Housing Strategy</b> To seek approval for the adoption of the Older People's Housing Strategy.</p>	<p>The strategy has been through a comprehensive consultation process with stakeholders and residents.</p>	<p>Portfolio Holder for Planning and Housing</p>	<p>Fiona Brown, Gillian Greaves Tel: 01295 221659, Tel: 01295 221654</p>
<p><b>Member Development Monitoring</b> To update members on the progress of the Member Development and Support Strategy</p>	<p>None</p>	<p>Portfolio Holder for Democratic Services and Member Development</p>	<p>Alexa Coates Tel: 01295 221591</p>

**Likely date of decision: March 2009**

<p><b>Private Sector Housing Strategy - Making the most of our existing homes</b> To consider a first Private Sector Housing Strategy which will set out the Council's priorities and intended actions.</p>	<p>The Strategy will have been formulated following extensive consultation and engagement with both statutory and voluntary stakeholders through both contact groups and questionnaires.</p>	<p>Portfolio Holder for Planning and Housing</p>	<p>Gillian Greaves, Tim Mills Tel: 01295 221654, Tel: 01295 221655</p>
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Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)
<p><b>Phone Access and Telephony Review</b></p> <p>To consider:</p> <ul style="list-style-type: none"> <li>• A proposal and associated business case and plan for a single customer contact number or small suite of numbers</li> <li>• Revised procurement practice in respect of telephony with associated reduction in costs</li> <li>• Plan for upgrade for main telephone switch and decommissioning of satellite switches</li> <li>• A clear product catalogue for telephony services to the Council</li> </ul>	<p>Customers (source: the annual satisfaction survey and mystery shopping outcomes). Other councils that have gone 100% IP (likely to include Stratford on Avon)</p>	<p>Portfolio Holder for Customer Service and ICT (with special responsibility for tourism)</p>	<p>Pat Simpson Tel: 01295 227069</p>