



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Forward Plan

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

August 2024 to November 2024

Published on 7 August 2024

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 2024/2025

Portfolio	Councillor
Leader and Portfolio Holder for Strategic Leadership	Councillor David Hingley
Deputy Leader and Portfolio Holder for Finance and Resources	Councillor Lesley McLean
Portfolio Holder for Corporate Resources	Councillor Chris Brant
Portfolio Holder for Greener Communities	Councillor Tom Beckett
Portfolio Holder for Healthy Communities	Councillor Rob Pattenden
Portfolio Holder for Housing	Councillor Chris Pruden
Portfolio Holder for Neighbourhood Services	Councillor Ian Middleton
Portfolio Holder for Planning and Development Management	Councillor Jean Conway
Portfolio Holder for Regulatory	Councillor Rob Parkinson

Dates of Executive Meetings 2024/2025 (all Monday at 6.30pm unless indicated): 10 June 2024, 8 July 2024, 9 September 2024, 7 October 2024, 4 November 2024, 2 December 2024, 6 January 2025, 3 February 2025, 3 March 2025, 7 April 2025

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 2024							
There is no Executive meeting scheduled in August 2024							
September 2024							
Banbury Vision 2050 Update To receive an update on Banbury Vision 2050	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Finance and Resources	Robert Jolley, Andy Bowe Tel: 01295 221688, Tel: 01295 221842	Executive report	Corporate Director Communities
Street Naming Policy To adopt the Street Naming Policy	Executive	Yes	No	Portfolio Holder for Planning and Development Management	Tony Brummell, David Peckford Tel: 01925 221909, Tel: 01295 221624	Executive report	Assistant Director Planning and Development
CCTV Thames Valley Project To agree participation in the CCTV Thames Valley Project	Executive	Yes	No	Portfolio Holder for Regulatory	Tim Hughes Tel: 01295 221686	Executive report	Corporate Director Communities
Housing Strategy 2025-2030 - Approval for Consultation To approve the draft Strategy for consultation	Executive	Yes	No	Portfolio Holder for Housing	Nicola Riley, Richard Smith Tel: 01295 221724, Tel: 01295 221640	Executive report	Corporate Director Communities

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
Budget Process 2025-26 Report outlining the process to deliver the 2025/26 budget, including key assumptions.	Executive	No	No	Deputy Leader of the Council and Portfolio Holder for Finance and Resources	Joanne Kaye Tel: 01295 221545	Executive report	Assistant Director Finance & S151 Officer
Money Advice Contract To award the money advice contract	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Housing	Richard Smith Tel: 01295 221640	Executive report	Assistant Director Wellbeing & Housing
Quarter 1 2024/2025 Finance, Performance and Risk Report To consider the Quarter 1 2024/2025 Finance, Performance and Risk Report	Executive	Yes	There may be exempt appendices by virtue of paragraph 3 of schedule 12A of Local Government Act 1972	Deputy Leader of the Council and Portfolio Holder for Finance and Resources, Portfolio Holder for Corporate Services	Leanne Lock, Celia Prado-Teeling Tel: 01295 221558, Tel: 01295 221556	Executive report	Assistant Director Customer Focus, Assistant Director Finance & S151 Officer
Crown House Investment Review Exempt report	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 Finance and Resources	Joanne Kaye, Alex Rycroft Tel: 01295 221545,	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
Cloud Support, Security Operation Centre and Managed Network Partner Tender To award the tender for a partner for Cloud Support, Security Operation Centre and Managed Network	Executive	Yes	Yes, by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Corporate Services	David Spilsbury Tel: 01295 753711	Executive report	Corporate Director Resources and Transformation
October 2024							
Public Realm Strategies To adopt the Public Realm Strategies	Executive	Yes	No	Portfolio Holder for Neighbourhood Services	Christina Cherry, David Peckford, James Wilson Tel: 01295 221851, Tel: 01295 221624, Tel: 01295 221749	Executive report	Corporate Director Communities
Housing Grants and Assistance Policy 2024 To agree the Housing Grants and Assistance Policy 2024	Executive	Yes	No	Portfolio Holder for Housing	Nicola Riley, Richard Smith Tel: 01295 221724, Tel: 01295 221640	Executive report	Corporate Director Communities

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
Houses in Multiple Occupation (HMO) Licensing Policy 2024 To agree the Houses in Multiple Occupation (HMO) Licensing Policy 2024	Executive	Yes	No	Portfolio Holder for Housing	Nicola Riley, Richard Smith Tel: 01295 221724, Tel: 01295 221640	Executive report	Corporate Director Communities
Monthly Budget Monitoring Report To provide a monthly budget monitoring report to Executive	Executive	Yes	There may be exempt appendices by virtue of paragraph 3 of schedule 12A of Local Government Act 1972	Deputy Leader of the Council and Portfolio Holder for Finance and Resources	Michael Furness Tel: 01295 221845	Executive report	Assistant Director Finance & S151 Officer
Bodicote House Sale Approval of contract for the sale of Bodicote House	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 Finance and Resources	Mona Walsh Tel: 01295 221602	Executive report	Corporate Director Resources and Transformation
November 2024							

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
Quarter 2 2024/2025 Finance, Performance and Risk Report To consider the Quarter 2 2024/2025 Finance, Performance and Risk Report	Executive	Yes	There may be exempt appendices by virtue of paragraph 3 of schedule 12A of Local Government Act 1972	Deputy Leader of the Council and Portfolio Holder for Finance and Resources, Portfolio Holder for Corporate Services	Leanne Lock, Celia Prado-Teeling Tel: 01295 221558, Tel: 01295 221556	Executive report	Assistant Director Customer Focus, Assistant Director Finance & S151 Officer
Future Scheduled Items							
Council Tax Reduction Scheme 2025/2026 To recommend to Council the Council tax Reduction Scheme for 2025/2026 (December 2024)	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Finance and Resources	Sandra Ganpot, Jacey Scott Tel: 01295 221548	Executive report	Assistant Director Finance & S151 Officer
Adoption of Housing Allocations Scheme To approve the Housing Allocations Scheme (December 2024)	Executive	Yes	No	Portfolio Holder for Housing	Nicola Riley, Richard Smith Tel: 01295 221724, Tel: 01295 221640	Executive report	Corporate Director Communities

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>Adoption of Housing Strategy 2025-2030 To approve the Housing Strategy 2025-2030 following consultation (January 2025)</p>	Executive	Yes	No	Portfolio Holder for Housing	Nicola Riley, Richard Smith Tel: 01295 221724, Tel: 01295 221640	Executive report	Corporate Director Communities
<p>Council Tax Base 2025/2026 To consider the Council Tax Base 2025/2026 (January 2025)</p>	Executive	Yes		Deputy Leader of the Council and Portfolio Holder for Finance and Resources	Lynsey Parkinson Tel: 01295 221739	Executive report	Assistant Director Finance & S151 Officer
<p>Council Tax Setting 2025/2026 To consider Council Tax Setting 2025/2026 (February 2025)</p>	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Finance and Resources	Lynsey Parkinson Tel: 01295 221739	Executive report	Assistant Director Finance & S151 Officer
<p>Quarter 3 2024/2025 Finance, Performance and Risk Report To consider the Quarter 3 2024/2025 Finance, Performance and Risk Report (February 2025)</p>	Executive	Yes	There may be exempt appendices by virtue of paragraph 3 of schedule 12A of Local Government Act 1972	Deputy Leader of the Council and Portfolio Holder for Finance and Resources, Portfolio Holder for Corporate Services	Leanne Lock, Celia Prado-Teeling Tel: 01295 221558, Tel: 01295 221556	Executive report	Assistant Director Customer Focus, 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>Budget 2025/2025 and Medium Term Financial Strategy (MTFS) To consider the Budget 2025/2025 and Medium Term Financial Strategy (MTFS) (February 2025)</p>	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Finance and Resources	Michael Furness, Joanne Kaye Tel: 01295 221845, Tel: 01295 221545	Executive report	Assistant Director Finance & S151 Officer
<p>Monthly Budget Monitoring Report To provide a monthly budget monitoring report to Executive (December 2024)</p>	Executive	Yes	There may be exempt appendices by virtue of paragraph 3 of schedule 12A of Local Government Act 1972	Deputy Leader of the Council and Portfolio Holder for Finance and Resources	Michael Furness Tel: 01295 221845	Executive report	Assistant Director Finance & S151 Officer
<p>Monthly Budget Monitoring Report To provide a monthly budget monitoring report to Executive (January 2025)</p>	Executive	Yes	There may be exempt appendices by virtue of paragraph 3 of schedule 12A of Local Government Act 1972	Deputy Leader of the Council and Portfolio Holder for Finance and Resources	Michael Furness Tel: 01295 221845	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
<p>Monthly Budget Monitoring Report To provide a monthly budget monitoring report to Executive (March 2025)</p>	Executive	Yes	There may be exempt appendices by virtue of paragraph 3 of schedule 12A of Local Government Act 1972	Deputy Leader of the Council and Portfolio Holder for Finance and Resources	Michael Furness Tel: 01295 221845	Executive report	Assistant Director Finance & S151 Officer