

Chief Executive's Department

Chief Executive: Marion E. Headicar MA(Cantab) MA DipTP MRTPI

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**OXFORD
CITY
COUNCIL**

**To all Members of the Executive
Board**

**cc: All Members of Council
Strategic Directors
Business Unit Managers**

Date 1st November 2002
Your ref
My ref BL/SLB/703/13
Ask for Brenda Lammin
Telephone 01865 252219
e-mail blammin@oxford.gov.uk

Dear Member

Executive Board - 11th November 2002 - Future Business and Forward Plan

I attach the list of items for future Executive Board agenda which should be taken at agenda item 26.

The format of this document has been revised, combining it with the Forward Plan so that only one document will need to be produced in future. This document fulfils the statutory requirements of a Forward Plan. The items for each meeting are listed in date order, together with the latest date for representations to be made. The numbering system previously included in the Forward Plan (but never used) has been discontinued. The relevant portfolio and overview and scrutiny committee for each item is shown more clearly and a "comments" column has been included. I hope Members and officers will find this format useful and more user friendly. Comments or suggestions for improvement would be welcomed. The overview and scrutiny chairs have suggested some amendments to the detail and asked for membership of their committees to be listed at the end, which I have included. Any further comments will be reported orally at the meeting.

As well as considering the format, please could all members and officers look carefully at the content and let me know before the meeting if there are any additions, deletions or adjustments to be made.

Yours sincerely

Brenda Lammin

Brenda Lammin

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D R A F T

OXFORD CITY COUNCIL

FORWARD PLAN AND EXECUTIVE BOARD FUTURE AGENDA ITEMS

1ST DECEMBER 2002 TO 31ST MARCH 2003

The Forward Plan contains details of all key decisions it is expected will be taken by the Executive Board, individual members of the Executive Board, Area Committees or officers of Oxford City Council in the period of the Plan. In financial terms, for the purposes of this Forward Plan, a key decision is one which is likely 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. In more general terms a key decision is one which is likely to be significant in terms of its effect on communities living in an area comprising two or more Wards in the Council's area.

The Council's Forward Plan also contains details of other matters to be considered by the Executive Board but which are not key decisions.

Key decisions are shown in bold type preceded by the letter 'K'. Other decisions are shown in plain type.

If you wish to make representations about any decision which is to be taken, you should do so by completing the attached pro forma and returning it to: The Chief Executive, (for the attention of Brenda Lammin), Oxford City Council, The Town Hall, Blue Boar Street, Oxford OX1 4EY, fax (for the attention of Brenda Lammin): 01865 252219, email: blammin@oxford.gov.uk by the date shown.

Documents submitted to the decision maker can be inspected taken at the address given above within five clear days before the decision is to be. For details of background papers or information contact the author of the report to be submitted to the decision maker.

Decisions to be taken by the Executive Board on 2nd December 2001 (last date for representations - 7th November 2002)

<i>Matter about which the decision is to be made</i>	<i>Portfolio</i>	<i>Who is to be consulted and how</i>	<i>Documents submitted to the decision maker</i>	<i>Overview & Scrutiny Committee</i>	<i>Comments</i>
(K) Review of Capital Programme 2002/03	Strategic finance	Details from the Strategic Director, Finance and Corporate Services	Report of the Strategic Director, Finance and Corporate Services	Finance	Deferred from 11-11-02
Housing Repairs Policy changes	Housing	Oxford Federation of Tenants Associations	Report of Oxford Building Solutions Business Manager	Housing	Deferred from 11-11-02
(K) Policies on rent-free and concessionary rents for Council property	Strategic finance	Details from Property Investment Business Manager	Report of the Property Investment Business Manager	Finance	Deferred from 11-11-02
(K) First Draft Oxford Local Plan	Environment	Details from Planning Policy Manager	Report of the Planning Policy Manager	Environment	Also to Council 09-12-02
(K) Council Printing	Human Resources	Details from Head of Facilities	Report of the Strategic Director, Finance and Corporate Services	Finance	
(K) Headington and Marston Area Transport Strategy - Approve Principles	Environment	Public consultation took place in July 2001 and County Council conducting more.	Report of the Planning Policy Manager	Environment	Also to relevant area committees for information
(K) Changes to voids procedures and finances	Housing	Details from Housing Management Business Manager and Oxford Building Solutions Business Manager	Report of Housing Management Business Manager and Oxford Building Solutions Business Manager	Housing	
(K) Supporting People Strategy	Housing	Details from Neighbourhood Renewal Business Manager	Report of the Neighbourhood Renewal Business Manager	Housing	

Matter about which the decision is to be made	Portfolio	Who is to be consulted and how	Documents submitted to the decision maker	Overview & Scrutiny Committee	Comments.
(K) Blackbird Leys Bar Contract	Local services	Details from Neighbourhood Renewal Business Manager	Report of the Neighbourhood Renewal Business Manager	Social Well-being	
Corporate projects team	Human resources	Trade Unions and staff affected	Report of the Chief Executive	Finance	
(K) Summertown development	Economic development planning and transport	Details from Property Investment Business Manager	Report of the Property Investment Business Manager	Environment	
(K) Town Hall Best Value Review	Leisure	Details from the Strategic Director Finance and Corporate Services	Report of the Strategic Director Finance and Corporate Services	Finance	
(K) Business Plans and Indicative Budget for 2003/2004 General Fund and Housing Revenue Account	Strategic Finance	Widespread consultation on indicative budgets including overview and scrutiny and area committees, and tenants forums	Report of the Strategic Director Finance and Corporate Services	Finance	Business plans deferred from 11-11-02
Planning Decision Making - the way forward	Economic development planning and transport	Details from the Planning Business Manager	Report of the Strategic Director Physical Environment	Environment	
(K) Licensing of Sex Shops	Culture and tourism	Details from the Strategic Director Housing Health and Community	Report of the Strategic Director Housing Health and Community	Social Well Being	
(K) Healthy Living Initiative	Health	Details from Neighbourhood Renewal Business Manager	Report of the Neighbourhood Renewal Business Manager	Social Well Being	

<i>Matter about which the decision is to be made</i>	<i>Portfolio</i>	<i>Who is to be consulted and how</i>	<i>Documents submitted to the decision maker</i>	<i>Overview & Scrutiny Committee</i>	<i>Comments.</i>
(K) Oxford Building Solutions Best Value Review	Housing	Oxfordshire Federation of Tenants' Associations	Report of the Strategic Director Housing Health and Community	Housing	
(K) Viring of monies within the HRA from planned maintenance to responsive repairs	Housing	Details from the Oxford Building Solutions Business Manager	Report of the Oxford Building Solutions Business Manager	Housing	Also to Council
(K) European City of Culture - Capital Bid	Strategic Finance	Details from the Strategic and Corporate Policy Business Manager	Report of the Strategic and Corporate Policy Business Manager	Finance	

Decisions to be taken by the Executive Board on 23rd December 200 (last date for representations - 28th November 2002)

<i>Matter about which the decision is to be made</i>	<i>Portfolio</i>	<i>Who is to be consulted and how</i>	<i>Documents submitted to the decision maker</i>	<i>Overview & Scrutiny Committee</i>	<i>Comments.</i>
Treasury Management Statement	Strategic Finance	Details from the Financial Management Business Manager	Report of the Strategic Director Finance and Corporate Services	Finance	
Community Centres Best Value Review	Leisure	Details from Neighbourhood Renewal Business Manager	Report of the Neighbourhood Renewal Business Manager	Social Well Being	
Capital Budget Monitoring	Strategic finance	Details from the Financial Management Business Manager	Report of the Strategic Director Finance and Corporate Services	Finance	
(K) Grants Budget Formulation	Culture and tourism	Details from Neighbourhood Renewal Business Manager	Report of Grants Officer	Finance	
(K) Oxford Social Lettings Agency	Housing	Details from Housing Management Business Manager	Report of the Housing Management Business Manager	Housing	

Decisions to be taken by the Executive Board on 13th January 2002 (last date for representations - 11th December 2002)

<i>Matter about which the decision is to be made</i>	<i>Portfolio</i>	<i>Who is to be consulted and how</i>	<i>Documents submitted to the decision maker</i>	<i>Overview & Scrutiny Committee</i>	<i>Comments.</i>
(K) LA Goods and Services Act - Inspection and Maintenance Work	Strategic Finance	Details from Strategic Director Physical Environment	Report of the Strategic Director Physical Environment	Finance	
(K) Second Draft Oxford Local Plan	Economic development planning and transport	Details from Planning Policy Manager	Report of the Planning Policy Manager	Environment	Also to Council - date to be confirmed
(K) Dispersed Foyer Scheme	Housing	Details from Neighbourhood Renewal Business Manager	Report of the Neighbourhood Renewal Business Manager	Housing	
(K) Racial Incident Reporting Policy and Procedure	Local services	Details from Neighbourhood Renewal Business Manager	Report of the Neighbourhood Renewal Business Manager	Social Well Being	
Disregard of war pensions for benefits claimants	Strategic finance	Details from the Revenues and Benefits Business Manager	Report of the Revenues and Benefits Business Manager	Finance	
Change of payment date for Council Tax and NNDR	Strategic finance	Details from the Revenues and Benefits Business Manager	Report of the Revenues and Benefits Business Manager	Finance	
(K) Garage Rent policy changes	Housing	Details from Housing Management Business Manager	Report of the Housing Management Business Manager	Housing	
Revenue Budget Monitoring	Strategic finance	Details from the Strategic Director Finance and Corporate Services	Report of the Strategic Director Finance and Corporate Services	Finance	

<i>Matter about which the decision is to be made</i>	<i>Portfolio</i>	<i>Who is to be consulted and how</i>	<i>Documents submitted to the decision maker</i>	<i>Overview & Scrutiny Committee</i>	<i>Item no.</i>
(K) Public Toilet Provision	Culture and Tourism	Details from City Works Business Manager	Report of City Works Business Manager	Environment	
(K) Leisure Centres Investment Major Project Appraisal	Strategic Finance	Details from Strategic Director Physical Environment	Report of Strategic Director Physical Environment	Finance	
(K) Warden and community alarm charges and impact of withdrawal of nightcare services	Housing	Details from Housing Management Business Manager	Report of the Housing Management Business Manager	Housing	

Decisions to be taken by the Executive Board on 24th February 2003 (last date for representations - 3rd February 2003)

<i>Matter about which the decision is to be made</i>	<i>Portfolio</i>	<i>Who is to be consulted and how</i>	<i>Documents submitted to the decision maker</i>	<i>Overview & Scrutiny Committee</i>	<i>Comments.</i>
Capital Budget Monitoring	Strategic finance	Details from the Strategic Director Finance and Corporate Services	Report of the Strategic Director Finance and Corporate Services	Finance	
(K) Finalise Budget 2003/2004	Strategic finance	Details from the Strategic Director Finance and Corporate Services	Report of the Strategic Director Finance and Corporate Services	Finance	Also to Council - date to be confirmed
(K) Proposed exclusions from the General Housing Register - Homelessness Act 2002	Housing	Details from Housing Management Business Manager	Report of the Housing Management Business Manager	Housing	
Treasury Management Statement	Strategic finance	Details from the Strategic Director Finance and Corporate Services	Report of the Strategic Director Finance and Corporate Services	Finance	
(K) Rent Arrears - HRA tenants policy change	Housing	Details from Housing Management Business Manager	Report of the Housing Management Business Manager	Housing	
Revenue Budget Monitoring	Strategic finance	Details from Strategic Director Finance and Corporate Services	Report of the Strategic Director Finance and Corporate Services	Finance	
(K) Telecommunications masts on Council housing property	Housing	Details from Housing Management Business Manager	Report of the Housing Management Business Manager	Housing	

The members of the decision-making bodies referred to in the Plan as at mid-November are as follows:

Executive Board: Councillors Baker, Susan Brown, Christian, Clarkson, Cook, Hollingsworth, Johnson, Price, Smith and Tarver.

Portfolio holders are as follows: Leader (Councillor Hollingsworth) - Strategic Finance; Deputy Leader (Councillor Baker) - Human Resources; Councillor Susan Brown - Crime and Community Safety; Councillor Christian - Culture and Tourism; Councillor Clarkson - Environment; Councillor Cook - Economic Development, Planning and Transport; Councillor Johnson - Leisure; Councillor Price - Property and IT; Councillor Smith - Housing; Councillor Tarver - Local Services.

Central South and West Area Committee: Councillors Brett, Cook, Mughal, Muir, Pressel, Price, Sargent and Woodin.

Cowley Area Committee: Councillors Beer, Beryl Keen, Bryan Keen, Mirza, Paskins and Taylor.

East Area Committee: Councillors Abbasi, Baker, Bartlett, Parker, Simmons and Tarver.

South East Area Committee: Councillors Buckingham, Craft, Florey, Sanders, Smith, Stannard, Tanner and Turner.

North Area Committee: Councillors Armitage, Stephen Brown, Campbell, Fooks, Goddard, Hollander, Redman and Roaf.

North East Area Committee: Councillors Allison, Susan Brown, Christian, Clarkson, Darke, Hollingsworth, Jan-Khan, Johnson, McAndrews, Rundle, Sinclair and Tall.

Membership of Overview and Scrutiny Committees

Finance and Performance Management - Councillors Stephen Brown, Campbell (Ch), Goddard, Bryan Keen, Muir, Paskin, Stannard, Tanner and Woodin

Housing - Councillors Florey, Beryl Keen, Mizra, McAndrews, Redman (Ch), Roaf, Rundle, Taylor and Turner

Social Well Being - Councillors Abbasi, Beer, Darke, Fiyaz Mughal (Ch), Jan-Khan, Beryl Keen, Palmer, Pressel and Tall

Environment - Councillors Armitage, Bartlett, Darke, Fooks (Ch), Hollander, Muir, Sanders, Simmons and Sinclair