



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

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

**January 2018 to April 2018**

Published on 6 December 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
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### January 2018

<b>Council Tax Base 2018/2019</b> To consider the Council Tax Base for 2018/2019	Executive	Yes	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
<b>Custom Build Mortgages</b> To consider proposals for a custom build mortgage scheme	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Financial Management	Claire Taylor Tel: 0300 0030113	Executive report	Assistant Director - Commercial and Innovation

### February 2018

<b>Draft Budget and Corporate Business Plan 2018/2019</b> To consider the draft Budget and Corporate Business Plan 2018/2019 and recommend adoption by Council	Executive	Yes	No	Lead Member for Performance Management, Lead Member for Financial Management	Scott Barnes, Sanjay Sharma, Paul Sutton Tel: 0300 003 0102, Tel: 01295 221564, Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer, Director of Strategy and Commissioning
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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
<p><b>Adoption of Developer Contributions Supplementary Planning Document (SPD)</b>            To consider the consultation responses and adopt the Developer Contributions Supplementary Planning Document (SPD), which sets out the Council's approach to seeking Section 106 planning obligations from new developments for the provision of infrastructure, community facilities and services.</p>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
<p><b>Award of New Landscape Management Contract</b>            To award a new landscape management contract</p>	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
<p><b>Cherwell Local Plan Partial Review Submission Report</b>            To consider the Cherwell Local Plan Partial Review Submission Report  <i>26 February 2017</i></p>	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
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### March 2018

<p><b>Cherwell Housing Strategy 2012-2017 Update</b> To consider an update to the Cherwell Housing Strategy 2012-2017 to ensure that the Council meets statutory requirements, complies with good practice and is ready for the implementation of the Homelessness Reduction Act</p>	Executive	No	No	Lead Member for Housing	Joanne Barrett, Yvonne Markie Tel: 01327 322369, Tel: 01295 221604	Executive report	Director of Operational Delivery
<p><b>District Air Quality Status and Action Plan</b> To consider the latest air quality data for the district and the multi-agency actions applicable to the air quality management areas</p>	Executive	No	No	Lead Member for Public Protection and Community Services	Sean Gregory, Jackie Fitzsimons Tel: 01295 221622, Tel: 01327 322283	Executive report	Director of Operational Delivery
<p><b>Public Toilets and Changing Places</b> To consider the current level of provision, proposals for improvement and the scope for a Banbury Changing Place provision</p>	Executive	No	No	Lead Member for Public Protection and Community Services	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
<p><b>National Infrastructure Commission (NIC) Central Area establishment of Growth Board</b> To consider the NIC Central Area establishment of Growth Board</p>	Executive	Yes	No	Lead Member for Estates and the Economy	Adrian Colwell Tel: 0300 003 0110	Executive report	Director of Strategy and Commissioning
<p><b>The Mill Arts Centre, Banbury</b> To consider proposals for future building, programme and financial sustainability improvements at The Mill and potential means of council support</p>	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Operational Delivery
<p><b>District Sports Studies and Masterplanning</b> To consider the outcome of the District wide assessment of sports provision, the assessment of demand, future facility requirements according to modelled demand and plans for delivery</p>	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
<b>Quarter 3 3017/2018 Performance Report</b> To provide an update on the Cherwell Business Plan progress to the end of Quarter Three 2017/18.	Executive	No	No	Lead Member for Performance Management	Louise Tustian Tel: 01295 221786	Executive report	Director of Strategy and Commissioning
<b>Quarter 3 2017/2018 Revenue and Capital Monitoring</b> A summary of the Council's Revenue, Capital and Reserves position as at the end of Quarter Three 2017-18 and projections for the full year	Executive	No	No	- Leader of the Council	Sanjay Sharma, Paul Sutton Tel: 01295 221564, Tel: 0300 003 0106	Executive report	Chief Finance Officer / Section 151 Officer

#### April 2018

<b>Syrian Refugees Accommodation in Cherwell</b> To consider the council's progress with the resettlement of six families in the district	Executive	No	No	- Leader of the Council	Joanne Barrett Tel: 01327 322369	Executive report	Director of Operational Delivery
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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
<b>Homelessness Strategy</b> To consider the implications of the Homelessness Reduction Act and the actions proposed by the council	Executive	Yes	No	Lead Member for Housing	Joanne Barrett Tel: 01327 322369	Executive report	Director of Operational Delivery

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

<b>Quarter 4 (Year End) 2017/2018 Performance Update</b> To provide an update on the Cherwell Business Plan progress to the end of Quarter Four (yearend) 2017/18 <i>June 2018</i>	Executive	No	No	Lead Member for Change Management, Joint Working and IT	Louise Tustian Tel: 01295 221786	Executive report	Director of Strategy and Commissioning
<b>Quarter 4 (Year End) 2017/2018 Revenue and Capital Budget Monitoring</b> Summary of the Council's Revenue, Capital and Reserves position as at the end of Quarter Four (year end) 2017-18 <i>June 2018</i>	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

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
<p><b>Appointment of Representatives to Partnerships, Outside Bodies and Member Champions 2018/19</b>            To appoint representatives to Partnerships, Outside Bodies, internal Working Groups and Member Champions for the municipal year 2018/19.  <i>June 2018</i></p>	Executive	No	No	- Leader of the Council	Natasha Clark Tel: 01295 221589	Executive report	Chief Executive
<p><b>Bicester Depot</b>            To consider the latest position in the search for a new Bicester Depot</p>	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
<p><b>Community Lottery: Annual Review</b>            To receive an annual review of the Cherwell Lottery on the anniversary of its launch</p>	Executive	No	No	- Leader of the Council	Claire Taylor Tel: 0300 0030113	Executive report	Assistant Director - Commercial and Innovation

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
<b>Future Domestic Abuse Service</b> To consider changes to the county wide service	Executive	No	No	Lead Member for Public Protection and Community Services, Lead Member for Housing	Joanne Barrett, Jackie Fitzsimons Tel: 01327 322369, Tel: 01327 322283	Executive report	Director of Operational Delivery
<b>Housing Stock Modelling Outcomes</b> To consider the outcome of the housing stock modelling exercise and implications for the Council's housing services	Executive	Yes	No	Lead Member for Housing	Tim Mills Tel: 01295 221655	Executive report	Director of Operational Delivery
<b>Housing Strategy 2018 - 2023</b> To consider a new Housing Strategy for the Council in light of the stock modelling exercise	Executive	Yes	No	Lead Member for Housing	Gary Owens, Alex Rouse Tel: 01295 221895	Executive report	Director of Operational Delivery
<b>Food and Health &amp; Safety Enforcement Policies</b> To approve new Enforcement Policy, subject to consultation	Executive	Yes	No	Lead Member for Public Protection and Community Services	Jackie Fitzsimons Tel: 01327 322283	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
<p><b>North Oxford Academy Joint User Agreement and Artificial Turf Pitch</b> To consider further sporting developments of the site</p>	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery
<p><b>Spiceball Leisure Centre Extension Feasibility Study</b> To consider the scope for and nature of a future expansion of the Centre</p>	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Director of Operational Delivery
<p><b>Kidlington &amp; Gosford Leisure Centre Extension Feasibility Study</b> To consider the scope for and nature of a future expansion of the Centre</p>	Executive	Yes	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Operational Delivery
<p><b>Bicester Leisure Centre Extensions</b> To consider the scope for and nature of a future expansion of the Centre</p>	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
<b>Cherwell Public Art Policy</b> To consider an updated policy to fit the planning framework	Executive	Yes	No	Deputy Leader of the Council	Nicola Riley Tel: 01295 221724	Executive report	Director of Operational Delivery
<b>Charitable Collections Policy</b> To consider the 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
<b>Oxfordshire County Council (OCC) Joint User Agreement</b> To consider the latest position regarding OCC discussions	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Operational Delivery
<b>Eco Business Centre Procurement</b> To consider an update on the 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
<b>Community Infrastructure Levy (CIL) Submission Plan</b> To consider the 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

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
<p><b>Bicester Masterplan Supplementary Planning Document</b> To consider the Bicester Masterplan Supplementary Planning Document</p>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Head of Strategic Planning and the Economy
<p><b>Banbury Canalside Supplementary Planning Document</b> To consider the Banbury Canalside Supplementary Planning Document</p>	Executive	Yes	No	Lead Member for Planning	Chris Thom Tel: 01295 221849	Executive report	Head of Strategic Planning and the Economy
<p><b>Oxfordshire County Council (OCC) Joint User Agreement</b> To consider the latest position regarding OCC discussions</p>	Executive	No	No	Deputy Leader of the Council	Ian Davies Tel: 0300 003 0101	Executive report	Director of Operational Delivery
<p><b>A New Economic Development Strategy for the District (2016-2019)</b> To consider a new Economic Development Strategy for the District</p>	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



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
<b>Bolton Road Supplementary Planning Document</b> To consider the 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