

# FORWARD PLAN FOR THE PERIOD AUGUST - NOVEMBER 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

## 10 SEPTEMBER 2014

<b>ITEM 1:</b>	<b>LEISURE &amp; WELLBEING STRATEGY</b> ID: I009355
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Leisure Contract and Community Partnership Grants
<b>Report Owner:</b>	Head of Leisure, Parks and Communities
<b>Report Contact</b>	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk

<b>ITEM 2:</b>	<b>OXFORDSHIRE GROWTH BOARD</b> ID: I009300
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Executive Director of City Regeneration and Housing
<b>Report Contact</b>	David Edwards Tel: 01865 252394 dedwards@oxford.gov.uk

<b>ITEM 3:</b>	<b>BUSINESS IN THE COMMUNITY - WORKING IN PARTNERSHIP</b> ID: I008846
This report will concern the fostering of school business links and supporting jobs for young people.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Executive Director of City Regeneration and Housing
<b>Report Contact:</b>	Simon Howick Tel: 01865 252547 showick@oxford.gov.uk

<b>ITEM 4:</b>	<b>COMMISSIONING ADVICE SERVICES 2015-18 ID: I009633</b>
The report sets out the process for re-commissioning advice services linking the required outcomes to those in the Financial Inclusion Strategy.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Customer Services and Social Inclusion
<b>Report Owner:</b>	Head of Customer Services
<b>Report Contact:</b>	Paul Wilding Tel: 01865 252461 pwilding@oxford.gov.uk

<b>ITEM 5:</b>	<b>DESIGNATION OF HEADINGTON NEIGHBOURHOOD FORUM ID: I009629</b>
This report seeks Board approval to formally designate the neighbourhood forum in Headington. Designated neighbourhood forums are the bodies able to produce neighbourhood plans.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Head of City Development
<b>Report Contact:</b>	Sarah Harrison Tel: 01865 252015 sbharrison@oxford.gov.uk

<b>ITEM 6:</b>	<b>DIGITAL PATHWAYS TO SOCIAL INCLUSION ID: I008338</b>
This report will be an impact study of home internet access and integrated support strategies for workless households	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Head of Policy Culture and Communications
<b>Report Contact:</b>	Val Johnson Tel: 01865 252209 vjohnson@oxford.gov.uk

<b>ITEM 7:</b>	<b>HOUSING STRATEGY 2015-2018 ID: I009802</b>
The Draft Housing Strategy sets out the priorities for the next three years, with a new action plan to help deliver these priorities. Approval is being requested to consult on the draft strategy on a wider basis.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Housing and Estate Regeneration
<b>Report Owner:</b>	Head of Housing and Property
<b>Report Contact:</b>	Gary Parsons Tel: 01865 252711 gparsons@oxford.gov.uk

<b>ITEM 8:</b>	<b>INTEGRATED PERFORMANCE REPORT QUARTER 1 2014/15 ID: I009810</b>
To provide an update of the forecast financial out-turn, the performance of services and the risks faced by the authority based on information as at 30th June 2014.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health
<b>Report Owner:</b>	Head of Finance
<b>Report Contact:</b>	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 9:</b>	<b>LAND QUALITY STRATEGY ID: I008660</b>
This report will propose the adoption of a land quality strategy for Oxford.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Cleaner, Greener Oxford, Climate Change and Transport
<b>Report Owner:</b>	Head of Environmental Development
<b>Report Contact:</b>	John Copley Tel: 01865 252386 jcopley@oxford.gov.uk

<b>ITEM 10:</b>	<b>LEASEHOLDER PAYMENT OPTIONS FOR MAJOR WORKS ID: I009294</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>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Housing and Estate Regeneration
<b>Report Owner:</b>	Head of Finance, Head of Housing and Property
<b>Report Contact:</b>	David Watt Tel: 01865 252182

	dwatt@oxford.gov.uk
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<b>ITEM 11:</b>	<b>TOWARDS MENTAL WELLBEING AND COMMUNITY RESILIENCE IN OXFORD. ID: I009296</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>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health
<b>Report Owner:</b>	Head of Policy Culture and Communications
<b>Report Contact:</b>	Kathrin Luddecke Tel: 01865 252057 kluddecke@oxford.gov.uk

<b>ITEM 12:</b>	<b>TREASURY MANAGEMENT ANNUAL REPORT ID: I009445</b>
Report detailing the Council's Treasury Management Performance for 2013/14	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health
<b>Report Owner:</b>	Head of Finance
<b>Report Contact:</b>	Anna Winship Tel: 01865 252517 awinship@oxford.gov.uk

<b>ITEM 13:</b>	<b>WELFARE REFORM, EUROPEAN SOCIAL FUND PROJECT ID: I009769</b>
A summary of a project to help support people on benefits into work, part funded by the European Social Fund	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than \$500,000
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Customer Services and Social Inclusion
<b>Report Owner:</b>	Head of Community Services
<b>Report Contact:</b>	Paul Wilding Tel: 01865 252461 pwilding@oxford.gov.uk

<b>ITEM 14:</b>	<b>AWARD OF CONTRACT FOR A NEW TELEPHONY SOLUTION. ID: I009808</b>
The Council currently has <ul style="list-style-type: none"> <li>• Numerous contracts with BT for line rental and call costs</li> <li>• A contract with Vodafone for mobiles. This contract ends later this month and can be extended on a monthly basis.</li> <li>• Various line contracts with Virgin</li> <li>• A Mitel for our switchboard system which has a two year remaining life span</li> </ul>	

The Council's annual telephony spend is approx. is £270k a year and many staff have access to more than one voice device solution.

Organisations are moving to providing staff with a single voice device solution depending on their role and work requirement.

This supply market is now fairly mature and a number of Councils are already implementing this solution and achieving financial savings .

The likely new contract value over 5 years will exceed the £500k threshold so I will require CEB approval to award this contract..

<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than \$500,000
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health
<b>Report Owner:</b>	Head of Business Improvement and Technology
<b>Report Contact:</b>	Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk

## 15 OCTOBER 2014

<b>ITEM 15:</b>	<b>CULTURE STRATEGY 2015-18 ID: I009798</b>
The 2015-2018 Culture Strategy includes the vision and priorities for the Culture team's delivery and investment. It plays an important role in developing partnerships, enhancing cultural provision for Oxford's communities, and highlighting the Council's commitment to cultural regeneration and economic development. CEB will be asked to approve the Draft Culture Strategy so it can go out for public consultation. The Strategy will be revised following this consultation, at which point CEB will be asked to approve and adopt the revised Culture Strategy 2015-18.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Culture and Communities, Sports, Events and Parks
<b>Report Owner:</b>	Head of Policy Culture and Communications
<b>Report Contact:</b>	Ceri Gordon Tel: 01856 252829 cgorton@oxford.gov.uk

<b>ITEM 16:</b>	<b>DRAFT DIAMOND PLACE SUPPLEMENTARY PLANNING DOCUMENT (SPD) ID: I009631</b>
The draft Diamond Place SPD will be in the form of a development brief intended to guide future development of the Diamond Place/Ewert House site in Summertown. The SPD expands on Policy SP14 in the Sites and Housing Plan 2011-2026, which sets out the uses permitted on the site.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open

<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy, Economic Development and Planning
<b>Report Owner:</b>	Head of City Development
<b>Report Contact:</b>	Sarah Harrison Tel: 01865 252015 sbharrison@oxford.gov.uk

<b>ITEM 17:</b>	<b>OXFUTURES - MOBILISING LOCAL ENERGY INVESTMENT ID: I008833</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>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Cleaner, Greener Oxford, Climate Change and Transport
<b>Report Owner:</b>	Head of Environmental Development
<b>Report Contact:</b>	Jo Colwell Tel: 01865 252188 jcolwell@oxford.gov.uk

## 19 NOVEMBER 2014

<b>ITEM 18:</b>	<b>BANKING SERVICES PROVIDER ID: I009800</b>
To appoint a new bank to provide banking services for the Council	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than \$500,000
<b>Is this item open or exempt to the public?</b>	Part exempt, Contains information relating to the financial affairs of the Council
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Asset Management and Public Health
<b>Report Owner:</b>	Head of Finance
<b>Report Contact:</b>	Anna Winship Tel: 01865 252517 awinship@oxford.gov.uk

<b>ITEM 19:</b>	<b>HORSPATH ROAD SPORTS PAVILION - REMODELLING OPTIONS ID: I008107</b>
This report will review the options for remodelling the Horspath Road sports pavilion and for improving sports provision at Horspath Road.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Sports, Events and Parks
<b>Report Owner:</b>	Head of Leisure, Parks and Communities
<b>Report Contact:</b>	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk



## BEYOND THE LIFE OF THIS PLAN

<b>ITEM 20:</b>	<b>GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2015/2016 ID: I009804</b>
This report will set out the recommendations for the allocation of grant funding to the community and voluntary sector from 01.04.15.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Leisure Contract and Community Partnership Grants
<b>Report Owner:</b>	Head of Leisure, Parks and Communities
<b>Report Contact:</b>	Julia Tomkins Tel: 01865252685 jtomkins@oxford.gov.uk