



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

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

**February 2015 to May 2015**

Published on 2 January 2015

## **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 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.

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 clear 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 2014/2015**

| <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 Financial Management                                    | Councillor Ken Atack       |
| Lead Member for Estates and the Economy                                 | Councillor Norman Bolster  |
| Lead Member for Banbury Brighter Futures                                | Councillor John Donaldson  |
| Lead Member for Planning  | Councillor Michael Gibbard |
| Lead Member for Clean and Green   | Councillor Tony Ilott      |
| Lead Member for Banbury Developments,<br>Communications and Performance | Councillor Kieron Mallon   |
| Lead Member for Housing   | Councillor Debbie Pickford |
| Lead Member for Joint Working and IT                                    | Councillor Nicholas Turner |

### **Dates of Executive Meetings 2014/15**

16 June 2014, 23 June 2014, 7 July 2014, 1 September 2014, 6 October 2014, 3 November 2014, 1 December 2014, 5 January 2014, 2 February 2014, 2 March 2014, 7 April 2014

### **Dates of Executive Business Planning Meetings (BPM) 2014/15**

16 September 2014, 21 October 2014, 18 November 2014, 16 December 2014, 20 January 2015, 17 February 2015, 17 March 2015, 21 April 2015, 19 May 2015

| 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 |
|------------------------|----------------|-----------------------|--|------------------|-----------------|---|-----------------|
|------------------------|----------------|-----------------------|--|------------------|-----------------|---|-----------------|

### February 2015

|   |           |     |    |  |  |                  |  |
|---|-----------|-----|----|--|--|------------------|--|
| Local Development Order   | Executive | Yes | No | Lead Member for Planning   | Karen Curtin,<br>Andy Preston<br>Tel: 0300 003 0106, Tel: 0300 003 0109                                | Executive report | Commercial Director (Bicester), Head of Development Management |
| Draft 2 - Revenue and Capital Budget and Business Plan and Five Year Strategy | Executive | Yes | No | Lead Member for Financial Management, Lead Member for Banbury Developments, Communications and Performance | Nicola Jackson,<br>Louise Tustian <sup>2</sup> , Paul Sutton<br>Tel: 01295 2211786, Tel: 0300 003 0106 | Executive report | Director of Resources  |
| Mid Cherwell Neighbourhood Area   | Executive | Yes | No | Lead Member for Planning   | Adrian Colwell,<br>David Peckford<br>Tel: 0300 003 0110, Tel: 01295 221841                             | Executive report | Head of Strategic Planning and the Economy                     |
| Report and Proposed Actions from LGA Study into Business Growth               | Executive | No  | No | Lead Member for Estates and the Economy  | Adrian Colwell<br>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) | Portfolio Holder                     | Contact Officer                      | Documents to be Submitted to decision maker | Report Sign off                            |
|---|----------------|-----------------------|--|--------------------------------------|--------------------------------------|---|--|
| GVA Study of Employment Land in Cherwell District | Executive      | No                    | No   | Lead Member for Planning             | Adrian Colwell<br>Tel: 0300 003 0110 | Executive report                            | Head of Strategic Planning and the Economy |
| Joint ICT Strategy                                | Executive      | Yes                   | No   | Lead Member for Joint Working and IT | Balvinder Heran<br>Tel: 01295 227903 |   | Director of Resources                      |

### March 2015

|  |           |     |    |  |   |                  |                                  |
|--|-----------|-----|----|--|---|------------------|----------------------------------|
| Allocations Policy   | Executive | Yes | No | Lead Member for Housing  | Marianne North<br>Tel: 01295 227946               | Executive report | Head of Regeneration and Housing |
| Performance and Risk Management Framework 2014/15 Third Quarter Performance Report | Executive | No  | No | Lead Member for Banbury Developments, Communications and Performance | Louise Tustian2<br>Tel: 01295 2211786             | Executive report | Head of Transformation           |
| Quarter 3 2014/15 Finance and Procurement Report                                   | Executive | No  | No | Lead Member for Financial Management                                 | Nicola Jackson, Paul Sutton<br>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)                           | Portfolio Holder                        | Contact Officer                    | Documents to be Submitted to decision maker | Report Sign off                |
|-------------------------------|----------------|-----------------------|--|---|------------------------------------|---|--------------------------------|
| Asset Management Plan 2015/16 | Executive      | No                    | No   | Lead Member for Estates and the Economy | Karen Curtin<br>Tel: 0300 003 0106 | Executive report                            | Commercial Director (Bicester) |
| Graven Hill Delivery Plan     | Executive      | Yes                   | Yes, by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972 | - Leader of the Council                 | Karen Curtin<br>Tel: 0300 003 0106 | Executive report                            | Commercial Director (Bicester) |

#### April 2015

No items currently scheduled

#### May 2015

No meeting scheduled for May 2015 due to local elections

#### Future Items For Consideration or to be Scheduled

|                              |           |    |    |                              |                                  |                  |                                       |
|------------------------------|-----------|----|----|------------------------------|----------------------------------|------------------|---------------------------------------|
| Health Sector Changes Update | Executive | No | No | Deputy Leader of the Council | Ian Davies<br>Tel: 0300 003 0101 | Executive report | Director of Community and Environment |
|------------------------------|-----------|----|----|------------------------------|----------------------------------|------------------|---------------------------------------|

| <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>Portfolio Holder</b>      | <b>Contact Officer</b>                 | <b>Documents to be Submitted to decision maker</b> | <b>Report Sign off</b>                     |
|--|-----------------------|------------------------------|---|------------------------------|--|--|--|
| Statement of Licensing Policy  | Executive             | No                           | No  | Deputy Leader of the Council | Jackie Fitzsimons<br>Tel: 01327 322283 | Executive report                                   | Director of Community and Environment      |
| Mobile Homes Policy  | Executive             | No                           | No  | Deputy Leader of the Council | Jackie Fitzsimons<br>Tel: 01327 322283 | Executive report                                   | Director of Community and Environment      |
| Cherwell District Council response to Oxfordshire County Council Local Transport Plan 3 review | Executive             | No                           | No  | Lead Member for Planning     | Adrian Colwell<br>Tel: 0300 003 0110   | Executive report                                   | Head of Strategic Planning and the Economy |
| Banbury Masterplan Supplementary Planning Document   | Executive             | Yes                          | No  | Lead Member for Planning     | Adrian Colwell<br>Tel: 0300 003 0110   | Executive report                                   | Head of Strategic Planning and the Economy |
| Kidlington Framework Masterplan  | Executive             | Yes                          | No  | Lead Member for Planning     | Adrian Colwell<br>Tel: 0300 003 0110   | Executive report                                   | Head of Strategic Planning and the Economy |
| Bicester Masterplan Supplementary Planning Document  | Executive             | Yes                          | No  | Lead Member for Planning     | Adrian Colwell<br>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) | Portfolio Holder         | Contact Officer                      | Documents to be Submitted to decision maker | Report Sign off   |
|---|----------------|-----------------------|--|--------------------------|--------------------------------------|---|---|
| Banbury Canalside Supplementary Planning Document | Executive      | Yes                   | No   | Lead Member for Planning | Chris Thom<br>Tel: 01295 221849      | Executive report                            | Head of Strategic Planning and the Economy, Director of Development |
| Bolton Road Supplementary Planning Document       | Executive      | Yes                   | No   | Lead Member for Planning | Adrian Colwell<br>Tel: 0300 003 0110 | Executive report                            | Head of Strategic Planning and the Economy                          |