



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

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

**August 2016 to November 2016**

Published on 11 July 2016

## **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](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 2016/2017

<b>Lead Member Portfolio</b>	<b>Councillor</b>
<b>Leader of the Council</b> (Responsibility for Eco Town/Garden Town including Graven Hill, policy, partnerships, Law and Governance, Human Resources, Communications, Performance and Programme Management)	<b>Councillor Barry Wood</b>
<b>Deputy Leader of the Council</b> (Responsibility for Leisure, Car parks, customer service and Museum)	<b>Councillor George Reynolds</b>
<b>Lead Member for Public Protection</b>	<b>Councillor Tony Ilott</b>
<b>Lead Member for Housing</b>	<b>Councillor John Donaldson</b>
<b>Lead Member for Clean and Green</b>	<b>Councillor Debbie Pickford</b>
<b>Lead Member for Banbury Futures</b> (Responsible for Brighter Futures and Banbury Projects Board)	<b>Councillor Kieron Mallon</b>
<b>Lead Member for Change Management, Joint Working and IT</b>	<b>Councillor Nicholas Turner</b>
<b>Lead Member for Financial Management</b>	<b>Councillor Ken Atack</b>
<b>Lead Member for Estates and the Economy</b>	<b>Councillor Lynn Pratt</b>
<b>Lead Member for Planning</b>	<b>Councillor Colin Clarke</b>

**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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### August 2016

No meeting scheduled for August 2016

### September 2016

Re-adoption of Policy Bicester 13 of the adopted Cherwell Local Plan 2011-2031	Executive	Yes	No	Lead Member for Planning	David Peckford, Adrian Colwell Tel: 01295 221841, Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
Joint Engagement and Consultation Strategy	Executive	No	No	- Leader of the Council	Edward Bailey Tel: 01295 221605	Executive report	Director of Strategy and Commissioning
Upper Heyford Masterplan	Executive	Yes	No	Lead Member for Planning	Adrian Colwell, Andy Preston Tel: 0300 003 0110, Tel: 0300 003 0109	Executive report	Head of Strategic Planning and the Economy, Head of Development Management

<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>
Air Quality Action Plans for Banbury, Bicester and Kidlington Update	Executive	No	No	Lead Member for Public Protection.	Trevor Dixon Tel: 01327 322279	Executive report	Director of Operational Delivery
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
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
Bloxham Neighbourhood Plan	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

<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>
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
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	Edward Bailey Tel: 01295 221605	Executive report	Director of Strategy and Commissioning
Quarter 1 2016/17 - 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
Corporate Biodiversity Action Plan 2016/17 Protecting and Enhancing Cherwell's Natural Environment	Executive	No	No	Deputy Leader of the Council	Sue Marchand, Nicola Riley Tel: 01295 221707, Tel: 01295 221724	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
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
Contract Award - Agency Staff Provision	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
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



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
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

#### October 2016

Cherwell Country Park	Executive	No	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Head of Environmental Services
Flytipping	Executive	No	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Head of Environmental Services
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
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### November 2016

Local Plan Partial Review: Options	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	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
Community Infrastructure Levy (CIL) Submission Plan	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
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#### Future Items For Consideration or to be Scheduled

Quarter 2 2016/17 Performance Report 5 December 2016	Executive	No	No	- Leader of the Council	Edward Bailey Tel: 01295 221605	Executive report	Director of Strategy and Commissioning
Quarter 2 2016/1 - Revenue and Capital Budget Monitoring Report 5 December 2016	Executive	No	No	Lead Member for Financial Management	Paul Sutton Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer
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
Devolution Update	Executive	Yes	No	- Leader of the Council	Jo Pitman Tel: 0300 003 0108	Executive report	Chief Executive
Air Quality Action Plan	Executive	Yes	No	Lead Member for Public Protection.	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Operational Delivery

<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>
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	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
Bicester Lesiure Centre Extensions	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
Leisure Operator Stratfield Brakes and South West Bicester	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

<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>
Street Collections	Executive	No	No	Deputy Leader of the Council	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Operational Delivery
Joint Anti-Social Behaviour Policy	Executive	No	No	Lead Member for Public Protection.	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Operational Delivery
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
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

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
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