

FOR SCRUTINY COMMITTEE - MONDAY 23 MARCH 2015

Agenda No Item

- 6. **Cycling Panel scope**
- 7. **Work Programme and Forward Plan**



INVESTORS
IN PEOPLE



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Cycling Review Group – Draft Project Scope

Review Topic	Cycling
Lead Member Review Group	Councillor Louise Upton
Other Review Group Members	Councillor Andrew Gant Councillor Tom Hayes Councillor Susanna Pressel Councillor Dick Wolff
Officer Support and allocate hours	Scrutiny Officer – approx. 2-4 days per month. Additional support from the Environmental Policy Team Leader.
Rationale	Cycling is a priority review topic for the City Council's Scrutiny Committee. Oxford is acknowledged as one of the few true 'Cycling Cities' in the UK but barriers to cycling remain including the limited availability of secure cycle parking and the general experience of cycling on heavily-trafficked roads.
Purpose of Review/Objective	<p>The primary purpose of the review is to inform how the City Council can maximise the impact of its unallocated Cycling investments (£50k in 2016/17) on improving cycling take up, safety and connectivity.</p> <p>The Review Group aims to do this by engaging with relevant experts and producing a costed priority list of recommended cycling improvements.</p> <p>Secondary objectives are to:</p> <ul style="list-style-type: none"> - Produce a 'wish list' of additional priority schemes that go beyond the £50k. - Consider the merits of further City Council investments beyond 2016/17. - Consider the level of revenue needed to support the delivery of capital schemes. - Consider mechanisms to make sure that cycle routes and provision are considered in planning decisions. - Understand what research data already exists. - Understand and seek to influence the County Council's cycling priorities. - Influence a cycling event to be held in summer 2015. - Explore the feasibility and cost of cycling apps and abandoned bike recycling schemes.

Indicators of Success	<p>The Review Group recommends costed priority projects covering all City Council contributions that would help to increase cycling take up, safety and connectivity.</p> <p>Broad agreement on recommended schemes amongst Review Group Members and stakeholders.</p> <p>The majority of recommendations are accepted by the Board Member/CEB.</p> <p>The Review Group is able to influence/inform the County Council's prioritisation of cycling schemes.</p>		
Methodology/ Approach	<ul style="list-style-type: none"> - Evidence sessions with stakeholders. - Review of existing research data (if available). - Written questions to officers if required. - Development of a ratings system to prioritise schemes. - A site visit if required. 		
Specify Witnesses/ Experts	<p>The following cycling stakeholders will be invited to engage with the Review Group:</p> <ul style="list-style-type: none"> - Craig Rossington and/or Stewart Wilson – Senior Transport Planners, Oxfordshire County Council. - Cecilia Fry – Treasurer, Cyclox (and Sustrans). - Simon Hunt – Chair, Cyclox. - Peter Challis – Area Manager, Sustrans. - James Dawton – Rides Secretary, CTC Oxford City. - Sean Hatton – Highways and Engineering Manager, Oxford City Council. 		
Specify Evidence Sources for Documents	<p>Possible document sources include:</p> <ul style="list-style-type: none"> - Oxford Cycle City report to 23 March Scrutiny Committee - Oxford Transport Strategy - Cycletopia - Oxford Cycle Map 		
Specify Site Visits	TBC – a site visit may be required following stakeholder engagement.		
Projected start date	16 March 2015	Draft Report Deadline	19 June 2015 (for 30 June Scrutiny Committee)
Meeting Frequency	Monthly	Projected completion date	Report to 9 July 2015 CEB

Draft outline of meetings (Not in necessarily in chronological order)

Meeting one – 14 April 2015, 4.30pm
Engage with stakeholders at a Review Group meeting.
Meeting two – 12 May 2015, 4.30pm (TBC)
Engage with stakeholders at a Review Group meeting.
Meeting three – TBC
Possible site visit if required.
Meeting four – TBC
Review of evidence gathered.

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FORWARD PLAN FOR THE PERIOD APRIL - DECEMBER 2015

The Forward Plan gives information about all decisions the City Executive Board (CEB) is expected to take and significant decisions to be made by Council or other Council committees over the forthcoming four-month period. It also contains information beyond this in draft form about decisions of significance to be taken in the forthcoming year.

What is a Key decision?

A key decision is an executive decision which is likely:-

- To result in the council incurring expenditure of more than £500,000 or
- To be significant in terms of its effects on communities living or working in an area comprising of two or more wards.

A key decision, except in special or urgent circumstances, cannot be taken unless it has appeared in the Forward Plan for 28 days before the decision is made.

Private meetings

Some or all, of the information supporting decisions in the Forward Plan may be taken at a meeting not open in part, or in whole to the press or public. Items that contain confidential information that will be excluded from the public are marked in this plan and the reason for doing so given.

If you object to an item being taken in private, or if you wish to make representations about any matter listed in the Forward Plan, then please contact Committee & Member Services at least 7 working days before the decision is due to be made. This can be done by contacting:

Pat Jones, Committee Services Manager

Committee & Member Services
St Aldate's Chambers
St Aldate's Street
Oxford OX1 1DS

01865 252191

cityexecutiveboard@oxford.gov.uk

Inspection of documents

Reports to be submitted to the decision-maker and background papers to those reports are available for inspection at the Council offices and will appear on our website

<http://www.oxford.gov.uk> 5 working days prior to the date on which the decision is due to be made.

The Council's decision-making process

The agenda papers for CEB meetings are available five working days before the meeting on the council website.

Further information about the Council's decision making process can be found in the Council's Constitution, which can be inspected at the Council's offices or online at

<http://www.oxford.gov.uk>

City Executive Board Members and Senior Officers

City Executive Board Member	Portfolio
Bob Price, Council Leader	Corporate Strategy, Economic Development and Planning
Ed Turner, Deputy Leader	Finance, Asset Management and Public Health
Susan Brown	Customer Services and Social Inclusion
Mark Lygo	Sports, Events and Parks
Pat Kennedy	Educational Attainment and Youth Ambition
Mike Rowley	Leisure Contract and Community Partnership Grants
Dee Sinclair	Crime and Community Response
Scott Seamons	Housing and Estate Regeneration
Christine Simm	Culture and Communities
John Tanner	Cleaner, Greener Oxford, Climate Change and Transport

Senior Officers	Job Title
Peter Sloman	Chief Executive
David Edwards	Executive Director of City Regeneration and Housing
Tim Sadler	Executive Director of Community Services
Jackie Yates	Executive Director of Organisational Development and Corporate Services
Jane Lubbock	Head of Business Improvement and Technology
Michael Crofton-Briggs	Head of City Development
Helen Bishop	Head of Customer Services
Graham Bourton	Head of Direct Services
John Copley	Head of Environmental Development
Nigel Kennedy	Head of Finance/ Section 106 Officer
Stephen Clarke	Head of Housing and Property
Simon Howick	Head of Human Resources and Facilities
Jeremy Thomas	Head of Law and Governance / Monitoring Officer
Ian Brooke	Head of Leisure and Communities
Peter McQuitty	Head of Policy Culture and Communications

DELEGATED OFFICER EXECUTIVE KEY DECISIONS

ITEM 1:	SALE OF SUB STATION SITES ID: I009192
<p>Proposal recommending disposal of freehold interest in 84 sub-station sites across the city to Scottish and Southern Electric.</p> <p>In July 2014, CEB Granted authority to the Executive Director of City Regeneration and Housing, in consultation with the Board Member, to vary or extend the sub- station sites to be included in the transaction provided the transaction continues to represent best consideration.</p>	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt business affairs of the council.
Will this decision be preceded by any form of consultation?	None
Decision Taker	Executive Director for City Regeneration and Housing
Executive Lead Member:	
Report Owner:	
Report Contact:	

ITEM 2:	HOMELESSNESS GRANTS ALLOCATION ID: I008005
<p>This report will recommend the allocation of the Preventing Homelessness Grant and the Council's monies relating to homelessness services.</p> <p>On 12 February 2015 CEB resolved to:</p> <p>Delegate authority to the Head of Housing and Property Services in consultation with the Board member for housing and estate Regeneration to allocate the balance of the Preventing Homelessness Funds.</p>	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	Head of Housing and Property
Executive Lead Member:	
Report Owner:	
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

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ITEM 3:	APPOINTMENT OF OUTSIDE BODIES 2015/16 ID: I010171
To appoint Council representatives to outside bodies and charities.	
Is this a Key Decision?	Yes

Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Consult with outside bodies and seek feedback from Councillors
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of Law and Governance
Report Contact:	Sarah Claridge, Committee Services Officer Tel: 01865 252402 sclaridge@oxford.gov.uk

ITEM 4:	FUSION LIFESTYLE - ANNUAL SERVICE PLAN 2015/16 ID: I010167
To endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2015-16.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Leisure Contract and Community Partnership Grants
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Lucy Cherry, City Leisure Tel: 01865 252707 lcherry@oxford.gov.uk

ITEM 5:	HERITAGE PLAN FRAMEWORK ID: I011252
Endorsement of the Heritage Plan Framework, which sets out the City Council's intended strategy for management of the city's heritage through the Heritage Plan, and which includes an action plan.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	General public consultation has not been undertaken for this document, as it is a statement of the City Council's intended strategy for management of the city's heritage through the Heritage Plan. However, the document has been informed by intensive consultation events with stakeholders, including key sector champions from the Oxford Strategy Partnership, English Heritage and the Oxford Preservation Trust.
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Sarah Harrison Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 6:	OXFORD HERITAGE ASSETS REGISTER ID: I005935
The report seeks endorsement of a list of assets to be included on the Oxford Heritage Assets Register from nominations from the East and West Oxford pilot areas. These are	

assets assessed against the criteria for inclusion on the register.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Consultation is being undertaken currently with a range of organisations in and adjoining the affected area, as well as with city wide stakeholders. The consultation is open to all. The results of the consultation exercise will be reported to a panel (the relevant ward members) and their recommendations, as well as a summary of the consultation exercise, will be reported to Board.
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Sarah Harrison Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 7:	PARTNERSHIP AGREEMENT WITH JOBCENTRE PLUS TO DELIVER UNIVERSAL CREDIT ID: I005533
The report seeks approval to sign off the Delivery Partnership Agreement which sets out the commitments that the Council is undertaking to support the delivery of Universal Credit	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Social Inclusion
Report Owner:	Head of Customer Services
Report Contact:	Paul Wilding, Benefit Operations Manager Tel: 01865 252461 pwilding@oxford.gov.uk

COUNCIL 13 APRIL 2015 PROVISIONAL REPORTS

To include any reports from CEB

ITEM 8:	ADOPTION OF THE STREET TRADING POLICY 2015 ID: I009280
Adoption of the Street Trading Policy 2015 following the public consultation	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	Council
Executive Lead Member:	
Report Owner:	Head of Environmental Development
Report Contact:	Lesley Rennie, Business Regulation Team Manager lrennie@oxford.gov.uk

ITEM 9:	CONSTITUTION REVIEW 2015/16 ID: I010173
An annual report to propose any required changes to the constitution.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of Law and Governance
Report Contact:	Jeremy Thomas, Head of Law and Governance Tel: 01865 252224 jjthomas@oxford.gov.uk, Emma Griffiths, Law and Governance Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 10:	EMPLOYMENT POLICIES ID: I003437
To seek approval for three employment policies and procedures which are Family Leave incorporating Shared Parental Leave legislation, Allegations Policy and Employee Data Monitoring Policy.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Trade Unions
Decision Taker	Council
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of Human Resources and Facilities
Report Contact:	Simon Howick, Head of Human Resources and Facilities Tel: 01865 252547 showick@oxford.gov.uk

ITEM 11:	INTEGRATED PERFORMANCE REPORT 2014/15_ QUARTER 3 ID: I009810
To provide a quarterly update of the Council's finances, the performance of services and the risks faced by the authority.	
Quarter 1- based on information as at 30 June 2014 Quarter 2- based on information as at 31 October 2014 Quarter 3- based on information as at 31 December 2014 Quarter 4 – based on information as at 31 March 2015	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council <input type="checkbox"/> City Executive Board
Executive Lead Member:	
Report Owner:	
Report Contact:	

ITEM 12:	THE CULTURE STRATEGY 2015-18 ID: I009798
The 2015-2018 Culture Strategy includes the vision and priorities for the Culture team's delivery and investment. It plays an important role in developing partnerships, enhancing cultural provision for Oxford's communities, and highlighting the Council's commitment to cultural regeneration and economic development. CEB will be asked to approve the Draft Culture Strategy so it can go out for public consultation. The Strategy will be revised following this consultation, at which point CEB will be asked to approve and adopt the revised Culture Strategy 2015-18.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes – proposed Oct- Dec 2014
Decision Taker	Council
Executive Lead Member:	
Report Owner:	
Report Contact:	

CEB 14 MAY 2015 PROVISIONAL REPORTS

ITEM 13:	AIDS AND ADAPTATIONS POLICY ID: I010042
The document defines who is eligible for support under the aids and adaptations policy, and any limitations. The aim of this policy is to provide a cost effective service taking into account the health and well-being of the tenant and the household. The policy takes into account the following corporate and service priorities: Corporate Priorities Meeting Housing Needs Housing Strategy Objectives Meet the Housing Needs of Vulnerable Groups Support Sustainable Communities	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Housing and Property
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 14:	AWARD OF A FRAMEWORK AGREEMENT FOR SUB-CONTRACTED RESPONSIVE & PLANNED MAINTENANCE ID: I010935
The report will recommend a series of contractors to carry out specialist works on behalf of the Council ranging from general construction services to the maintenance of solar PV.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000

Is this item open or exempt to the public?	Part exempt Commerically sensitive - affairs of the Council.
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Direct Services
Report Contact:	Nicky Atkin, Business Improvement Tel: 01865 252778 natkin@oxford.gov.uk

ITEM 15:	BLACKBIRD LEYS DISTRICT CENTRE REGENERATION ID: I011042
To update CEB on feasibilities for regeneration of the district centre and to seek approval to secure a development partner.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive
Will this decision be preceded by any form of consultation?	Formal consultation is underway regarding budgetary provision for this project - to be heard at full council February. Previous community consultation has taken place on regeneration proposals for the area. Meetings with portfolio holders and key stakeholders have taken place. Further informal consultation is planned following receipt partner bids. Information sharing and marketing planned. Formal consultation will take place as part of town planning processes.
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Executive Director for City Regeneration and Housing
Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 16:	CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO) ID: I010939
The implementation of a Public Space Protection Order to effectively deal with a number of City Centre related activities of a few people that affects the general public's freedom to use the City centre freely and safely.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Crime and Community Response
Report Owner:	Executive Director for Community Services
Report Contact:	Richard J Adams, Housing and Communities Tel: 01865 252283 rjadams@oxford.gov.uk

ITEM 17:	CAPITAL STRATEGY ID: I010207
To adopt the Council's capital strategy	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
Executive Lead Member:	Finance, Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/> Finance, Asset Management and Public Health
Report Owner:	Head of Finance <input type="checkbox"/> <input type="checkbox"/> Head of Finance
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 18:	CORPORATE DEBT POLICY ID: I006675
Annual update of policy in relation to the collection of income	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Finance
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 19:	HOUSING STRATEGY 2015-2018 ID: I009802
The Housing Strategy 2015-16 sets out the priorities for the next three years, with a new action plan to help deliver these priorities.	
Approval of the strategy is being requested following consultation.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
Executive Lead Member:	Housing and Estate Regeneration <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Housing and Property <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 20:	COVERED MARKET ACTION PLAN ID: I010130
To update the City Executive Board in respect of the costed action plan & programme including scrutiny recommendations 5-8 for the covered market.	

Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Executive Director for City Regeneration and Housing
Report Contact:	Jane Winfield, Regeneration and Major Projects - Team Manager Tel: 01865 252551 jwinfield@oxford.gov.uk

ITEM 21:	OXFORD RAILWAY STATION REDEVELOPMENT ID: I010169
To update CEB on the Oxford Station Redevelopment Proposals and seek approval for next stages.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Formal consultation on this site was undertaken as part of the West End AAP. Significant informal consultation and information gathering has taken place and continues to take place. Formal statutory consultation will be undertaken as part of the town planning processes going forward.
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 22:	OXPENS DELIVERY STRATEGY ID: I009224
To update CEB on the delivery of the strategy for the Oxpens site and seek approval for stages 2 and 3.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive
Will this decision be preceded by any form of consultation?	Formal consultation is underway regarding budgetary provision- to be heard at full council February. Previous statutory consultation has taken place regarding regeneration of Oxpens through the West End AAP and the Oxpens masterplan SPD.
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and

	Planning
Report Owner:	Executive Director for City Regeneration and Housing
Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 23:	PROPOSED LEASE AND MONITORING ARRANGEMENTS FOR COMMUNITY CENTRES ID: I011250
Formalise the approach of the Council to Community Centre lease agreements	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt Commercial Affairs of the Council
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Culture and Communities
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Mark Spriggs, Community Centres Co-ordinator Tel: 01865 252822 mspriggs@oxford.gov.uk

ITEM 24:	SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULT POLICY ID: I008658
To review and refresh the Council's Safeguarding Children, Young People and Vulnerable Adult policy and procedures.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board <input type="checkbox"/> Council
Executive Lead Member:	Finance, Asset Management and Public Health <input type="checkbox"/>
Report Owner:	Head of Policy, Culture and Communications <input type="checkbox"/>
Report Contact:	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

ITEM 25:	STATEMENT OF COMMUNITY INVOLVEMENT 2014 ID: I010033
The Statement of Community Involvement (SCI) is a statutory document that sets out how the Council will involve the community and others in planning decisions. It covers development control, policy, and design/conservation decisions. The current SCI was adopted in 2006 (reviewed in 2009) so it is now due to be reviewed to ensure it remains up to date.	
To approve the Statement of Community Involvement 2014 following public consultation.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any	Yes

form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Lyndsey Beveridge Tel: 01865 25 2482 lbeveridge@oxford.gov.uk

ANNUAL COUNCIL 18 MAY 2015

ITEM 26:	APPOINTMENT OF COMMITTEES FOR THE YEAR 2015/16 ID: I010361
To appoint Councillors to Council Committees for 2015/16	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	Council
Executive Lead Member:	
Report Owner:	Head of Law and Governance
Report Contact:	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

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ITEM 27:	AGENCY STAFF CONTRACT AWARD ID: I010929
To award the Agency Staff Contract.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Part exempt
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	
Report Owner:	Head of Business Improvement and Technology
Report Contact:	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 28:	AWARD OF INTERNAL AUDIT CONTRACT ID: I011047
To award the contract for Council's Internal Auditors	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt Commercially sensitive to the business affairs of the Council
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health

Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 29:	CONTRACT AWARD ICT NEW PARTNER ID: I010931
To award a contract to provide Council's ICT services and support.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	
Report Owner:	Head of Business Improvement and Technology
Report Contact:	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 30:	COVERED MARKET LEASING STRATEGY ID: I011504
To update the Covered Market Leasing Strategy	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Occurred with traders
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Elaine Philip, Markets Manager Tel: 01865 252358 ephilips@oxford.gov.uk

ITEM 31:	HORSPATH ROAD SPORTS PAVILION - REMODELLING OPTIONS ID: I008107
This report will review the options for remodelling the Horspath Road sports pavilion and for improving sports provision at Horspath Road.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Sports, Events and Parks
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Ian Brooke, Head of Leisure, Parks and Communities Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 32:	HOUSING ASSET MANAGEMENT STRATEGY (INCLUDING THE OXFORD STANDARD) ID: I010484
To propose the adoption of a strategy that will determine decisions for the Council's housing stock	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes. Consultation has already happened to produce this draft which in turn will be subject to a further 28 day consultation before final consideration by CEB and Council
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
Executive Lead Member:	Housing and Estate Regeneration <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Housing and Property <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Martin Shaw Tel: 01865 252775 mshaw2@oxford.gov.uk

ITEM 33:	HOUSING DEVELOPMENT DELIVERY MODELS ID: I011254
Possible models of development.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Housing and Property
Report Contact:	Gary Parsons Tel: 01865 252711 gparsons@oxford.gov.uk

ITEM 34:	HOUSES IN MULTIPLE OCCUPATION (HMO) LICENSING SCHEME ID: I005715
<p>The Council designated the whole of the City subject to Additional Licensing of HMOs in 2010 which was phased into effect from the 24th January 2011 and 31st January 2012. Each Phase of the scheme was designated for 5 years and during this time the Council must undertake a review.</p> <p>The report to be submitted to the June CEB will provide findings from a review of the impact of the scheme and seek approval from members to proceed with a consultation exercise regarding the future of the Additional Licensing scheme.</p> <p>The report to be submitted to the October CEB will set out the results of the consultation exercise for Additional Licensing and set out recommendations for the future of the scheme.</p>	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Consultation will occur after the June report.
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/>

Executive Lead Member:	Finance, Asset Management and Public Health□□
Report Owner:	Executive Director for Community Services□□Executive Director for Community Services
Report Contact:	Adrian Chowns, Team Leader HMO Enforcement Team Tel: 01865 252010 achowns@oxford.gov.uk

ITEM 35:	ICT STRATEGY ID: I002559
This report will propose an ICT Strategy for the Council.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	
Will this decision be preceded by any form of consultation?	Internal only.
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Business Improvement and Technology
Report Contact:	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 36:	OFFICER DELEGATION FOR CAPITAL INVESTMENT IN PROPERTY ID: I010348
To create a City Council Property Investment Panel capable of sanctioning (i) the acquisition of residential property for the Homelessness Accommodation Search and (ii) the acquisition of commercial investment property.	
The panel will consist of officers, the Leader and the Board Member for Finance, Asset Management and Public Health.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Executive Director for City Regeneration and Housing
Report Contact:	Jane Winfield, Regeneration and Major Projects - Team Manager Tel: 01865 252551 jwinfield@oxford.gov.uk

ITEM 37:	LOCAL DEVELOPMENT SCHEME ID: I010035
To adopt the Local Development Scheme	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None

Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Rona Knott, Planning Officer Tel: 01865 252157 rknott@oxford.gov.uk

CEB 9 JULY 2015 PROVISIONAL REPORTS

ITEM 38:	ADOPTION OF NORTHERN GATEWAY AREA ACTION PLAN ID: I008299
To report the findings of the independent Planning Inspector and adopt the Northern Gateway AAP as council policy (subject to the report's findings)	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	There have been 3 previous stages of consultation/public involvement in the development of the AAP
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Rachel Williams rwilliams@oxford.gov.uk

ITEM 39:	GLOUCESTER GREEN MARKET ID: I011506
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact	Piers Scrimshaw-Wright Tel: 01865 252142 pscrimshaw-wright@oxford.gov.uk

ITEM 40:	ENERGY STRATEGY ID: I011511
Works to building and with staff and tenants in the Council's domestic housing on energy efficiency and fuel poverty	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Housing and Property
Report Contact:	Deborah Haynes dhaynes@oxford.gov.uk

ITEM 41:	LEISURE & WELLBEING STRATEGY ID: I009355
To adopt the Leisure & Wellbeing Strategy following public consultation	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Leisure Contract and Community Partnership Grants
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Ian Brooke, Head of Leisure, Parks and Communities Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 42:	LETTING OF 1-3 GEORGE STREET ID: I011414
Letting of shop unit	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Part exempt Likely to contain market sensitive information.
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Executive Director for City Regeneration and Housing
Report Contact:	Julia Castle, Corporate Assets jcastle@oxford.gov.uk

ITEM 43:	OXFORD CITY COUNCIL CORPORATE BIODIVERSITY ACTION PLAN ID: I010031
This Strategy sets out how the Council aims to fulfil its duties under the Natural Environment and Rural Communities Act 2006.	
To adopt the Corporate Biodiversity Strategy following public consultation	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Cleaner, Greener Oxford, Climate Change and Transport
Report Owner:	Interim Head of Environmental Development
Report Contact:	Nathan Vear, Interim Head of Environmental Development nvear@oxford.gov.uk

COUNCIL 20 JULY 2015 PROVISIONAL REPORTS

To include any reports from CEB

ITEM 44:	ENERGY AND WATER MANAGEMENT PLAN ID: I010350	
To ensure clear roles, responsibilities and controls in place to reduce energy and water consumption and costs in Council buildings and operations; to embed the use of whole life costing approach to decisions making		
Is this a Key Decision?		Yes
Is this item open or exempt to the public?		Open
Will this decision be preceded by any form of consultation?		None
Decision Taker		City Executive Board
Executive Lead Member:		Cleaner, Greener Oxford, Climate Change and Transport
Report Owner:		Head of Environmental Development
Report Contact:		John Copley, Head of Environmental Development Tel: 01865 252386 jcopley@oxford.gov.uk

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ITEM 45:	REPLACEMENT OF HOUSING COMPUTER SYSTEMS ID: I010933	
The Council currently has two housing computer systems, this report details the procurement of one housing computer system to replace the current computer applications.		
Is this a Key Decision?		Yes
Is this item open or exempt to the public?		Part exempt commercially sensitive to the business affairs of the council
Will this decision be preceded by any form of consultation?		
Decision Taker		City Executive Board
Executive Lead Member:		
Report Owner:		Head of Business Improvement and Technology
Report Contact:		Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 46:	DEVELOPMENT OF NEW CEMETERY SITE – HORSPATH (BULLINGDON GREEN) ID: I011508	
Go ahead with planning, design and development of new cemetery site		
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000	
Is this item open or exempt to the public?		
Will this decision be preceded by any form of consultation?		
Decision Taker	City Executive Board	
Executive Lead Member:	Sports, Events and Parks	
Report Owner:	Head of Leisure, Parks and Communities	
Report Contact:	Ian Brooke, Head of Leisure, Parks and Communities Tel: 01865 252705 ibrooke@oxford.gov.uk	

ITEM 47:	INTEGRATED PERFORMANCE REPORT QUARTER 1 2015/16 ID: I011045		
Report details the Council's finances, risk and performance as at the end of Quarter 1, 30 June 2015			
Is this a Key Decision?		Yes	
Is this item open or exempt to the public?		Open	
Will this decision be preceded by any form of consultation?		N/A	
Decision Taker		City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board	
Executive Lead Member:		Finance, Asset Management and Public Health, Head of Business Improvement and Technology <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Report Owner:		Head of Finance <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Report Contact:		Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk, Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk	

ITEM 48:	SHELTERED HOUSING REVIEW ID: I010356		
Approve outcomes of review, including future of some of the stock			
Is this a Key Decision?		Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards	
Is this item open or exempt to the public?		Open	
Will this decision be preceded by any form of consultation?		None	
Decision Taker		City Executive Board	
Executive Lead Member:		Housing and Estate Regeneration	
Report Owner:		Head of Housing and Property	
Report Contact:		Gary Parsons Tel: 01865 252711 gparsons@oxford.gov.uk	

COUNCIL 21 SEPTEMBER 2014 PROVISIONAL REPORTS

To include any reports from CEB

CEB 15 OCTOBER 2015 PROVISIONAL REPORTS

ITEM 49:	PRIVATE SECTOR HOUSING POLICY ID: I010352		
To set out the future priorities and areas of intervention in the private rented and owner-occupied residential sectors in Oxford.			
Is this a Key Decision?		Yes It is likely to result in the Council incurring expenditure which is greater than £500,000	
Is this item open or exempt to the public?		Open	
Will this decision be preceded by any form of consultation?		None	
Decision Taker		City Executive Board	

Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Environmental Development
Report Contact:	Ian Wright, Environmental Development iwright@oxford.gov.uk

CEB 12 NOVEMBER 2015 PROVISIONAL REPORTS

ITEM 50:	CORPORATE ENFORCEMENT POLICY (PREVIOUSLY ENVIRONMENTAL DEVELOPMENT ENFORCEMENT POLICY) ID: I003111		
Refresh the current enforcement policy to take account of government guidance and corporate priorities.			
Is this a Key Decision?		Yes	
Is this item open or exempt to the public?		Open	
Will this decision be preceded by any form of consultation?		To be advised.	
Decision Taker		City Executive Board	
Executive Lead Member:		Cleaner, Greener Oxford, Climate Change and Transport	
Report Owner:		Interim Head of Environmental Development	
Report Contact:		Nathan Vear, Interim Head of Environmental Development nvear@oxford.gov.uk	

COUNCIL 7 DECEMBER 2015 PROVISIONAL REPORTS

To include any reports from CEB

CEB 17 DECEMBER 2015 PROVISIONAL REPORTS

ITEM 51:	DATA PROTECTION POLICY REFRESH ID: I006767	
Is this a Key Decision?	Yes	
Is this item open or exempt to the public?	Open	
Will this decision be preceded by any form of consultation?	None	
Decision Taker	City Executive Board	
Executive Lead Member:	Finance, Asset Management and Public Health	
Report Owner:	Executive Director for Organisational Development and Corporate Services	
Report Contact	Lucy Neville Tel: 01864 2086 lneville@oxford.gov.uk	