



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Work Programme

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

September 2020 to December 2020

Published on 7 August 2020

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

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 Dan Sames
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 2020/2021: 1 June 2020; 6 July 2020; 7 September 2020; 5 October 2020; 2 November 2020; 7 December 2020; 4 January 2021; 1 February 2021; 1 March 2021; 6 April 2021

For further information on the Executive Work Programme, please contact:

Democratic and Elections Team,
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
September 2020							
Local Plan Part1 Partial Review - Oxford's unmet housing need To consider the Inspector's report prior to consideration by Full Council	Executive	Yes	No	Lead Member for Planning	Maria Dopazo Tel: 01295 227970	Executive report	Assistant Director: Planning and Development
Car Parking Strategy To adopt the Car Parking Strategy following public consultation	Executive	Yes	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Assistant Director: Environmental Services, Corporate Director: Communities
Monthly Performance, Finance and Risk Monitoring Report To consider the Monthly Performance, Finance and Risk Monitoring Report	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Louise Tustian Tel: 01295 221786	Executive report	Assistant Director Finance, Head of Insight and Corporate Programmes
October 2020							

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
Budget & Business Planning 2020/21) process and scene setting To consider the Business and Budget Planning process for 2021/2022	Executive	Yes	No	Lead Member for Financial Management & Governance	Lorna Baxter	Executive report	Director of Finance
Climate Change Emergency Action Plan To consider the climate change emergency action plan	Executive	No	No	Lead Member for Clean and Green	Ed Potter, Sam Thomas Tel: 0300 003 0105, Tel: 01295 221964	Executive report	Assistant Director: Environmental Services, Corporate Director: Communities
Monthly Performance, Finance and Risk Monitoring Report To consider the monthly Performance, Finance and Risk Monitoring Report	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Louise Tustian Tel: 01295 221786	Executive report	Assistant Director Finance, Head of Insight and Corporate Programmes
November 2020							
Civil Parking Enforcement To consider arrangements for civil parking enforcement	Executive	Yes	No	Lead Member for Clean and Green	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
Equalities, Diversity and Inclusion Policy and Action Plan To consider an updated Equalities, Diversity and Inclusion Policy and Action Plan	Executive	No	No	- Leader of the Council	Sam Shepherd Tel: 07789 088173	Executive report	Corporate Director Customers and Organisational Development
Monthly Performance, Finance and Risk Monitoring Report To consider the monthly performance, finance and Risk Monitoring Report	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Louise Tustian Tel: 01295 221786	Executive report	Assistant Director Finance (Interim), Head of Insight and Corporate Programmes
December 2020							
Council Tax Reduction Scheme 2021/2022 To consider and recommend the proposed level of Council Tax discounts and a Council Tax Reduction Scheme for the 2021-2022 financial year to Council	Executive	Yes	No	Lead Member for Financial Management & Governance	Belinda Green Tel: 01327 322182	Executive report	Director of Finance

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
Budget and Business Planning Progress Report To consider a Budget and Business Planning progress report	Executive	Yes	No	Lead Member for Financial Management & Governance	Michael Furness	Executive report	Director of Finance
Monthly Performance, Finance and Risk Monitoring Report To consider the monthly performance, finance and risk monitoring report	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Louise Tustian, Celia Prado-Teeling Tel: 01295 221786, Tel: 01295 221556	Executive report	Director of Finance, Head of Insight and Corporate Programmes
Future Items For Consideration or to be Scheduled							
Review of Council Tax Base Setting To provide Executive with an estimate of the Council Tax Base for 2021-2022 and seek approval for the final determination of the Council Tax Base to be delegated to the Section 151 Officer in consultation with the Lead Member for Financial Management & Governance January 2021	Executive	Yes	No	Lead Member for Financial Management & Governance	Lorna Baxter, Michael Furness	Executive report	Director of Finance

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>Budget and Business Plan 2020/2021 To consider and recommend to Full Council the Budget and Business Plan 2020/21</p> <p>February 2021</p>	Executive	Yes	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Lorna Baxter, Louise Tustian Tel: 01295 221786	Executive report	Director of Finance, Corporate Director Customers and Organisational Development
<p>Bicester Depot Exempt report</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, Robert Fuzesi Tel: 0300 003 0105, Tel: 0300 003205	Executive report	Assistant Director: Environmental Services, Assistant Director: Property, Investment & Contract Management
<p>Banbury Canalside Supplementary Planning Document To consider the Banbury Canalside Supplementary Planning Document</p>	Executive	Yes	No	Lead Member for Planning	Chris Thom, David Peckford Tel: 01295 221849, Tel: 01295 221841	Executive report	Assistant Director: Planning and Development, Corporate 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
North Oxford Academy Joint User Agreement and Artificial Turf Pitch To consider further sporting developments of the site	Executive	Yes	No	Deputy Leader	Nicola Riley Tel: 01295 221724	Executive report	Corporate Director Public Health & Wellbeing
District Leisure Centre Extension Feasibility To consider the feasibility of extensions to the Leisure Centres in the district	Executive	Yes	No	Deputy Leader	Nicola Riley Tel: 01295 221724	Executive report	Corporate Director Public Health & Wellbeing
Changes to Waste and Recycling Policy To consider changes to Waste and Recycling Policy in light of new Government legislation expected autumn 2020	Executive	No	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Assistant Director: Environmental Services, Corporate Director: Communities
Community Infrastructure Levy (CIL) Submission Plan To consider the Community Infrastructure Levy (CIL) Submission Plan	Executive	Yes	No	Lead Member for Planning	David Peckford Tel: 01295 221841	Executive report	Assistant Director: Planning and Development , Corporate Director: Place and Growth