



# Executive Work Programme

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

**March 2014 to June 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. 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 Cabinet Work Programme for 28 clear days before a decision needs to be taken and 28 days' notice has not been given, the decision may only be taken if the Chairman of the Overview and Scrutiny Committee has been notified. If it is necessary to discuss an issue in private and 28 days' notice has not been given the item may only be discussed in private with the agreement of the Chairman of the Overview and Scrutiny Committee. A supplementary notice will be published in each instance setting out why it was not possible to give 28 days' notice.

## 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 2013/2014

<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

<b>Issue to be Considered</b>	<b>Decision Maker</b>	<b>Key Decision (Yes/No)</b>	<b>Item likely to be considered in private (Yes/No)</b>	<b>Lead Member</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Report Sign off</b>
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**March 2014**

<b>High Speed 2 (HS2) Petitioning</b>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
<b>Update on Local Development Scheme</b>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
<b>Banbury Masterplan Supplementary Planning Document</b>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
<b>Kidlington Framework Masterplan</b>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
<b>Bicester Community Centre construction Progress Update</b>	Executive	Yes	No	Lead Member for Estates and the Economy	Chris Stratford Tel: 0300 003 0011	Executive report	Head of Regeneration and Housing
<b>Bicester Flooding</b>	Executive	No	No	- Leader of the Council	Chris Stratford Tel: 0300 003 0011	Executive report	Head of Regeneration and Housing

<b>Issue to be Considered</b>	<b>Decision Maker</b>	<b>Key Decision (Yes/No)</b>	<b>Item likely to be considered in private (Yes/No)</b>	<b>Lead Member</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Report Sign off</b>
<b>Graven Hill Site Acquisition</b>	Executive	Yes	Yes - by virtue of paragraph 3 of section 12A of Local Governemnt Act 1972	Leader of the Council	Karen Curtin Tel: 0300 003 0106	Executive report	Director (Bicester)
<b>Child Sexual Exploitation and Safeguarding</b>	Executive	Yes	No	Deputy Leader of the Council	Chris Rothwell Tel: 0300 003 0104	Executive report	Head of Community Services
<b>Performance and Risk Management Framework 2013/14 Third Quarter Performance Report</b>	Executive	No	No	Lead Member for Performance and Customers	Claire Taylor Tel: 0300 0030113	Executive report	Head of Transformation
<b>Quarter 3 2013/14 Finance Report</b>	Executive	No	No	Lead Member for Financial Management	Tim Madden Tel: 0300 003 0106	Executive report	Head of Finance and Procurement
<b>Procurement Strategy</b>	Executive	Yes	No	Lead Member for Financial Management	Tim Madden Tel: 0300 003 0106	Executive report	Head of Finance and Procurement



<b>Issue to be Considered</b>	<b>Decision Maker</b>	<b>Key Decision (Yes/No)</b>	<b>Item likely to be considered in private (Yes/No)</b>	<b>Lead Member</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Report Sign off</b>
<b>City Deal</b>	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
<b>Transformation Working Group Terms of Reference</b>	Executive	No	No	Leader of the Council	Claire Taylor Tel: 0300 0030113	Executive report	Chief Executive
<b>Shared Services - ICT</b>	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 Performance and Customers	Jo Pitman Tel: 0300 003 0108	Executive report	Head of Transformation

#### April 2014

<b>South West Bicester Sports Village Bi-monthly Progress Update</b>	Executive	No	No	Deputy Leader of the Council	Chris Rothwell Tel: 0300 003 0104	Executive report	Head of Community Services
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<b>Issue to be Considered</b>	<b>Decision Maker</b>	<b>Key Decision (Yes/No)</b>	<b>Item likely to be considered in private (Yes/No)</b>	<b>Lead Member</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Report Sign off</b>
<b>Landscape Management Re-tender Process</b>	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

#### May 2014

<b>Bicester Community Centre Construction Bi-monthly Progress Update</b>	Executive	No	No	Lead Member for Estates and the Economy	Chris Stratford Tel: 0300 003 0011	Executive report	Head of Regeneration and Housing
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#### June 2014

<b>South West Bicester Sports Village Bi-monthly Progress Update</b>	Executive	No	No	Deputy Leader of the Council	Chris Rothwell Tel: 0300 003 0104	Executive report	Head of Community Services
<b>Performance Management Framework 2013/14 Annual Performance Review</b>	Executive	No	No	Lead Member for Performance and Customers	Jo Pitman, Louise Tustian2 Tel: 0300 003 0108, Tel: 01295 221663	Executive report	Head of Transformation

<b>Issue to be Considered</b>	<b>Decision Maker</b>	<b>Key Decision (Yes/No)</b>	<b>Item likely to be considered in private (Yes/No)</b>	<b>Lead Member</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Report Sign off</b>
<b>2013/14 End of Year Finance Report</b>	Executive	No	No	Lead Member for Financial Management	Nicola Jackson, Tim Madden Tel: 0300 003 0106	Executive report	Head of Finance and Procurement

<b>Future Items to be Scheduled</b>							
<b>Bicester Masterplan Supplementary Planning Document</b>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
<b>Shared Services - Legal Services</b>	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

<b>Issue to be Considered</b>	<b>Decision Maker</b>	<b>Key Decision (Yes/No)</b>	<b>Item likely to be considered in private (Yes/No)</b>	<b>Lead Member</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Report Sign off</b>
<b>Shared Services - Community Services</b>	Executive	Yes	Yes - by virtue of paragraphs 1, 2, 3 and 4 of part 1 of Schedule 12A of Local Government Act 1972	Deputy Leader of the Council	Chris Rothwell Tel: 0300 003 0104	Executive report	Head of Community Services
<b>Leisure Centre Procurement and Development</b>	Executive	Yes	Yes - by virtue of paragraph 3 of Section 12A of Local Government Act 1972	Deputy Leader of the Council	Chris Rothwell Tel: 0300 003 0104	Executive report	Head of Community Services
<b>Cherwell District Council response to Oxfordshire County Council Local Transport Plan 3 review</b>	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
<b>Banbury Canalside Supplementary Planning Document</b>	Executive	Yes	No	Lead Member for Planning	Chris Thom Tel: 01295 221849	Executive report	Director of Development , Head of Strategic Planning and the Economy

<b>Issue to be Considered</b>	<b>Decision Maker</b>	<b>Key Decision (Yes/No)</b>	<b>Item likely to be considered in private (Yes/No)</b>	<b>Lead Member</b>	<b>Contact Officer</b>	<b>Documents to be Submitted to decision maker</b>	<b>Report Sign off</b>
<b>Bolton Road Supplementary Planning Document</b>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
<b>Empty Homes Management Order</b>	Executive	Yes	No	Lead Member for Housing	Chris Stratford Tel: 0300 003 0011	Executive report	Head of Regeneration and Housing
<b>Woodgreen Regeneration Project</b>	Executive	Yes	No	Lead Member for Housing	Chris Stratford Tel: 0300 003 0011	Executive report	Head of Regeneration and Housing