



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Forward Plan

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

November 2021 to February 2022

Published on 24 September 2021

Executive Forward Plan 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 Forward Plan 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 Forward Plan 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 Forward Plan 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 Forward Plan 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 2021/22

Lead Member Portfolio	Councillor
Leader of the Council	Councillor Barry Wood
Lead Member for Clean and Green	Councillor Dan Sames
Lead Member for Customers and Transformation	Councillor Ian Corkin
Lead Member for Economy, Regeneration and Property	Councillor Lynn Pratt
Lead Member for Finance and Governance	Councillor Tony Ilott
Lead Member for Health and Wellbeing	Councillor Andrew McHugh
Lead Member for Housing	Councillor Lucinda Wing
Lead Member for Leisure and Sport	Councillor Phil Chapman
Lead Member for Performance	Councillor Richard Mould
Lead Member for Planning	Councillor Colin Clarke

Dates of Executive Meetings 2021/2022: 7 June 2021, 5 July 2021, 6 September 2021, 4 October 2021, 1 November 2021, 6 December 2021, 10 January 2022, 7 February 2022, 7 March 2022, 4 April 2022

For further information on the Executive Forward Plan, please contact:

Democratic and Elections Team,

Cherwell District Council,

Bodicote House,

Bodicote, Banbury,

Oxfordshire OX15 4AA

E-mail: democracy@cherwell-dc.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	Director
November 2021							
Revised CDC Housing Allocation Scheme To consider the revised CDC housing allocation scheme	Executive	Yes	No	Lead Member for Housing	Vicki Jessop, Alison Adkins, Paul France Tel: 01295 221677, Tel: 01295 227088	Executive report	Corporate Director Adults & Housing Services
Climate action programme update and annual greenhouse gas report 2020/21 To receive an annual update on the Climate Action Plan	Executive	Yes	No	Lead Member for Clean and Green	Sandra Fisher-Martins Tel: 07584 174682	Executive report	Corporate Director Environment and Place
Tenancy Strategy and Affordability Statement To consider Tenancy Strategy and Affordability Statement for adoption following consultation	Executive	Yes	No	Lead Member for Housing	Vicki Jessop	Executive report	Corporate Director Adults & Housing Services
Joint Performance, Risk and Finance Report To inform the Executive of the progress against our corporate priorities, a Leadership Risk update linking to the performance and a financial update	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Michael Furness, Louise Tustian Tel: 01295 221845, Tel: 01295 221786	Executive report	Corporate Director Customers and Organisational 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	Director
December 2021							
Member Champion Review To consider a review of the Member Champion terms of references, function and appointments	Executive	No	No	- Leader of the Council	Natasha Clark, Emma Faulkner Tel: 01295 221589,	Executive report	Director: Law and Governance & Monitoring Officer
Annual Monitoring Report 2021 To seek approval of the planning authorities' Annual Monitoring Report (AMR) 2021	Executive	Yes	No	Lead Member for Planning	Eleanor Gingell, David Peckford Tel: 01295 221569, Tel: 01295 221841	Executive report	Corporate Director Environment and Place
Infrastructure Funding Statement To consider the Infrastructure Funding Statement, an annual report, published by the Council to provide a summary of all financial and non-financial developer contributions relating to Section 106 agreements within the district	Executive	No	No	Lead Member for Planning	David Peckford Tel: 01295 221841	Executive report	Corporate Director Environment and Place

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	Director
Council Tax Reduction Scheme 2022-2023 To consider and recommend to Council the proposed levels of Council Tax discounts and a Council tax Reduction Scheme for the financial year 2022-2023	Executive	Yes	No	Lead Member for Financial Management & Governance	Michael Furness Tel: 01295 221845	Executive report	Director of Finance & S151 Officer
Joint Performance, Risk and Finance Report To inform the Executive of the progress against our corporate priorities, a Leadership Risk update linking to the performance and a financial update	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Michael Furness, Louise Tustian Tel: 01295 221845, Tel: 01295 221786	Executive report	Corporate Director Customers and Organisational Development
January 2022							
Council Tax Base 2022-2023 To consider the Council Tax Base for 2022-2023	Executive	Yes	No	Lead Member for Financial Management & Governance	Michael Furness Tel: 01295 221845	Executive report	Director of Finance & S151 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	Director
<p>Joint Performance, Finance and Risk Report To inform the Executive of the progress against our corporate priorities, a Leadership Risk update linking to the performance and a financial update</p>	Executive	No	No	Lead Member for Performance, Lead Member for Financial Management & Governance	Michael Furness, Louise Tustian Tel: 01295 221845, Tel: 01295 221786	Executive report	Corporate Director Customers and Organisational Development
February 2022							
<p>Budget and Business Plan 2022/23 - 2026/27 To consider and recommend to Full Council the Executive's proposed Business Plan and related revenue budget for 2022-2023, medium term financial strategy to 2026/27, capital programme to 2026/27 and all supporting policies, strategies and information</p>	Executive	Yes	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Michael Furness Tel: 01295 221845	Executive report	Director of Finance & S151 Officer
<p>Joint Performance, Finance and Risk Report To inform the Executive of the progress against our corporate priorities, a Leadership Risk update linking to the performance and a financial update</p>	Executive	No	No	Lead Member for Financial Management & Governance, Lead Member for Performance	Michael Furness, Louise Tustian Tel: 01295 221845, Tel: 01295 221786	Executive report	Corporate Director Customers and Organisational 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	Director
Future Items For Consideration or to be Scheduled							
Social Value Policy To consider the Social Value Policy	Executive	Yes	No	Lead Member for Economy, Regeneration and Property	Tom Layzell Tel: 07795 301254	Executive report	Corporate Director Commercial Development , Assets & Investment
Litter Strategy To consider a Litter Strategy	Executive	Yes	No	Lead Member for Clean and Green	Ed Potter Tel: 0300 003 0105	Executive report	Corporate Director Environment and Place
Service Level Agreement Cherwell District Council and Oxfordshire County Council - Grass Cutting To consider a Service Level Agreement between Cherwell District Council and Oxfordshire County Council for grass cutting	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	Corporate Director Environment and Place
Review of the Bicester Strategic Delivery Board To consider an update on the review of the Bicester Strategic Delivery Board	Executive	No	No	- Leader of the Council	Robert Jolley Tel: 0300 003 0107	Executive report	Corporate Director Environment and Place

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	Director
Private Hire and Hackney Carriage Licensing Policy To consider the Private Hire and Hackney Carriage Licensing Policy	Executive	Yes	No	Lead Member for Health and Wellbeing	Trevor Dixon Tel: 01295 221821	Executive report	Corporate Director Commercial Development , Assets & Investment
Bicester Depot Exempt report	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	Corporate Director Commercial Development , Assets & Investment, Corporate Director Environment and Place
Banbury Canalside Supplementary Planning Document To consider the Banbury Canalside Supplementary Planning Document	Executive	Yes	No	Lead Member for Planning	Chris Thom, David Peckford Tel: 01295 221849, Tel: 01295 221841	Executive report	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	Director
North Oxford Academy Joint User Agreement and Artificial Turf Pitch To consider further sporting developments of the site	Executive	Yes	No	Lead Member for Leisure and Sport	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	Lead Member for Leisure and Sport	Nicola Riley Tel: 01295 221724	Executive report	Corporate Director Public Health & Wellbeing
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	Corporate Director: Place and Growth
Conservation Area Appraisals To consider Conservation Area Appraisals for: Hethe; Duns Tew; Ardley; Somerton; Balscote; Stratton Audley; Bloxham; Grimsbury; and Horley.	Lead Member for Planning	No	No	Lead Member for Planning	David Peckford Tel: 01295 221841	Executive report	Corporate Director Environment and Place