



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Forward Plan

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

September 2022 to December 2022

Published on 28 July 2022

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 2022/2023

Portfolio	Councillor
Leader of the Council and Portfolio Holder for Policy and Strategy	Councillor Barry Wood
Deputy Leader and Portfolio Holder for Regeneration and Economy	Councillor Ian Corkin
Portfolio Holder for Cleaner and Greener Communities	Councillor Dan Sames
Portfolio Holder for Corporate Services	Councillor Richard Mould
Portfolio Holder for Finance	Councillor Adam Nell
Portfolio Holder for Healthy Communities	Councillor Phil Chapman
Portfolio Holder for Housing	Councillor Nick Mawer
Portfolio Holder for Planning	Councillor Colin Clarke
Portfolio Holder for Property	Councillor Lynn Pratt
Portfolio Holder for Safer Communities	Councillor Eddie Reeves

Dates of Executive Meetings 2022/2023 (all 6.30pm unless indicated): 6 June 2022, 4 July 2022, 5 September 2022, 3 October 2022, 7 November 2022, 5 December 2022, 9 January 2023, 6 February 2023, 6 March 2023, 3 April 2023

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)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
August 2022							
COVID Additional Relief Fund (CARF) Policy To approve the Covid Additional Relief Fund (CARF) Policy and related processes	Portfolio Holder for Finance	No	No	Portfolio Holder for Finance	Jacey Scott Tel: 01295 221548	Executive report	Assistant Director Finance & S151 Officer
Letting on Unit at Castle Quay EXEMPT report	Chief Executive	Yes	Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Deputy Leader of the Council and Portfolio Holder for Regeneration and Economy	Chris Hipkiss, Andrew Low Tel: 0300 003 0205,	Executive report	Chief Operating Officer Interim
No Executive meeting scheduled for August							
September 2022							
Financial Management, Performance and Risk Monthly 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	Yes	No	Portfolio Holder for Corporate Services, Portfolio Holder for Finance	Michael Furness, Celia Prado-Teeling Tel: 01295 221845, Tel: 01295 221556	Executive report	Assistant Director Customer Focus Interim, Assistant Director Finance & S151 Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
Climate Change - Carbon Management Plans To consider the 2022/2023 Climate Action Programme	Executive	Yes	No	Portfolio Holder for Cleaner and Greener Communities	Ed Potter Tel: 0300 003 0105	Executive report	Corporate Director Communities
Car Parking Agency Agreement To consider the management of car parks	Executive	Yes	The appendices to the report are exempt from publication by virtue of paragraphs 1, 2 and 3 of Schedule 12A of Local Government Act 197	Portfolio Holder for Cleaner and Greener Communities	Ed Potter Tel: 0300 003 0105	Executive report	Corporate Director Communities
Aged Debt Review To provide a summary of the accounts proposed for write-offs and to request approval for proposed write-offs	Executive	Yes	The appendices to the report are exempt from publication by virtue of paragraphs 1, 2 and 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Finance	Leanne Lock, Jacey Scott Tel: 01295 221558, Tel: 01295 221548	Executive report	Assistant Director Finance & S151 Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
Notification of Urgent Action - Letting of Unit at Castle Quay To notify Executive of an urgent decision taken by the Chief Executive	Executive	No	The appendix to the report is exempt from publication by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Deputy Leader of the Council and Portfolio Holder for Regeneration and Economy	Andrew Low, Chris Hipkiss Tel: 0300 003 0205	Executive report	Chief Executive
October 2022							
Financial Management, Performance and Risk Monthly 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	Yes	No	Portfolio Holder for Corporate Services, Portfolio Holder for Finance	Michael Furness, Celia Prado-Teeling Tel: 01295 221845, Tel: 01295 221556	Executive report	Assistant Director Customer Focus Interim, Assistant Director Finance & S151 Officer
Oxfordshire Plan 2050 To consider the Oxfordshire Plan 2050 (Special Executive, Monday 24 October 2022)	Executive	Yes	No	Portfolio Holder for Planning, .Leader of the Council and Portfolio Holder for Policy and Strategy	Andrew Maxted Tel: 01295 221642	Executive report	Assistant Director Planning and Development

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
November 2022							
Cherwell Local Plan Review - Draft Plan for Consultation To consider the draft review of the Cherwell Local Plan for consultation	Executive	Yes	No	Portfolio Holder for Planning	Andrew Maxted, David Peckford Tel: 01295 221642 Tel: 01295 221841	Executive report	Assistant Director Planning and Development
Playing Pitch Strategy To adopt the Playing Pitch Strategy	Executive	Yes	No	Portfolio Holder for Healthy Communities	Nicola Riley Tel: 01295 221724	Executive report	Chief Executive
Financial Management, Performance and Risk Monthly 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	Yes	No	Portfolio Holder for Finance, Portfolio Holder for Corporate Services	Celia Prado-Teeling Tel: 01295 221556	Executive report	Assistant Director Finance & S151 Officer, Assistant Director Customer Focus Interim
December 2022							
Annual Monitoring Report 2022 To consider the Annual Monitoring Report 2022	Executive	No	No	Portfolio Holder for Planning	Andrew Maxted Tel: 01295 221642	Executive report	Assistant Director Planning and Development

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
Infrastructure Funding Statement 2021/22 To consider the Infrastructure Funding Statement 2021/22	Executive	No	No	Portfolio Holder for Planning	David Peckford Tel: 01295 221841	Executive report	Assistant Director Planning and Development
Council Tax Reduction Scheme 2023-2024 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	Portfolio Holder for Finance	Jacey Scott Tel: 01295 221548	Executive report	Assistant Director Finance & S151 Officer
Financial Management, Performance and Risk Monthly 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	Yes		Portfolio Holder for Corporate Services, Portfolio Holder for Finance	Celia Prado-Teeling Tel: 01295 221556	Executive report	Assistant Director Customer Focus Interim, Assistant Director Finance & S151 Officer
Future Items For Consideration or to be Scheduled							
Wellbeing Strategy To adopt the Wellbeing Strategy (January 2023)	Executive	Yes	No	Portfolio Holder for Healthy Communities	Nicola Riley Tel: 01295 221724	Executive report	Chief Executive

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<p>Council Tax Base 2023-2024 To agree the Council Tax Base for the financial year 2023-2024 (January 2023)</p>	Executive	Yes	No	Portfolio Holder for Finance	Michael Furness, Joanne Kaye Tel: 01295 221845, Tel: 01295 221545	Executive report	Assistant Director Finance & S151 Officer
<p>Financial Management, Performance and Risk Monthly Report To inform the Executive of the progress against our corporate priorities, a Leadership Risk update linking to the performance and a financial update (January 2023)</p>	Executive	Yes	No	Portfolio Holder for Corporate Services, Portfolio Holder for Finance	Michael Furness, Celia Prado-Teeling Tel: 01295 221845, Tel: 01295 221556	Executive report	Assistant Director Finance & S151 Officer, Assistant Director Customer Focus Interim

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<p>Budget Setting for 2023/24 and the Medium-Term Financial Strategy up to 2027/28 This report is the culmination of the Budget and Business Planning process for 2023/24 to 2027/28 and sets out the Executive's proposed Business Plan and related revenue budget for 2023/24, medium term financial strategy to 2027/28, capital programme to 2027/28 and all supporting policies, strategies and information</p> <p>(February 2022)</p>	Executive	Yes	No	Portfolio Holder for Corporate Services, Portfolio Holder for Finance	Michael Furness, Joanne Kaye Tel: 01295 221845, Tel: 01295 221545	Executive report	Assistant Director Finance & S151 Officer
<p>Financial Management, Performance and Risk Monthly Update To inform the Executive of the progress against our corporate priorities, a Leadership Risk update linking to the performance and a financial update</p> <p>(February 2023)</p>	Executive	Yes	No	Portfolio Holder for Finance, Portfolio Holder for Corporate Services	Michael Furness, Celia Prado-Teeling Tel: 01295 221845, Tel: 01295 221556	Executive report	Assistant Director Customer Focus Interim, Assistant Director Finance & S151 Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<p>Updated Regulation of Investigatory Powers Act Policy To consider an updated Regulation of Investigatory Powers Act Policy</p>	Executive	Yes	No	Portfolio Holder for Safer Communities	Richard Webb Tel: 0300 003 0208	Executive report	Corporate Director Communities
<p>Community Infrastructure Levy (CIL) To consider the Community Infrastructure Levy (CIL)</p>	Executive	Yes	No	Portfolio Holder for Planning	Andrew Maxted Tel: 01295 221642	Executive report	Assistant Director Planning and Development
<p>Banbury Canalside Supplementary Planning Document To consider the Banbury Canalside Supplementary Planning Document</p>	Executive	Yes	No	Portfolio Holder for Planning	Andrew Maxted Tel: 01295 221642	Executive report	Assistant Director Planning and Development

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<p>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</p>	Executive	Yes	Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Cleaner and Greener Communities	Ed Potter Tel: 0300 003 0105	Executive report	Corporate Director Communities
<p>Private Hire and Hackney Carriage Licensing Policy To consider the Private Hire and Hackney Carriage Licensing Policy</p>	Executive	Yes	No	Portfolio Holder for Safer Communities	Richard Rockall, Richard Webb Tel: 01295 753744, Tel: 0300 003 0208	Executive report	Corporate Director Communities
<p>Bicester Depot Exempt report</p>	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Cleaner and Greener Communities, Portfolio Holder for Property	Ed Potter Tel: 0300 003 0105	Executive report	Corporate Director Communities
<p>North Oxford Academy Joint User Agreement and Artificial Turf Pitch To consider further sporting developments of the site</p>	Executive	Yes	No	Portfolio Holder for Healthy Communities	Nicola Riley Tel: 01295 221724	Executive report	Chief Executive

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
District Leisure Centre Extension Feasibility To consider the feasibility of extensions to the Leisure Centres in the district	Executive	Yes	No	Portfolio Holder for Healthy Communities	Nicola Riley Tel: 01295 221724	Executive report	Chief Executive