

# FORWARD PLAN FOR THE PERIOD APRIL - DECEMBER 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 Committee & Member Services at least 7 working days before the decision is due to be made. This can be done by contacting:

Pat Jones, Committee Services Manager

Committee & Member Services  
St Aldate's Chambers  
St Aldate's Street  
Oxford OX1 1DS

01865 252191

[cityexecutiveboard@oxford.gov.uk](mailto:cityexecutiveboard@oxford.gov.uk)

## 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 Members and Senior Officers

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

Senior Officers	Job Title
<b>Peter Sloman</b>	Chief Executive
<b>David Edwards</b>	Executive Director of City Regeneration and Housing
<b>Tim Sadler</b>	Executive Director of Community Services
<b>Jackie Yates</b>	Executive Director of Organisational Development and Corporate Services
<b>Jane Lubbock</b>	Head of Business Improvement and Technology
<b>Michael Crofton-Briggs</b>	Head of City Development
<b>Helen Bishop</b>	Head of Customer Services
<b>Graham Bourton</b>	Head of Direct Services
<b>John Copley</b>	Head of Environmental Development
<b>Nigel Kennedy</b>	Head of Finance/ Section 106 Officer
<b>Stephen Clarke</b>	Head of Housing and Property
<b>Simon Howick</b>	Head of Human Resources and Facilities
<b>Jeremy Thomas</b>	Head of Law and Governance / Monitoring Officer
<b>Ian Brooke</b>	Head of Leisure and Communities
<b>Peter McQuitty</b>	Head of Policy Culture and Communications

## DELEGATED OFFICER EXECUTIVE KEY DECISIONS

<b>ITEM 1:</b>	<b>SALE OF SUB STATION SITES ID: I009192</b>
<p>Proposal recommending disposal of freehold interest in 84 sub-station sites across the city to Scottish and Southern Electric.</p> <p>In July 2014, CEB Granted authority to the Executive Director of City Regeneration and Housing, in consultation with the Board Member, to vary or extend the sub- station sites to be included in the transaction provided the transaction continues to represent best consideration.</p>	
<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>	Part exempt business affairs of the council.
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	Executive Director for City Regeneration and Housing
<b>Executive Lead Member:</b>	
<b>Report Owner:</b>	
<b>Report Contact:</b>	

<b>ITEM 2:</b>	<b>HOMELESSNESS GRANTS ALLOCATION ID: I008005</b>
<p>This report will recommend the allocation of the Preventing Homelessness Grant and the Council's monies relating to homelessness services.</p> <p>On 12 February 2015 CEB resolved to:</p> <p>Delegate authority to the Head of Housing and Property Services in consultation with the Board member for housing and estate Regeneration to allocate the balance of the Preventing Homelessness Funds.</p>	
<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>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	Head of Housing and Property
<b>Executive Lead Member:</b>	
<b>Report Owner:</b>	
<b>Report Contact:</b>	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

## CEB 2 APRIL 2015

<b>ITEM 3:</b>	<b>APPOINTMENT OF OUTSIDE BODIES 2015/16 ID: I010171</b>
To appoint Council representatives to outside bodies and charities.	
<b>Is this a Key Decision?</b>	Yes

<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	Consult with outside bodies and seek feedback from Councillors
<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, Committee Services Officer Tel: 01865 252402 sclaridge@oxford.gov.uk

<b>ITEM 4:</b>	<b>FUSION LIFESTYLE - ANNUAL SERVICE PLAN 2015/16</b> <b>ID: I010167</b>
To endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2015-16.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	None
<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>	Lucy Cherry, City Leisure Tel: 01865 252707 lcherry@oxford.gov.uk

<b>ITEM 5:</b>	<b>HERITAGE PLAN FRAMEWORK</b> <b>ID: I011252</b>
Endorsement of the Heritage Plan Framework, which sets out the City Council's intended strategy for management of the city's heritage through the Heritage Plan, and which includes an action plan.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	General public consultation has not been undertaken for this document, as it is a statement of the City Council's intended strategy for management of the city's heritage through the Heritage Plan. However, the document has been informed by intensive consultation events with stakeholders, including key sector champions from the Oxford Strategy Partnership, English Heritage and the Oxford Preservation Trust.
<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 6:</b>	<b>OXFORD HERITAGE ASSETS REGISTER</b> <b>ID: I005935</b>
The report seeks endorsement of a list of assets to be included on the Oxford Heritage Assets Register from nominations from the East and West Oxford pilot areas. These are	

assets assessed against the criteria for inclusion on the register.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	Consultation is being undertaken currently with a range of organisations in and adjoining the affected area, as well as with city wide stakeholders. The consultation is open to all. The results of the consultation exercise will be reported to a panel (the relevant ward members) and their recommendations, as well as a summary of the consultation exercise, will be reported to Board.
<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 7:</b>	<b>PARTNERSHIP AGREEMENT WITH JOBCENTRE PLUS TO DELIVER UNIVERSAL CREDIT ID: I005533</b>
The report seeks approval to sign off the Delivery Partnership Agreement which sets out the commitments that the Council is undertaking to support the delivery of Universal Credit	
<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>	Part exempt
<b>Will this decision be preceded by any form of consultation?</b>	No
<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, Benefit Operations Manager Tel: 01865 252461 pwilding@oxford.gov.uk

## COUNCIL 13 APRIL 2015 PROVISIONAL REPORTS

### To include any reports from CEB

<b>ITEM 8:</b>	<b>ADOPTION OF THE STREET TRADING POLICY 2015 ID: I009280</b>
Adoption of the Street Trading Policy 2015 following the public consultation	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	Council
<b>Executive Lead Member:</b>	
<b>Report Owner:</b>	Head of Environmental Development
<b>Report Contact:</b>	Lesley Rennie, Business Regulation Team Manager lrennie@oxford.gov.uk

<b>ITEM 9:</b>	<b>CONSTITUTION REVIEW 2015/16</b> <b>ID: I010173</b>
An annual report to propose any required changes to the constitution.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	Council
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Head of Law and Governance
<b>Report Contact:</b>	Jeremy Thomas, Head of Law and Governance Tel: 01865 252224 jjthomas@oxford.gov.uk, Emma Griffiths, Law and Governance Tel: 01865 252208 egriffiths@oxford.gov.uk

<b>ITEM 10:</b>	<b>EMPLOYMENT POLICIES</b> <b>ID: I003437</b>
To seek approval for three employment policies and procedures which are Family Leave incorporating Shared Parental Leave legislation, Allegations Policy and Employee Data Monitoring Policy.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	Trade Unions
<b>Decision Taker</b>	Council
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Head of Human Resources and Facilities
<b>Report Contact:</b>	Simon Howick, Head of Human Resources and Facilities Tel: 01865 252547 showick@oxford.gov.uk

<b>ITEM 11:</b>	<b>INTEGRATED PERFORMANCE REPORT 2014/15_ QUARTER 3</b> <b>ID: I009810</b>
To provide a quarterly update of the Council's finances, the performance of services and the risks faced by the authority.	
Quarter 1- based on information as at 30 June 2014 Quarter 2- based on information as at 31 October 2014 Quarter 3- based on information as at 31 December 2014 Quarter 4 – based on information as at 31 March 2015	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	Council <input type="checkbox"/> City Executive Board
<b>Executive Lead Member:</b>	
<b>Report Owner:</b>	
<b>Report Contact:</b>	

<b>ITEM 12:</b>	<b>THE 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>Will this decision be preceded by any form of consultation?</b>	Yes – proposed Oct- Dec 2014
<b>Decision Taker</b>	Council
<b>Executive Lead Member:</b>	
<b>Report Owner:</b>	
<b>Report Contact:</b>	

## CEB 14 MAY 2015 PROVISIONAL REPORTS

<b>ITEM 13:</b>	<b>AIDS AND ADAPTATIONS POLICY</b> <b>ID: I010042</b>
The document defines who is eligible for support under the aids and adaptations policy, and any limitations. The aim of this policy is to provide a cost effective service taking into account the health and well-being of the tenant and the household. The policy takes into account the following corporate and service priorities: Corporate Priorities Meeting Housing Needs Housing Strategy Objectives Meet the Housing Needs of Vulnerable Groups Support Sustainable Communities	
<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>Will this decision be preceded by any form of consultation?</b>	No
<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>	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

<b>ITEM 14:</b>	<b>AWARD OF A FRAMEWORK AGREEMENT FOR SUB-CONTRACTED RESPONSIVE &amp; PLANNED MAINTENANCE</b> <b>ID: I010935</b>
The report will recommend a series of contractors to carry out specialist works on behalf of the Council ranging from general construction services to the maintenance of solar PV.	
<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 Commercially sensitive - affairs of the Council.
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Housing and Estate Regeneration
<b>Report Owner:</b>	Head of Direct Services
<b>Report Contact:</b>	Nicky Atkin, Business Improvement Tel: 01865 252778 natkin@oxford.gov.uk

<b>ITEM 15:</b>	<b>BLACKBIRD LEYS DISTRICT CENTRE REGENERATION ID: I011042</b>
To update CEB on feasibilities for regeneration of the district centre and to seek approval to secure a development partner.	
<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 Commercially Sensitive
<b>Will this decision be preceded by any form of consultation?</b>	Formal consultation is underway regarding budgetary provision for this project - to be heard at full council February. Previous community consultation has taken place on regeneration proposals for the area. Meetings with portfolio holders and key stakeholders have taken place. Further informal consultation is planned following receipt partner bids. Information sharing and marketing planned. Formal consultation will take place as part of town planning processes.
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Housing and Estate Regeneration
<b>Report Owner:</b>	Executive Director for City Regeneration and Housing
<b>Report Contact:</b>	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk

<b>ITEM 16:</b>	<b>CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO) ID: I010939</b>
The implementation of a Public Space Protection Order to effectively deal with a number of City Centre related activities of a few people that affects the general public's freedom to use the City centre freely and safely.	
<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>Will this decision be preceded by any form of consultation?</b>	Yes
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Crime and Community Response
<b>Report Owner:</b>	Executive Director for Community Services
<b>Report Contact:</b>	Richard J Adams, Housing and Communities Tel: 01865 252283 rjadams@oxford.gov.uk



<b>ITEM 17:</b>	<b>CAPITAL STRATEGY</b> <b>ID: I010207</b>
To adopt the Council's capital 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>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/> Finance, Asset Management and Public Health
<b>Report Owner:</b>	Head of Finance <input type="checkbox"/> <input type="checkbox"/> Head of Finance
<b>Report Contact:</b>	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 18:</b>	<b>CORPORATE DEBT POLICY</b> <b>ID: I006675</b>
Annual update of policy in relation to the collection of income	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	None
<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>	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 19:</b>	<b>HOUSING STRATEGY 2015-2018</b> <b>ID: I009802</b>
The Housing Strategy 2015-16 sets out the priorities for the next three years, with a new action plan to help deliver these priorities.	
Approval of the strategy is being requested following consultation.	
<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>Will this decision be preceded by any form of consultation?</b>	Yes
<b>Decision Taker</b>	City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
<b>Executive Lead Member:</b>	Housing and Estate Regeneration <input type="checkbox"/> <input type="checkbox"/>
<b>Report Owner:</b>	Head of Housing and Property <input type="checkbox"/> <input type="checkbox"/>
<b>Report Contact:</b>	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

<b>ITEM 20:</b>	<b>COVERED MARKET ACTION PLAN</b> <b>ID: I010130</b>
To update the City Executive Board in respect of the costed action plan & programme including scrutiny recommendations 5-8 for the covered market.	

<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health
<b>Report Owner:</b>	Executive Director for City Regeneration and Housing
<b>Report Contact:</b>	Jane Winfield, Regeneration and Major Projects - Team Manager Tel: 01865 252551 jwinfield@oxford.gov.uk

<b>ITEM 21:</b>	<b>OXFORD RAILWAY STATION REDEVELOPMENT ID: I010169</b>
To update CEB on the Oxford Station Redevelopment Proposals and seek approval for next stages.	
<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>Will this decision be preceded by any form of consultation?</b>	Formal consultation on this site was undertaken as part of the West End AAP.  Significant informal consultation and information gathering has taken place and continues to take place.  Formal statutory consultation will be undertaken as part of the town planning processes going forward.
<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>	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk

<b>ITEM 22:</b>	<b>OXPENS DELIVERY STRATEGY ID: I009224</b>
To update CEB on the delivery of the strategy for the Oxpens site and seek approval for stages 2 and 3.	
<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 Commercially Sensitive
<b>Will this decision be preceded by any form of consultation?</b>	Formal consultation is underway regarding budgetary provision- to be heard at full council February.  Previous statutory consultation has taken place regarding regeneration of Oxpens through the West End AAP and the Oxpens masterplan SPD.
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and

	Planning
<b>Report Owner:</b>	Executive Director for City Regeneration and Housing
<b>Report Contact:</b>	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 23:	<b>PROPOSED LEASE AND MONITORING ARRANGEMENTS FOR COMMUNITY CENTRES</b> <b>ID: I011250</b>		
Formalise the approach of the Council to Community Centre lease agreements			
<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>		Part exempt Commercial Affairs of the Council	
<b>Will this decision be preceded by any form of consultation?</b>			
<b>Decision Taker</b>		City Executive Board	
<b>Executive Lead Member:</b>		Culture and Communities	
<b>Report Owner:</b>		Head of Leisure, Parks and Communities	
<b>Report Contact:</b>		Mark Spriggs, Community Centres Co-ordinator Tel: 01865 252822 mspriggs@oxford.gov.uk	

ITEM 24:	SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULT POLICY ID: I008658		
To review and refresh the Council's Safeguarding Children, Young People and Vulnerable Adult policy and procedures.			
Is this a Key Decision?		Not Key	
Is this item open or exempt to the public?		Open	
Will this decision be preceded by any form of consultation?			
Decision Taker		City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council	
Executive Lead Member:		Finance, Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/>	
Report Owner:		Head of Policy, Culture and Communications <input type="checkbox"/> <input type="checkbox"/>	
Report Contact:		Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk	

ITEM 25:	<b>STATEMENT OF COMMUNITY INVOLVEMENT 2014</b> <b>ID: I010033</b>		
The Statement of Community Involvement (SCI) is a statutory document that sets out how the Council will involve the community and others in planning decisions. It covers development control, policy, and design/conservation decisions. The current SCI was adopted in 2006 (reviewed in 2009) so it is now due to be reviewed to ensure it remains up to date.			
To approve the Statement of Community Involvement 2014 following public consultation.			
Is this a Key Decision?		Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards	
Is this item open or exempt to the public?		Open	
Will this decision be preceded by any		Yes	

<b>form of consultation?</b>	
<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>	Lyndsey Beveridge Tel: 01865 25 2482 lbeveridge@oxford.gov.uk

## ANNUAL COUNCIL 18 MAY 2015

<b>ITEM 26:</b>	<b>APPOINTMENT OF COMMITTEES FOR THE YEAR 2015/16</b> <b>ID: I010361</b>
To appoint Councillors to Council Committees for 2015/16	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	Council
<b>Executive Lead Member:</b>	
<b>Report Owner:</b>	Head of Law and Governance
<b>Report Contact:</b>	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

## CEB 11 JUNE 2015 PROVISIONAL REPORTS

<b>ITEM 27:</b>	<b>AGENCY STAFF CONTRACT AWARD</b> <b>ID: I010929</b>
To award the Agency Staff Contract.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Part exempt
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	
<b>Report Owner:</b>	Head of Business Improvement and Technology
<b>Report Contact:</b>	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

<b>ITEM 28:</b>	<b>AWARD OF INTERNAL AUDIT CONTRACT</b> <b>ID: I011047</b>
To award the contract for Council's Internal Auditors	
<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>	Part exempt Commercially sensitive to the business affairs of the Council
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health

<b>Report Owner:</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact:</b>	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 29:</b>	<b>CONTRACT AWARD ICT NEW PARTNER</b> <b>ID: I010931</b>
To award a contract to provide Council's ICT services and support.	
<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
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	
<b>Report Owner:</b>	Head of Business Improvement and Technology
<b>Report Contact:</b>	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

<b>ITEM 30:</b>	<b>COVERED MARKET LEASING STRATEGY</b> <b>ID: I011504</b>
To update the Covered Market Leasing Strategy	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	Occurred with traders
<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>	Elaine Philip, Markets Manager Tel: 01865 252358 ephilips@oxford.gov.uk

<b>ITEM 31:</b>	<b>HORSPATH ROAD SPORTS PAVILION - REMODELLING OPTIONS</b> <b>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>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	
<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, Head of Leisure, Parks and Communities Tel: 01865 252705 ibrooke@oxford.gov.uk

<b>ITEM 32:</b>	<b>HOUSING ASSET MANAGEMENT STRATEGY (INCLUDING THE OXFORD STANDARD) ID: I010484</b>
To propose the adoption of a strategy that will determine decisions for the Council's housing stock	
<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>Will this decision be preceded by any form of consultation?</b>	Yes. Consultation has already happened to produce this draft which in turn will be subject to a further 28 day consultation before final consideration by CEB and Council
<b>Decision Taker</b>	City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
<b>Executive Lead Member:</b>	Housing and Estate Regeneration <input type="checkbox"/> <input type="checkbox"/>
<b>Report Owner:</b>	Head of Housing and Property <input type="checkbox"/> <input type="checkbox"/>
<b>Report Contact:</b>	Martin Shaw Tel: 01865 252775 mshaw2@oxford.gov.uk

<b>ITEM 33:</b>	<b>HOUSING DEVELOPMENT DELIVERY MODELS ID: I011254</b>
Possible models of development.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	
<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 34:</b>	<b>HOUSES IN MULTIPLE OCCUPATION (HMO) LICENSING SCHEME ID: I005715</b>
<p>The Council designated the whole of the City subject to Additional Licensing of HMOs in 2010 which was phased into effect from the 24<sup>th</sup> January 2011 and 31<sup>st</sup> January 2012. Each Phase of the scheme was designated for 5 years and during this time the Council must undertake a review.</p> <p>The report to be submitted to the <b>June</b> CEB will provide findings from a review of the impact of the scheme and seek approval from members to proceed with a consultation exercise regarding the future of the Additional Licensing scheme.</p> <p>The report to be submitted to the <b>October</b> CEB will set out the results of the consultation exercise for Additional Licensing and set out recommendations for the future of the scheme.</p>	
<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>Will this decision be preceded by any form of consultation?</b>	Consultation will occur after the June report.
<b>Decision Taker</b>	City Executive Board <input type="checkbox"/> <input type="checkbox"/>

<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health□□
<b>Report Owner:</b>	Executive Director for Community Services□□Executive Director for Community Services
<b>Report Contact:</b>	Adrian Chowns, Team Leader HMO Enforcement Team Tel: 01865 252010 achowns@oxford.gov.uk

<b>ITEM 35:</b>	<b>ICT STRATEGY ID: I002559</b>
This report will propose an ICT Strategy for the Council.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	
<b>Will this decision be preceded by any form of consultation?</b>	Internal only.
<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, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

<b>ITEM 36:</b>	<b>OFFICER DELEGATION FOR CAPITAL INVESTMENT IN PROPERTY ID: I010348</b>
To create a City Council Property Investment Panel capable of sanctioning (i) the acquisition of residential property for the Homelessness Accommodation Search and (ii) the acquisition of commercial investment property.	
The panel will consist of officers, the Leader and the Board Member for Finance, Asset Management and Public Health.	
<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>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Executive Director for City Regeneration and Housing
<b>Report Contact:</b>	Jane Winfield, Regeneration and Major Projects - Team Manager Tel: 01865 252551 jwinfield@oxford.gov.uk

<b>ITEM 37:</b>	<b>LOCAL DEVELOPMENT SCHEME ID: I010035</b>
To adopt the Local Development Scheme	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	None

<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>	Rona Knott, Planning Officer Tel: 01865 252157 rknott@oxford.gov.uk

## CEB 9 JULY 2015 PROVISIONAL REPORTS

<b>ITEM 38:</b>	<b>ADOPTION OF NORTHERN GATEWAY AREA ACTION PLAN ID: I008299</b>
To report the findings of the independent Planning Inspector and adopt the Northern Gateway AAP as council policy (subject to the report's findings)	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	There have been 3 previous stages of consultation/public involvement in the development of the AAP
<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>	Rachel Williams rwilliams@oxford.gov.uk

<b>ITEM 39:</b>	<b>GLOUCESTER GREEN MARKET ID: I011506</b>
<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>	
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Regeneration and Major Projects Service Manager
<b>Report Contact</b>	Piers Scrimshaw-Wright Tel: 01865 252142 pscrimshaw-wright@oxford.gov.uk

<b>ITEM 40:</b>	<b>ENERGY STRATEGY ID: I011511</b>
Works to building and with staff and tenants in the Council's domestic housing on energy efficiency and fuel poverty	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	
<b>Will this decision be preceded by any form of consultation?</b>	None
<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>	Deborah Haynes dhaynes@oxford.gov.uk



<b>ITEM 41:</b>	<b>LEISURE &amp; WELLBEING STRATEGY</b> <b>ID: I009355</b>
To adopt the Leisure & Wellbeing Strategy following public consultation	
<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>Will this decision be preceded by any form of consultation?</b>	
<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, Head of Leisure, Parks and Communities Tel: 01865 252705 ibrooke@oxford.gov.uk

<b>ITEM 42:</b>	<b>LETTING OF 1-3 GEORGE STREET</b> <b>ID: I011414</b>
Letting of shop unit	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Part exempt Likely to contain market sensitive information.
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health
<b>Report Owner:</b>	Executive Director for City Regeneration and Housing
<b>Report Contact:</b>	Julia Castle, Corporate Assets jcastle@oxford.gov.uk

<b>ITEM 43:</b>	<b>OXFORD CITY COUNCIL CORPORATE BIODIVERSITY ACTION PLAN</b> <b>ID: I010031</b>
This Strategy sets out how the Council aims to fulfil its duties under the Natural Environment and Rural Communities Act 2006.	
To adopt the Corporate Biodiversity Strategy following public consultation	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Cleaner, Greener Oxford, Climate Change and Transport
<b>Report Owner:</b>	Interim Head of Environmental Development
<b>Report Contact:</b>	Nathan Vear, Interim Head of Environmental Development nvear@oxford.gov.uk

## COUNCIL 20 JULY 2015 PROVISIONAL REPORTS

To include any reports from CEB

<b>ITEM 44:</b>	<b>ENERGY AND WATER MANAGEMENT PLAN ID: I010350</b>
To ensure clear roles, responsibilities and controls in place to reduce energy and water consumption and costs in Council buildings and operations; to embed the use of whole life costing approach to decisions making	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	None
<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, Head of Environmental Development Tel: 01865 252386 jcopley@oxford.gov.uk

## CEB 10 SEPTEMBER 2015 PROVISIONAL REPORTS

<b>ITEM 45:</b>	<b>REPLACEMENT OF HOUSING COMPUTER SYSTEMS ID: I010933</b>
The Council currently has two housing computer systems, this report details the procurement of one housing computer system to replace the current computer applications.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Part exempt commercially sensitive to the business affairs of the council
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	
<b>Report Owner:</b>	Head of Business Improvement and Technology
<b>Report Contact:</b>	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

<b>ITEM 46:</b>	<b>DEVELOPMENT OF NEW CEMETERY SITE – HORSPATH (BULLINGDON GREEN) ID: I011508</b>
Go ahead with planning, design and development of new cemetery site	
<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>	
<b>Will this decision be preceded by any form of consultation?</b>	
<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, Head of Leisure, Parks and Communities Tel: 01865 252705 ibrooke@oxford.gov.uk

<b>ITEM 47:</b>	<b>INTEGRATED PERFORMANCE REPORT QUARTER 1 2015/16</b> <b>ID: I011045</b>
Report details the Council's finances, risk and performance as at the end of Quarter 1, 30 June 2015	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health, Head of Business Improvement and Technology <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Report Owner:</b>	Head of Finance <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Report Contact:</b>	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk, Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

<b>ITEM 48:</b>	<b>SHELTERED HOUSING REVIEW</b> <b>ID: I010356</b>
Approve outcomes of review, including future of some of the stock	
<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>Will this decision be preceded by any form of consultation?</b>	None
<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

## COUNCIL 21 SEPTEMBER 2014 PROVISIONAL REPORTS

To include any reports from CEB

## CEB 15 OCTOBER 2015 PROVISIONAL REPORTS

<b>ITEM 49:</b>	<b>PRIVATE SECTOR HOUSING POLICY</b> <b>ID: I010352</b>
To set out the future priorities and areas of intervention in the private rented and owner-occupied residential sectors in Oxford.	
<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>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board

<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health
<b>Report Owner:</b>	Head of Environmental Development
<b>Report Contact:</b>	Ian Wright, Environmental Development iwright@oxford.gov.uk

## CEB 12 NOVEMBER 2015 PROVISIONAL REPORTS

ITEM 50:	CORPORATE ENFORCEMENT POLICY (PREVIOUSLY ENVIRONMENTAL DEVELOPMENT ENFORCEMENT POLICY) ID: I003111		
Refresh the current enforcement policy to take account of government guidance and corporate priorities.			
Is this a Key Decision?		Yes	
Is this item open or exempt to the public?		Open	
Will this decision be preceded by any form of consultation?		To be advised.	
Decision Taker		City Executive Board	
Executive Lead Member:		Cleaner, Greener Oxford, Climate Change and Transport	
Report Owner:		Interim Head of Environmental Development	
Report Contact:		Nathan Vear, Interim Head of Environmental Development nvear@oxford.gov.uk	

## COUNCIL 7 DECEMBER 2015 PROVISIONAL REPORTS

To include any reports from CEB

## CEB 17 DECEMBER 2015 PROVISIONAL REPORTS

ITEM 51:	DATA PROTECTION POLICY REFRESH ID: I006767	
Is this a Key Decision?	Yes	
Is this item open or exempt to the public?	Open	
Will this decision be preceded by any form of consultation?	None	
Decision Taker	City Executive Board	
Executive Lead Member:	Finance, Asset Management and Public Health	
Report Owner:	Executive Director for Organisational Development and Corporate Services	
Report Contact	Lucy Neville Tel: 01864 2086 lneville@oxford.gov.uk	