



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Work Programme

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

June 2016 to September 2016

Republished on 19 May 2016 to reflect the new Executive appointed at Annual 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 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 2016/2017

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 Leisure, Car parks, customer service and Museum)	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 Lynn Pratt
Lead Member for Planning	Councillor Colin Clarke

Date of Executive Meetings 2016/17: 6 June 2016, 4 July 2016, 5 September 2016, 3 October 2016, 7 November 2016, 5 December 2016, 9 January 2017, 6 February 2017, 6 March 2017, 3 April 2017

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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June 2016

Performance Management Framework 2015/16 Quarter 4/Year End Report	Executive	No	No	- Leader of the Council	Jo Pitman Tel: 0300 003 0108	Executive report	Head of Transformation
Provisional 2015-16 Revenue and Capital Outturn Report	Executive	No	No	Lead Member for Financial Management	Paul Sutton Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer
Safeguarding Policy	Executive	No	No	Lead Member for Public Protection.	Ian Davies, Nicola Riley Tel: 0300 003 0101, Tel: 01295 221724	Executive report	Director of Operational Delivery
Joint Taxi Policy	Executive	No	No	Lead Member for Public Protection.	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Operational Delivery
Disabled Facilities Grants and Better Care Funding	Executive	Yes	No	Lead Member for Housing	Tim Mills Tel: 01295 221655	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
Bicester Healthy New Town	Executive	No	No	- Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Operational Delivery
Business Case for a Joint Community and Leisure Service	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	Executive report	Director of Operational Delivery
Business Case for a Joint Revenues and Benefits Team	Executive	Yes	Yes - by virtue of paragraphs 1, 2, 3 and 4 of Schedule 12A of Local Government Act 1972	Lead Member for Financial Management	Paul Sutton 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
<p>Contract Award - Agency Staff Provision Reason for Urgency: A decision is required due to the need to agree the contract arrangements. Due to the financial levels and community impact, the decision is key. The Chairman of the Overview and Scrutiny Committee has been notified. Due to the item containing 'exempt' information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972, the report should be restricted. The Chairman of the Overview and Scrutiny Committee has been consulted and has agreed to the issue being considered in private, having had regard to the urgency and the sensitive nature of the report.</p>	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Financial Management	Farrell Symonds Tel: 01295 221742	Executive report	Chief Finance Officer / Section 151 Officer

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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July 2016

Street Trading Policy	Executive	No	No	Deputy Leader of the Council	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Operational Delivery
Garden Town Update	Executive	Yes	No	- Leader of the Council	Karen Curtin Tel: 0300 003 0106	Executive report	Commercial Director (Bicester)
Waste Policies	Executive	No	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Head of Environmental Services
Adoption of Banbury Masterplan Supplementary Planning Document (SPD)	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

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
Adoption of Kidlington Masterplan Supplementary Planning Document (SPD)	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
High Speed 2 (HS2) Qualifying Authority Status	Executive	No	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Corporate Equalities Annual Update	Executive	No	No	- Leader of the Council	Caroline French Tel: 01295 227928	Executive report	Head of Transformation
Brighter Futures Annual Report 2015/16	Executive	No	No	Lead Member for Banbury Futures	Ian Davies Tel: 0300 003 0101	Executive report	Director of Operational Delivery
Devolution Update	Executive	Yes	No	- Leader of the Council	James Doble Tel: 01295 221587	Executive report	Chief Executive
Homes Development Company	Executive	Yes	No	Lead Member for Housing	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
Adoption of Statement Community Involvement (CIL)	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Graven Hill 2016/2017 Business Plan and Financial Forecast	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	Paul Sutton Tel: 0300 003 0106	Executive report	Head of Finance and Procurement
Site Developments in Banbury	Executive	Yes	Yes - by virtue of paragraph 3 of schedule 12A of Local Government Act 1972	Lead Member for Banbury Futures, Lead Member for Estates and the Economy	Karen Curtin, Paul Sutton Tel: 0300 003 0106, Tel: 0300 003 0106	Executive report	Commercial Director (Bicester), Head of Finance and Procurement
South West Bicester Contract Award	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	Executive report	Director of Operational Delivery

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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August 2016

No meeting scheduled for August 2016

September 2016

Community Infrastructure Levy (CIL) Charging Schedule	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
Biodiversity Action Plan	Executive	No	No	Deputy Leader of the Council	Sue Marchand Tel: 01295 221707	Executive report	Director of Operational Delivery
Multi Year Efficiency Statement	Executive	No	No	Lead Member for Financial Management	Paul Sutton Tel: 0300 003 0106	Executive report	Head of Finance and Procurement
Quarter 1 2016/17 Performance Report	Executive	No	No	- Leader of the Council	Jo Pitman Tel: 0300 003 0108	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 1 2016/1 - Revenue and Capital Budget Monitoring Report	Executive	No	No	Lead Member for Financial Management	Paul Sutton Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer
Car Parking Strategy	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	Executive report	Director of Operational Delivery

Future Items For Consideration or to be Scheduled

Local Plan Partial Review: Options October 2016	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
Local Plan Part 2: Options October 2016	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

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
Community Infrastructure Levy (CIL) Submission Plan November 2016	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
Construction Apprenticeship and Skills Interim Planning Policy Guidance - 12 Month Post-Implementation Update April 2017	Executive	No	No	Lead Member for Planning	Jenny Barker, Karen Curtin Tel: 01295 221828, Tel: 0300 003 0106	Executive report	Commercial Director (Bicester)
Cherwell Country Park	Executive	No	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Head of Environmental Services
Oxfordshire County Council Joint User Agreement	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Operational Delivery
Bicester Depot	Executive	Yes	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Head of Environmental Services
Bicester Leisure Centre Extensions	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery

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
Leisure Operator Stratfield Brake & South West Bicester	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	Executive report	Director of Operational Delivery
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	Executive report	Commercial Director (Bicester)
Strategic Delivery Board Update	Executive	No	No	- Leader of the Council	Karen Curtin Tel: 0300 003 0106	Executive report	Commercial Director (Bicester)
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
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
Towards a Business Improvement District for Banbury	Executive	No	No	Lead Member for Banbury Futures	Adrian Colwell Tel: 0300 003 0110	Executive 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	Executive report	Head of Strategic Planning and the Economy