



Executive Work Programme

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

April 2018 to July 2018

Published on 5 April 2018

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

Cherwell District Council – Executive Members 2017/2018

| Lead Member Portfolio | Councillor |
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| Leader of the Council (Responsibility for Eco Town/Garden Town including Graven Hill, policy, partnerships, Law and Governance, Human Resources, Communications) | Councillor Barry Wood |
| Deputy Leader of the Council (Responsibility for Leisure, Car parks, customer service and Museum) | Councillor George Reynolds |
| Lead Member for Financial Management | Councillor Tony Ilott |
| Lead Member for Public Protection and Community Service | Councillor Kieron Mallon |
| Lead Member for Change Management, Joint Working and IT | Councillor Mike Kerford-Byrnes |
| Lead Member for Clean and Green | Councillor Debbie Pickford |
| Lead Member for Estates and the Economy | Councillor Lynn Pratt |
| Lead Member for Performance Management | Councillor Richard Mould |
| Lead Member for Housing | Councillor John Donaldson |
| Lead Member for Planning | Councillor Colin Clarke |

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 .

| 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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| April 2018 | | | | | | | |
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| District Air Quality Status and Action Plan To consider the latest air quality data for the district and the multi-agency actions applicable to the air quality management areas | Executive | No | No | Lead Member for Public Protection and Community Services | Trevor Dixon Tel: 01327 322279 | Executive report | Director of Operational Delivery |
| National Infrastructure Commission (NIC) Central Area establishment of Growth Board To consider the NIC Central Area establishment of Growth Board | Executive | Yes | No | Lead Member for Estates and the Economy | Adrian Colwell Tel: 0300 003 0110 | Executive report | Executive Director: Place and Growth |
| District Sports Studies Findings and Future Community Sports Development 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 | Executive | Yes | No | Deputy Leader of the Council | Sharon Bolton Tel: 01295 221714 | Executive report | Interim Executive Director: Wellbeing |

| 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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| Cherwell Housing Strategy 2012-2017 Update To report on delivery progress on the current strategy to 2017, a proposed strategy update and action plan for 2018 and the timetable for a new Housing Strategy later in 2018 | Executive | No | No | Lead Member for Housing | Joanne Barrett Tel: 01327 322369 | Executive report | Interim Executive Director: Wellbeing |
| Asylum Seekers and Syrian Refugees To consider the council's progress with the resettlement of six families in the district and its approach to asylum seekers | Executive | No | No | - Leader of the Council | Joanne Barrett Tel: 01327 322369 | Executive report | Director of Operational Delivery |
| Community Infrastructure Grants To consider the award of grants, subject to budget approval | Executive | Yes | No | Lead Member for Public Protection and Community Services | Nicola Riley Tel: 01295 221724 | Executive report | Director of Operational Delivery |
| Revised Housing Allocations Policy To consider the outcome of a review of the Council's Housing Allocations Policy | Executive | Yes | No | Lead Member for Housing | Joanne Barrett Tel: 01327 322369 | Executive report | Interim Executive Director: Wellbeing |

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| Cherwell Design Guide: Supplementary Planning Document To approve the Cherwell Design Guide, Supplementary Planning Document (SPD), Masterplanning and architectural guidance for residential development (Design Guide) following consultation. The Cherwell Design Guide SPD forms part of the Council's Local Development Framework. | Executive | Yes | No | Lead Member for Planning | Clare Mitchell Tel: 01295 221845 | Executive report | Executive Director: Place and Growth |
| Crown House Update To consider an exempt update on Crown House | Executive | Yes | Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972 | Lead Member for Estates and the Economy | Chris Hipkiss Tel: 01295 221747 | Executive report | Executive Director: Place and Growth |

May 2018

No meeting scheduled

| 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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June 2018

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| Design and Conservation Strategy 2018 - 2023 To consider the Design and Conservation Strategy 2018 – 2023 for Cherwell. | Executive | Yes | No | Lead Member for Planning | Clare Mitchell Tel: 01295 221845 | Executive report | Executive Director: Place and Growth |
| Homelessness Strategy To consider a revised Homelessness Strategy arising from the requirements of the new Homelessness Reduction Act | Executive | Yes | No | Lead Member for Housing | Joanne Barrett Tel: 01327 322369 | Executive report | Interim Executive Director: Wellbeing |
| Quarter 4 (Year End) Performance, Risk and Budget Monitoring To provide an update on Performance, Risk and Budget Monitoring to the end of Quarter Four 2017/18. | Executive | No | No | Lead Member for Change Management, Joint Working and IT | Louise Tustian, Claire Sutton-Abbott, Claire Taylor Tel: 01295 221786, Tel: 01295 221608, Tel: 0300 0030113 | Executive report | Director: Customers and Service Development , Executive Director: Finance and Governance & Section 151 Officer |

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| Appointment of Representatives to Partnerships, Outside Bodies and Member Champions 2018/19 To appoint representatives to Partnerships, Outside Bodies, internal Working Groups and Member Champions for the municipal year 2018/19. | Executive | No | No | - Leader of the Council | Natasha Clark Tel: 01295 221589 | Executive report | Monitoring Officer |

July 2018

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| Public Toilets and Changing Places To consider the current level of provision, proposals for improvement and the scope for a Banbury Changing Place provision | Executive | No | No | Lead Member for Public Protection and Community Services | Ed Potter Tel: 0300 003 0105 | Executive report | Assistant Director: Environmental Services |
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Future Items For Consideration or to be Scheduled

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| The Mill Arts Centre, Banbury To consider proposals for future building, programme and financial sustainability improvements at The Mill and potential means of council support | Executive | No | No | Lead Member for Public Protection and Community Services | Ian Davies, Nicola Riley Tel: 0300 003 0101, Tel: 01295 221724 | Executive report | Director of Operational Delivery |
| Bicester Depot To consider the latest position in the search for a new 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 | Assistant Director: Environmental Services |
| Leisure Facilities Masterplanning To consider leisure facilities masterplanning | Executive | Yes | No | Deputy Leader of the Council | Sharon Bolton Tel: 01295 221714 | Executive report | Director of Operational Delivery, Assistant Director: Leisure and Sport |
| New Private Sector Housing Enforcement Powers To consider new Private Sector Housing Enforcement Powers | Executive | Yes | No | Lead Member for Housing | Tim Mills Tel: 01295 221655 | Executive report | Interim Executive Director: Wellbeing |

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| New Private Sector Housing Minimum Energy Efficient Standards To consider new Private Sector Housing Minimum Energy Efficient Standards | Executive | Yes | No | Lead Member for Housing | Tim Mills Tel: 01295 221655 | Executive report | Interim Executive Director: Wellbeing |
| Changes to Waste and Recycling Policy To consider changes to Waste and Recycling Policy | Executive | No | No | Lead Member for Clean and Green | Ed Potter Tel: 0300 003 0105 | Executive report | Assistant Director: Environmental Services |
| Community Lottery: Annual Review To receive an annual review of the Cherwell Lottery on the anniversary of its launch | Executive | No | No | - Leader of the Council | Nicola Riley Tel: 01295 221724 | Executive report | Interim Executive Director: Wellbeing |
| Future Domestic Abuse Service 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 |

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| Housing Stock Modelling Outcomes 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 | Interim Executive Director: Wellbeing |
| Food and Health & Safety Enforcement Policies 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 |
| North Oxford Academy Joint User Agreement and Artificial Turf Pitch To consider further sporting developments of the site | Executive | Yes | No | Deputy Leader of the Council | Sharon Bolton Tel: 01295 221714 | Executive report | Director of Operational Delivery |
| Spiceball Leisure Centre Extension Feasibility Study To consider the scope for and nature of a future expansion of the Centre | Executive | Yes | No | Deputy Leader of the Council | Sharon Bolton Tel: 01295 221714 | Executive report | Director of Operational Delivery |

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| Kidlington & Gosford Leisure Centre Extension Feasibility Study To consider the scope for and nature of a future expansion of the Centre | Executive | Yes | No | Deputy Leader of the Council | Ian Davies Tel: 0300 003 0101 | Executive report | Director of Operational Delivery |
| Bicester Leisure Centre Extensions To consider the scope for and nature of a future expansion of the Centre | Executive | Yes | No | Deputy Leader of the Council | Sharon Bolton Tel: 01295 221714 | Executive report | Director of Operational Delivery |
| Cherwell Public Art Policy 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 |
| Charitable Collections Policy 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 |
| Oxfordshire County Council (OCC) Joint User Agreement 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 |

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| Eco Business Centre Procurement 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 | Executive Director: Place and Growth |
| Community Infrastructure Levy (CIL) Submission Plan 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 | Executive Director: Place and Growth |
| Bicester Masterplan Supplementary Planning Document To consider the Bicester Masterplan Supplementary Planning Document | Executive | Yes | No | Lead Member for Planning | Adrian Colwell Tel: 0300 003 0110 | Executive report | Executive Director: Place and Growth |
| Banbury Canalside Supplementary Planning Document To consider the Banbury Canalside Supplementary Planning Document | Executive | Yes | No | Lead Member for Planning | Chris Thom Tel: 01295 221849 | Executive report | Executive Director: Place and Growth |

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| Bolton Road Supplementary Planning Document To consider the Bolton Road Supplementary Planning Document | Executive | Yes | No | Lead Member for Planning | Adrian Colwell Tel: 0300 003 0110 | Executive report | Executive Director: Place and Growth |
| A New Economic Development Strategy for the District (2016-2019) To consider a new Economic Development Strategy for the District | Executive | Yes | No | Lead Member for Estates and the Economy | Adrian Colwell Tel: 0300 003 0110 | Executive report | Executive Director: Place and Growth |
| A New Economic Development Strategy for the District (2016-2019) To consider a new Economic Development Strategy for the District | Executive | Yes | No | Lead Member for Estates and the Economy | Adrian Colwell Tel: 0300 003 0110 | Executive report | Executive Director: Place and Growth |