

# FORWARD PLAN FOR THE PERIOD JULY - 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](mailto: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](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

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](http://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

## JULY

<b>ITEM 1:</b>	<b>ANTI-SOCIAL BEHAVIOUR POLICY</b>
This report will present an anti-social behaviour policy for adoption by the Board.	
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Educational Attainment and Youth Ambition
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Environmental Development
<b>Contact:</b>	Richard J Adams Tel: 01865 252283 rjadams@oxford.gov.uk

<b>ITEM 2:</b>	<b>APPOINTMENT TO OUTSIDE BODIES 2014</b>
To appoint Council representatives to outside bodies for the forthcoming year	
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Corporate Strategy, Economic Development and Planning
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Law and Governance
<b>Contact:</b>	Sarah Claridge sclaridge@oxford.gov.uk

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

<b>ITEM 4:</b>	<b>COMMUNITY ENGAGEMENT PLAN 2014-2017 - ADOPTION OF PLAN</b>
<b>Target Date:</b>	3 Jul 2014 14 Jul 2014
<b>Decision Taker</b>	City Executive Board Council
<b>Is this a Key Decision?</b>	Not Key
<b>Executive lead member:</b>	Corporate Strategy, Economic Development and Planning
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Executive Director Community Services
<b>Contact:</b>	Peter McQuitty Tel: 01865 252780

	pmcquitty@oxford.gov.uk
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<b>ITEM 5:</b>	<b>FINANCE, PERFORMANCE AND RISK - END OF YEAR REPORT</b>
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Not Key
<b>Executive lead member:</b>	Finance, Asset Management and Public Health
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Executive Director Organisational Development and Corporate Services
<b>Contact:</b>	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk, Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk

<b>ITEM 6:</b>	<b>FINANCIAL INCLUSION STRATEGY</b>
In March, CEB adopted the Draft Financial Inclusion Strategy. Following public consultation, the revised Strategy will need to be agreed.	
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Customer Services and Social Inclusion
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Customer Services
<b>Contact:</b>	Paul Wilding Tel: 01865 252461 pwilding@oxford.gov.uk

<b>ITEM 7:</b>	<b>FRIDESWIDE SQUARE PROJECT - CAPITAL COST CONTRIBUTION</b>
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Corporate Strategy, Economic Development and Planning
<b>Is this item to be taken in public?</b>	No Paragraph 3 Schedule 12A Local Government Act 1972
<b>Report of:</b>	Head of City Development
<b>Contact:</b>	Michael Crofton-Briggs mcrofton-briggs@oxford.gov.uk

<b>ITEM 8:</b>	<b>HOUSING STOCK ENERGY EFFICIENCY IMPROVEMENTS</b>
Update and amendment to initial report which went to CEB in December 2013	
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Housing and Estate Regeneration
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Executive Director City Regeneration and Housing
<b>Contact:</b>	Deborah Haynes dhaynes@oxford.gov.uk

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

<b>ITEM 10:</b>	<b>LOCAL OFFER FOR ANTI-SOCIAL BEHAVIOUR, REPAIRS AND PLANNED MAINTENANCE</b>
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.	
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Housing and Estate Regeneration
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Housing and Property
<b>Contact:</b>	Simon Warde swarde@oxford.gov.uk

<b>ITEM 11:</b>	<b>OXFORD GROWTH: GRENOBLE ROAD DEVELOPMENT</b>
Update report and request for approval to enter discussions.	
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Corporate Strategy, Economic Development and Planning
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Executive Director City Regeneration and Housing
<b>Contact:</b>	David Edwards dedwards@oxford.gov.uk

<b>ITEM 12:</b>	<b>OXPENS DELIVERY STRATEGY</b>
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.	
<b>Target Date:</b>	3 Jul 2014 14 Jul 2014
<b>Decision Taker</b>	City Executive Board Council
<b>Is this a Key Decision?</b>	No Paragraph 3 Schedule 12A Local Government Act 1972
<b>Executive lead members:</b>	Finance, Asset Management and Public Health Corporate Strategy, Economic Development and Planning
<b>Is this item to be taken in public?</b>	Yes

<b>Report of:</b>	Executive Director City Regeneration and Housing Head of City Development
<b>Contact:</b>	Fiona Piercy fpiercy@oxford.gov.uk

<b>ITEM 13:</b>	<b>PARKING ON HRA LAND</b>
This report will present options for the control of resident parking on HRA land.	
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Housing and Estate Regeneration
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Housing and Property
<b>Contact:</b>	Alison Dalton adalton@oxford.gov.uk

<b>ITEM 14:</b>	<b>REVIEW OF THE SECURE TENANCY AGREEMENT</b>
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.	
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Housing and Estate Regeneration
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Housing and Property
<b>Contact:</b>	Alison Dalton adalton@oxford.gov.uk

<b>ITEM 15:</b>	<b>SALE OF SUB STATION SITES</b>
Proposal recommending disposal of freehold interest in 84 sub-station sites across the city to Scottish and Southern Electric.	
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Finance, Asset Management and Public Health
<b>Is this item to be taken in public?</b>	No Paragraph 3 Schedule 12A Local Government Act 1972
<b>Report of:</b>	Regeneration and Major Projects Service Manager
<b>Contact:</b>	Mike Scott mwscott@oxford.gov.uk

<b>ITEM 16:</b>	<b>SOCIAL INCLUSION FUND</b>
This report will set out funding recommendations from the social inclusion grants panel to community and voluntary groups.	
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Not Key
<b>Executive lead member:</b>	Culture and Communities
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Leisure, Parks and Communities
<b>Contact:</b>	Luke Nipen lnipen@oxford.gov.uk

<b>ITEM 17:</b>	<b>TENANCY FRAUD AMNESTY</b>
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.	
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead members:</b>	Finance, Asset Management and Public Health, Housing and Estate Regeneration
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Executive Director City Regeneration and Housing
<b>Contact:</b>	Catherine Jones Tel: 01865 252365 cjones@oxford.gov.uk

<b>ITEM 18:</b>	<b>TOWER BLOCKS REFURBISHMENT</b>
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.	
<b>Target Date:</b>	3 Jul 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Housing and Estate Regeneration
<b>Is this item to be taken in public?</b>	No Paragraph 3 Schedule 12A Local Government Act 1972
<b>Report of:</b>	Head of Housing and Property
<b>Contact:</b>	Jack Bradley jbradley@oxford.gov.uk

<b>ITEM 19:</b>	<b>NORTHERN GATEWAY AREA ACTION PLAN: PROPOSED SUBMISSION DOCUMENT</b>
<b>Target Date:</b>	14 Jul 2014
<b>Decision Taker</b>	Council
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Corporate Strategy, Economic Development and Planning
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of City Development
<b>Contact:</b>	Rachel Williams rwilliams@oxford.gov.uk

<b>ITEM 20:</b>	<b>ACQUISITION OF INTERMEDIARY LEASEHOLD, HORSPATH ROAD INDUSTRIAL ESTATE</b>
<b>Target Date:</b>	3 July 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Finance, Asset Management and Public Health
<b>Is this item to be taken in public?</b>	No Paragraph 3 Schedule 12A Local Government Act 1972
<b>Report of:</b>	Regeneration and Major Projects Service Manager
<b>Contact:</b>	Julia Castle jcastle@oxford.gov.uk

## AUGUST

## SEPTEMBER

<b>ITEM 21:</b>	<b>BUSINESS IN THE COMMUNITY - WORKING IN PARTNERSHIP</b>
This report will concern the fostering of school business links and supporting jobs for young people.	
<b>Target Date:</b>	10 Sep 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Not Key
<b>Executive lead member:</b>	Corporate Strategy, Economic Development and Planning
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Executive Director City Regeneration and Housing
<b>Contact:</b>	Simon Howick Tel: 01865 252547 showick@oxford.gov.uk

<b>ITEM 22:</b>	<b>DIGITAL PATHWAYS TO SOCIAL INCLUSION</b>
This report will be an impact study of home internet access and integrated support strategies for workless households	
<b>Target Date:</b>	10 Sep 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Corporate Strategy, Economic Development and Planning
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Policy Culture and Communications
<b>Contact:</b>	Val Johnson vjohnson@oxford.gov.uk

<b>ITEM 23:</b>	<b>HORSPATH ROAD SPORTS PAVILION - REMODELLING OPTIONS</b>
This report will review the options for remodelling the Horspath Road sports pavilion and for improving sports provision at Horspath Road.	
<b>Target Date:</b>	10 Sep 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Not Key
<b>Executive lead member:</b>	Leisure Contract and Community Partnership Grants



<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Leisure, Parks and Communities
<b>Contact:</b>	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk

<b>ITEM 24:</b>	<b>TREASURY MANAGEMENT ANNUAL REPORT</b>
Report detailing the Council's Treasury Management Performance for 2013/14	
<b>Target Date:</b>	10 Sep 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Finance, Asset Management and Public Health
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Finance
<b>Contact:</b>	Anna Winship awinship@oxford.gov.uk

<b>ITEM 25:</b>	<b>QUARTER 4 RISK REPORT</b>
<b>Target Date:</b>	10 Sep 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Finance, Asset Management and Public Health
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Finance
<b>Contact:</b>	Shaun Vinnicombe Tel: 01865 252048 svinnicombe@oxford.gov.uk

<b>ITEM 26:</b>	<b>LAND QUALITY STRATEGY</b>
This report will propose the adoption of a land quality strategy for Oxford.	
<b>Target Date:</b>	10 Sep 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Not Key
<b>Executive lead member:</b>	Cleaner, Greener Oxford, Climate Change and Transport
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Environmental Development
<b>Contact:</b>	John Copley Tel: 01865 252386 jcopley@oxford.gov.uk

<b>ITEM 27:</b>	<b>LEASEHOLDER PAYMENT OPTIONS FOR MAJOR WORKS</b>
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.	
<b>Target Date:</b>	10 Sep 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Housing and Estate Regeneration
<b>Is this item to be taken in public?</b>	No Paragraph 3 Schedule 12A Local Government Act 1972
<b>Report of:</b>	Head of Finance, Head of Housing and Property
<b>Contact:</b>	David Watt dwatt@oxford.gov.uk

<b>ITEM 28:</b>	<b>LEISURE &amp; WELLBEING STRATEGY</b>
<b>Target Date:</b>	10 Sep 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Leisure Contract and Community Partnership Grants
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Leisure, Parks and Communities
<b>Contact:</b>	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk

<b>ITEM 29:</b>	<b>OXFORDSHIRE GROWTH BOARD</b>
<b>Target Date:</b>	10 Sep 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Corporate Strategy, Economic Development and Planning
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Executive Director City Regeneration and Housing
<b>Contact:</b>	David Edwards dedwards@oxford.gov.uk

<b>ITEM 30:</b>	<b>OXFUTURES - MOBILISING LOCAL ENERGY INVESTMENT</b>
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.	
<b>Target Date:</b>	10 Sep 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Not Key
<b>Executive lead member:</b>	Cleaner, Greener Oxford, Climate Change and Transport
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Environmental Development
<b>Contact:</b>	Jo Colwell jcolwell@oxford.gov.uk

<b>ITEM 31:</b>	<b>TOWARDS MENTAL WELLBEING AND COMMUNITY RESILIENCE IN OXFORD.</b>
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.	
<b>Target Date:</b>	10 Sep 2014
<b>Decision Taker</b>	City Executive Board
<b>Is this a Key Decision?</b>	Yes
<b>Executive lead member:</b>	Finance, Asset Management and Public Health
<b>Is this item to be taken in public?</b>	Yes
<b>Report of:</b>	Head of Policy Culture and Communications
<b>Contact:</b>	Kathrin Luddecke KLUDDECKE2@oxford.gov.uk

## BEYOND THE LIFE OF THIS PLAN