

# FORWARD PLAN FOR THE PERIOD NOVEMBER - FEBRUARY 2014

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](mailto: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](mailto: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](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

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](http://www.oxford.gov.uk)

## CITY EXECUTIVE BOARD MEMBERSHIP AND RESPONSIBILITIES

<i>Bob Price (Leader)</i>	<i>Corporate Governance, Strategic Partnerships and Economic Development</i>
<i>Ed Turner (Deputy Leader)</i>	<i>Finance, Efficiency and Strategic Asset Management</i>
<i>Susan Brown</i>	<i>Benefits and Customer Services</i>
<i>Colin Cook</i>	<i>City Development</i>
<i>Steve Curran</i>	<i>Youth and Communities</i>
<i>Pat Kennedy</i>	<i>Education, Crime and Community Safety</i>
<i>Mark Lygo</i>	<i>Parks, Sports and Events</i>
<i>Mike Rowley</i>	<i>Leisure Services</i>
<i>Scott Seamons</i>	<i>Housing</i>
<i>John Tanner</i>	<i>Cleaner Greener Oxford</i>

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

## NOVEMBER

<b>ITEM 1:</b>	<b>TOWN HALL FEES AND CHARGES</b>
This report will contain recommendations for changes to Town Hall fees and charges.	
<b>Target Date:</b>	13 Nov 2013
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Not Key
<b>Executive lead member:</b>	Executive Board Member for Finance and Efficiency
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Human Resources and Facilities
<b>Contact:</b>	Simon Howick Tel: 01865 252547 showick@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 2:</b>	<b>RIVERSIDE LAND - ACQUISITION</b>
This report will deal with an application for adverse possession for land that the Council has maintained - to facilitate the enforcement of unlawful boat mooring. It will contain a not for publication appendix.	
<b>Target Date:</b>	13 Nov 2013
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Not Key
<b>Executive lead member:</b>	Executive Board Member for City Development
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Environmental Development
<b>Contact:</b>	Christopher Wood cwood@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 3:</b>	<b>WASTE AND RECYCLING STRATEGY</b>
This report will propose the adoption of a waste and recycling strategy for Oxford.	
<b>Target Date:</b>	13 Nov 2013
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Yes
<b>Executive lead member:</b>	Executive Board Member for Cleaner, Greener Oxford
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Environmental Development
<b>Contact:</b>	John Copley Tel: 01865 252386 jcopley@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 4:</b>	<b>OXPENS MASTERPLAN SUPPLEMENTARY PLANNING DOCUMENT</b>
This report will present a master plan for the Oxford railway station for adoption by the City Executive Board as a Supplementary Planning Document	
<b>Target Date:</b>	13 Nov 2013
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Not Key
<b>Executive lead member:</b>	Executive Board Member for City Development
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of City Development
<b>Contact:</b>	Fiona Piercy fpiercy@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

## DECEMBER

<b>ITEM 5:</b>	<b>FINANCE, PERFORMANCE AND RISK - QUARTER 2 PROGRESS 2013/14</b>
<b>Target Date:</b>	11 Dec 2013
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Not Key
<b>Executive lead member:</b>	Executive Board Member for Finance and Efficiency
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Executive Director Organisational Development and

	Corporate Services
<b>Contact:</b>	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk, Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 6:</b>	<b>COVERED MARKET STRATEGY</b>
This report will deal with the development of a Covered Market Strategy which will outline the strategic development and management of the Covered Market for the next 5-10 years. The intention of the Strategy is to build the profile of the Market as a destination retail facility with a growing commercial performance.	
<b>Target Date:</b>	11 Dec 2013
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Yes
<b>Executive lead member:</b>	Executive Board Member for City Development
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of City Development
<b>Contact:</b>	Gordon Reid Tel: 01865 252164 greid@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 7:</b>	<b>AIR QUALITY ACTION PLAN - CONSULTATION OUTCOME</b>
This report presents the outcome of consultation on a draft Air Quality Action Plan issued for consultation by the City Executive Board in July.	
<b>Target Date:</b>	11 Dec 2013
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Yes
<b>Executive lead member:</b>	Executive Board Member for Cleaner, Greener Oxford
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Environmental Development
<b>Contact:</b>	Roger Pitman rpitman@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 8:</b>	<b>MEDIUM TERM FINANCIAL STRATEGY 2014/15 - 2017/18 AND BUDGET 2014/15 - CONSULTATION</b>
The Strategy and Budget will be presented to the Board for approval to go out to public consultation.	
<b>Target Date:</b>	11 Dec 2013
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Not Key
<b>Executive lead member:</b>	Executive Board Member for Finance and Efficiency
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Finance
<b>Contact:</b>	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 9:</b>	<b>TREASURY MANAGEMENT - MID-TERM REVIEW 2013/14</b>
This report will present the mid-term review of the Council's treasury management function.	
<b>Target Date:</b>	11 Dec 2013
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Not Key
<b>Executive lead member:</b>	Executive Board Member for Finance and Efficiency
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Finance
<b>Contact:</b>	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 10:</b>	<b>PUBLIC ENGAGEMENT STRATEGY</b>
To approve a Public Involvement Strategy for public consultation.	
<b>Target Date:</b>	11 Dec 2013
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Not Key
<b>Executive lead member:</b>	Executive Board Member for Corporate Governance and Strategic Partnerships
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Executive Director Community Services
<b>Contact:</b>	Peter McQuitty Tel: 01865 252780 pmcquitty@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 11:</b>	<b>HOUSING STRATEGY REFRESH</b>
<b>Target Date:</b>	11 Dec 2013
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Yes
<b>Executive lead member:</b>	Executive Board Member for Housing
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Housing and Property
<b>Contact:</b>	Dave Scholes Tel: 01865 252636 dscholes@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 12:</b>	<b>JERICO CANALSIDE SUPPLEMENTARY PLANNING DOCUMENT - CONSULTATION OUTCOME</b>
This report will present the outcome of consultation on this Supplementary Planning Document and recommend approval of it.	
<b>Target Date:</b>	11 Dec 2013
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Not Key
<b>Executive lead member:</b>	Executive Board Member for City Development
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of City Development
<b>Contact:</b>	Laura Goddard lgoddard@oxford.gov.uk

<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 13:</b>	<b>FUSION LIFESTYLE - FEES AND CHARGES 2014/15</b>
This report will ask the City Executive Board to approve for 2014/15 fees and charges for leisure facilities operated by Fusion Lifestyle.	
<b>Target Date:</b>	11 Dec 2013
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Yes
<b>Executive lead member:</b>	Executive Board Member for Leisure Services
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Leisure, Parks and Communities
<b>Contact:</b>	Lucy Cherry Tel: 01865 252707 lcherry@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

## JANUARY

## FEBRUARY

<b>ITEM 14:</b>	<b>LEISURE PROVISION IN THE SOUTH OF THE CITY</b>
This report will look at future leisure provision in the south of the City depending on forthcoming occurrences.	
<b>Target Date:</b>	12 Feb 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Yes
<b>Executive lead member:</b>	Executive Board Member for Leisure Services
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Leisure, Parks and Communities
<b>Contact:</b>	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 15:</b>	<b>FINANCE, PERFORMANCE AND RISK - QUARTER 3 PROGRESS 2013/14</b>
<b>Target Date:</b>	12 Feb 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Not Key
<b>Executive lead member:</b>	Executive Board Member for Finance and Efficiency
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Executive Director Organisational Development and Corporate Services
<b>Contact:</b>	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk, Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 16:</b>	<b>BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2014/15 TO 2017/18 AND 2014/15 BUDGET</b>
This report will present the Council's Budget for 2014/15 and the Medium Term Financial Strategy for recommendation to Council.	
<b>Target Date:</b>	12 Feb 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Not Key
<b>Executive lead member:</b>	Executive Board Member for Finance and Efficiency
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Finance
<b>Contact:</b>	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

## BEYOND THE LIFE OF THIS PLAN

<b>ITEM 17:</b>	<b>PUBLIC ENGAGEMENT STRATEGY - CONSULTATION OUTCOME - ADOPTION OF STRATEGY</b>
<b>Target Date:</b>	12 Mar 2014 14 Apr 2014
<b>Decision Taker</b>	City Executive Board Council
<b>Is this a Key Decision?:</b>	Not Key
<b>Executive lead member:</b>	Executive Board Member for Corporate Governance and Strategic Partnerships Executive Board Member for Corporate Governance and Strategic Partnerships
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Executive Director Community Services
<b>Contact:</b>	Peter McQuitty Tel: 01865 252780 pmcquitty@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 18:</b>	<b>HOMELESSNESS GRANTS ALLOCATION</b>
This report will recommend the allocation of the Preventing Homelessness Grant and the Council's monies relating to homelessness services.	
<b>Target Date:</b>	12 Mar 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Yes
<b>Executive lead member:</b>	Executive Board Member for Housing
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Housing and Property
<b>Contact:</b>	Nerys Parry nparry@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility

<b>ITEM 19:</b>	<b>FUSION LIFESTYLE - ANNUAL SERVICE PLAN 2014/15</b>
This report will ask the City Executive Board to endorse Fusion Lifestyle's 2014/15 Annual Service Plan for the management of the Council's leisure facilities.	
<b>Target Date:</b>	9 Apr 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?:</b>	Yes
<b>Executive lead member:</b>	Executive Board Member for Leisure Services
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Leisure, Parks and Communities
<b>Contact:</b>	Lucy Cherry Tel: 01865 252707 lcherry@oxford.gov.uk
<b>Consultation:</b>	
<b>Scrutiny Committee Responsibility:</b>	All Scrutiny Responsibility