



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 October 2018

Published on 18 May 2018 – republished after Annual Council meeting to reflect changes to Executive members

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 2018/2019

Lead Member Portfolio	Councillor
Leader of the Council	Councillor Barry Wood
Deputy Leader of the Council & Lead Member for Leisure and Sport	Councillor George Reynolds
Lead Member for Finance and Governance	Councillor Tony Ilott
Lead Member for Customers and Transformation	Councillor Ian Corkin
Lead Member for Health and Wellbeing	Councillor Andrew McHugh
Lead Member for Clean and Green	Councillor Debbie Pickford
Lead Member for Economy, Regeneration and Property	Councillor Lynn Pratt
Lead Member for Performance	Councillor Richard Mould
Lead Member for Housing	Councillor John Donaldson
Lead Member for Planning	Councillor Colin Clarke

Dates 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

Dates of Executive Business Planning Meetings (BPM) 2018/19: 15 May 2018; 19 June 2018, 17 July 2018, 21 August 2018; 18 September 2018, 16 October 2018, 20 November 2018, 17 December 2018, 15 January 2019, 19 February 2019, 19 March 2019, 16 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 .

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

<p>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</p>	Executive	No	No	Lead Member for Clean and Green	Trevor Dixon Tel: 01327 322279	Executive report	Executive Director: Environment
<p>Local Discretionary Rate Relief Policy 2018-2019 To consider the Local Discretionary Rate Relief Policy 2018-2019</p>	Executive	Yes	No	Lead Member for Financial Management & Governance	Belinda Green Tel: 01327 322182	Executive report	Assistant Director: Finance and Procurement
<p>National Infrastructure Commission (NIC) Central Area establishment of Growth Board To consider the NIC Central Area establishment of Growth Board</p>	Executive	Yes	No	Lead Member for Economy, Regeneration and Property	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>Performance, Finance and Risk 2017/18 Year End and 2018/19 Monthly Report 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 & Governance, Lead Member for Performance	Hedd Vaughan Evans Tel: 0300 003 0111	Executive report	Assistant Director: Performance and Transformation
<p>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.</p>	Executive	No	No	- Leader of the Council	Natasha Clark Tel: 01295 221589	Executive report	Assistant Director: Law and Governance

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

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
Chesterton Community Woodland To obtain approval to establish a formal joint working committee to develop and manage a community woodland park on land South of Vendee Drive, Bicester	Executive	No	No	- Leader of the Council	Jenny Barker Tel: 01295 221828	Executive report	Executive Director: Place and Growth
District Sports Studies Review To consider the findings of the District wide sports studies and initial proposals for addressing any deficiencies in provision	Executive	Yes	No	Deputy Leader of the Council and Lead Member for Leisure and Sport	Sharon Bolton Tel: 01295 221714	Executive report	Interim Executive Director: Wellbeing
Annual Equalities Report 2017/2018 To review the performance of the Equalities Annual Work Programme	Executive	No	No	Lead Member for Customers and Transformation	Caroline French Tel: 01295 227928	Executive report	Assistant Director: Customer and IT 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>Cherwell Residential 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.</p>	Executive	Yes	No	Lead Member for Planning	Clare Mitchell Tel: 01295 221845	Executive report	Executive Director: Place and Growth
<p>Homelessness Strategy To consider a revised Homelessness Strategy arising from the requirements of the new Homelessness Reduction Act</p>	Executive	Yes	No	Lead Member for Housing	Joanne Barrett, Gillian Douglas Tel: 01327 322369, Tel: 0300 003 0204	Executive report	Interim Executive Director: Wellbeing
<p>Performance, Finance and Risk Monthly Report To consider the monthly Performance, Finance and Risk report</p>	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Hedd Vaughan Evans Tel: 0300 003 0111	Executive report	Assistant Director: Performance and Transformation

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>Public Toilets and Changing Places 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 Health and Wellbeing	Graeme Kane, Ed Potter Tel: 0300 0030 0101, Tel: 0300 003 0105	Executive report	Executive Director: Environment
<p>The Mill Arts Centre, Banbury To consider how the council may assist in securing the future financial sustainability of The Mill</p>	Executive	No	No	Lead Member for Health and Wellbeing	Nicola Riley Tel: 01295 221724	Executive report	Assistant Director: Communities
<p>Sunshine Centre, Banbury To consider how the council may assist in securing the future financial sustainability of the Sunshine Centre</p>	Executive	No	No	Lead Member for Health and Wellbeing	Nicola Riley Tel: 01295 221724	Executive report	Assistant Director: Communities
<p>New Private Sector Housing Minimum Energy Efficient Standards To seek approval of a financial penalties policy in relation to the enforcement of Minimum Energy Efficient Standards in privately rented homes</p>	Executive	Yes	No	Lead Member for Housing	Tim Mills, Gillian Douglas Tel: 01295 221655, Tel: 0300 003 0204	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>New Private Sector Housing Enforcement Powers To seek approval of a policy to implement new enforcement powers in the Housing & Planning Act 2016 (including the setting of financial penalties) in relation to the use of Civic Penalties as an alternative to prosecution for certain Housing Act offences</p>	Executive	Yes	No	Lead Member for Housing	Tim Mills, Gillian Douglas Tel: 01295 221655, Tel: 0300 003 0204	Executive report	Interim Executive Director: Wellbeing
<p>Community Nature Plan To update Members on the progress made in delivering the plan</p>	Executive	No	No	Lead Member for Health and Wellbeing	Nicola Riley Tel: 01295 221724	Executive report	Interim Executive Director: Wellbeing
<p>Silverstone Heritage Exempt report</p>	Executive	Yes	Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Lead Member for Financial Management and Governance	Adele Taylor, Tel: 0300 003 0103	Executive report	Interim Executive Director: Finance and Governance

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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August 2018

No meeting scheduled

September 2018

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

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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October 2018

Leisure and Sport Delivery Plan To agree the Strategic Leisure and Sport Delivery Plan	Executive	Yes	No	Deputy Leader of the Council and Lead Member for Leisure and Sport	Sharon Bolton Tel: 01295 221714	Executive report	Assistant Director: Leisure and Sport
Housing Strategy 2018 - 2023 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, Gillian Douglas Tel: 01327 322369, Tel: 0300 003 0204	Executive report	Interim Executive Director: Wellbeing
New Housing Allocations Policy To consider the outcome of a review of the councils Housing Allocations Policy	Executive	Yes	No	Lead Member for Housing	Joanne Barrett Tel: 01327 322369	Executive report	Interim Executive Director: Wellbeing
Performance, Finance and Risk Monthly Report To consider the monthly Performance, Finance and Risk report	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Hedd Vaughan Evans Tel: 0300 003 0111	Executive report	Director: Customers and Service Development

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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Future Items For Consideration or to be Scheduled

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
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
Food and Health & Safety Enforcement Policies To approve new Enforcement Policy, subject to consultation	Executive	Yes	No	Lead Member for Health and Wellbeing	Graeme Kane Tel: 0300 0030 0101	Executive report	Executive Director: Environment
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 and Lead Member for Leisure and Sport	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
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 and Lead Member for Leisure and Sport	Sharon Bolton Tel: 01295 221714	Executive report	Interim Executive Director: Wellbeing
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 and Lead Member for Leisure and Sport	Sharon Bolton Tel: 01295 221714	Executive report	Interim Executive Director: Wellbeing
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 and Lead Member for Leisure and Sport	Sharon Bolton Tel: 01295 221714	Executive report	Interim Executive Director: Wellbeing
Cherwell Public Art Policy To consider an updated policy to fit the planning framework	Executive	Yes	No	Lead Member for Health and Wellbeing	Nicola Riley Tel: 01295 221724	Executive report	Interim Executive Director: Wellbeing
Oxfordshire County Council (OCC) Joint User Agreement To consider the latest position regarding OCC discussions	Executive	No	No	Deputy Leader of the Council and Lead Member for Leisure and Sport	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
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
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

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>A New Economic Development Strategy for the District (2016-2019) To consider a new Economic Development Strategy for the District</p>	Executive	Yes	No	Lead Member for Economy, Regeneration and Property	Adrian Colwell Tel: 0300 003 0110	Executive report	Executive Director: Place and Growth
<p>Eco Business Centre Procurement To consider an update on the Eco Business Centre Procurement</p>	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