

# FORWARD PLAN FOR THE PERIOD SEPTEMBER - FEBRUARY 2015

The Forward Plan gives information about all decisions the City Executive Board (CEB) is expected to take and significant decisions to be made by Council or other Council committees over the forthcoming four-month period. It also contains information beyond this in draft form about decisions of significance to be taken in the forthcoming year.

## What is a Key decision?

A key decision is an executive decision which is likely:-

- To result in the council incurring expenditure of more than £500,000 or
- To be significant in terms of its effects on communities living or working in an area comprising of two or more wards.

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 decision is made.

## Private meetings

Some or all, of the information supporting decisions in the Forward Plan may be taken at a meeting not open in part, or in whole to the press or public. Items that contain confidential information that will be excluded from the public are marked in this plan and the reason for doing so given.

If you object to an item being taken in private, or if you wish to make representations about any matter listed in the Forward Plan, then please contact Democratic Services at least 7 working days before the decision is due to be made. This can be done by emailing [cityexecutiveboard@oxford.gov.uk](mailto:cityexecutiveboard@oxford.gov.uk) or writing to:

Democratic Services  
St Aldate's Chambers  
St Aldate's Street  
Oxford OX1 1DS

## Inspection of documents

Reports to be submitted to the decision-maker and background papers to those reports are available for inspection at the Council offices and will appear on our website <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

The agenda papers for CEB meetings are available five working days before the meeting on the council website.

Further information about the Council's decision making process can be found in the Council's Constitution, which can be inspected at the Council's offices or online at <http://www.oxford.gov.uk>

### **City Executive Board Membership and Responsibilities**

<b>City Executive Board Member</b>	<b>Portfolio</b>
Bob Price, Council Leader	Corporate Strategy, Economic Development and Planning
Ed Turner, Deputy Leader	Finance, Asset Management and Public Health
Susan Brown	Customer Services and Social Inclusion
Mark Lygo	Sports, Events and Parks
Pat Kennedy	Educational Attainment and Youth Ambition
Mike Rowley	Leisure Contract and Community Partnership Grants
Dee Sinclair	Crime and Community Response
Scott Seamons	Housing and Estate Regeneration
Christine Simm	Culture and Communities
John Tanner	Cleaner, Greener Oxford, Climate Change and Transport

## 10 SEPTEMBER 2014

<b>ITEM 1:</b>	<b>OXFORDSHIRE GROWTH BOARD</b> <b>ID: I009300</b>
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Executive Director of City Regeneration and Housing
<b>Report Contact</b>	David Edwards Tel: 01865 252394 dedwards@oxford.gov.uk

<b>ITEM 2:</b>	<b>BUSINESS IN THE COMMUNITY - WORKING IN PARTNERSHIP</b> <b>ID: I008846</b>
This report will concern the fostering of school business links and supporting jobs for young people.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Executive Director of City Regeneration and Housing
<b>Report Contact:</b>	Simon Howick Tel: 01865 252547 showick@oxford.gov.uk

<b>ITEM 3:</b>	<b>COMMISSIONING ADVICE SERVICES 2015-18</b> <b>ID: I009633</b>
The report sets out the process for re-commissioning advice services linking the required outcomes to those in the Financial Inclusion Strategy.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Customer Services and Social Inclusion
<b>Report Owner:</b>	Head of Customer Services
<b>Report Contact:</b>	Paul Wilding Tel: 01865 252461 pwilding@oxford.gov.uk

<b>ITEM 4:</b>	<b>DESIGNATION OF HEADINGTON NEIGHBOURHOOD FORUM ID: I009629</b>
This report seeks Board approval to formally designate the neighbourhood forum in Headington. Designated neighbourhood forums are the bodies able to produce neighbourhood plans.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Head of City Development
<b>Report Contact:</b>	Sarah Harrison Tel: 01865 252015 sbharrison@oxford.gov.uk

<b>ITEM 5:</b>	<b>INTEGRATED PERFORMANCE REPORT QUARTER 1 2014/15 ID: I009810</b>
To provide an update of the forecast financial out-turn, the performance of services and the risks faced by the authority based on information as at 30th June 2014.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board <input type="checkbox"/> Council
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health <input type="checkbox"/> Finance, Asset Management and Public Health
<b>Report Owner:</b>	Head of Finance <input type="checkbox"/> Head of Business Improvement and Technology
<b>Report Contact:</b>	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 6:</b>	<b>TREASURY MANAGEMENT ANNUAL REPORT ID: I009445</b>
Report detailing the Council's Treasury Management Performance for 2013/14	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health
<b>Report Owner:</b>	Head of Finance
<b>Report Contact:</b>	Anna Winship Tel: 01865 252517 awinship@oxford.gov.uk

<b>ITEM 7:</b>	<b>AWARD OF CONTRACT FOR A NEW TELEPHONY SOLUTION. ID: I009808</b>
<p>The Council currently has</p> <ul style="list-style-type: none"> <li>• Numerous contracts with BT for line rental and call costs</li> <li>• A contract with Vodafone for mobiles. This contract ends later this month and can be extended on a monthly basis.</li> <li>• Various line contracts with Virgin</li> <li>• A Mitel for our switchboard system which has a two year remaining life span</li> </ul>	

The Council's annual telephony spend is approx. is £270k a year and many staff have access to more than one voice device solution.

Organisations are moving to providing staff with a single voice device solution depending on their role and work requirement.

This supply market is now fairly mature and a number of Councils are already implementing this solution and achieving financial savings.

The likely new contract value over 5 years will exceed the £500k threshold so I will require CEB approval to award this contract.

<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than \$500,000
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health
<b>Report Owner:</b>	Head of Business Improvement and Technology
<b>Report Contact:</b>	Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk

## 29 SEPTEMBER 2014

<b>ITEM 2:</b>	<b>COMMUNITY ENGAGEMENT PLAN 2014-2017 - ADOPTION OF PLAN ID: I007129</b>
<b>Is this a Key Decision?</b>	No
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	Council
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning □ □ Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Executive Director of Community Services
<b>Report Contact</b>	Peter McQuitty Tel: 01865 252780 pmcquitty@oxford.gov.uk

## 15 OCTOBER 2014

<b>ITEM 9:</b>	<b>APPOINTMENT TO OUTSIDE BODIES 2014 ID: I009844</b>
To fill Outside Bodies vacancies due to recent Councillors' resignations.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Head of Law and Governance
<b>Report Contact:</b>	Sarah Claridge Tel: 01865 252402 sclaridge@oxford.gov.uk

<b>ITEM 10:</b>	<b>ANNUAL MONITORING REPORT 2013/14</b> <b>ID: I009880</b>
To review the effectiveness of the planning policies in Oxford's Local Plan.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Head of City Development
<b>Report Contact:</b>	Adrian Roche Tel: 01865 252165 aroch@oxford.gov.uk, Rebekah Knight Tel: 01865 252612 rknight@oxford.gov.uk

<b>ITEM 11:</b>	<b>ASSET MANAGEMENT PLAN REFRESH 2014-15</b> <b>ID: I009892</b>
Short refresh of the current Asset Management Plan 2011-14 to extend the document through to end of 2015 ahead of a new Plan for 2016-20	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health
<b>Report Owner:</b>	Regeneration and Major Projects Service Manager
<b>Report Contact:</b>	Mike Scott mwscott@oxford.gov.uk

<b>ITEM 12:</b>	<b>CULTURE STRATEGY 2015-18</b> <b>ID: I009798</b>
The 2015-2018 Culture Strategy includes the vision and priorities for the Culture team's delivery and investment. It plays an important role in developing partnerships, enhancing cultural provision for Oxford's communities, and highlighting the Council's commitment to cultural regeneration and economic development. CEB will be asked to approve the Draft Culture Strategy so it can go out for public consultation. The Strategy will be revised following this consultation, at which point CEB will be asked to approve and adopt the revised Culture Strategy 2015-18.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board
<b>Executive Lead Member:</b>	Culture and Communities, Sports, Events and Parks <input type="checkbox"/> <input type="checkbox"/>
<b>Report Owner:</b>	Head of Policy Culture and Communications
<b>Report Contact:</b>	Ceri Gordon Tel: 01856 252829 cgorton@oxford.gov.uk

<b>ITEM 13:</b>	<b>HOUSING STRATEGY 2015-2018 ID: I009802</b>
The Draft Housing Strategy sets out the priorities for the next three years, with a new action plan to help deliver these priorities. Approval is being requested to consult on the draft strategy on a wider basis.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Housing and Estate Regeneration
<b>Report Owner:</b>	Head of Housing and Property
<b>Report Contact:</b>	Gary Parsons Tel: 01865 252711 gparsons@oxford.gov.uk

<b>ITEM 14:</b>	<b>LAND QUALITY STRATEGY ID: I008660</b>
This report will propose the adoption of a land quality strategy for Oxford.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Cleaner, Greener Oxford, Climate Change and Transport
<b>Report Owner:</b>	Head of Environmental Development
<b>Report Contact:</b>	John Copley Tel: 01865 252386 jcopley@oxford.gov.uk

<b>ITEM 15:</b>	<b>LEASEHOLDER PAYMENT OPTIONS FOR MAJOR WORKS ID: I009294</b>
Report to identify and select the preferred repayment options to be made available to dwelling leaseholders with regards to rechargeable major repairs undertaken by the Council to their block of flats.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Housing and Estate Regeneration
<b>Report Owner:</b>	Head of Finance, Head of Housing and Property
<b>Report Contact:</b>	David Watt Tel: 01865 252182 dwatt@oxford.gov.uk

<b>ITEM 16:</b>	<b>OXFORD CITY COUNCIL'S EUROPEAN SOCIAL FUND PROJECT ID: I009907</b>
The project being undertaking is funded by the European Social Fund (ESF) and the aim is to engage with 600 tenants renting privately in Oxford City who aren't working to determine what support they would need in order to either gain employment or undertake work related training. The project builds on the success of the Local Authority Led Pilot undertaken by OCC during 2013 by identifying a new customer base which will in turn provide more learning on what a Local Support Service Framework (LSSF) could look like once Universal Credit is introduced in Oxford.	
The report aims to highlight the activity that will be undertaken during the ESF Project.	

<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than \$500,000
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Customer Services and Social Inclusion
<b>Report Owner:</b>	Executive Director of Organisational Development and Corporate Services
<b>Report Contact:</b>	James Pickering Tel: 07909 099571 jpickering@oxford.gov.uk

<b>ITEM 17:</b>	<b>TOWARDS MENTAL WELLBEING AND COMMUNITY RESILIENCE IN OXFORD.</b> <b>ID: I009296</b>
A policy statement which sets out how Oxford City Council's support for mental wellbeing and outlining some specific actions. This document sets out what the council is already doing towards the aims set out in the motion and what else it plans to do.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health
<b>Report Owner:</b>	Head of Policy Culture and Communications
<b>Report Contact:</b>	Kathrin Luddecke Tel: 01865 252057 kluddecke@oxford.gov.uk

<b>ITEM 18:</b>	<b>OXFUTURES - MOBILISING LOCAL ENERGY INVESTMENT</b> <b>ID: I008833</b>
This report will be for the Board's information and will update the Board on the subject before a report is submitted concerning the drawing down of further grant monies.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Cleaner, Greener Oxford, Climate Change and Transport
<b>Report Owner:</b>	Head of Environmental Development
<b>Report Contact:</b>	Jo Colwell Tel: 01865 252188 jcolwell@oxford.gov.uk

<b>ITEM 19:</b>	<b>WELFARE REFORM, EUROPEAN SOCIAL FUND PROJECT</b> <b>ID: I009769</b>
A summary of a project to help support people on Benefits into work, part funded by the European Social Fund	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than \$500,000
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Customer Services and Social Inclusion
<b>Report Owner:</b>	Head of Community Services
<b>Report Contact:</b>	Paul Wilding Tel: 01865 252461



**19 NOVEMBER 2014**

<b>ITEM 20:</b>	<b>BANKING SERVICES PROVIDER ID: I009800</b>
To appoint a new bank to provide banking services for the Council	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than \$500,000
<b>Is this item open or exempt to the public?</b>	Part exempt Contains information relating to the financial affairs of the Council
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health
<b>Report Owner:</b>	Head of Finance
<b>Report Contact:</b>	Anna Winship Tel: 01865 252517 awinship@oxford.gov.uk

<b>ITEM 21:</b>	<b>DRAFT DIAMOND PLACE SUPPLEMENTARY PLANNING DOCUMENT (SPD) ID: I009631</b>
The draft Diamond Place SPD will be in the form of a development brief intended to guide future development of the Diamond Place/Ewert House site in Summertown. The SPD expands on Policy SP14 in the Sites and Housing Plan 2011-2026, which sets out the uses permitted on the site.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Head of City Development
<b>Report Contact:</b>	Sarah Harrison Tel: 01865 252015 sbharrison@oxford.gov.uk

<b>ITEM 22:</b>	<b>HORSPATH ROAD SPORTS PAVILION - REMODELLING OPTIONS ID: I008107</b>
This report will review the options for remodelling the Horspath Road sports pavilion and for improving sports provision at Horspath Road.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Sports, Events and Parks
<b>Report Owner:</b>	Head of Leisure, Parks and Communities
<b>Report Contact:</b>	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk

<b>ITEM 3:</b>	<b>LEISURE &amp; WELLBEING STRATEGY</b> <b>ID: I009355</b>
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Leisure Contract and Community Partnership Grants
<b>Report Owner:</b>	Head of Leisure, Parks and Communities
<b>Report Contact</b>	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk

## 17 DECEMBER 2014 - PROVISIONAL REPORTS

<b>ITEM 24:</b>	<b>DIGITAL PATHWAYS TO SOCIAL INCLUSION</b> <b>ID: I008338</b>
This report will be an impact study of home internet access and integrated support strategies for workless households	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Head of Policy Culture and Communications
<b>Report Contact:</b>	Val Johnson Tel: 01865 252209 vjohnson@oxford.gov.uk

## JANUARY 2015 - PROVISIONAL REPORTS

### 11 FEBRUARY 2015 - PROVISIONAL REPORTS

<b>ITEM 25:</b>	<b>GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2015/2016</b> <b>ID: I009804</b>
This report will set out the recommendations for the allocation of grant funding to the community and voluntary sector from 01.04.15.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Leisure Contract and Community Partnership Grants
<b>Report Owner:</b>	Head of Leisure, Parks and Communities

<b>Report Contact:</b>	Julia Tomkins jtomkins@oxford.gov.uk	Tel:	01865252685
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