



*Cherwell*

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Work Programme Supplement

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

**March 2026 to June 2026**

Date of publication: 23 February 2026

## **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.

### **Urgency – General Exception / Special Urgency**

- Where a key decision needs to be taken and it is not included in the 28 day notice, the decision can only be made if:
  - The proper officer has informed the Overview and Scrutiny Committee Chair in writing
  - The proper officer has placed a copy of the notice on deposit and the website for 5 clear days stating why the normal 28 day notice could not be complied with
- Where a key decision is needed and the above procedure cannot be followed (i.e. shorter than 5 days)
  - The agreement of the Overview and Scrutiny Chair (or in their absence the Chair of the Council, or in their absence, the Vice-Chair of the Council) that the decision is urgent and cannot be deferred for 28 days or more must be obtained
  - If agreement is given, a notice must be published stating why the normal 28 day notice could not be complied with
- A report to full Council on decisions taken with less than five clear days' notice must be submitted at least annually. CDC will continue to report at each full Council meeting.

This supplementary notice is published in compliance with these requirements in relation to the proposed key decision set out below.

### **Decisions in Private - Exclusion of the Press and Public**

Meetings of decision making bodies are to be held in public, unless confidential or exempt information (as set out below) is likely to be made known. Paragraphs pursuant to Schedule 12A of the Local Government Act 1972.

**Paragraph 1** Information relating to an individual

**Paragraph 2** Information which is likely to reveal the identity of an individual

**Paragraph 3** Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**Paragraph 4** Information relating to any consultations or negotiations, in connection with any labour matters arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

**Paragraph 5** Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

**Paragraph 6** Information which reveals that the authority proposes:

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment

**Paragraph 7** Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

**Confidential Information** Information given to the Council by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order., A resolution to exclude the press and public must be preceded by two public notices:

Two notices must be published advising of private items:

- The first, 28 clear days ahead of the meeting – during this 28 days, the public may make representations about why the meeting should be made in public
- The second, 5 clear days and containing any adverse comments on the proposal and a response to them
- If the 28 clear day process would take too long, the agreement of the Chair of the Overview and Scrutiny Committee (or in their absence the Chair of the Council, or in their absence, the Vice-Chair of the Council) must be sought and public notice of that agreement given

This supplementary notice is published in compliance with these requirements in relation to the proposed decision set out below.

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

Democratic and Elections Team  
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Banbury,  
OX16 5FD

E-mail: [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk)

Issue to be Considered and Reasons for Urgency	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	Corporate Director
<p><b>Approval To Appoint a Contract for the Provision of the Council's HR and Payroll System and Managed Payroll Service</b> Exempt report</p> <p>Further to the Council's Procurement Contract Group agreeing for the HR and Payroll system contract to proceed following extensive negotiations, to ensure that the contract is signed within the required timeframe, this item must be submitted to the 3 March 2026 Executive for decision. The decision is key due to the value of the contract and exempt by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. The Chair of the Overview and Scrutiny Committee has been notified accordingly. Having regard to the timeframe for the contract to be signed following Executive decision, the Chair of the Overview and Scrutiny Committee has agreed to waive call-in for this item.</p>	Executive	Yes	Yes - Exempt by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Corporate Services	Claire Cox Tel: 01295 221549	Executive report	Assistant Director Human Resources