

Cherwell



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Work Programme

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

May 2013 to August 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

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)	Lead Member	Contact Officer	Documents to be Submitted to decision maker	Report Sign off
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May 2013

High Speed 2 (HS2) Update To consider an update on HS2	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Criteria for the Register of Local Heritage Assets To consider the criteria for the Register of Local Heritage Assets	Executive	Yes	No	Lead Member for Planning	Janice Gooch Tel: 01295 227092	Executive report	Head of Strategic Planning and the Economy
Neighbourhood Planning - Update & Area Designations To consider Neighbourhood Planning - Update & Area Designations	Executive	Yes	No	Lead Member for Planning	Nick Cardnell, Adrian Colwell Tel: 01295 221851, Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Equalities Self-Assessment & Annual Update To consider the Council's Equalities Self-Assessment & Annual Update	Executive	No	No	- Leader of the Council	Caroline French Tel: 01295 227928	Executive report	Head of Transformation
New Homes Bonus - Allocation for Year 3 To consider the allocation of the new homes bonus for year 3	Executive	Yes	No	Lead Member for Planning	Martin Henry Tel: 0300 003 0102	Executive report	Director of Resources, 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
<p>Empty Home Acquisition To consider an exempt report on the acquisition of an empty home</p>	Executive	Yes	Yes - by virtue of paragraphs 3 and 6 of part 1 of Schedule 12A of Local Government Act 1972	Lead Member for Housing	Tim Mills, Chris Stratford Tel: 01295 221655, Tel: 0300 003 0011	Executive report	Head of Regeneration and Housing
<p>Special Purpose Vehicle for Open Market Rent and Development To consider an exempt report relating to a special purpose vehicle for open market rent and development</p>	Executive	Yes	Yes - by virtue of paragraphs 3 and 6 of part 1 of Schedule 12A of Local Government Act 1972	Lead Member for Housing	Chris Stratford, Helen Town Tel: 0300 003 0011, Tel: 01295 227991	Executive report	Director of Development
<p>City Deal To consider an update on the city deal process</p>	Executive	Yes	Yes - by virtue of paragraph 3 of part 1 of Schedule 12A of Local Government Act 1972	Leader of the Council	Calvin Bell Tel: 0300 003 0103	Executive report	Director of Development

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
June 2013							
Brighter Futures Annual Report To consider the Brighter Futures Annual report	Executive	No	No	Lead Member for Banbury Brighter Futures	Ian Davies Tel: 0300 003 0101	Executive report	Director of Environment and Community
Housing Strategy Review To consider the Council's Housing Strategy	Executive	Yes	No	Lead Member for Housing	Helen Town Tel: 01295 227991	Executive report	Head of Regeneration and Housing
Cherwell Tenancy Strategy Review To consider the Cherwell Tenancy Strategy Review.	Executive	No	No	Lead Member for Housing	Helen Town Tel: 01295 227991	Executive report	Head of Regeneration and Housing
Performance Management Framework 2012/2013 Annual Performance Review To consider the Council's annual performance review for 2012/13 as measured through the Corporate Performance Management Framework.	Executive	No	No	Lead Member for Performance and Customers	Claire Taylor Tel: 0300 0030113	Executive report	Head of Transformation

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
2012/2013 End of Year Finance Report To consider the Council's provisional Revenue and Capital performance for the financial year 2012/2013	Executive	Yes	No	Lead Member for Financial Management	Karen Curtin, Nicola Jackson Tel: 0300 003 0106,	Executive report	Head of Finance and Procurement
Annual Governance Statement To consider the Annual Governance Statement	Executive	No	No	Lead Member for Financial Management	Karen Curtin Tel: 0300 003 0106	Executive report	Head of Finance and Procurement
Site Acquisition To consider an exempt report relating to site acquisition	Executive	Yes	Yes - by virtue of paragraphs 3 and 6 of part 1 of Schedule 12A of Local Government Act 1972	Lead Member for Housing	Chris Stratford, Helen Town Tel: 0300 003 0011, Tel: 01295 227991	Executive report	Head of Regeneration and Housing
Inward Investment Analysis and Next Steps To consider Inward Investment Analysis and next steps	Executive	Yes	No	Lead Member for Estates and the Economy	Adrian Colwell Tel: 0300 003 0110	Executive Report	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
July 2013							
Carbon Management and Collective Switching To consider a report on carbon management and collective switching	Executive	No	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	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	Head of Finance and Procurement
Shared Services - Environmental Services To consider a report on shared services	Executive	Yes	Yes - by virtue of paragraphs 1, 2, 3 and 4 of part 1 of Schedule 12A of Local Government Act 1972	Lead Member for Clean and Green	Ian Davies Tel: 0300 003 0101	Executive report	Director of Environment and Community

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
Shared Services - Human Resources To consider a report on shared services	Executive	Yes	Yes - by virtue of paragraphs 1, 2, 3 and 4 of part 1 of Schedule 12A of Local Government Act 1972	- Leader of the Council	Jo Pitman Tel: 0300 003 0108	Executive report	Director of Resources
Shared Services - Legal Services To consider a report on shared services	Executive	Yes	Yes - by virtue of paragraphs 1, 2, 3 and 4 of part 1 of Schedule 12A of Local Government Act 1972	- Leader of the Council	Kevin Lane Tel: 0300 003 0107	Executive report	Director of Resources

August 2013

Please note there is no meeting scheduled for August 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
Future Items to be Scheduled							
High Speed 2 Response to Environmental Strategy Consultation To consider the response to the HS2 environmental strategy consultation.	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Regulatory Committee for HS2 Response to Environmental Strategy Consultation	Head of Strategic Planning and the Economy
Bicester Masterplan Supplementary Planning Document 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	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>Banbury Canalside Supplementary Planning Document 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	Director of Development , Head of Strategic Planning and the Economy
<p>Spiceball Supplementary Planning Document To consider the Spiceball Supplementary Planning Document</p>	Executive	Yes	No	DLC, Lead Member for Planning	Adrian Colwell, Chris Thom Tel: 0300 003 0110, Tel: 01295 221849	Executive Report	Head of Strategic Planning and the Economy
<p>Bolton Road Supplementary Planning Document To consider the Bolton Road and Spiceball supplementary planning document</p>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report	Head of Strategic Planning and the Economy