

FORWARD PLAN FOR THE PERIOD 1 DECEMBER 2006 to 31 MARCH 2007

The Forward Plan gives advance information about all "key decisions" the Executive Board, Area Committees or 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 appropriate Forward Plan.

Key decisions

In financial terms, a "key decision" is one that is likely to result in the Council incurring expenditure or the making of savings that are significant with regard to the Council's budget for the related service or function.

The guidance figures for significant items in financial terms are £150,000 for General Fund or £200,000 for Housing Revenue Account. In more general terms, a "key decision" is one that 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.

Other decisions

Although it is not a statutory requirement, this Forward Plan also contains details of other matters likely to be considered by the Executive Board or other decision-makers, but which are not necessarily "key decisions". This includes prior consideration by the Executive Board of decisions that are to be taken by the Council.

Further information about the 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

Making Representations

If you wish to make representations about any matter listed on the Plan, then you must contact us at least 15 working days before the decision is due to be made. This can be done

- by email to [blammin@oxford](mailto:blammin@oxford.gov.uk) .gov.uk
- in writing to

Mrs Brenda Lammin
Town Hall
Blue Boar Street
Oxford
OX1 4EY

Inspection of documents

Reports to be submitted to the decision-maker are available for inspection at the offices of the Council five clear working days prior to the date on which the decision is due to be made.

EXECUTIVE PORTFOLIO DETAILS

MEMBER

PORTFOLIO

John Goddard (Leader)	Over-arching Responsibility
David Rundle (Deputy Leader)	Stronger Communities
Alan Armitage	Healthier Environment
Jean Fooks	Cleaner City
Patrick Murray	Improving Housing
Stephen Tall	Better Finances
Caroline van Zyl	Safer City

Key decisions can also be taken by Council officers – details below

EXECUTIVE MEMBER - JOHN GODDARD LEADER/OVERARCHING RESPONSIBILITY

DECEMBER

ITEM 1: Bonn Square – Major Project Approval

Target date: Executive Board 18 December 2006

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Planning Services Business Manager

Contact: Fiona Bartholomew ☎ 01865 252144

email: fbartholomew@oxford.gov.uk

Consultation: Widespread consultation was carried out on the scheme design and no further consultation is necessary at this stage

Scrutiny Committee Responsibility: Finance

ITEM 2: Future of the Trap Grounds

Target date: Executive Board 18 December 2006

Decision Type: Key

Is this item to be taken in public? Yes, but there is likely to be an exempt from publication appendix containing commercially sensitive information

Report of: Strategic Director, Housing, Health and Community

Contact: Michael Lawrence ☎ 01865 252472

email: mlawrence@oxford.gov.uk

Consultation: n/a

Scrutiny Committee Responsibility: Finance

JANUARY

ITEM 3: Business Continuity Planning

Target date: Executive Board 8 January 2007

Decision Type: Not key

Is this item to be taken in public? Yes

Report of: Strategic Director, Finance and Corporate Services

Contact: Adrienne Lingard ☎ 01865 252095

email: alingard@oxford.gov.uk

Consultation: n/a

Scrutiny Committee Responsibility: Finance

ITEM 4: Supplementary Planning Documents - Planning Obligations and Draft Parking Standards Transport Assessments and Travel Plans

Supplementary Planning Documents for adoption following consultation

Target date: Executive Board 8 or 29 January 2007, Council 12 February 2007

Decision Type: Not key

Is this item to be taken in public? Yes

Report of: Planning Services Business Manager

Consultation: Consultation has been carried out with members, stakeholders and the general public
Scrutiny Committee Responsibility: Environment

ITEM 5: Unitary Status

Target date: Executive Board - January 2007

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Chief Executive and Strategic Director, Finance and Corporate Services

Contact: Mark Luntley ☎ 01865 252394

email:mluntley@oxford.gov.uk

Peter McQuitty ☎ 01865 252780

email:pmcquitty@oxford.gov.uk

Consultation: n/a

Scrutiny Committee Responsibility: Finance

FEBRUARY

ITEM 6: Annual report on proposed expenditure of S106 contributions

Target date: 8 or 29 January 2007 Executive Board and 12 February Council

Decision type: Key

Is the item to be taken in public? Yes

Report of: Planning Services Business Manager

Contact: Lorraine Freeman ☎ 01865 252178

email:lfreeman@oxford.gov.uk

Consultation: n/a

Scrutiny Committee responsibility: Environment

EXECUTIVE MEMBER - DAVID RUNDLE STRONGER COMMUNITIES

No items have been submitted.

EXECUTIVE MEMBER ALAN ARMITAGE – HEALTHIER ENVIRONMENT

DECEMBER

ITEM 1. Museum of Oxford Free Admission

To evaluate the free admission trial at the Museum of Oxford and explore the opportunity to make it permanent

Target date: 18 December 2006 Executive Board

Decision type: Not key
Is the item to be taken in public? Yes
Report of: Leisure and Cultural Services Business Manager
Contact: Claire Newport ☎ 01865 477242
email: cnewport@oxford.gov.uk
Consultation: n/a
Scrutiny Committee responsibility: Environment

DECEMBER/JANUARY

ITEM 2. Leisure Best Value Review

A final report from the Leisure Best Value Review making recommendations for action

Target date: 18 December 2006, or 8 or 29 January 2007 Executive Board

Decision type: Key

Is the item to be taken in public? Yes

Report of: Strategic Director, Physical Environment

Contact: Margaret Mernagh, ☎ 01865 257232

email: mmernagh@oxford.gov.uk

Consultation: Finance Scrutiny Committee

Scrutiny Committee responsibility: Finance

FEBRUARY

ITEM 3: Playground Resurfacing – request for Major Project Approval and award of contract

Target date: Executive Board 19 February 2007

Decision type: Key

Is the item to be taken in public? Yes

Report of: Leisure and Cultural Services Business Manager

Contact: Ian Sheppard ☎ 01865 257273 email: isheppard@oxford.gov.uk

Consultation: n/a

Scrutiny responsibility: Environment

EXECUTIVE MEMBER JEAN FOOKS – CLEANER CITY

DECEMBER

ITEM 1: Funding for vehicles

Target date: 18 December 2006 Executive Board

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Interim City Works Business Manager
Contact: Philip Dunsdon ☎ 01865 252958 email: pdunsdon@oxford.gov.uk
Consultation: n/a
Scrutiny Committee Responsibility: Environment

ITEM 2: Status of Bus Shelters in Oxford – update

Target date: 18 December 2006 Executive Board (timing will depend on the progress of negotiations)

Decision Type: Key (provisionally)

Is this item to be taken in public? Uncertain – it will depend on the outcome of negotiations; even if the report is a public document it is very likely there will be an appendix containing commercially sensitive material that is exempt from publication

Report of: Interim City Works Business Manager

Contact: Kate Stratford ☎ 01865 252957 email: kstratford@oxford.gov.uk

Consultation: Environment Scrutiny Committee

Scrutiny Committee Responsibility: Environment

ITEM 3: Air Quality Management - Low Emission Zone Feasibility Study

Target date: 18 December 2006 Executive Board

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Environmental Health Business Manager

Contact: Trevor Dixon ☎ 01865 252296 email: tdixon@oxford.gov.uk

Consultation: Environment Scrutiny Committee 27 November and to the relevant Area Committees

Scrutiny Committee Responsibility: Environment

EXECUTIVE MEMBER

PATRICK MURRAY – IMPROVING HOUSING

DECEMBER

ITEM 1: Development of Council owned land at Wyatt Road – major project approval

Target date: 18 December 2006 Executive Board

Decision Type: Key

Is this item to be taken in public? Yes, but there will be an exempt from publication appendix containing valuation and financial details

Report of: Strategic Director, Housing, Health and Community

Contact: Steve Northey ☎ 01865 252717 email: snorthey@oxford.gov.uk

Consultation: Housing Scrutiny Committee and Housing Advisory Board

Scrutiny Committee Responsibility: Housing

ITEM 2: Sheltered Housing - options

Following a review/feasibility study of the Council's sheltered housing schemes the report will set out options and proposals for the future.

Target Date: 18 December Executive Board

Decision type: Key

Is the Item to be taken in public? Yes

Report of: Head of Oxford City Homes

Contacts: Roy Summers 01865 253608 rsummers@oxford.gov.uk

Consultation: Housing Advisory Board, Oxford Tenants Panel.

Scrutiny Committee Responsibility: Housing

ITEM 3: Special Needs Housing - options

There are a number of Council housing properties that are currently let to various partners for special needs purposes. The report will set out options and proposals for these properties.

Target Date: 18 December Executive Board

Decision type: Key

Is the Item to be taken in public? Yes

Report of: Head of Oxford City Homes

Contacts: Chris Pyle 01865 335411 cpyle@oxford.gov.uk

Consultation: Housing Advisory Board, Oxford Tenants Panel.

Scrutiny Committee Responsibility: Housing

ITEM 4: Housing Revenue Account Business Plan & Housing Revenue Account Asset Management Plan

The report will set out options and proposals for properties requiring extensive works to meet the decent homes standard.

Target Date: 18 December Executive Board

Decision type: Key

Is the Item to be taken in public? Yes

Report of: Strategic Director Housing Health and Community

Contacts: Graham Bourton, 01865 253634 gbourton@oxford.gov.uk, Roy Summers 01865 253608 rsummers@oxford.gov.uk, John Kulasek 01865 252137 jkulasek@oxford.gov.uk

Consultation: Housing Scrutiny, Housing Advisory Board, Finance Scrutiny, Oxford Tenants Panel.

Scrutiny Committee Responsibility: Housing

ITEM 5: HRA Estate Shops - options

There has recently been a review of the HRA shops on housing estates and the report will set out options and proposals for these properties

Target Date: 18 December Executive Board

Decision type: Key

Is the Item to be taken in public? Yes

Report of: Head of Oxford City Homes

Contacts: Geoff Corps 01865 335446 gcorps@oxford.gov.uk

Consultation: Housing Advisory Board, Oxford Tenants Panel.

Scrutiny Committee Responsibility: Housing

ITEM 6: HRA Properties requiring extensive works - options

Target Date: 18 December Executive Board

Decision type: Key

Is the Item to be taken in public? Yes

Report of: Strategic Director Housing Health and Community

Contacts: Chris Pyle 01865 335411 cpyle@oxford.gov.uk

Consultation: Housing Advisory Board, Oxford Tenants Panel.

Scrutiny Committee Responsibility: Housing

ITEM 7: Large HRA Properties (dwellings) - options

There are a number of large Council housing properties that are currently tenanted and in some cases under-occupied. The report will set out options and proposals for these properties

Target Date: 18 December Executive Board

Decision type: Key

Is the Item to be taken in public? Yes

Report of: Strategic Director Housing Health and Community

Contacts: Chris Pyle 01865 335411 cpyle@oxford.gov.uk

Consultation: Housing Advisory Board, Oxford Tenants Panel.

Scrutiny Committee Responsibility: Housing

JANUARY

ITEM 8: Choice Based Lettings and New Allocation Scheme

Target date: 8 or 29 January 2007 Executive Board and 12 February 2007 Council

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Community Housing Business Manager

Contact: Dave Scholes ☎ 01865 252636 email:dscholes@oxford.gov.uk

Consultation: Statutory consultation with key stakeholders; also Oxford Tenants' Panel, Housing Advisory Board and Housing Scrutiny Committee

Scrutiny Committee Responsibility: Housing

FEBRUARY

ITEM 9: Approval of three housing strategies following a period of consultation

The report will seek final approval from members for the Older People's Housing Strategy, the Black and Ethnic Minority Housing Strategy, and the Private Sector Housing Strategy, following amendments made following the consultation period.

Target date: 19 February 2007 Executive Board and to the next available Council meeting

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Community Housing Business Manager
Contact: Fiona Brown ☎ 01865 252633 email:fbrown@oxford.gov.uk
Consultation: A report has gone to members detailing the consultation plans on the draft strategies
Scrutiny Committee Responsibility: Housing

EXECUTIVE MEMBER STEPHEN TALL – BETTER FINANCES

DECEMBER

ITEM 1: Major project approval to award a contract to enable payments to be made to the Council at non-Council premises

Target date: 18 December 2006 Executive Board

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Facilities Management Business Manager

Contact: Ralph Adams ☎. 01865 252471 email: radams@oxford.gov.uk

Consultation: Internal users

Scrutiny Committee Responsibility: Finance

ITEM 2: Three Year Indicative Budget

Approval of draft budget for consultation in accordance with the Policy Framework procedure rules

Target date: 18 December 2006 Executive Board

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Strategic Director, Finance and Corporate Services

Contacts: Mark Luntley, Strategic Director ☎ 01865 252394
email: mluntley@oxford.gov.uk

Financial and Asset Management Business Manager

Sarah Fogden or Penny Garner ☎ 01865 252708

email: sfogden@oxford.gov.uk

email: pgardner@oxford.gov.uk

Consultation: Widespread consultation in accordance with Policy Framework requirements, to include scrutiny and area committees and business rate payers

Scrutiny Committee responsibility: Finance

ITEM 3: Central Office Accommodation

An update on progress surrounding the proposed development of St Aldate's Chambers and a request for authority to negotiate on the disposal of land relevant to the proposed development

Target date: 18 December 2006 Executive Board
Decision type: Not key
Is the item to be taken in public? No – exempt by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (information relating to the financial or business affairs of any particular person [including the authority holding that information])
Report of: Financial and Asset Management Business Manager
Contacts: Rachel Tregidga ☎ 01865 252802
email: rtregidga@oxford.gov.uk
Consultation: Finance Scrutiny Committee 30 November 2006
Scrutiny Committee responsibility: Finance

ITEM 4. Quarter 2 Performance Monitoring Report

Target date: 18 December 2006 Executive Board
Decision type: Not key
Is the item to be taken in public? Yes
Report of: Chief Executive
Contacts: Claire Taylor ☎ 01865 252743
email: ctaylor@oxford.gov.uk
Consultation: Finance Scrutiny Committee
Scrutiny Committee Responsibility: Finance

JANUARY

ITEM 5: Council Tax Base

Target date: 8 or 22 January 2007 Executive Board and 22 January Council
Decision type: Not key
Is the item to be taken in public? Yes
Report of: Strategic Director, Finance and Corporate Services
Contacts: Adrian Wood ☎ 01865 252619
email: awood@oxford.gov.uk
Consultation: Not applicable
Scrutiny Committee responsibility: Finance

ITEM 6: Three Year Budget 2007/08 to 2010/11

Target date: 29 January 2007 Executive Board and 12 February 2007 Council
Decision type: Not key
Is the item to be taken in public? Yes
Report of: Strategic Director, Finance and Corporate Services
Contacts: Mark Luntley, Strategic Director ☎ 01865 252394
email: mluntley@oxford.gov.uk
Financial and Asset Management Business Manager
Sarah Fogden or Penny Garner ☎ 01865 252708
email: pgardner@oxford.gov.uk
email: sfogden@oxford.gov.uk

Consultation: Widespread consultation in accordance with Policy Framework requirements, to include scrutiny and area committees and business rate payers
Scrutiny: Finance

FEBRUARY

ITEM 7. Quarter 3 Performance Monitoring Report

Target date: 19 February 2007 Executive Board

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Chief Executive

Contacts: Claire Taylor ☎ 01865 252743

email: ctaylor@oxford.gov.uk

Consultation: Finance Scrutiny Committee

Scrutiny Committee Responsibility: Finance

ITEM 8: Setting the Council Tax for 2007/08

Target date: 26 February 2007 Executive Board and Council

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Strategic Director, Finance and Corporate Services

Contacts: Adrian Wood ☎ 01865 252619

email: awood@oxford.gov.uk

Consultation: Not applicable

Scrutiny Committee responsibility: Finance

EXECUTIVE MEMBER

CAROLINE VAN ZYL – SAFER CITY

DECEMBER

ITEM 1: Social Inclusion Service Audit

Target date: 18 December 2006 Executive Board

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Strategy and Review Business Manager

Contact: Mark Fransham ☎ 01865 252797 email: mfransham@oxford.gov.uk

Consultation: An analysis of various consultation exercises will be undertaken to feed into the service audit. Report will go to Community Scrutiny Committee on 3 October 2006

Scrutiny Committee Responsibility: Community

ITEM 2: Oxford City Children and Young People’s Plan

This report will present an Oxford City Children and Young People’s Plan which identifies how the Council contributes towards the statutory Oxfordshire Children and Young People’s Plan

Target date: 18 December 2006 Executive Board

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Neighbourhood Renewal Business Manager

Contact: Mark Fransham ☎ 01865 252797 email: mfransham@oxford.gov.uk

Consultation: Consultation undertaken during development of the County-wide Plan. Further consultation on the City Plan will take place at a later date.

Scrutiny Committee Responsibility: Community

JANUARY

ITEM 3: Welfare Advice Provision

Review of welfare advice provision in the City and options for future procurement and funding arrangements

Target date: 8 or 29 January 2007 Executive Board

Decision type: Key

Is the item to be taken in public? Yes

Report of: Strategy and Review Business Manager

Contact: Penny Randall ☎ 01865 2521317 email: prandall@oxford.gov.uk

Consultation: Advice centre managers and trustees, Area Committees relevant Council officers

Scrutiny Committee Responsibility: Community

ITEM 4: Older People and Social Inclusion: audit of City Council targeted initiatives

This report follows on from the recent Social Inclusion Strategy and social inclusion services audit. It looks in more detail at City Council provision for older people and links in with the Older People’s Housing Strategy, the Private Sector Stock Condition Survey and the forthcoming Affordable Warmth Strategy.

Target date: 29 January 2007 Executive Board

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Strategy and Review Business Manager

Contact: Penny Randall ☎ 01865 2521317 email: prandall@oxford.gov.uk

Consultation: Neighbourhood Renewal and Environmental Health officers

Scrutiny Committee Responsibility: Community

KEY DECISIONS TO BE TAKEN BY OFFICERS

Decisions to be taken by the Chief Executive

None

Decisions to be taken by the Strategic Director, Finance and Corporate Services

None

Decisions to be taken by the Strategic Director, Housing, Health and Community

Papers submitted from time to time to the Supporting People Commissioning Body (delegated authority granted by the Executive Board on 19 May 2003)

DECEMBER

Draft Review of Five-year Strategy
Draft Annual Plan for 2007/08
Award of Inflationary Uplift for 2007/08
(These items may involve key decisions being made.)

MARCH

Review of Five-year Strategy
Annual Plan for 2007/08
Forward agendas
2006/07 grant budget report

Reports to the Supporting People Commissioning Body on 15 December and 23 March will be distributed by Oxfordshire County Council. For further details contact Julie Dean, at the County Council - email Julie.Dean@oxfordshire.gov.uk or telephone (0185) 815322

Papers submitted from time to time to the LIFT Strategic Partnering Board (delegated authority granted by the Executive Board on 16 September 2003)

None

Key Decisions to be taken by the Strategic Director, Housing, Health and Community following advice from the Housing Advisory Board (delegated authority granted to the Strategic Director by Council on 7 March 2005.)

None

Key Decisions to be taken by the Strategic Director, Physical Environment

None