

FORWARD PLAN FOR THE PERIOD 1 APRIL - 31 JULY 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

APRIL

ITEM 1: Supplementary Planning Document - Planning Obligations

Supplementary Planning Document for adoption following consultation

Target date: Executive Board 16 April 2007, Council 30 April 2007

Decision Type: Not key

Is this item to be taken in public? Yes

Report of: Planning Services Business Manager

Contact: Lyn Lawrence ☎ 01865 252166 [llawrence@oxford.gov.uk](mailto:l.lawrence@oxford.gov.uk)

Consultation: Widespread consultation has been carried out

Scrutiny Committee Responsibility: Environment

ITEM 2: Albion Place residential development – approval of terms with Capital Shopping Centres

Target date: Executive Board 16 April 2007

Decision Type: Not key

Is this item to be taken in public? No, exempt from publication by virtue of paragraph 3 of schedule 12A of the Local Government Act 1972

Report of: Financial and Asset Management Business Manager

Contact: John Kulasek ☎ 01865 252137 [jkulasek@oxford.gov.uk](mailto:j.kulasek@oxford.gov.uk)

Consultation: n/a

Scrutiny Committee Responsibility: Finance

ITEM 3: Draft Telecommunications Supplementary Planning Document:

Document to provide supplementary planning advice on the type of information, and level of detail, which will be expected alongside planning and prior approval applications for telecommunications development, including Health and Radiation Impact Analysis (HRIA).

Target date: 16 April 2007 Executive Board

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Planning Services Business Manager

Contact: Matthew Bates, ☎ 01865 252277 mbates@oxford.gov.uk

Consultation: Early public and stakeholder consultation has been undertaken prior to document preparation; draft document to all area committees

Scrutiny Committee responsibility: Environment

ITEM 4: Review of debt collection contract and proposals for the future

Target date: Executive Board 16 April 2007

Decision Type: Not key

Is this item to be taken in public? Yes

Report of: Revenues and Benefits Business Manager

Contact: Paul Warters ☎ 01865 252290 [pwarters@oxford.gov.uk](mailto:p.warters@oxford.gov.uk)

Consultation: n/a

Scrutiny Committee Responsibility: Finance

ITEM 5: Provisional target setting for all Best Value Performance Indicators (BVPIs) for 2007/08

Target date: Executive Board 16 April 2007

Decision Type: Not key

Is this item to be taken in public? Yes

Report of: Interim Chief Executive

Contact: Alan Brown ☎ 01865 252384 abrown@oxford.gov.uk

Consultation: Business managers and operational managers

Scrutiny Committee Responsibility: Finance

ITEM 6: Systems Thinking

Target date: Executive Board 16 April 2007

Decision Type: Key (provisionally)

Is this item to be taken in public? Yes

Report of: Interim Chief Executive

Contact: Brian Dinsdale ☎ 01865 252400 bdinsdale@oxford.gov.uk

Consultation: n/a

Scrutiny Committee Responsibility: Finance

MAY

ITEM 7: Organisational Change Policy – to include Discretionary Payment Policy (Pensions)

Target date: Executive Board 14 May 2007, Council 25 June 2007

Decision Type: Not key

Is this item to be taken in public? Yes

Report of: Human Resources Business Manager

Contacts: Sue Shutter ☎ 01865 252547 email: sshutter@oxford.gov.uk

Angela Bowman ☎ 01865 252140 email: abowman@oxford.gov.uk

Consultation: All staff, Finance Scrutiny Committee

Scrutiny Committee Responsibility: Finance

ITEM 8: Equal Pay Audit

Target date: Executive Board 14 May 2007

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Human Resources Business Manager

Contact: Sue Shutter ☎ 01865 252547 email: sshutter@oxford.gov.uk

Consultation: Trades Unions

Scrutiny Committee Responsibility: Finance

ITEM 9: West End Area Action Plan: Submission Draft

The document will set out policies to guide future development and change in the West End. It is to be submitted for Examination to the Secretary of State in June. A statutory 6 week consultation period will follow submission.

Target date: 14 May 2007 Executive Board and 21 May Council

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Planning Services Business Manager

Contact: Mark Jaggard ☎ 01865 252161 mjaggard@oxford.gov.uk

Consultation: The document has previously undergone wide public consultation, including a 6 week formal consultation period in September/October 2006.

Scrutiny Committee responsibility: Environment

JUNE

ITEM 10: Draft Balance of Dwellings Supplementary Planning Document

Document to provide supplementary planning advice on the delivery of a balanced and suitable distribution of dwelling types.

Target date: 18 June 2007 Executive Board

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Planning Services Business Manager

Contact: Tom Morris, ☎ 01865 252143 tmorris@oxford.gov.uk

Consultation: Early public and stakeholder consultation has been undertaken prior to document preparation

Scrutiny Committee responsibility: Housing Scrutiny Committee

ITEM 11: Performance Monitoring 2006/07 Year End Report

Target date: 18 June 2007 Executive Board

Decision type: Not key

Is the item to be taken in public? Yes

Report of: Interim Chief Executive

Contact: Claire Taylor ☎ 01865 252743
email: ctaylor@oxford.gov.uk

Consultation: Finance Scrutiny Committee

Scrutiny Committee responsibility: Finance

EXECUTIVE MEMBER - DAVID RUNDLE STRONGER COMMUNITIES

No items submitted

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EXECUTIVE MEMBER ALAN ARMITAGE – HEALTHIER ENVIRONMENT

APRIL

ITEM 1. Leisure Best Value Review/Indoor Facilities Review

Target date: 16 April 2007 Executive Board

Decision type: Key

Is the item to be taken in public? Yes

Report of: Strategic Director, Physical Environment
Contact: Mags Mernagh, ☎ 01865 257232
email: mmernagh@oxford.gov.uk
Consultation: Finance/Environment Scrutiny Committees
Scrutiny Committee responsibility: Finance/Environment

ITEM 2. Play Facility Action Framework

Target date: 16 April 2007 Executive Board
Decision type: Key
Is the item to be taken in public? Yes
Report of: Leisure and Cultural Services Business Manager
Contact: John Wade ☎ 01865 467255
email: jwade@oxford.gov.uk
Consultation: All Area Committees late 2006 – an extension to the public consultation period was agreed by Executive Board on 18 December 2006
Scrutiny Committee responsibility: Environment

**EXECUTIVE MEMBER
JEAN FOOKS – CLEANER CITY**

APRIL

ITEM 1: Bus Shelters in Oxford

Target date: 16 April 2007 Executive Board
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 2: Building Regulation charges

A new scale of charges needs to be agreed to cover service costs and keep pace with the market in building control
Target date: 16 April 2007 Executive Board
Decision Type: Key
Is this item to be taken in public? Yes
Report of: Environmental Health Business Manager
Contact: John Hill ☎ 01865 252762 email: jhill@oxford.gov.uk
Consultation: n/a
Scrutiny Committee Responsibility: Environment

MAY

ITEM 3: Winter Gritting – optimising service City-wide

Target date: 14 May 2007 Executive Board
Decision Type: Key
Is this item to be taken in public? Yes
Report of: Interim City Works Business Manager
Contact: Phil Dunsdon ☎ 01865 252958 email: pdunsdon@oxford.gov.uk
Consultation: Environment Scrutiny Committee
Scrutiny Committee Responsibility: Environment

JULY

ITEM 4: Air Quality Management - Low Emission Zone Feasibility Study

Target date: 16 July 2007 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 and the relevant Area Committees
Scrutiny Committee Responsibility: Environment

EXECUTIVE MEMBER

PATRICK MURRAY – IMPROVING HOUSING

APRIL

ITEM 1: Mascall Avenue (The Slade) - disposal

Target date: 16 April 2007 Executive Board
Decision Type: Key
Is this item to be taken in public? Yes, but there will be an exempt from publication appendix containing details of offers received
Report of: Financial and Asset Management Business Manager
Contact: John Kulasek ☎ 01865 252137 email: jkulasek@oxford.gov.uk
Consultation: Housing Advisory Board
Scrutiny Committee Responsibility: Finance

ITEM 2: Options for HRA premises in Iffley Road

Target date: 16 April 2007 Executive Board
Decision Type: Key
Is this item to be taken in public? Yes, but there will be an exempt from publication appendix containing financial information
Report of: Financial and Asset Management Business Manager
Contact: John Kulasek ☎ 01865 252137 email: jkulasek@oxford.gov.uk
Consultation: Housing Advisory Board
Scrutiny Committee Responsibility: Housing

ITEM 3: Choice Based Lettings and New Allocation Scheme

Target date: 16 April 2007 Executive Board and 30 April 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

ITEM 4: Sub regional Choice Based Lettings and Budget Allocation

Report to recommend expenditure by Oxford City Council on the sub-regional CBL initiative, for which Oxford City Council is the lead partner and has been awarded specific Government funding on behalf of the Oxfordshire sub-regional CBL partnership

Target date: 16 April 2007 Executive Board

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: Housing Scrutiny Committee, Vale of White Horse District Council, South Oxfordshire District Council, Cherwell District Council, Registered Social Landlord partners and other key stakeholders

Scrutiny Committee Responsibility: Housing

ITEM 5: Decent Homes Programme 2007/08 – Major Project Approval

Target date: 16 April 2007 Executive Board

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Head of Oxford City Homes

Contact: Chris Pyle ☎ 01865 335411 email:cpyle@oxford.gov.uk

Consultation: Oxford City council Tenants' Panel

Scrutiny Committee Responsibility: Housing/Finance

ITEM 6: Options for a block of four flats at Rose Hill

Structural defects have prompted an assessment of the options for this block, which currently has 3 out of the 4 units vacant

Target date: 16 April 2007 Executive Board

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Head of Oxford City Homes

Contact: Chris Pyle ☎ 01865 335411 email:cpyle@oxford.gov.uk

Consultation: Oxford Tenants' Panel, Housing Advisory Board

Scrutiny Committee Responsibility: Housing/Finance

ITEM 7: Options for 2 HRA properties

The report will give options for properties in Cricket Road and Cowley Road. Both are leased to special needs providers. One is currently vacant, the other is occupied but the lease expires shortly.

Target date: 16 April 2007 Executive Board

Decision Type: Key

Is this item to be taken in public? Yes

Report of: Head of Oxford City Homes
Contact: Chris Pyle ☎ 01865 335411 email:cpyle@oxford.gov.uk
Consultation: Oxford Tenants' Panel, Housing Advisory Board
Scrutiny Committee Responsibility: Housing/Finance

EXECUTIVE MEMBER STEPHEN TALL – BETTER FINANCES

APRIL

ITEM 1: 59-69 George Street – Extension of Lease

Target Date: 16 April 2007 Executive Board

Decision type: Not key

Is the Item to be taken in public? Exempt from publication report containing financial aspects of the proposed transactions

Report of: Financial and Asset Management Business Manager

Contact: John Kulasek ☎ 01865 252137 email:jkulasek@oxford.gov.uk

Consultation: n/a

Scrutiny Committee Responsibility: Finance

ITEM 2: Oxford Story, Broad Street – Lease Arrangements

Target Date: 16 April 2007 Executive Board

Decision type: Not key

Is the Item to be taken in public? Exempt from publication report containing financial aspects of the proposed transactions

Report of: Financial and Asset Management Business Manager

Contact: John Kulasek ☎ 01865 252137 email:jkulasek@oxford.gov.uk

Consultation: n/a

Scrutiny Committee Responsibility: Finance

ITEM 3: Budget 2007/08 – confirmation of final position and monitoring

Target Date: 16 April 2007 Executive Board

Decision type: Not key

Is the Item to be taken in public? Yes

Report of: Financial and Asset Management Business Manager

Contact: Sarah Fogden/Penny Gardner ☎ 01865 252708
email:sfogden@oxford.gov.uk or pgardner@oxford.gov.uk

Consultation: no details given

Scrutiny Committee Responsibility: Finance

ITEM 4: Medium Term Financial Strategy 2008-09 to 2012-13

Target Date: 16 April 2007 Executive Board

Decision type: Key

Is the Item to be taken in public? Yes

Report of: Financial and Asset Management Business Manager

Contact: Sarah Fogden/Penny Gardner ☎ 01865 252708
email:sfogden@oxford.gov.uk or pgardner@oxford.gov.uk

Consultation: no details given
Scrutiny Committee Responsibility: Finance

ITEM 5: Approval of contract with the Big Oxford Computing Company (BOCC) for building, maintaining and hosting the Council's Internet Website

Target Date: 16 April 2007 Executive Board

Decision type: Not key

Is the Item to be taken in public? Yes

Report of: Business Systems Business Manager

Contact: Rob Sproule ☎ 01865 252284 email:rsroule@oxford.gov.uk

Consultation: n/a

Scrutiny Committee Responsibility: Finance

MAY

ITEM 6: Year end financial monitoring report 2006/07

To note the year-end financial position and approve any carry forwards

Target Date: 14 May 2007 Executive Board

Decision type: Not key

Is the Item to be taken in public? Yes

Report of: Financial and Asset Management Business Manager

Contact: Sarah Fogden/Penny Gardner ☎ 01865 252708
email:sfogden@oxford.gov.uk or pgardner@oxford.gov.uk

Consultation: Finance Scrutiny Committee

Scrutiny Committee Responsibility: Finance

ITEM 7: Options for the partial redevelopment of St. Aldate's Chambers, disposal of Queen Street properties and relocation of staff into suitable accommodation

Target Date: 14 May 2007 Executive Board

Decision type: Key

Is the Item to be taken in public? Yes, but there will be an exempt from publication appendix containing financial aspects of the proposed transactions

Report of: Financial and Asset Management Business Manager

Contact: John Kulasek ☎ 01865 252137 email:jkulasek@oxford.gov.uk

Consultation: Finance Scrutiny Committee, Human Resources, Business Systems and Customer Services Business Managers, Business Managers of staff affected by the proposals

Scrutiny Committee Responsibility: Finance

MAY/JUNE

ITEM 8: Major Project Approval for renewing the Council's ICT infrastructure (PCs, server and networks)

Target Date: 14 May or 18 June 2007 Executive Board

Decision type: Key

Is the Item to be taken in public? Yes

Report of: Business Systems Business Manager

Contact: Adrienne Lingard ☎ 01865 252095 email:alingard@oxford.gov.uk

Consultation: n/a

Scrutiny Committee Responsibility: Finance

EXECUTIVE MEMBER

CAROLINE VAN ZYL – SAFER CITY

No items submitted

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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: None

Papers submitted from time to time to the Supporting People Commissioning Body (delegated authority granted by the Executive Board on 19 May 2003): None

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