



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Work Programme

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

February 2016 to May 2016

Published on 23 December 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 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.

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

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 2015/2016

| Lead Member Portfolio | Councillor |
|--|-----------------------------------|
| Leader of the Council (Responsibility for Eco Town/Garden Town including Graven Hill, policy, partnerships, Law and Governance, Human Resources, Communications, Performance and Programme Management) | Councillor Barry Wood |
| Deputy Leader of the Council (Responsibility for Sports & Sports Facilities, Car parks and Customer Services) | Councillor George Reynolds |
| Lead Member for Public Protection | Councillor Tony Ilott |
| Lead Member for Housing | Councillor John Donaldson |
| Lead Member for Clean and Green | Councillor Debbie Pickford |
| Lead Member for Banbury Futures (Responsible for Brighter Futures and Banbury Projects Board) | Councillor Kieron Mallon |
| Lead Member for Change Management, Joint Working and IT | Councillor Nicholas Turner |
| Lead Member for Financial Management | Councillor Ken Atack |
| Lead Member for Estates and the Economy | Councillor Norman Bolster |
| Lead Member for Planning | Councillor Michael Gibbard |

Dates of Executive Meetings 2015/16

1 June 2015, 6 July 2015, 7 September 2015, 5 October 2015, 2 November 2015, 30 November 2015, 4 January 2016, 1 February 2016, 7 March 2016, 4 April 2016

| 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 |
|------------------------|----------------|-----------------------|--|------------------|-----------------|---|-----------------|
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February 2016

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| Procuring Apprenticeships through Development | Executive | Yes | No | Lead Member for Estates and the Economy | Adrian Colwell, Karen Curtin Tel: 0300 003 0110, Tel: 0300 003 0106 | report | Commercial Director (Bicester), Head of Strategic Planning and the Economy |
| Taxi Policy | Executive | No | No | Lead Member for Public Protection. | Jackie Fitzsimons Tel: 01327 322283 | report | Director of Community and Environment |
| Council Tax Discounts | Executive | Yes | No | Lead Member for Financial Management | Ryszard Filipiak Tel: 01295 227067 | report | Director of Resources |
| Banbury Museum - Presentation by the Trust | Executive | No | No | Deputy Leader of the Council | Ian Davies Tel: 0300 003 0101 | report | Director of Community and Environment |
| Community Infrastructure Levy (CIL) | Executive | Yes | No | Lead Member for Planning | Adrian Colwell Tel: 0300 003 0110 | 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 |
|---|-----------------------|------------------------------|---|---|---|--|--|
| Upper Heyford Masterplan | Executive | Yes | No | Lead Member for Planning | Adrian Colwell Tel: 0300 003 0110 | report | Head of Strategic Planning and the Economy |
| Social Community Infrastructure Plan | Executive | No | No | Lead Member for Public Protection. | Nicola Riley Tel: 01295 221724 | report | Director of Community and Environment |
| Draft Budget and Business Plan 2016-2017 | Executive | Yes | No | - Leader of the Council, Lead Member for Financial Management | Paul Sutton, Jo Pitman Tel: 0300 003 0106, Tel: 0300 003 0108 | report | Director of Resources, Head of Finance and Procurement, Head of Transformation |
| North West Bicester Supplementary Planning Document (SPD) | Executive | Yes | No | Lead Member for Planning | Andy Bowe, Adrian Colwell Tel: 01295 221842, Tel: 0300 003 0110 | 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 |
|------------------------|----------------|-----------------------|---|---|------------------------------------|---|---------------------------------------|
| Graven Hill Update | Executive | Yes | The appendix to this report will be exempt from publication by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972 | - Leader of the Council | Karen Curtin Tel: 0300 003 0106 | report | Commercial Director (Bicester) |
| Car Parking | Executive | Yes | Yes - by virtue of paragraph 3 of schedule 12A of Local Government Act 1972 | Deputy Leader of the Council | Ian Davies Tel: 0300 003 0101 | report | Director of Community and Environment |
| Bolton Road Car Park | Executive | Yes | Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972 | Lead Member for Estates and the Economy | Karen Curtin Tel: 0300 003 0106 | report | Commercial Director (Bicester) |

| 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 |
|---|-----------------------|------------------------------|--|------------------------------------|------------------------------------|--|---------------------------------------|
| Bicester Depot | 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 | report | Director of Community and Environment |
| Business Case: Joint Public Protection Service | Executive | Yes | Yes - by virtue of paragraphs 1, 2, 3, 4 of Schedule 12A of Local Government Act 1972 | Lead Member for Public Protection. | Ian Davies Tel: 0300 003 0101 | report | Director of Community and Environment |
| Business Case: Joint Customer Services | Executive | Yes | Yes - by virtue of paragraphs 1, 2, 3 and 4 of Schedule 12A of Local Government Act 1972 | Deputy Leader of the Council | Ian Davies Tel: 0300 003 0101 | report | Director of Community and Environment |
| South West Bicester Construction Contract Tenders | Executive | Yes | Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972 | Deputy Leader of the Council | Sharon Bolton Tel: 01295 221714 | report | Director of Community and Environment |

| 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 |
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March 2016

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| Quarter 3 2015/16 Finance and Procurement Report March 2015 | Executive | No | No | Lead Member for Financial Management | Paul Sutton Tel: 0300 003 0106 | report | Head of Finance and Procurement |
| Performance Management Framework 2015/16 Quarter 3 Report March 2015 | Executive | No | No | - Leader of the Council | Jo Pitman Tel: 0300 003 0108 | report | Head of Transformation |
| Site Developments in Banbury | Executive | Yes | Yes - by virtue of paragraph 3 of schedule 12A of Local Government Act 1972 | Lead Member for Housing | Calvin Bell Tel: 0300 003 0103 | report | Director of Development |
| Eco Business Centre Procurement | Executive | Yes | Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972 | - Leader of the Council | Karen Curtin Tel: 0300 003 0106 | report | Commercial Director (Bicester) |

| 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 |
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April 2016

No items currently scheduled

May 2016

No meeting scheduled due to local elections

Future Items For Consideration or to be Scheduled

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|---|-----------|----|----|--------------------------------------|--|--------|---------------------------------------|
| Performance Management Framework 2015/16 Quarter 4/Year End Report 6 June 2016 | Executive | No | No | - Leader of the Council | Louise Tustian2 Tel: 01295 2211786 | report | Head of Transformation |
| Provisional 2015-16 Revenue and Capital Outturn Report 6 June 2016 | Executive | No | No | Lead Member for Financial Management | Paul Sutton Tel: 0300 003 0106 | report | Head of Finance and Procurement |
| Street Trading | Executive | No | No | Deputy Leader of the Council | Jackie Fitzsimons Tel: 01327 322283 | report | Director of Community and Environment |

| 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 |
|---|-----------------------|------------------------------|---|---|--------------------------------------|--|--|
| Oxfordshire County Council Joint User Agreement | Executive | No | No | Deputy Leader of the Council | Ian Davies Tel: 0300 003 0101 | report | Director of Community and Environment |
| GVA Study of Employment Land in Cherwell District | Executive | No | No | Lead Member for Planning | Adrian Colwell Tel: 0300 003 0110 | report | Head of Strategic Planning and the Economy |
| Health Sector Changes | Executive | No | No | Deputy Leader of the Council | Ian Davies Tel: 0300 003 0101 | report | Director of Community and Environment |
| Tourism Plan | Executive | No | No | Lead Member for Estates and the Economy | Nicola Riley Tel: 01295 221724 | report | Director of Community and Environment |
| Kidlington Framework Masterplan | Executive | Yes | No | Lead Member for Planning | Adrian Colwell Tel: 0300 003 0110 | report | Head of Strategic Planning and the Economy |
| Bicester Masterplan Supplementary Planning Document | Executive | Yes | No | Lead Member for Planning | Adrian Colwell Tel: 0300 003 0110 | 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 Tel: 01295 221849 | report | Director of Development , Head of Strategic Planning and the Economy |
| Bolton Road Supplementary Planning Document | Executive | Yes | No | Lead Member for Planning | Adrian Colwell Tel: 0300 003 0110 | report | Head of Strategic Planning and the Economy |
| High Speed 2 (HS2) Qualifying Authority Status | Executive | No | No | Lead Member for Planning | Adrian Colwell Tel: 0300 003 0110 | report | Head of Strategic Planning and the Economy |
| Towards a Business Improvement District for Banbury | Executive | No | No | Lead Member for Banbury Futures | Adrian Colwell Tel: 0300 003 0110 | report | Head of Strategic Planning and the Economy |
| A New Economic Development Strategy for the District (2016-2019) | Executive | Yes | No | Lead Member for Estates and the Economy | Adrian Colwell Tel: 0300 003 0110 | report | Head of Strategic Planning and the Economy |