

FORWARD PLAN FOR THE PERIOD MARCH - JUNE 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

<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>

MARCH

ITEM 1:	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

ITEM 2:	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
Report of:	Head of Housing and Property
Contact:	Nerys Parry nparry@oxford.gov.uk

ITEM 3:	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. The Strategy will be subject to public consultation.	
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

ITEM 4:	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

ITEM 5:	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, Sports and Events
Is this item to be taken in public?	Yes
Report of:	Head of Policy Culture and Communications
Contact:	Val Johnson vjohnson@oxford.gov.uk

ITEM 6:	CHILD SEXUAL EXPLOITATION
This report will concern the Council's involvement in safeguarding against child sexual exploitation.	
Target Date:	12 Mar 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:	Richard J Adams Tel: 01865 252283 rjadams@oxford.gov.uk

ITEM 7:	INDEPENDENT REVIEW OF OXFORD CITY COUNCIL'S SAFEGUARDING CHILDREN - SECTION 11 SELF-ASSESSMENT
This report will represent the independent review of the outcome of its self-assessment of its Safeguarding Children arrangements.	
Target Date:	12 Mar 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:	Val Johnson vjohnson@oxford.gov.uk

ITEM 8:	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 aroch@oxford.gov.uk

ITEM 9:	LOCAL ENTERPRISE PARTNERSHIP - STRATEGIC ECONOMIC PLAN
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:	Executive Director City Regeneration and Housing
Contact:	Robert Hetherington rhetherington@oxford.gov.uk

APRIL

ITEM 10:	COMMUNITY ENGAGEMENT PLAN 2014-2017 - ADOPTION OF PLAN
Target Date:	9 Apr 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 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

ITEM 11:	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:	9 Apr 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

ITEM 12:	SAVING COMMUNITY PUBS
This report will respond to a Motion adopted by Council on 3 February 2014. It will set out the actions that may be available to protect community pubs and how effective those actions are likely to be.	
Target Date:	9 Apr 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:	Tom Morris tmorris@oxford.gov.uk

ITEM 13:	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:	9 Apr 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

ITEM 14:	PARKING ON HRA LAND
This report will present options for the control of resident parking on HRA land.	
Target Date:	9 Apr 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

ITEM 15:	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

ITEM 16:	OXFORD STADIUM, SANDY LANE - DESIGNATION AS A CONSERVATION AREA
This report addresses the designation of the Oxford Stadium as a Conservation Area.	
Target Date:	9 Apr 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:	Nick Worlledge Tel: 01865 252147 nworlledge@oxford.gov.uk

ITEM 17:	OXFORDSHIRE STRATEGIC HOUSING MARKET ASSESSMENT
This report to Council will set out the extent of Oxford's unmet housing need up to 2031 and will seek approval to request the other Oxfordshire districts to allocate land to meet that need under the duty to cooperate.	
Target Date:	14 Apr 2014
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:	Adrian Roche Tel: 01865 252165 aroch@oxford.gov.uk

ITEM 18:	CONSTITUTION REVIEW - FINANCIAL CHANGE PROPOSALS
This report will contain the outcome of the 2013 review of the Council's Constitution and will recommend changes to it.	
Target Date:	14 Apr 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:	Emma Griffiths egriffiths@oxford.gov.uk

MAY

ITEM 19:	HEADINGTON NEIGHBOURHOOD AREA - NEIGHBOURHOOD PLAN
This report will seek Board approval formally to designate a Headington Neighbourhood Area as the first step towards the development of a Headington Neighbourhood Plan.	
Target Date:	14 May 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:	Sarah Harrison sbharrison@oxford.gov.uk

ITEM 20:	LAND QUALITY STRATEGY
This report will propose the adoption of a land quality strategy for Oxford.	
Target Date:	14 May 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Not Key
Executive lead member:	Executive Board Member for Cleaner, Greener Oxford
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	John Copley Tel: 01865 252386 jcopley@oxford.gov.uk

JUNE

BEYOND THE LIFE OF THIS PLAN

ITEM 21:	FINANCE, PERFORMANCE AND RISK - END OF YEAR REPORT
Target Date:	2 Jul 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