



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

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

**August 2017 to November 2017**

Published on 3 July 2017

## **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 and/or Executive sub-committees) 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 the Chairman of the Overview and Scrutiny Committee must be notified and a supplement to the Work Programme published at least 5 clear days before the date on which the decision is proposed to be taken. If the date by which the decision has to be made makes compliance with this requirement impracticable the decision can only be made with the consent of the Chairman of the Overview and Scrutiny Committee who must be satisfied that the making of the decision is urgent and cannot reasonably be deferred.

If 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 who must be satisfied that the need for the item to be taken to the meeting is urgent and cannot reasonably be deferred..

## 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 Chief Finance Officer 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)

**Cherwell District Council – Executive Members 2017/2018**

<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)	<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 Financial Management</b>	<b>Councillor Tony Ilott</b>
<b>Lead Member for Public Protection and Community Service</b>	<b>Councillor Kieron Mallon</b>
<b>Lead Member for Change Management, Joint Working and IT</b>	<b>Councillor Mike Kerford-Byrnes</b>
<b>Lead Member for Clean and Green</b>	<b>Councillor Debbie Pickford</b>
<b>Lead Member for Estates and the Economy</b>	<b>Councillor Lynn Pratt</b>
<b>Lead Member for Performance Management</b>	<b>Councillor Richard Mould</b>
<b>Lead Member for Housing</b>	<b>Councillor John Donaldson</b>
<b>Lead Member for Planning</b>	<b>Councillor Colin Clarke</b>

**Date of Executive Meetings 2017/18:** 6 June 2017, 3 July 2017, 4 September 2017, 2 October 2017, 6 November 2017, 4 December 2017, 8 January 2018, 5 February 2018, 5 March 2018, 3 April 2018

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) .

Item 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
-----------------------	----------------	-----------------------	--	-------------	-----------------	---	-----------------

### August 2017

No meeting scheduled

### September 2017

Quarter 1 2017/2018 Performance Report	Executive	No	No	Lead Member for Performance Management	Louise Tustian2 Tel: 01295 2211786	Executive report	Director of Strategy and Commissioning
Quarter 1 2017/2018 Revenue and Capital Monitoring	Executive	No	No	Lead Member for Financial Management	Sanjay Sharma, Paul Sutton Tel: 01295 221564, Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer
Sports Studies	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery

Item 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
Animal Licensing Policy	Executive	Yes	No	Lead Member for Public Protection and Community Services	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Operational Delivery
Review of Public Protection Out of Hours	Executive	No	No	Lead Member for Public Protection and Community Services	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Operational Delivery
Leisure Centre Extension Feasibility Studies	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery
Brighter Futures	Executive	No	No	Lead Member for Planning	Nicola Riley Tel: 01295 221724	Executive report	Director of Operational Delivery
Annual Resident Satisfaction Survey 2017	Executive	No	No	Lead Member for Performance Management	Louise Tustian Tel: 01295 221786	Executive report	Director of Strategy and Commissioning
Housing Strategy 2018 - 2023	Executive	Yes	No	Lead Member for Housing	Gary Owens, Alex Rouse Tel: 01295 221895	Executive report	Director of Operational Delivery

Item 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
Spring Budget 2017 - Business Rates Relief Schemes	Executive	Yes	No	Lead Member for Financial Management	Geni Hotchkiss Tel: 01327 322170	Executive report	Chief Finance Officer / Section 151 Officer
Council Tax Reduction Scheme 2018-2019	Executive	Yes	No	Lead Member for Financial Management	Belinda Green Tel: 01327 322182	Executive report	Chief Finance Officer / Section 151 Officer
Updated Local Development Scheme	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
Notification of Urgent Action: Stratfield Brake Operator Award of Contract	Executive	No	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery
Fire Safety in CDC Properties	Chief Finance Officer / Section 151 Officer	No	No	Lead Member for Estates and the Economy	Paul Sutton Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer



Item 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
The Hill Youth and Community Centre	Executive	Yes	Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Housing	Amy Howells Tel: 01295 221500	Executive report	Director of Operational Delivery

#### October 2017

Formal notification of Banbury Business Improvement District (BID) Business Plan and decision	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
Leisure Facility Masterplanning	Executive	Yes	No	Deputy Leader of the Council	Ian Davies, Sharon Bolton Tel: 0300 003 0101, Tel: 01295 221714	Executive report	Director of Operational Delivery

#### November 2017

Cherwell Local Plan Partial Review Update report	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
--	-----------	-----	----	--------------------------	--	------------------	--

Item 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
-----------------------	----------------	-----------------------	--	-------------	-----------------	---	-----------------

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

Quarter 2 2017/2018 Performance Report December 2017	Executive	No	No	Lead Member for Performance Management	Louise Tustian2 Tel: 01295 2211786	Executive report	Director of Strategy and Commissioning
Quarter 2 2017/2018 Revenue and Capital Monitoring December 2017	Executive	No	No	Lead Member for Financial Management	Sanjay Sharma, Paul Sutton Tel: 01295 221564, Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer
Council Tax Reduction Scheme 2018-2019 December 2017	Executive	Yes	No	Lead Member for Financial Management	Belinda Green Tel: 01327 322182	Executive report	Chief Finance Officer / Section 151 Officer
North Oxford Academy Joint User Agreement and Artificial Turf Pitch	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery

Item 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
Local Plan part 2 'Proposed Submission' Document	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
Commercial Waste Business Case	Executive	Yes	Yes - By virtue or paragraph 3 of schedule 12A	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Head of Environmental Services
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
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
Spiceball Extension Feasibility Study	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery

Item 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 Leisure 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
Kidlington Extension Feasibility Study	Executive	Yes	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Operational Delivery
The Mill Arts Centre, Banbury	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Community and Environment
Charitable Collections Policy	Executive	No	No	Lead Member for Public Protection and Community Services	Jackie Fitzsimons Tel: 01327 322283	Executive report	Director of Operational Delivery
Cherwell Public Art Policy	Executive	Yes	No	Deputy Leader of the Council	Nicola Riley Tel: 01295 221724	Executive report	Director of Operational Delivery
Vehicle Fleet Strategy	Executive	Yes	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Head of Environmental Services

Item 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	Jenny Barker Tel: 01295 221828	Executive report	Director of Strategy and Commissioning
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
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
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

<b>Item 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>
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
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
Asset Strategy Update	Executive	No	No	Lead Member for Estates and the Economy	Paul Sutton Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer
Pay Structure	Executive	Yes	No	- Leader of the Council	Paul Sutton Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer
Scrap Metal Policy	Executive	Yes	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Head of Environmental Services