



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme

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

**June 2018 to September 2018**

Published on 3 May 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](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 2018/19:** 4 June 2018, 2 July 2018, 3 September 2018, 1 October 2018, 5 November 2018, 3 December 2018, 7 January 2019, 4 February 2019, 4 March 2019, 1 April 2019

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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### June 2018

<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	Executive	No	No	Lead Member for Public Protection and Community Services	Jackie Fitzsimons, Trevor Dixon Tel: 01327 322283, Tel: 01327 322279	Executive report	Director of Operational Delivery
<b>Local Discretionary Rate Relief Policy 2018-2019</b> To consider the Local Discretionary Rate Relief Policy 2018-2019	Executive	Yes	No	Lead Member for Financial Management	Belinda Green Tel: 01327 322182	Executive report	Assistant Director: Finance and Procurement
<b>National Infrastructure Commission (NIC) Central Area establishment of Growth Board</b> 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
<b>Design and Conservation Strategy 2018 - 2023</b> 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

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>Performance, Finance and Risk 2017/18 Year End and 2018/19 Monthly Report</b> To consider the 2017/18 year end Performance, Finance and Risk report and the monthly report for 2018/19</p>	Executive	No	No	Lead Member for Financial Management, Lead Member for Performance Management	Hedd Vaughan Evans Tel: 0300 003 0111	Executive report	Assistant Director: Performance and Transformation
<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.</p>	Executive	No	No	- Leader of the Council	Natasha Clark Tel: 01295 221589	Executive report	Monitoring 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
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### July 2018

<p><b>Cherwell Design Guide: Supplementary Planning Document</b></p> <p>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.</p>	Executive	Yes	No	Lead Member for Planning	Clare Mitchell Tel: 01295 221845	Executive report	Executive Director: Place and Growth
<p><b>District Sports Studies and Master Planning</b></p> <p>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	Assistant Director: Leisure and Sport



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>Annual Equalities Report 2017/2018</b> To review the performance of the Equalities Annual Work Programme	Executive	No	No	- Leader of the Council	Caroline French Tel: 01295 227928	Executive report	Assistant Director: Customer and IT Services
<b>Homelessness Strategy</b> 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
<b>Performance, Finance and Risk Monthly Report</b> To consider the monthly Performance, Finance and Risk report	Executive	No	No	Lead Member for Financial Management, Lead Member for Performance Management	Hedd Vaughan Evans Tel: 0300 003 0111	Executive report	Assistant Director: Performance and Transformation
<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	Executive	No	No	Lead Member for Public Protection and Community Services	Ed Potter Tel: 0300 003 0105	Executive report	Assistant Director: 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
<b>The Mill Arts Centre, Banbury</b> To consider how the council may assist in securing the future financial sustainability of The Mill	Executive	No	No	Lead Member for Public Protection and Community Services	Nicola Riley Tel: 01295 221724	Executive report	Assistant Director: Communities
<b>Sunshine Centre, Banbury</b> To consider how the council may assist in securing the future financial sustainability of the Sunshine Centre	Executive	No	No	Deputy Leader of the Council	Nicola Riley Tel: 01295 221724	Executive report	Assistant Director: Communities

### August 2018

No meeting scheduled

### September 2018

<b>Leisure and Sport Strategy</b> To consider the proposed strategy for district wide Leisure and Sport	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Assistant Director: Leisure and Sport
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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>Performance, Finance and Risk Monthly Report</b> To consider the monthly Performance, Finance and Risk report	Executive	No	No	Lead Member for Financial Management, Lead Member for Performance Management	Hedd Vaughan Evans Tel: 0300 003 0111	Executive report	Assistant Director: Performance and Transformation

Future Items For Consideration or to be Scheduled							
<b>Leisure and Sport Delivery Plan</b> <i>October 2018</i>  To agree the Strategic Leisure and Sport Delivery Plan	Executive	Yes	No	Deputy Leader of the Council	Sharon Bolton Tel: 01295 221714	Executive report	Assistant Director: Leisure and Sport
<b>Housing Strategy 2018 - 2023</b> <i>October 2018</i>  To consider a new Housing Strategy for the Council in light of the stock modelling exercise	Executive	Yes	No	Lead Member for Housing	Joanne Barrett Tel: 01327 322369	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
<p><b>New Housing Allocations Policy</b> <i>October 2018</i></p> <p>To consider the outcome of a review of the councils Housing Allocations Policy</p>	Executive	Yes	No	Lead Member for Housing	Joanne Barrett Tel: 01327 322369	Executive report	Interim Executive Director: Wellbeing
<p><b>Bicester Depot</b></p> <p>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	Assistant Director: Environmental Services
<p><b>New Private Sector Housing Enforcement Powers</b></p> <p>To consider new Private Sector Housing Enforcement Powers</p>	Executive	Yes	No	Lead Member for Housing	Tim Mills Tel: 01295 221655	Executive report	Interim Executive Director: Wellbeing
<p><b>New Private Sector Housing Minimum Energy Efficient Standards</b></p> <p>To consider new Private Sector Housing Minimum Energy Efficient Standards</p>	Executive	Yes	No	Lead Member for Housing	Tim Mills Tel: 01295 221655	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
<b>Changes to Waste and Recycling Policy</b> 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
<b>Community Lottery: Annual Review</b> 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
<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>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
<b>North Oxford Academy Joint User Agreement and Artificial Turf Pitch</b> 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

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>Spiceball Leisure Centre Extension Feasibility Study</b> 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
<b>Kidlington &amp; Gosford Leisure Centre Extension Feasibility Study</b> 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
<b>Bicester Leisure Centre Extensions</b> 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
<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

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>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	Executive Director: Place and Growth
<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	Executive Director: Place and Growth
<b>Bicester Masterplan Supplementary Planning Document</b> 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

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>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	Executive Director: Place and Growth
<p><b>Bolton Road Supplementary Planning Document</b> To consider the Bolton Road Supplementary Planning Document</p>	Executive	Yes	No	Lead Member for Planning	Adrian Colwell Tel: 0300 003 0110	Executive report	Executive Director: Place and Growth
<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	Executive Director: Place and Growth