



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Work Programme

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

December 2013 to March 2014

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 ten days before the meeting. 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 2013/2014

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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December 2013

Neighbourhood Planning - Area Designations	Executive	Yes	No	Lead Member for Planning	Adrian Colwell, David Peckford Tel: 0300 003 0110, Tel: 01295 221841	Executive Report	Head of Strategic Planning and the Economy
Bicester Community Building	Executive	Yes	Yes - by virtue of paragraph 3 of part 1 of Schedule 12Aa of Local Government Act 1972	Lead Member for Estates and the Economy	Chris Stratford Tel: 0300 003 0011	Executive Report	Head of Regeneration and Housing
Portas Money Update	Executive	Yes	No	Lead Member for Estates and the Economy	Adrian Colwell, Steven Newman Tel: 0300 003 0110, Tel: 01295 221860	Executive Report	Head of Strategic Planning and the Economy
Performance and Risk Management Framework 2013/14 Second Quarter Performance Report	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
Quarter 2 2013/14 Finance Report	Executive	No	No	Lead Member for Financial Management	Martin Henry Tel: 0300 003 0102	Executive Report	Director of Resources
2014/15 Draft 1 Revenue and Capital Budget	Executive	Yes	No	Lead Member for Financial Management	Martin Henry Tel: 0300 003 0102	Executive Report	Director of Resources
Business Plan and Five Year Strategy	Executive	Yes	No	- Leader of the Council	Claire Taylor Tel: 0300 0030113	Executive Report	Head of Transformation
Banbury Masterplan Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report	Head of Strategic Planning and the Economy
Update on Local Development Scheme	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report	Head of Strategic Planning and the Economy
Recycling Processing Contract	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive Report	Head of Environmental Services

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
Transformation Bid Acceptance and Accountable Body Arrangements	Executive	Yes	No	Lead Member for Performance and Customers	Kevin Lane Tel: 0300 003 0107	Executive Report	Director of Resources

January 2014

City Deals Update	Executive	Yes	No	Leader of the Council	Martin Henry Tel: 0300 003 0102	Executive Report	Director of Resources
South West Bicester Sports Village Bi-monthly Progress Update	Executive	No	No	Deputy Leader of the Council	Chris Rothwell Tel: 0300 003 0104	Executive Report	Head of Community Services
Environmental Services Shared Services Business Case	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
Council Tax Base	Executive	Yes	No	Lead Member for Financial Management	Tim Madden Tel: 0300 003 0106	Executive 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
February 2014							
Graven Hill 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	Karen Curtin Tel: 0300 003 0106	Executive Report	Director (Bicester)
2014/15 Draft 2 Revenue and Capital Budget Proposals, Council Tax, Business Plan and Pledges	Executive	Yes	No	Lead Member for Financial Management	Martin Henry Tel: 0300 003 0102	Executive Report	Director of Resources
Treasury Management Strategy	Executive	Yes	No	Lead Member for Financial Management	Tim Madden Tel: 0300 003 0106	Executive Report	Head of Finance and Procurement
Bicester Community Centre construction - Bi-monthly Progress Update	Executive	Yes	No	Lead Member for Estates and the Economy	Chris Stratford Tel: 0300 003 0011	Executive Report	Head of Regeneration and Housing

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
March 2014							
Performance and Risk Management Framework 2013/14 Third Quarter Performance Report	Executive	No	No	Lead Member for Performance and Customers	Claire Taylor Tel: 0300 0030113	Executive Report	Head of Transformation
Quarter 3 2013/14 Finance Report	Executive	No	No	Lead Member for Financial Management	Tim Madden Tel: 0300 003 0106	Executive Report	Head of Finance and Procurement
South West Bicester Sports Village Bi-monthly Progress Update	Executive	No	No	Deputy Leader of the Council	Chris Rothwell Tel: 0300 003 0104	Executive Report	Head of Community Services
Landscape Management Re-tender Process	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive Report	Head of Environmental Services
Procurement Strategy	Executive	Yes		Lead Member for Financial Management	Tim Madden Tel: 0300 003 0106	Executive 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
Future Items to be Scheduled							
Bicester Masterplan Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report	Head of Strategic Planning and the Economy
Shared Services - Legal 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
Cherwell District Council response to Oxfordshire County Council Local Transport Plan 3 review	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report	Head of Strategic Planning and the Economy
Banbury Canalside Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Chris Thom Tel: 01295 221849	Executive Report	Director of Development , 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
Bolton Road Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report	Head of Strategic Planning and the Economy
Empty Homes Management Order	Executive	Yes	No	Lead Member for Housing	Chris Stratford Tel: 0300 003 0011	Executive Report	Head of Regeneration and Housing
Woodgreen Regeneration Project	Executive	Yes	No	Lead Member for Housing	Chris Stratford Tel: 0300 003 0011	Executive Report	Head of Regeneration and Housing
High Speed 2 (HS2) Petitioning	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive Report	Head of Strategic Planning and the Economy