

FORWARD PLAN FOR THE PERIOD FEBRUARY - MAY 2013

The Forward Plan gives information about all executive decisions (including "key decisions") the City Executive Board and Single Board Members are expected to take over the forthcoming four-month period. It also contains information about all key decisions Council officers are expected to take over the forthcoming four-month period. 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 key decision is made. The Forward Plan also contains information about matters that are likely to be taken in private.

Key decisions

A key decision as defined in Regulations means an executive decision which is likely:-

“(a) To result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council’s budget for the service or function to which the decision relates; or

(b) To be significant in terms of its effects on communities living or working in an area comprising two or more wards in the council’s area.

The guidance figures for significant items in financial terms as far as the City Council is concerned is £500,000.

Private meetings

Part or the whole or some or all of the items in this Forward Plan may be taken at a meeting not open in part or in whole to the press or public one of the grounds in the Local Government (Access to Information) (Variation) Order 2006.

Making representations on matters or objections to taking matters in private

If you wish to make representations about any matter listed in the Forward Plan, or about taking any part of a matter in private then you must contact us at least 7 working days before the decision is due to be made. This can be done:-

- by email to forwardplan@oxford.gov.uk
- in writing to

William Reed
Democratic Services Manager
Town Hall
St Aldate’s Street
Oxford
OX1 1BX
Email: wreed@oxford.gov.uk
Tel.: 01865 252230

Inspection of documents

Reports to be submitted to the decision-maker together with background papers to those reports as listed in the reports are available for inspection at the offices of the Council and appear on our website 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

Further information about the Council's decision making process (including key decisions) can be found in the Council's Constitution, which can be inspected at the Council's offices or online at www.oxford.gov.uk

CITY EXECUTIVE BOARD MEMBERSHIP AND RESPONSIBILITIES

<i>Bob Price (Leader)</i>	<i>Corporate Governance and Strategic Partnerships</i>
<i>Ed Turner (Deputy Leader)</i>	<i>Finance and Efficiency</i>
<i>Colin Cook</i>	<i>City Development</i>
<i>Van Coulter</i>	<i>Leisure Services</i>
<i>Steve Curran</i>	<i>Young People, Education and Community Development</i>
<i>Mark Lygo</i>	<i>Parks and Sports</i>
<i>Scott Seamons</i>	<i>Housing</i>
<i>Dee Sinclair</i>	<i>Crime and Community Safety</i>
<i>Val Smith</i>	<i>Customer Services and Regeneration</i>
<i>John Tanner</i>	<i>Cleaner Greener Oxford</i>

NOTE: Key decisions can also be taken by Council officers.

FEBRUARY

ITEM 1:	ARISTOTLE LANE FOOTPATH OVER RAILWAY - CLOSURE
This report concerns a closure of the Aristotle Lane footpath over the railway.	
Target Date:	13 Feb 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of City Development
Contact:	Michael Crofton-Briggs mcrofton-briggs@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 2:	HOUSING ALLOCATIONS SCHEME - CONSULTATION DRAFT
This report will invite approval for the issue for consultation of a draft Housing Allocations Scheme.	
Target Date:	13 Feb 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Tom Porter Tel: 01865 252713 tporter@oxford.gov.uk
Consultation:	Approval of this report commences consultation with stakeholders.
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 3:	GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2013/14
This report will set out the recommendations from the officer grants panel for the allocation of grant funding to the community and voluntary sector from for 2013/14.	
Target Date:	13 Feb 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Young People, Education and Community Development
Is this item to be taken in public?	Yes
Report of:	Executive Director Community Services
Contact:	Julia Tomkins jtomkins@oxford.gov.uk
Consultation:	Not applicable.
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 4:	BUDGET AND MEDIUM TERM FINANCIAL STRATEGY
This report will present a Budget and Medium Term Financial Strategy for recommendation to Council.	
Target Date:	13 Feb 2013 18 Feb 2013
Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance and Efficiency Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Head of Finance
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk
Consultation:	This report will include the outcome of consultation on the December consultation Budget.
Scrutiny Committee Responsibility:	Value and Performance

ITEM 5:	CORPORATE PLAN - CONSULTATION OUTCOME
This report will consider the outcome of consultation on the refreshed Corporate Plan and recommend its adoption into the Policy Framework.	
Target Date:	13 Feb 2013 18 Feb 2013
Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Corporate Governance and Strategic Partnerships Executive Board Member for Corporate Governance and Strategic Partnerships
Is this item to be taken in public?	Yes
Report of:	Head of Policy Culture and Communications
Contact:	Peter McQuitty Tel: 01865 252780 pmcquitty@oxford.gov.uk
Consultation:	This report will contain the outcome of consultation.
Scrutiny Committee Responsibility:	Value and Performance

ITEM 6:	TREASURY MANAGEMENT STRATEGY 2013/14
This report will recommend a Treasury Management Strategy for 2013/14.	
Target Date:	13 Feb 2013 18 Feb 2013
Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance and Efficiency Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Head of Finance
Contact:	Anna Winship awinship@oxford.gov.uk
Consultation:	Not applicable.
Scrutiny Committee Responsibility:	Value and Performance

ITEM 7:	HOMELESSNESS STRATEGY - REVIEW OUTCOME
This report will review the outcome of the consultation commenced in September when the City Executive Board approved a consultation draft and will contain a Homelessness Strategy and Action Plan 2013-18 for adoption.	
Subject to the timely release of Government guidance the report may recommend changes to enable the Council to discharge its homeless duties into the private rented sector.	
Target Date:	13 Feb 2013 18 Feb 2013

Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Councillor Scott Seamons Councillor Scott Seamons
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Sheila Farley Tel: 01865 252449 sfarley@oxford.gov.uk
Consultation:	This report will contain the outcome of consultation commenced in July.
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 8:	GREEN SPACES STRATEGY - CONSULTATION OUTCOME
This report will consider the outcome of consultation on a Green Spaces Strategy and recommend the Strategy to Council.	
Target Date:	13 Feb 2013 18 Feb 2013
Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Councillor Mark Lygo Executive Board Member for Parks and Sports
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
Consultation:	Report deals with the consultation outcome
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 9:	SITES AND HOUSING PLAN
This report will present the findings of the Planning Inspector and recommend the adoption of the Sites and Housing Plan by the Council.	
Target Date:	18 Feb 2013
Decision Taker	Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of City Development
Contact:	Laura Goddard lgoddard@oxford.gov.uk
Consultation:	Consultation was carried out at an earlier stage.
Scrutiny Committee Responsibility:	Value and Performance

ITEM 10:	COUNCIL TAX SETTING 2013/14
This report will contain information on the County Council and Police precepts and recommend the level of Council Tax for 2013/14.	
Target Date:	25 Feb 2013

Decision Taker	Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Head of Finance
Contact:	Adrian Wood Tel: 01865 252619 awood@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Value and Performance

ITEM 11:	GAMBLING POLICY - UPDATE
This report will propose adjustments to the Council's Statement of Gambling Licensing Policy	
Target Date:	19 Feb 2013 22 Apr 2013
Decision Taker	Licensing and Gambling Acts Committee Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	Julian Alison jalison@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Value and Performance

ITEM 12:	43 CHILLINGWORTH CRESCENT - TREE
This report concerns issues relating to a tree adjacent to 43 Chillingworth Crescent.	
Target Date:	Not before 1 Feb 2013
Decision Taker	Executive Board Member for Leisure Services
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Parks and Sports
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Stuart Fitzsimmons sfitzsimmons@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Communities and Partnerships

MARCH

ITEM 13:	TOWER BLOCKS - APPOINTMENT OF PROJECT MANAGER
This report will contain details of tenders received for works to the Council's tower block properties and will make a recommendation for acceptance. The report may contain a not for publication annex.	
Target Date:	21 Mar 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Councillor Scott Seamons
Is this item to be taken in public?	Yes

Report of:	Head of Corporate Property
Contact:	Chris Pyle Tel: 01865 252330 cpyle@oxford.gov.uk
Consultation:	Not applicable
Scrutiny Committee Responsibility:	Value and Performance

ITEM 14:	FINANCE, PERFORMANCE AND RISK - QUARTER 3 PROGRESS 2012/13
This report will advise on the position in relation to the Council's financial and non-financial performance and the position in relation to the Council's corporate risks.	
Target Date:	21 Mar 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Nigel Kennedy, Jane Lubbock
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk, Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk, Anna Winship awinship@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Value and Performance

ITEM 15:	COMPLAINTS MONITORING - PERIODIC REPORT
This will be the periodic report that analyses and comments on complaints received.	
Target Date:	21 Mar 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Councillor Bob Price
Is this item to be taken in public?	Yes
Report of:	Head of Customer Services
Contact:	Helen Bishop Tel: 01865 252233 hbishop@oxford.gov.uk
Consultation:	Not applicable
Scrutiny Committee Responsibility:	Value and Performance

ITEM 16:	EMPTY HOMES STRATEGY
The Council's current Empty Homes Strategy is due to expire and a revised Strategy has to be prepared. The report will present outcomes of a review of progress to date in Oxford, potential future priorities and seek permission to consult on issues arising within a Draft Empty Homes Consultation Document.	
Target Date:	21 Mar 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Melanie Mutch mmutch@oxford.gov.uk
Consultation:	This report starts a consultation process.
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 17:	FUSION LIFESTYLE ANNUAL SERVICE PLAN 2013/14
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This report will ask the Board to endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2013/14.	
Target Date:	21 Mar 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Leisure Services
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
Consultation:	Not applicable.
Scrutiny Committee Responsibility:	Value and Performance

ITEM 18:	LONG TERM AFFORDABLE HOUSING FOR HOMELESSNESS PREVENTION
This report will seek approval to enter into contractual arrangements for the purpose of procuring property to which the Council can nominate for homelessness prevention.	
Target Date:	21 Mar 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Dave Scholes Tel: 01865 252636 dscholes@oxford.gov.uk
Consultation:	Not applicable
Scrutiny Committee Responsibility:	Value and Performance

ITEM 19:	15 - 19 GEORGE STREET - LEASE RESTRUCTURE
This report will seek authority for a lease restructuring for 15 – 19 George Street. The report will contain a not for publication appendix that will contain information in respect of the restructure that is commercially sensitive.	
Target Date:	Not before 1 Mar 2013
Decision Taker	Executive Board Member for Finance and Efficiency
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Head of Corporate Property
Contact:	Lucy Darnell ldarnell@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Value and Performance

APRIL

ITEM 20:	DEBT MANAGEMENT POLICY
This report will propose the adoption of a debt management policy.	
Target Date:	10 Apr 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key

Executive lead member:	Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Head of Finance
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Value and Performance

ITEM 21:	ECONOMIC DEVELOPMENT AND GROWTH STRATEGY REFRESH - CONSULTATION
This report will present, for consultation, a revised and refreshed Regeneration Framework for Oxford (now styled the Economic Development and Growth Strategy).	
Target Date:	10 Apr 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Councillor Ed Turner
Is this item to be taken in public?	Yes
Report of:	Head of City Development
Contact:	Michael Crofton-Briggs mcrofton-briggs@oxford.gov.uk
Consultation:	Consultation will follow
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 22:	LEISURE PROVISION IN THE SOUTH OF THE CITY
This report will look at future leisure provision in the south of the City depending on forthcoming occurrences.	
Target Date:	10 Apr 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Councillor Van Coulter
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 23:	ROUGH SLEEPING AND HOMELESSNESS GRANT ALLOCATIONS
This report will recommend Communities and Local Government and Oxford City grant allocations for rough sleeping and homelessness support.	
Target Date:	10 Apr 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Nerys Parry nparry@oxford.gov.uk
Consultation:	Not applicable
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 24:	YOUTH AMBITION STRATEGY
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Target Date:	10 Apr 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Young People, Education and Community Development
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
Consultation:	Key stakeholders.
Scrutiny Committee Responsibility:	Value and Performance

ITEM 25:	CONSTITUTION - 2011/12 REVIEW
This report will review the operation of the Council's Constitution during 2011/12 and propose changes to it.	
Target Date:	22 Apr 2013
Decision Taker	Council
Is this a Key Decision?:	Not Key
Executive lead member:	Councillor Bob Price
Is this item to be taken in public?	Yes
Report of:	Head of Law and Governance
Contact:	William Reed Tel: 01865 252230 wreed@oxford.gov.uk
Consultation:	Internal only
Scrutiny Committee Responsibility:	Value and Performance

MAY

BEYOND THE LIFE OF THIS PLAN

ITEM 26:	CUSTOMER CONTACT STRATEGY
<p>Oxford City Council has an aspiration to be a world-class city for everyone, delivering world-class customer service. The Council's Customer Contact Strategy was originally agreed in October 2009. It has been revised following the successful implementation of the Customer Service Centre, Shared Contact Centre and the simultaneous development of the web. The strategy is focused on putting customers' needs at the forefront, improving customer service and joining up its work across all service areas, offering a consistent quality service across the most relevant access channels for our customers. The Customer Contact Strategy sets out where we are now, where we want to be in 2015 and what the key milestones are in our journey.</p> <p>To ensure we deliver a relevant strategy for Oxford City Council, we have pulled together a strong picture of who our communities are, and used proven customer insight to inform how our customers can most easily access the services they need.</p>	
Target Date:	June 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Councillor Val Smith

Is this item to be taken in public?	Yes
Report of:	Head of Customer Services
Contact:	Helen Bishop Tel: 01865 252233 hbishop@oxford.gov.uk
Consultation:	To be undertaken as part of the drafting strategy.
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 27:	HOUSING STRATEGY ACTION PLAN 2012-16 - PERIODIC REVIEW
This report will advise on progress against the targets in the Action Plan and any changes necessary.	
Target Date:	3 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Sheila Farley Tel: 01865 252449 sfarley@oxford.gov.uk
Consultation:	Not applicable.
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 28:	HOUSING STRATEGY REFRESH
Target Date:	4 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Sheila Farley Tel: 01865 252449 sfarley@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Value and Performance

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