

FORWARD PLAN FOR THE PERIOD APRIL - JULY 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.

APRIL

ITEM 1:	GOVERNANCE REVIEW
This report will propose changes to the Council's governance arrangements and improvements to procedures followed at Council meetings.	
Target Date:	10 Apr 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Corporate Governance and Strategic Partnerships
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:	To be confirmed.
Scrutiny Committee Responsibility:	Value and Performance

ITEM 2:	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:	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:	Dave Scholes Tel: 01865 252636 dscholes@oxford.gov.uk
Consultation:	Not applicable
Scrutiny Committee Responsibility:	Value and Performance

ITEM 3:	FUSION LIFESTYLE ANNUAL SERVICE PLAN 2013/14
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:	10 Apr 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 4:	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 5:	ECONOMIC 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 6:	ANNUAL LETTINGS PLAN - ALLOCATION OF PERCENTAGES 2013/14
This report will Housing Register waiting lists and the recommended new percentage targets for the allocation of social housing in 2013/14.	
Target Date:	10 Apr 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Councillor Scott Seamons
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:	Not applicable
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 7:	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 8:	YOUTH AMBITION STRATEGY
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 9:	DRAFT AFFORDABLE HOUSING AND PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT
This report will present a draft affordable housing and planning obligations supplementary planning document to the Board for approval.	
Target Date:	10 Apr 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:	Rachel Williams rwilliams@oxford.gov.uk
Consultation:	This report seeks approval to go out to public consultation.
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 10:	INDEPENDENT HOUSING ADVICE SERVICE - TENDER SELECTION - DELEGATION TO OFFICERS
This report will seek delegated authority for officers to select the tender most economically advantageous to the Council for the provision of an independent housing advice service.	
Target Date:	10 Apr 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:	Kevin O'Malley ko'malley@oxford.gov.uk
Consultation:	Not applicable
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 11:	AFFORDABLE HOMES PROGRAMME - AWARD OF MAIN CONTRACT
This report relates to the award or delegation of the award of the main contract for the affordable homes programme.	
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 Corporate Property
Contact:	Richard Hawkes
Consultation:	Not applicable
Scrutiny Committee Responsibility:	Value and Performance

ITEM 12:	BUILDING MAINTENANCE AND REPAIR SERVICES - TENDER
This report will seek authorisation to submit a tender to provide building maintenance and repair services to a local housing association. The report will contain not for publication appendices.	
Target Date:	22 Apr 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Corporate Governance and Strategic Partnerships
Is this item to be taken in public?	Yes
Report of:	Head of Direct Services
Contact:	Jeff Ridgley jridgley@oxford.gov.uk
Consultation:	Not applicable
Scrutiny Committee Responsibility:	Value and Performance

ITEM 13:	GOVERNANCE REVIEW
This report will recommend changes to the Council's governance arrangements and	

improvements to the procedures followed at Council meetings.	
Target Date:	22 Apr 2013
Decision Taker	Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Corporate Governance and Strategic Partnerships
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:	To be confirmed.
Scrutiny Committee Responsibility:	Value and Performance

ITEM 14:	PAY POLICY STATEMENT AND EMPLOYMENT POLICIES
This report will set out the Council's Pay Policy Statement and will also address certain other employment policies.	
Target Date:	22 Apr 2013
Decision Taker	Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Corporate Governance and Strategic Partnerships
Is this item to be taken in public?	Yes
Report of:	Head of Human Resources and Facilities
Contact:	Simon Howick Tel: 01865 252547 showick@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Value and Performance

ITEM 15:	GAMBLING POLICY - UPDATE
This report will propose adjustments to the Council's Statement of Gambling Licensing Policy.	
Target Date:	22 Apr 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 Environmental Development
Contact:	Julian Alison jalison@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Communities and Partnerships

MAY

ITEM 16:	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:	May 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 17:	BARTON - ACQUISITION OF AFFORDABLE PROPERTY
Target Date:	May 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 Corporate Property
Contact:	Stephen Clarke sclarke@oxford.gov.uk, Steve Sprason ssprason@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 18:	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:	May 2013
Decision Taker	City Executive Board
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

JUNE

ITEM 19:	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 20:	RIVERSIDE LAND - ACQUISITION
This report will deal with the acquisition of strips of riverside land to facilitate enforcement of unlawful boat mooring. It will contain a confidential appendix.	
Target Date:	June 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 Environmental Development
Contact:	
Consultation:	To be advised.
Scrutiny Committee Responsibility:	Communities and Partnerships

JULY

ITEM 21:	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:	July 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

BEYOND THE LIFE OF THIS PLAN

ITEM 22:	HOUSING STRATEGY REFRESH
Target Date:	September 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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