

FORWARD PLAN FOR THE PERIOD FEBRUARY - MAY 2014

The Forward Plan gives information about all executive decisions (including "key decisions") the City Executive Board is expected to take over the forthcoming four-month period. It also contains information about key decisions, and decisions of significance to be taken by other council committees and by Council itself that 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 matters in this Forward Plan may be taken at a meeting not open in part or in whole to the press or public on one of the grounds in the Local Government (Access to Information) (Variation) Order 2006. Where a matter is likely to be taken in whole or in part in private, this is indicated in the details about that matter.

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

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| <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> |

FEBRUARY

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| ITEM 1: | BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2014/15 TO 2017/18 AND 2014/15 BUDGET |
| This report will present the Council's Budget for 2014/15 and the Medium Term Financial Strategy for the Board to recommend Council to adopt. | |
| Target Date: | 12 Feb 2014 19 Feb 2014 |
| Decision Taker | City Executive Board Council |
| Is this a Key Decision? | Not Key |
| Executive lead member: | Executive Board Member for Finance, Efficiency and Strategic Asset Management Executive Board Member for Finance, Efficiency and Strategic Asset Management |
| Is this item to be taken in public? | Yes |
| Report of: | Head of Finance |
| Contact: | Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk |

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| ITEM 2: | CORPORATE PLAN 2014-18 - OUTCOME OF CONSULTATION - PLAN ADOPTION |
| Target Date: | |
| | 12 Feb 2014 19 Feb 2014 |
| Decision Taker | City Executive Board Council |
| Is this a Key Decision? | Not Key |
| Executive lead member: | Executive Board Member for Corporate Governance, Strategic Partnerships and Economic Development Executive Board Member for Corporate Governance, Strategic Partnerships and Economic Development |
| 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 |

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| ITEM 3: | TREASURY MANAGEMENT STRATEGY 2014/15 |
| This report will present a Treasury Management Strategy for the financial year 2014/15 for the Board to recommend Council to adopt. | |
| Target Date: | 12 Feb 2014 19 Feb 2014 |
| Decision Taker | City Executive Board |

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| | Council |
| Is this a Key Decision? | Not Key |
| Executive lead member: | Executive Board Member for Finance, Efficiency and Strategic Asset Management Executive Board Member for Finance, Efficiency and Strategic Asset Management |
| Is this item to be taken in public? | Yes |
| Report of: | Executive Director Organisational Development and Corporate Services |
| Contact: | Anna Winship awinship@oxford.gov.uk |

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| ITEM 4: | COMMUNITY AND VOLUNTARY ORGANISATIONS - GRANT ALLOCATIONS 2014/15 |
| This report will set out the recommendations from the officer grants panel for the allocation of grant funding to the community and voluntary sector for 2014/15. | |
| Target Date: | 12 Feb 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Yes |
| Executive lead member: | Executive Board Member for Education, Crime and Community Safety |
| Is this item to be taken in public? | Yes |
| Report of: | Head of Leisure, Parks and Communities |
| Contact: | Julia Tomkins jtomkins@oxford.gov.uk |

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| ITEM 5: | TOWN HALL STRATEGY |
| This report will present a strategy aimed at ensuring that the Town Hall can remain at the centre of civic and cultural life in the City on a financially sustainable basis. | |
| Target Date: | 12 Feb 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Not Key |
| Executive lead member: | Executive Board Member for Finance, Efficiency and Strategic Asset Management |
| 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 |

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| ITEM 6: | COVERED MARKET STRATEGY |
| This report will deal with the development of a Covered Market retail strategy. The report will present the recommendations made by specialist market consultants following stakeholder consultation and seek agreement to them. | |
| Target Date: | 12 Feb 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Yes |
| Executive lead member: | Executive Board Member for Finance, Efficiency and Strategic Asset Management |
| Is this item to be taken in public? | Yes |
| Report of: | Regeneration and Major Projects Team Manager |
| Contact: | Christopher Wood cwood@oxford.gov.uk |

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| ITEM 7: | EDUCATIONAL ATTAINMENT PROGRAMME - PROGRESS |
| This report will present progress on the Council's educational attainment programme. | |
| Target Date: | 12 Feb 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Not Key |
| Executive lead member: | Executive Board Member for Education, Crime and Community Safety |
| Is this item to be taken in public? | Yes |
| Report of: | Head of Policy Culture and Communications |
| Contact: | Anna Wright awright@oxford.gov.uk |

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| ITEM 8: | LEISURE FACILITIES DEVELOPMENT AND MANAGEMENT CONTROL - REVIEW |
| Some information in relation to this report will form a not for publication annex to this report. | |
| Target Date: | 12 Feb 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Not Key |
| Executive lead member: | Executive Board Member for Leisure Services |
| Is this item to be taken in public? | Yes |
| Report of: | Executive Director Community Services |
| Contact: | Tim Sadler Tel: 01865 252101 tsadler@oxford.gov.uk |

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| ITEM 9: | ROSE HILL COMMUNITY CENTRE DEVELOPMENT - NEXT STEPS |
| This report will seek delegated authority to the Executive Director, Community Services to approve the main contract tender and appoint a contractor to undertake the building of the Rose Hill Community Centre. | |
| Target Date: | 12 Feb 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Yes |
| Executive lead member: | Executive Board Member for Finance, Efficiency and Strategic Asset Management |
| Is this item to be taken in public? | Yes |
| Report of: | Head of Leisure, Parks and Communities |
| Contact: | Mark Spriggs mspriggs@oxford.gov.uk |

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| ITEM 10: | RED BRIDGE WASTE RECYCLING CENTRE |
| This report will ask the Board to concur in an agreement officers have reached in connection with outstanding rent reviews under the tenant's lease from the Council of the Red Bridge Waste Recycling site. | |
| The report may contain a not for publication appendix. | |
| Target Date: | 12 Feb 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Yes |
| Executive lead member: | Executive Board Member for Finance, Efficiency and Strategic Asset Management |
| Is this item to be taken in public? | Yes |
| Report of: | Regeneration and Major Projects Team Manager |
| Contact: | Christopher Wood cwood@oxford.gov.uk |

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| ITEM 11: | BUDGET 2014/15 - CHIEF FINANCE OFFICER'S REPORT ON BUDGET ROBUSTNESS |
| <p>This report will be made to Council under Section 25 of the Local Government Act 2003. The report will deal with:-</p> <ul style="list-style-type: none"> the robustness of the estimates made for the purposes of the calculations of the budget the adequacy of the proposed financial reserves. <p>Council in considering its Budget should have regard to this advice.</p> | |
| Target Date: | 19 Feb 2014 |
| Decision Taker | Council |
| Is this a Key Decision? | Not Key |
| Executive lead member: | Executive Board Member for Finance, Efficiency and Strategic Asset Management |
| Is this item to be taken in public? | Yes |
| Report of: | Head of Finance |
| Contact: | Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk |

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| ITEM 12: | CONSTITUTION REVIEW - FINANCIAL CHANGE PROPOSALS |
| <p>This report will contain the outcome of the 2013 review of the Council's Constitution and will recommend changes to it.</p> | |
| Target Date: | 19 Feb 2014 |
| Decision Taker | Council |
| Is this a Key Decision? | Not Key |
| Executive lead member: | Executive Board Member for Corporate Governance, Strategic Partnerships and Economic Development |
| Is this item to be taken in public? | Yes |
| Report of: | Head of Law and Governance |
| Contact: | Nigel Kennedy nkennedy@oxford.gov.uk |

MARCH

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| ITEM 13: | FINANCE, PERFORMANCE AND RISK - QUARTER 3 PROGRESS 2013/14 |
| Target Date: | 12 Mar 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Not Key |
| Executive lead member: | Executive Board Member for Finance, Efficiency and Strategic Asset Management |
| Is this item to be taken in public? | Yes |
| Report of: | Executive Director Organisational Development and Corporate Services |
| Contact: | Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk, Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk |

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| ITEM 14: | CUSTOMER CONTACT STRATEGY |
| The draft Customer Contact Strategy was considered by the City Executive Board in September 2013. The Board agreed to consult upon it. This report will contain the outcome of the consultation and recommend the adoption of a Strategy. | |
| Target Date: | 12 Mar 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Not Key |
| Executive lead member: | Executive Board Member for Benefits and Customer Services |
| 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 |

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| ITEM 15: | COUNCIL TAX DISCRETIONARY DISCOUNT POLICY |
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| Target Date: | 12 Mar 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Not Key |
| Executive lead member: | Executive Board Member for Benefits and Customer Services |
| Is this item to be taken in public? | Yes |
| Report of: | Head of Community Services |
| Contact: | Helen Bishop Tel: 01865 252233 hbishop@oxford.gov.uk |

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| ITEM 16: | HORSPATH ROAD SPORTS PAVILION - REMODELLING OPTIONS |
| This report will review the options for remodelling the Horspath Road sports pavilion and for improving sports provision at Horspath Road. | |
| Target Date: | 12 Mar 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Not Key |
| Executive lead member: | Executive Board Member for Leisure Services |
| Is this item to be taken in public? | Yes |
| Report of: | Head of Leisure, Parks and Communities |
| Contact: | Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk |

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| ITEM 17: | COMMUNITY ENGAGEMENT PLAN 2014-2017 - ADOPTION OF PLAN |
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| Target Date: | 12 Mar 2014 14 Apr 2014 |
| Decision Taker | City Executive Board Council |
| Is this a Key Decision? | Not Key |
| Executive lead member: | Executive Board Member for Corporate Governance, Strategic Partnerships and Economic Development Executive Board Member for Corporate Governance, Strategic Partnerships and Economic |

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| | Development |
| Is this item to be taken in public? | Yes |
| Report of: | Executive Director Community Services |
| Contact: | Peter McQuitty Tel: 01865 252780 pmcquitty@oxford.gov.uk |

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| ITEM 18: | FINANCIAL INCLUSION STRATEGY |
| This report will set out a strategy defining the Council's approach to financial inclusion including an action plan to achieve objectives in the strategy. | |
| Target Date: | 12 Mar 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Yes |
| Executive lead member: | Executive Board Member for Benefits and Customer Services |
| Is this item to be taken in public? | Yes |
| Report of: | Head of Customer Services |
| Contact: | Paul Wilding Tel: 01865 252461 pwilding@oxford.gov.uk |

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| ITEM 19: | PARKING ON HRA LAND |
| This report will present options for the control of resident parking on HRA land. | |
| Target Date: | 12 Mar 2014 |
| 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 and Property |
| Contact: | Alison Dalton adalton@oxford.gov.uk |

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| ITEM 20: | OXFORDSHIRE STRATEGIC HOUSING MARKET ASSESSMENT 2014 |
| The purpose of this report is to set out the implications of the new Oxfordshire Strategic Housing Market Assessment (SHMA). The report will outline what impact the SHMA may have on adopted planning policies in Oxford and on the wider implications for housing land supply across the County. | |
| Target Date: | 12 Mar 2014 |
| 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: | Adrian Roche Tel: 01865 252165 aroche@oxford.gov.uk |

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| ITEM 21: | GRANT ALLOCATION - PREVENTING HOMELESSNESS AND HOMELESSNESS SERVICES |
| This report will recommend the allocation of grants from the Government under the Preventing Homelessness programme and the City Council's own grant funding for homelessness services. | |
| Target Date: | 12 Mar 2014 |
| 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 |

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| Report of: | Head of Housing and Property |
| Contact: | Nerys Parry nparry@oxford.gov.uk |

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| ITEM 22: | CHILDREN AND YOUNG PEOPLE'S PLAN 2014-2017 |
| This report will present an updated Children and Young People's Plan, following consultation, for adoption by the Board. The primary aim of the Plan is to set out the services the Council will provide for children, young people and families to achieve the Council's vision for young people in the City. | |
| Target Date: | 12 Mar 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Yes |
| Executive lead member: | Executive Board Member for Education, Crime and Community Safety, Executive Board Member for Parks and Sports |
| Is this item to be taken in public? | Yes |
| Report of: | Head of Policy Culture and Communications |
| Contact: | Val Johnson vjohnson@oxford.gov.uk |

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| ITEM 23: | DIGITAL PATHWAYS TO SOCIAL INCLUSION |
| This report will be an impact study of home internet access and integrated support strategies for workless households | |
| Target Date: | 12 Mar 2014 |
| Decision Taker | City Executive Board |
| Is this a Key Decision? | Yes |
| Executive lead member: | Executive Board Member for Corporate Governance, Strategic Partnerships and Economic Development |
| Is this item to be taken in public? | Yes |
| Report of: | Head of Policy Culture and Communications |
| Contact: | Val Johnson vjohnson@oxford.gov.uk |

APRIL

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| ITEM 24: | FUSION LIFESTYLE - ANNUAL SERVICE PLAN 2014/15 |
| 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. | |
| Target Date: | 9 Apr 2014 |
| 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, Parks and Communities |
| Contact: | Lucy Cherry Tel: 01865 252707 lcherry@oxford.gov.uk |

MAY

BEYOND THE LIFE OF THIS PLAN