

FORWARD PLAN FOR THE PERIOD JUNE - SEPTEMBER 2014

The Forward Plan gives information about all executive decisions (including "key decisions") the City Executive Board is expected to take over the forthcoming four-month period. It also contains information about key decisions, and decisions of significance to be taken by other council committees, and by Council itself, that 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 Forward Plan for 28 days before the key decision is made. The Forward Plan also contains information about matters that are likely to be taken in private.

Key decisions

A key decision as defined in Regulations means an executive decision which is likely:-

- (a) 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; or
- (b) To be significant in terms of its effects on communities living or working in an area comprising two or more wards in the council's area.

The guidance figures for significant items in financial terms as far as the City Council is concerned is £500,000.

Private meetings

Part or the whole or some or all of the matters in this Forward Plan may be taken at a meeting not open in part or in whole to the press or public on one of the grounds in the Local Government (Access to Information) (Variation) Order 2006. Where a matter is likely to be taken in whole or in part in private, this is indicated in the details about that matter.

Making representations on matters or objections to taking matters in private

If you wish to make representations about any matter listed in the Forward Plan, or about taking any part of a matter in private then you must contact us at least 7 working days before the decision is due to be made. This can be done by email to democraticservices@oxford.gov.uk or in writing to:

Democratic Services
St Aldate's Chamber
St Aldate's Street
Oxford, OX1 1DS

Inspection of documents

Reports to be submitted to the decision-maker together with background papers to those reports as listed in the reports are available for inspection at the offices of the Council and appear on our website 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

Further information about the Council's 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

CITY EXECUTIVE BOARD MEMBERSHIP AND RESPONSIBILITIES

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

JUNE

ITEM 1:	LOW CARBON HUB CONSTRUCTION FACILITY
Report to consider the implications and approval the granting of a loan to Low Carbon Hub to assist in the delivery of renewable energy projects.	
Target Date:	June 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Finance, Efficiency and Strategic Asset Management
Is this item to be taken in public?	No Paragraph 3 Schedule 12A Local Government Act 1972
Report of:	Head of Finance
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk

JULY

ITEM 2:	ANTI-SOCIAL BEHAVIOUR POLICY
This report will present an anti-social behaviour policy for adoption by the Board.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Education, Crime and Community Safety
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	Richard J Adams Tel: 01865 252283 rjadams@oxford.gov.uk

ITEM 3:	APPOINTMENT TO OUTSIDE BODIES 2014
To appoint Council representatives to outside bodies for the forthcoming year	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Corporate Governance, Strategic Partnerships and Economic Development
Is this item to be taken in public?	Yes
Report of:	Head of Law and Governance
Contact:	Sarah Claridge sclaridge@oxford.gov.uk

ITEM 4:	BUSINESS IN THE COMMUNITY - WORKING IN PARTNERSHIP
This report will concern the fostering of school business links and supporting jobs for young people.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Not Key
Executive lead member:	Corporate Governance, Strategic Partnerships

	and Economic Development
Is this item to be taken in public?	Yes
Report of:	Executive Director City Regeneration and Housing
Contact:	Simon Howick Tel: 01865 252547 showick@oxford.gov.uk

ITEM 5:	COMMUNITY AND VOLUNTARY ORGANISATIONS GRANT MONITORING FEEDBACK 2013-14
This report will inform the Board of the achievements reported by groups funded through the community and voluntary organisations' grants programme in 2013-14.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Not Key
Executive lead member:	Executive Board Member for Young People, Education and Community Development
Is this item to be taken in public?	Yes
Report of:	Head of Leisure, Parks and Communities
Contact:	Julia Tomkins jtomkins@oxford.gov.uk

ITEM 6:	COMMUNITY ENGAGEMENT PLAN 2014-2017 - ADOPTION OF PLAN
Target Date:	3 Jul 2014 14 Jul 2014
Decision Taker	City Executive Board Council
Is this a Key Decision?	Not Key
Executive lead member:	Corporate Governance, Strategic Partnerships and Economic Development Corporate Governance, Strategic Partnerships and Economic Development
Is this item to be taken in public?	Yes
Report of:	Executive Director Community Services
Contact:	Peter McQuitty Tel: 01865 252780 pmcquitty@oxford.gov.uk

ITEM 7:	FINANCE, PERFORMANCE AND RISK - END OF YEAR REPORT
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Not Key
Executive lead member:	Finance, Efficiency and Strategic Asset Management
Is this item to be taken in public?	Yes
Report of:	Executive Director Organisational Development and Corporate Services
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk, Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 8:	FRIDESWIDE SQUARE PROJECT - CAPITAL COST CONTRIBUTION
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	City Development
Is this item to be taken in public?	No Paragraph 3 Schedule 12A Local Government Act 1972
Report of:	Head of City Development
Contact:	Michael Crofton-Briggs mcrofton briggs@oxford.gov.uk

ITEM 9:	HOUSING STRATEGY 2012 - 2015 ACTION PLAN
This report will propose updates to the Housing Strategy action plan as a prelude to the new 2015 – 2018 Action Plan.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing and Property
Contact:	Gary Parsons gparsons@oxford.gov.uk

ITEM 10:	PARKING ON HRA LAND
This report will present options for the control of resident parking on HRA land.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing and Property
Contact:	Alison Dalton adalton@oxford.gov.uk

ITEM 11:	SOCIAL INCLUSION FUND
This report will set out funding recommendations from the social inclusion grants panel to community and voluntary groups.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Not Key
Executive lead member:	Youth and Communities
Is this item to be taken in public?	Yes
Report of:	Head of Leisure, Parks and Communities
Contact:	Luke Nipen lnipen@oxford.gov.uk

ITEM 12:	TENANCY FRAUD AMNESTY
The Council are looking to run a campaign in the summer 2014 to encourage tenants who are sub-letting to return the keys to their council properties without fear of being prosecuted. The amnesty will run for a 2 month period and may require a temporary departure from housing policy in respect of giving a week notice period.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes

Executive lead member:	Finance, Efficiency and Strategic Asset Management, Housing
Is this item to be taken in public?	Yes
Report of:	Executive Director City Regeneration and Housing
Contact:	Catherine Jones Tel: 01865 252365 cjones@oxford.gov.uk

ITEM 13:	TOWER BLOCKS REFURBISHMENT
This report will seek approval to the grant of delegated authority to the Strategic Director, City Regeneration to appoint the principal contractor to undertake construction works for the tower blocks refurbishment scheme.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Housing
Is this item to be taken in public?	No Paragraph 3 Schedule 12A Local Government Act 1972
Report of:	Head of Housing and Property
Contact:	Jack Bradley jbradley@oxford.gov.uk

ITEM 14:	FINANCIAL INCLUSION STRATEGY
In March, CEB adopted the Draft Financial Inclusion Strategy. Following public consultation, the revised Strategy will need to be agreed.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Benefits and Customer Services
Is this item to be taken in public?	Yes
Report of:	Head of Customer Services
Contact:	Paul Wilding Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 15:	DISCRETIONARY HOUSING PAYMENT POLICY
To make recommendations to revise the existing Discretionary Housing Payment Policy	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Benefits and Customer Services
Is this item to be taken in public?	Yes
Report of:	Head of Housing and Property
Contact:	Paul Wilding Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 16:	EXPENS DELIVERY STRATEGY
The report provides an update on progress on delivery of the Oxpens regeneration project and asks for approval for the budget to move it forward.	
Target Date:	3 Jul 2014 14 Jul 2014
Decision Taker	City Executive Board

	Council
Is this a Key Decision?	Yes
Executive lead member:	City Development, Finance, Efficiency and Strategic Asset Management Corporate Governance, Strategic Partnerships and Economic Development
Is this item to be taken in public?	No Paragraph 3 Schedule 12A Local Government Act 1972
Report of:	Executive Director City Regeneration and Housing Head of City Development
Contact:	Fiona Piercy fpiercy@oxford.gov.uk

ITEM 17:	SALE OF SUB STATION SITES
Proposal recommending disposal of freehold interest in 84 sub-station sites across the city to Scottish and Southern Electric.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Finance, Efficiency and Strategic Asset Management
Is this item to be taken in public?	No Paragraph 3 Schedule 12A Local Government Act 1972
Report of:	Regeneration and Major Projects Service Manager
Contact:	Mike Scott mwscott@oxford.gov.uk

ITEM 18:	PROTECTING THE PUBLIC PURSE - THE FUTURE OF THE INVESTIGATION SERVICE
<p>The announcement by the DWP that Housing Benefit Investigation case loads and Investigation Officers who predominately work on suspected welfare benefit fraud will transfer over to DWP from October 2014. The actual date of the Oxford City Council transfer is 1st February 2015. This transfer affects the Council's ability to fight fraud locally, giving assurance to the public.</p> <p>The preventing, investigating and deterring fraud against the Council is reliant on the Council decision to retain the Investigation Officer posts and resource considered to be in scope to transfer over to the SFIS. 4 posts (3FTE) currently fall in scope; 2 fulltime Investigation Officer posts and 2 part time Intelligence Officer posts.</p>	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Finance, Efficiency and Strategic Asset Management
Is this item to be taken in public?	No Paragraph 3 Schedule 12A Local Government Act 1972
Report of:	Head of Finance
Contact:	Carol Quanton Tel: 01865 252478 cquanton@oxford.gov.uk

ITEM 19:	LOCAL OFFER FOR ANTI-SOCIAL BEHAVIOUR, REPAIRS AND PLANNED MAINTENANCE
To approve the service contracts (Local Offer) for Anti-Social Behaviour, repairs and planned maintenance as negotiated between Oxford City Council Tenants and the relevant Council services.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing and Property
Contact:	Simon Warde swarde@oxford.gov.uk

ITEM 20:	HOUSING STOCK ENERGY EFFICIENCY IMPROVEMENTS
Update and amendment to initial report which went to CEB in December 2013	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Housing
Is this item to be taken in public?	Yes
Report of:	Executive Director City Regeneration and Housing
Contact:	Deborah Haynes dhaynes@oxford.gov.uk

ITEM 21:	REVIEW OF THE SECURE TENANCY AGREEMENT
The report details the proposed revisions to the terms and conditions of the Council's secure tenancy agreement in response to significant changes to national policy including the Housing and Regeneration Act 2011, the Localism Act 2011, Social Housing Fraud Act 2013, welfare reform and revised Right to Buy. In addition the housing landlord service has undergone a fundamental restructure, moving away from generic housing management roles to specialist teams across the Council. This means that there have been significant changes to procedures, including tenancy management, tenancy sustainment, antisocial behaviour and tenant involvement.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing and Property
Contact:	Alison Dalton adalton@oxford.gov.uk

ITEM 22:	PROPOSED PURCHASE OF FENCHURCH COURT INDUSTRIAL ESTATE
Council Officers have identified a suitable investment opportunity to consider for purchase and add to the Council's commercial property portfolio. The property is available on the open market and authority is required to proceed with this purchase.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Finance, Efficiency and Strategic Asset Management
Is this item to be taken in public?	No

	Paragraph 3 Schedule 12A Local Government Act 1972
Report of:	Jane Winfield, David Edwards
Contact:	Nick Twigg ntwigg@oxford.gov.uk

ITEM 23:	OXFORD GROWTH: GRENOBLE ROAD DEVELOPMENT
Update report and request for approval to enter discussions.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Corporate Governance, Strategic Partnerships and Economic Development
Is this item to be taken in public?	No Paragraph 2 Schedule 12A Local Government Act 1972
Report of:	Executive Director City Regeneration and Housing
Contact:	David Edwards dedwards@oxford.gov.uk

ITEM 24:	NORTHERN GATEWAY AREA ACTION PLAN: PROPOSED SUBMISSION DOCUMENT
Target Date:	14 Jul 2014
Decision Taker	Council
Is this a Key Decision?	Yes
Executive lead member:	City Development
Is this item to be taken in public?	Yes
Report of:	Head of City Development
Contact:	Rachel Williams rwilliams@oxford.gov.uk

AUGUST

SEPTEMBER

ITEM 25:	DIGITAL PATHWAYS TO SOCIAL INCLUSION
This report will be an impact study of home internet access and integrated support strategies for workless households	
Target Date:	10 Sep 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Corporate Governance, Strategic Partnerships and Economic Development
Is this item to be taken in public?	Yes
Report of:	Head of Policy Culture and Communications
Contact:	Val Johnson vjohnson@oxford.gov.uk

ITEM 26:	HORSPATH ROAD SPORTS PAVILION - REMODELLING OPTIONS
This report will review the options for remodelling the Horspath Road sports pavilion and for improving sports provision at Horspath Road.	
Target Date:	3 Jul 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Not Key
Executive lead member:	Leisure Services
Is this item to be taken in public?	Yes
Report of:	Head of Leisure, Parks and Communities
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 27:	LAND QUALITY STRATEGY
This report will propose the adoption of a land quality strategy for Oxford.	
Target Date:	10 Sep 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Not Key
Executive lead member:	Cleaner, Greener Oxford
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	John Copley Tel: 01865 252386 jcopley@oxford.gov.uk

ITEM 28:	LEASEHOLDER PAYMENT OPTIONS FOR MAJOR WORKS
Report to identify and select the preferred repayment options to be made available to dwelling leaseholders with regards to rechargeable major repairs undertaken by the Council to their block of flats.	
Target Date:	10 Sep 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Housing
Is this item to be taken in public?	No Paragraph 3 Schedule 12A Local Government Act 1972
Report of:	Head of Finance, Head of Housing and Property
Contact:	David Watt dwatt@oxford.gov.uk

ITEM 29:	OXFUTURES - MOBILISING LOCAL ENERGY INVESTMENT
This report will be for the Board's information and will update the Board on the subject before a report is submitted concerning the drawing down of further grant monies.	
Target Date:	10 Sep 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Not Key
Executive lead member:	Cleaner, Greener Oxford
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	Jo Colwell jcolwell@oxford.gov.uk

ITEM 30:	TOWARDS MENTAL WELLBEING AND COMMUNITY RESILIENCE IN OXFORD.
A policy statement which sets out how Oxford City Council's support for mental wellbeing and outlining some specific actions. This document sets out what the council is already doing towards the aims set out in the motion and what else it plans to do.	
Target Date:	10 Sep 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Finance, Efficiency and Strategic Asset Management
Is this item to be taken in public?	Yes
Report of:	Head of Policy Culture and Communications
Contact:	Kathrin Luddecke KLUDECKE2@oxford.gov.uk

ITEM 31:	LEISURE & WELLBEING STRATEGY
Target Date:	10 Sep 2014
Decision Taker	City Executive Board
Is this a Key Decision?	Yes
Executive lead member:	Leisure Services
Is this item to be taken in public?	Yes
Report of:	Head of Leisure, Parks and Communities
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk

BEYOND THE LIFE OF THIS PLAN