



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

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

**December 2012 to March 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. This Executive Work Programme incorporating the Notice of Intention to make Key Decision sets out the executive decisions (including key decisions) 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 set out below) 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.

**Paragraph 1** Information relating to an individual

**Paragraph 2** Information which is likely to reveal the identity of an individual

**Paragraph 3** Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**Paragraph 4** Information relating to any consultations or negotiations, in connection with any labour matters arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

**Paragraph 5** Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

**Paragraph 6** Information which reveals that the authority proposes:

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment

**Paragraph 7** Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

**Confidential Information** Information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

Any member of the public wishing to make a representation about why a meeting or part of a meeting should be open to the public and not held in private should do so at the address given below. In all cases details of the representation and the response to it will be published with the agenda for the meeting.

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.

If a key decision is not included in the published Executive Work Programme for 28 clear days before a decision needs to be taken, or 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.

### **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 (available with the agenda 5 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)

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](mailto:democracy@cherwellandsouthnorthants.gov.uk) .

## Cherwell District Council – Executive Members 2012/2013

<b>Area of Responsibility</b>	<b>Lead Member</b>
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)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
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### December 2012

<b>Economic Development Action Plan</b> 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 - Economic Development Action Plan	Head of Strategic Planning and the Economy
<b>High Speed 2 (HS2) Update</b> To consider an update on HS2	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - HS2 Update	Head of Strategic Planning and the Economy
<b>Spiceball Supplementary Planning Document</b> To consider the Spiceball Supplementary Planning Document	Executive	Yes	No	Deputy Leader of the Council	Adrian Colwell, Chris Thom Tel: 0300 003 0110, Tel: 01295 221849	Executive Report - Spiceball Supplementary Planning Document	Head of Strategic Planning and the Economy
<b>2012/13 Quarter 2 Finance Report</b> To consider the 2012/13 Quarter 2 Finance Report	Executive	No	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive Report - 2012/13 Quarter 2 Finance Report	Head of Finance and Procurement

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<b>Banbury Masterplan Update</b> To receive an update on the Banbury Masterplan, including a presentation from WYG consultants	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - Banbury Masterplan Update	Head of Strategic Planning and the Economy
<b>Reactive Property Maintenance Framework Procurement</b> To consider procurement proposals for Reactive Property Maintenance Framework	Executive	Yes	Yes - Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Lead Member for Financial Management	Ken Fowler, Chris Stratford Tel: 01295 223749, Tel: 0300 003 0011	Executive Report - Reactive Property Maintenance Framework Procurement	Head of Finance and Procurement
<b>Portas Money for Town Centre Regeneration</b> To allocate a £100K funding award which is being linked to the development of the Masterplan implementation at Bicester and Banbury	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - High Street Innovation	Head of Strategic Planning and the Economy



Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<p><b>Performance and Risk Management Framework 2012/13 Quarter 2 Performance Report</b> To consider the Performance and Risk Management Framework 2012/13 Quarter 2 Performance Report</p>	Executive	No	No	Lead Member for Performance and Customers	Gavin Halligan-Davis Tel: 0300 003 0113	Executive Report - Performance and Risk Management Framework 2012/13 Quarter 2 Performance Report	Head of Transformation
<p><b>Medium Term Financial Strategy</b> To consider the Medium Term Financial Strategy</p>	Executive	Yes	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive Report - Medium Term Financial Strategy	Head of Finance and Procurement
<p><b>Regeneration of Canalside Banbury</b> To consider the regeneration of Canalside Banbury</p>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - Regeneration of Canalside Banbury	Head of Strategic Planning and the Economy
<p><b>New Homes Bonus</b> To consider operation of the new homes bonus</p>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - New Homes Bonus	Head of Strategic Planning and the Economy

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<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>	Executive	Yes	No	Lead Member for Planning	Chris Thom Tel: 01295 221849	Executive Report - Banbury Canalside Supplementary Planning Document	Director of Development , Head of Strategic Planning and the Economy

**January 2013**

<p><b>2013/14 Draft 1 Revenue and Capital Budget</b>            To consider the 2013/14 Draft 1 Revenue and Capital Budget</p>	Executive	Yes	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive Report - 2013/14 Draft 1 Revenue and Capital Budget	Director of Resources
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Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<b>Schedule 2 Chargeable Household Waste</b> To consider a report on Schedule 2 Chargeable Household Waste	Executive	Yes	Yes - Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Lead Member for Clean and Green	Ed Potter, Ian Davies Tel: 0300 003 0105, Tel: 0300 003 0101	Executive Report - Schedule 2 Chargeable Household Waste	Director of Environment and Community
<b>Update on Major Programmes</b> To consider a quarterly update on major programmes	Executive	No	No	Leader of the Council	Jo Pitman Tel: 0300 003 0108	Executive Report - Update on Major Programmes	Head of Transformation
<b>Half Year Treasury Report</b> To consider the half year Treasury Report and recommend to Council	Executive	No	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive Report – Half Year Treasury Report	Head of Finance and Procurement

February 2013

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<b>Five Year Strategy</b> To consider the Council's Five Year Strategy	Executive	Yes	No	Leader of the Council	Sue Smith Tel: 0300 003 0100	Executive Report - Five Year Strategy	Chief Executive
<b>Performance and Risk Management Framework 2012/13 Quarter 3 Performance Report</b> To consider the Performance and Risk Management Framework 2012/13 Quarter 3 Performance Report	Executive	No	No	Lead Member for Performance and Customers	Gavin Halligan-Davis Tel: 0300 003 0113	Executive Report - Performance and Risk Management Framework 2012/13 Quarter 3 Performance Report	Head of Transformation
<b>2012/13 Quarter 3 Finance Report</b> To consider the 2012/13 Quarter 3 Finance Report	Executive	No	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive Report – 2012/13 Quarter 3 Finance Report	Head of Finance and Procurement

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<b>2013/14 Draft Revenue and Capital Budget and Council Tax Proposals</b> To consider the 2013/14 Draft Revenue and Capital Budget and Council Tax Proposals	Executive,	Yes	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive Report – 2013/14 Draft Revenue and Capital Budget and Council Tax Proposals	Director of Resources

### March 2013

No items currently scheduled

### Future Items to be Scheduled

<b>Bicester Masterplan Supplementary Planning Document</b> To consider the Bicester Masterplan Supplementary Planning Document and public consultation responses	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - Bicester Masterplan Supplementary Planning Document	Director of Development , Head of Strategic Planning and the Economy
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Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<b>Bolton Road Supplementary Planning Document</b> 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 - Bolton Road and Spiceball Supplementary Planning Document	Director of Development , Head of Strategic Planning and the Economy
<b>Communications Strategy</b> To consider the Communications Strategy	Executive	No	No	DLC	Jo Pitman Tel: 0300 003 0108	Executive Report - Communications Strategy	Head of Transformation
<b>HS2 Response to Safeguarding Consultation</b> To consider a response to the HS2 safeguarding consultation.	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - HS2 Response to Safeguarding Consultation	Head of Strategic Planning and the Economy
<b>HS2 Response to Compensation Consultation</b> To consider the response to the HS2 compensation consultation.	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - HS2 Response to Compensation Consultation	Head of Strategic Planning and the Economy

Issue to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
<p><b>HS2 Response to Environmental Strategy Consultation</b> To consider the response to the HS2 environmental strategy consultation.</p>	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - HS2 Response to Environmental Strategy Consultation	Head of Strategic Planning and the Economy
<p><b>HS2 Response to Environmental Strategy Consultation</b> To consider the response to the HS2 environmental strategy consultation.</p>	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report - HS2 Response to Environmental Strategy Consultation	Head of Strategic Planning and the Economy