

Cherwell



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Work Programme

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

October 2012 to January 2013

Cherwell District Council

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. The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 did not come in to force until 10 September 2012, therefore the key decisions for October could not be included in the published Executive Work Programme for 28 clear days before the decisions required to be taken. Therefore as the publication of such a notice was impracticable, the proper officer has notified the Chairman of the Overview and Scrutiny Committee in writing and therefore the decision can then be made 5 clear days after this notice has been given. A notice must also be published setting out the reasons why the provision of 28 days prior notice is impracticable. This supplementary notice is published in compliance with these requirements in relation to the proposed key decisions for October set out below.

Whilst this document also 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 a 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.

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 and Procurement 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 and all documents submitted to the decision maker will be available at www.cherwell.gov.uk

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 .

Cherwell District Council – Executive Members 2012/2013

Area of Responsibility	Lead Member
Leader of the Council	Councillor Barry Wood
Deputy Leader of the Council	Councillor George Reynolds
Lead Member for Clean and Green	Councillor Nigel Morris
Lead Member for Financial Management	Councillor Ken Atack
Lead Member for Performance and Customers	Councillor Nicholas Turner
Lead Member for Banbury Brighter Futures	Councillor John Donaldson
Lead Member for Public Protection	Councillor Tony Ilott
Lead Member for Planning	Councillor Michael Gibbard
Lead Member for Estates and the Economy	Councillor Norman Bolster
Lead Member for Housing	Councillor Debbie Pickford

Issue 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	Report Sign off
------------------------	----------------	-----------------------	--	------------------	-----------------	---	-----------------

October 2012

Local Government Resources Review and Welfare Reform To consider a further update on Local Government Resources Review and Welfare Reform	Executive	Yes	No	Lead Member for Financial Management	Martin Henry Tel: 0300 003 0102	Executive Report - Key Decision for Local Government Resources Review and Welfare Reform	Director of Resources
Economic Development Action Plan To consider the Economic Development Action Plan	Executive	Yes	No	Lead Member for Estates and the Economy	Adrian Colwell Tel: 0300 003 0110	Executive Report - Key Decision for Economic Development Action Plan	Director of Development
Concept Masterplan for Banbury To consider the Banbury Masterplan proposals (including a presentation from WYG, the consultants appointed to prepare the Masterplan)	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - Key Decision for Banbury Masterplan	Director of Development

Issue 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	Report Sign off
Oxford Canal Conservation Area Designation To consider the Oxford Canal Conservation Area Designation	Executive	Yes	No	Lead Member for Planning	Adrian Colwell, Claire Sutton-Abbott Tel: 0300 003 0110, Tel: 01295 221608	Executive Report - Key Decision for Oxford Canal Conservation Area Designation	Director of Development
High Street Innovation To consider proposals for high street innovation	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - Key Decision for High Street Innovation	Director of Development
High Speed 2 (HS2) Update To consider an update on HS2	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - Key Decision for HS2 Update	Director of Development
Heseltine Review of Government Barriers to Public Sector Growth To consider the Council's consultation response to the Heseltine Review of Government Barriers to Public Sector Growth	Executive	Yes	No	Lead Member for Estates and the Economy	Adrian Colwell Tel: 0300 003 0110	Executive Report - Key Decision for Heseltine Review of Government Barriers to Public Sector Growth	Director of Development

Issue 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	Report Sign off
<p>New Homes Bonus To consider operation of the new homes bonus</p>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Regulatory Committee for New Homes Bonus	Director of Development
<p>2013/14 Budget Strategy, Service & Financial Planning Process and 2013/14 Budget Guidelines To inform the Executive of the service and financial planning process for 2013/14, approve 2013/14 budget strategy and to agree budget guidelines for issue to service managers to enable the production of the 2013/14 budget and update the Medium Term Financial Strategy for 2013/14 onwards.</p>	Executive	Yes	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive Report - Key Decision for 2013/14 Budget Strategy, Service & Financial Planning Process and 2013/14 Budget Guidelines	Director of Resources
<p>Register of Community Assets To consider the Register of Community Assets</p>	Executive	Yes	No	Lead Member for Estates and the Economy	Chris Stratford, Kevin Lane Tel: 0300 003 0011, Tel: 0300 003 0107	Executive Report - Key Decision for Register of Community Assets	Director of Development

Issue 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	Report Sign off
Spiceball Supplementary Planning Document To consider the Spiceball Supplementary Planning Document	Executive	Yes	No	DLC	Adrian Colwell, Chris Thom Tel: 0300 003 0110, Tel: 01295 221849	Executive Report - Key Decision for Spiceball Supplementary Planning Document	Director of Development

November 2012

Reactive Property Maintenance Framework Procurement To consider procurement proposals for Reactive Property Maintenance Framework	Executive	Yes	Yes	Lead Member for Financial Management	Karen Curtin, Ken Fowler Tel: 0300 003 0106, Tel: 01295 223749	Executive Report - Key Decision for Reactive Property Maintenance Framework Procurement	Director of Resources
Cherwell District Council Allocations Policy To consider a revised Allocations Policy	Executive	Yes	No	Lead Member for Housing	Chris Stratford, Marianne North Tel: 0300 003 0011, Tel: 01295 227946	Executive Report - Key Decision for Cherwell District Council Allocations Policy	Director of Development

Issue 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	Report Sign off
Review of Private Sector Housing Policies To consider updates to the council's Private Sector Housing Policies	Executive	Yes	No	Lead Member for Housing	Tim Mills Tel: 01295 221655	Executive Report - Key Decision for Review of Private Sector Housing Policies	Director of Development
2012/13 Quarter 2 Finance Report To consider the 2012/13 Quarter 2 Finance Report	Executive	Yes	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive Report - Key Decision for 2012/13 Quarter 2 Finance Report	Director of Resources
Performance and Risk Management Framework 2012/13 Quarter 2 Performance Report To consider the Performance and Risk Management Framework 2012/13 Quarter 2 Performance Report	Executive	Yes	No	Lead Member for Performance and Customers	Gavin Halligan-Davis Tel: 0300 003 0113	Executive Report - Key Decision for Performance and Risk Management Framework 2012/13 Quarter 2 Performance Report	Director of Resources

Issue 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	Report Sign off
<p>Resources and Performance Scrutiny Performance Board Budget Scrutiny Recommendations</p> <p>To consider the recommendations of the Resources and Performance Scrutiny Performance Board Budget Scrutiny review</p>	Executive	Yes	Yes	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive Report - Key Decision for Resources and Performance Scrutiny Performance Board Budget Scrutiny Recommendations	Director of Resources
<p>Joint Working Business Cases</p> <p>To consider business cases for joint working, if any, arising from the September 2012 meeting of the Joint Arrangements Steering Group</p>	Executive	Yes	Yes	- Leader of the Council	Sue Smith Tel: 0300 003 0100	Executive Report - Key Decision for Joint Working Business Cases	Chief Executive

December 2012

Issue 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	Report Sign off
Schedule 2 Chargeable Household Waste To consider a report on Schedule 2 Chargeable Household Waste	Executive	Yes	Yes	Lead Member for Clean and Green	Ed Potter, Ian Davies Tel: 0300 003 0105, Tel: 0300 003 0101	Executive Report - Key Decision for Schedule 2 Chargeable Household Waste	Director of Environment and Community
Medium Term Financial Strategy To consider the Medium Term Financial Strategy	Executive	Yes	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive Report - Key Decision for Medium Term Financial Strategy	Director of Resources
Harmonisation of Staff Terms and Conditions To consider harmonisation of Staff Terms and Conditions	Executive	Yes	Yes	- Leader of the Council	Jo Pitman Tel: 0300 003 0108	Executive Report - Key Decision for Harmonisation of Staff Terms and Conditions	Director of Resources

Issue 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	Report Sign off
2013/14 Draft 1 Revenue and Capital Budget To consider the 2013/14 Draft 1 Revenue and Capital Budget	Executive	Yes	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive Report - Key Decision for 2013/14 Draft 1 Revenue and Capital Budget	Director of Resources

January 2013

Update on Major Programmes To consider a quarterly update on major programmes	Executive	Yes	No	- Leader of the Council	Jo Pitman Tel: 0300 003 0108	Executive Report - Key Decision for Update on Major Programmes	Director of Resources
--	-----------	-----	----	-------------------------	---------------------------------	--	-----------------------

Future Items to be Scheduled

Issue 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	Report Sign off
<p>Banbury Canalside Supplementary Planning Document</p> <p>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>	Executive	Yes	No	Lead Member for Planning	Chris Thom Tel: 01295 221849	Executive Report - Key Decision - Planning Housing and Economy for Banbury Canalside Supplementary Planning Document	Director of Development
<p>Bicester Masterplan Supplementary Planning Document</p> <p>To consider the Bicester Masterplan Supplementary Planning Document and public consultation responses</p>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - Key Decision for Bicester Masterplan Supplementary Planning Document	Director of Development

Issue 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	Report Sign off
Bolton Road Supplementary Planning Document To consider the Bolton Road and Spiceball supplementary planning document	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - Key Decision for Bolton Road and Spiceball Supplementary Planning Document	Director of Development
Communications Strategy To consider the Communications Strategy	Executive	Yes	No	DLC	Jo Pitman Tel: 0300 003 0108	Executive Report - Key Decision for Communications Strategy	Director of Resources
HS2 Response to Safeguarding Consultation To consider a response to the HS2 safeguarding consultation.	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Regulatory Committee for HS2 Response to Safeguarding Consultation	Director of Development
HS2 Response to Compensation Consultation To consider the response to the HS2 compensation consultation.	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Regulatory Committee for HS2 Response to Compensation Consultation	Director of Development

Issue 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	Report Sign off
<p>HS2 Response to Environmental Strategy Consultation To consider the response to the HS2 environmental strategy consultation.</p>	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Regulatory Committee for HS2 Response to Environmental Strategy Consultation	Director of Development