

FORWARD PLAN FOR THE PERIOD FEBRUARY - DECEMBER 2015

The Forward Plan gives information about all decisions the City Executive Board (CEB) is expected to take and significant decisions to be made by Council or other Council committees over the forthcoming four-month period. It also contains information beyond this in draft form about decisions of significance to be taken in the forthcoming year.

What is a Key decision?

A key decision is an executive decision which is likely:-

- To result in the council incurring expenditure of more than £500,000 or
- To be significant in terms of its effects on communities living or working in an area comprising of two or more wards.

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 decision is made.

Private meetings

Some or all, of the information supporting decisions in the Forward Plan may be taken at a meeting not open in part, or in whole to the press or public. Items that contain confidential information that will be excluded from the public are marked in this plan and the reason for doing so given.

If you object to an item being taken in private, or if you wish to make representations about any matter listed in the Forward Plan, then please contact Committee & Member Services at least 7 working days before the decision is due to be made. This can be done by contacting:

Pat Jones, Committee Services Manager

Committee & Member Services
St Aldate's Chambers
St Aldate's Street
Oxford OX1 1DS

01865 252191

cityexecutiveboard@oxford.gov.uk

Inspection of documents

Reports to be submitted to the decision-maker and background papers to those reports are available for inspection at the Council offices and will appear on our website

<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

The agenda papers for CEB meetings are available five working days before the meeting on the council website.

Further information about the Council's decision making process can be found in the Council's Constitution, which can be inspected at the Council's offices or online at

<http://www.oxford.gov.uk>

City Executive Board Members and Senior Officers

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

Senior Officers	Job Title
Peter Sloman	Chief Executive
David Edwards	Executive Director of City Regeneration and Housing
Tim Sadler	Executive Director of Community Services
Jackie Yates	Executive Director of Organisational Development and Corporate Services
Jane Lubbock	Head of Business Improvement and Technology
Michael Crofton-Briggs	Head of City Development
Helen Bishop	Head of Customer Services
Graham Bourton	Head of Direct Services
John Copley	Head of Environmental Development
Nigel Kennedy	Head of Finance/ Section 106 Officer
Stephen Clarke	Head of Housing and Property
Simon Howick	Head of Human Resources and Facilities
Jeremy Thomas	Head of Law and Governance / Monitoring Officer
Ian Brooke	Head of Leisure and Communities
Peter McQuitty	Head of Policy Culture and Communications

DELEGATED OFFICER EXECUTIVE KEY DECISIONS

ITEM 1:	AWARD OF CONTRACT FOR A NEW TELEPHONY SOLUTION. ID: I009808
<p>The Council currently has</p> <ul style="list-style-type: none"> • Numerous contracts with BT for line rental and call costs • A contract with Vodafone for mobiles. This contract ends later this month and can be extended on a monthly basis. • Various line contracts with Virgin • A Mitel for our switchboard system which has a two year remaining life span <p>The Council's annual telephony spend is approx. is £270k a year and many staff have access to more than one voice device solution.</p> <p>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 .</p> <p>The likely new contract value over 5 years will exceed the £500k threshold so I will require CEB approval to award this contract.</p> <p>The City Executive Board resolved on 10 September 2014 to give project approval and delegated authority to the Director of Organisational Development and Corporate Services to award a new telephony contract.</p>	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive Information
Will this decision be preceded by any form of consultation?	None
Decision Taker	Executive Director for Organisational Development and Corporate Services
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 2:	DEVELOPMENT OF THE NEW ROSE HILL COMMUNITY CENTRE ID: I010054
<p>The proposed development of the new Rose Hill Community Centre will commence upon the appointment of a building contractor. Tenders were submitted on the 8th September with a view to awarding the contact week commencing 22nd September 2012. The value of this contract will be in excess of £500,000.</p> <p>The Executive Director of Community Services will award a contract to develop the new Rose Hill Community Centre</p>	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive information

Will this decision be preceded by any form of consultation?	None
Decision Taker	Executive Director for Community Services
Executive Lead Member:	Culture and Communities
Report Owner:	Executive Director for Community Services
Report Contact:	Jane Winfield, Regeneration and Major Projects - Team Manager Tel: 01865 252551 jwinfield@oxford.gov.uk

ITEM 3:	REDEVELOPMENT OF FRIDESWIDE SQUARE PROJECT ID: I008876
Redevelopment of Frideswide Square in partnership with Oxfordshire County Council.	
On 3 July CEB agreed to Delegate to the Executive Director of Regeneration and Housing responsibility to complete the legal agreement requested by the County Council	
On 15 October CEB agreed - To include within the Legal Agreement with the County Council the arrangements for the maintenance and management of Frideswide Square and to delegate to the Executive Director Community Services the responsibility for agreeing such maintenance and management arrangements.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	Executive Director for City Regeneration and Housing <input type="checkbox"/> Executive Director for Community Services
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	
Report Contact:	David Edwards, Executive Director City Regeneration and Housing Tel: 01865 252394 dedwards@oxford.gov.uk <input type="checkbox"/> Tim Sadler, Executive Director Community Services Tel: 01865 252101 tsadler@oxford.gov.uk

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ITEM 4:	BARTON - ACQUISITION OF AFFORDABLE PROPERTY ID: I006432
The report will update Members on the Council's purchase of the affordable housing at Barton	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Information relating to the business affairs of the Council
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health, Housing and Estate Regeneration
Report Owner:	Head of Housing and Property
Report Contact:	Alan Wylde Tel: 01865 252319

	awylde@oxford.gov.uk
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ITEM 5:	BUDGET 2015/16 ID: I010205
To recommend to Council the adoption of the Budget and medium term Financial Plan for 2015/16 following public consultation.	
On 17 December CEB delegated to the Section 151 Officer in consultation with the Board Member for Finance and Assets to determine whether it is financially advantageous for the Council to enter into a Business Rates Pool.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Public Consultation Dec- Jan 2015
Decision Taker	City Executive Board <input type="checkbox"/> Council <input type="checkbox"/> Section 151 Officer
Executive Lead Member:	Finance, Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Finance <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 6:	COMPULSORY PURCHASE ORDER - FIDDLER'S ISLAND ID: I010479
Acquisition of land to facilitate the construction of a bridge to Fiddlers Island from Roger Dudman Way to supplement and improve access and provision of cycle and walking routes in the City.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Cleaner, Greener Oxford, Climate Change and Transport, Finance, Asset Management and Public Health
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Mike Scott, Corporate Asset Manager Tel: 01865 252138 mwscott@oxford.gov.uk

ITEM 7:	CORPORATE PLAN 2015-19 ID: I010162
At the end of the consultation period, the Corporate Plan will go to CEB for endorsement and recommendation that Council adopts the Corporate Plan. 2015-19	
Approval from Full Council will be sought in February 2015.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes public consultation in December 2014

Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of Policy, Culture and Communications
Report Contact:	Peter McQuitty, Head of Policy, Culture and Communications Tel: 01865 252780 pmcquitty@oxford.gov.uk

ITEM 8:	DRAFT DIAMOND PLACE SUPPLEMENTARY PLANNING DOCUMENT (SPD) ID: I009631
<p>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.</p> <p>The draft Diamond Place SPD will be consulted on and then will return to the City Executive Board for adoption.</p>	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	<p>Two stages of consultation have taken place already. A workshop to discuss issues and options took place in September 2013. A consultation on options for the SPD took place during April and May, including a workshop at a meeting of the Summertown St Margaret's Neighbourhood Forum on 2nd April 2014. Paper comment forms were left in libraries, a GP surgery, the Ferry centre and the NOA Community Centre, which also housed an exhibition.</p> <p>A range of organisations in and adjoining the affected area, as well as city wide stakeholders, were informed directly of the consultation by letter and email. These consultations inform the draft SPD, which itself is intended for further consultation during late February- March 2015.</p>
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of City Development <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Sarah Harrison Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 9:	GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2015/2016 ID: I009804
<p>This report will set out the recommendations for the allocation of grant funding to the community and voluntary sector from 01.04.15.</p>	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the	Open

public?	
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Leisure Contract and Community Partnership Grants
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Julia Tomkins, Communities and Neighbourhoods Tel: 01865252685 jtomkins@oxford.gov.uk

ITEM 10:	PURCHASE OF ST ALDATE'S CHAMBERS
	ID: I010346
To make an offer for the purchase of the Council offices at 13 St Aldates.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Piers Scrimshaw-Wright Tel: 01865 252142 pscrimshaw-wright@oxford.gov.uk

ITEM 11:	TREASURY MANAGEMENT STRATEGY 15/16
	ID: I010203
To recommend the Council adopts the Treasury Management Strategy 15/16.	
Council to adopt the Treasury Management Strategy 15/16 on 18 February 2015.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board, Council <input type="checkbox"/>
Executive Lead Member:	Finance, Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Finance
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

COUNCIL: BUDGET 18 FEBRUARY 2015

To include any reports from CEB

ITEM 12:	RESERVES AND BALANCES REPORT
	ID: I010209
To adopt the Reserves and Balances Report alongside the Budget.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open

Will this decision be preceded by any form of consultation?	None
Decision Taker	Council
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Section 151 Officer
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 13:	COUNCIL TAX SETTING ID: I010211
To set the Council tax for the financial year 2015/16.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Finance
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

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ITEM 14:	AIDS AND ADAPTATIONS POLICY ID: I010042
<p>The document defines who is eligible for support under the aids and adaptations policy, and any limitations. The aim of this policy is to provide a cost effective service taking into account the health and well-being of the tenant and the household.</p> <p>The policy takes into account the following corporate and service priorities:</p> <ul style="list-style-type: none"> Corporate Priorities Meeting Housing Needs Housing Strategy Objectives Meet the Housing Needs of Vulnerable Groups Support Sustainable Communities 	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Housing and Property
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 15:	AWARD OF A SINGLE HOMELESSNESS AND OUTREACH SERVICE ID: I010937
To provide an assertive outreach service to all rough sleepers in Oxford City; advice and guidance to those who fall into the single homeless category; and for the management of the Assessment Service.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Housing and Property
Report Contact:	Nicky Atkin, Business Improvement Tel: 01865 252778 natkin@oxford.gov.uk

ITEM 16:	ADOPTION OF THE CULTURE STRATEGY 2015-18 ID: I009798
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 and adopt the revised Culture Strategy 2015-18.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member:	Culture and Communities
Report Owner:	Head of Policy, Culture and Communications
Report Contact:	Ceri Gorton, Cultural Development Manager Tel: 01856 252829 cgorton@oxford.gov.uk

ITEM 17:	DISCRETIONARY HOUSING PAYMENT POLICY ID: I009095
Review of the City Council's current policy in light of reduced funding	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Social Inclusion
Report Owner:	Head of Customer Services
Report Contact:	Paul Wilding, Benefit Operations Manager Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 18:	HOMELESSNESS GRANTS ALLOCATION ID: I008005
This report will recommend the allocation of the Preventing Homelessness Grant and the Council's monies relating to homelessness services.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Housing and Property
Report Contact:	Dave Scholes, Housing Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

ITEM 19:	INTEGRATED PERFORMANCE REPORT 2014/15_ QUARTER 3 ID: I009810
To provide a quarterly update of the Council's finances, the performance of services and the risks faced by the authority. Quarter 3- based on information as of 31 December 2014	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Finance <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

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ITEM 20:	AGENCY STAFF CONTRACT AWARD ID: I010929
To award the Agency Staff Contract.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Part exempt - commercially sensitive information
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health <input type="checkbox"/>
Report Owner:	Head of Business Improvement and Technology
Report Contact:	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 21:	APPOINTMENT OF OUTSIDE BODIES 2015/16 ID: I010171
To appoint Council representatives to outside bodies and charities.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Consult with outside bodies and seek feedback from Councillors
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of Law and Governance
Report Contact:	Sarah Claridge, Committee Services Officer Tel: 01865 252402 sclaridge@oxford.gov.uk

ITEM 22:	AWARD OF A FRAMEWORK AGREEMENT FOR SUB-CONTRACTED RESPONSIVE & PLANNED MAINTENANCE ID: I010935
The report will recommend a series of contractors to carry out specialist works on behalf of the Council ranging from general construction services to the maintenance of solar PV.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially sensitive - affairs of the Council.
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Direct Services
Report Contact:	Nicky Atkin, Business Improvement Tel: 01865 252778 natkin@oxford.gov.uk

ITEM 23:	BLACKBIRD LEYS DISTRICT CENTRE REGENERATION ID: I011042
To update CEB on feasibilities for regeneration of the district centre and to seek approval to secure a development partner.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive
Will this decision be preceded by any form of consultation?	Formal consultation is underway regarding budgetary provision for this project - to be heard at full Council February. Previous community consultation has taken place on regeneration proposals for the area. Meetings with portfolio holders and key stakeholders have taken place. Further informal consultation is planned following receipt partner bids. Information sharing and marketing planned. Formal consultation will take place as part of town planning processes.
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration

Report Owner:	Executive Director for City Regeneration and Housing
Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 24:	CAPITAL STRATEGY ID: I010207
To adopt the Council's capital strategy	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
Executive Lead Member:	Finance, Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Finance <input type="checkbox"/> <input type="checkbox"/> Head of Finance
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 25:	CONTRACT AWARD ICT NEW PARTNER ID: I010931
To award a contract to provide Council's ICT services and support.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt - commercially sensitive information.
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Business Improvement and Technology
Report Contact:	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 26:	CORPORATE DEBT POLICY ID: I006675
Annual update of policy in relation to the collection of income	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Finance
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 27:	CREATION OF A PANEL TO MANAGE THE COUNCIL'S INVESTMENT PORTFOLIO ID: I010348
To create a City Council Property Investment Panel capable of sanctioning (i) the acquisition of residential property for the Homelessness Accommodation Search and (ii) the acquisition of commercial investment property.	
The panel will consist of officers, the Leader and the Board Member for Finance, Asset Management and Public Health.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Executive Director for City Regeneration and Housing
Report Contact:	Jane Winfield, Regeneration and Major Projects - Team Manager Tel: 01865 252551 jwinfield@oxford.gov.uk

ITEM 28:	ENVIRONMENTAL DEVELOPMENT ENFORCEMENT POLICY ID: I003111
Refresh the current enforcement policy to take account of government guidance and corporate priorities.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	To be advised.
Decision Taker	City Executive Board
Executive Lead Member:	Cleaner, Greener Oxford, Climate Change and Transport
Report Owner:	Head of Environmental Development
Report Contact:	John Copley, Head of Environmental Development Tel: 01865 252386 jcopley@oxford.gov.uk

ITEM 29:	FUSION LIFESTYLE - ANNUAL SERVICE PLAN 2015/16 ID: I010167
To endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2015-16.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Leisure Contract and Community Partnership Grants
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Lucy Cherry, City Leisure Tel: 01865 252707

	lcherry@oxford.gov.uk
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ITEM 30:	HERITAGE PLAN FRAMEWORK ID: I011252
Endorsement of the Heritage Plan Framework, which sets out the City Council's intended strategy for management of the city's heritage through the Heritage Plan, and which includes an action plan.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	General public consultation has not been undertaken for this document, as it is a statement of the City Council's intended strategy for management of the city's heritage through the Heritage Plan. However, the document has been informed by intensive consultation events with stakeholders, including key sector champions from the Oxford Strategy Partnership, English Heritage and the Oxford Preservation Trust.
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Sarah Harrison Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 31:	HORSPATH ROAD SPORTS PAVILION - REMODELLING OPTIONS ID: I008107
This report will review the options for remodelling the Horspath Road sports pavilion and for improving sports provision at Horspath Road.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Sports, Events and Parks
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Ian Brooke, Head of Leisure, Parks and Communities Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 32:	HOUSING STRATEGY 2015-2018 ID: I009802
The Housing Strategy 2015-16 sets out the priorities for the next three years, with a new action plan to help deliver these priorities.	
Approval of the strategy is being requested following consultation.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes

Decision Taker	City Executive Board ☐☐ Council
Executive Lead Member:	Housing and Estate Regeneration ☐☐
Report Owner:	Head of Housing and Property ☐☐
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 33:	OXFORD HERITAGE ASSETS REGISTER ID: I005935
The report seeks endorsement of a list of assets to be included on the Oxford Heritage Assets Register from nominations from the East and West Oxford pilot areas. These are assets assessed against the criteria for inclusion on the register.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Consultation is being undertaken currently with a range of organisations in and adjoining the affected area, as well as with city wide stakeholders. The consultation is open to all. The results of the consultation exercise will be reported to a panel (the relevant ward members) and their recommendations, as well as a summary of the consultation exercise, will be reported to Board.
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Sarah Harrison Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 34:	OXFUTURES PROGRAMME ID: I008833
Update on progress and risk regarding the EU funded OxFutures programme <ul style="list-style-type: none"> • update on delivery progress • description of delivery pipeline to Nov 2015 • discussion of financial risks 	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Part exempt Some elements may be exempt from publication as they are commercially sensitive.
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Cleaner, Greener Oxford, Climate Change and Transport
Report Owner:	Executive Director for Community Services
Report Contact:	Mairi Brookes Tel: 01865 252212 mbrookes@oxford.gov.uk

ITEM 35:	EXPENS DELIVERY STRATEGY ID: I009224
To update CEB on the delivery of the strategy for the Oxpens site and seek approval for stages 2 and 3.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive
Will this decision be preceded by any form of consultation?	Formal consultation is underway regarding budgetary provision- to be heard at full council February. Previous statutory consultation has taken place regarding regeneration of Oxpens through the West End AAP and the Oxpens masterplan SPD.
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Executive Director for City Regeneration and Housing
Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 36:	PARTNERSHIP AGREEMENT WITH JOBCENTRE PLUS TO DELIVER UNIVERSAL CREDIT ID: I005533
The report seeks approval to sign off the Delivery Partnership Agreement which sets out the commitments that the Council is undertaking to support the delivery of Universal Credit	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Social Inclusion
Report Owner:	Head of Customer Services
Report Contact:	Paul Wilding, Benefit Operations Manager Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 37:	SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULT POLICY ID: I008658
To review and refresh the Council's Safeguarding Children, Young People and Vulnerable Adult policy and procedures.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Policy, Culture and Communications
Report Contact:	Val Johnson, Policy Team Leader Tel: 01865

COUNCIL 13 APRIL 2015 PROVISIONAL REPORTS**To include any reports from CEB**

ITEM 38:	CONSTITUTION REVIEW 2015/16 ID: I010173
An annual report to propose any required changes to the constitution.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of Law and Governance
Report Contact:	Jeremy Thomas, Head of Law and Governance Tel: 01865 252224 jjthomas@oxford.gov.uk, Emma Griffiths, Law and Governance Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 39:	EMPLOYMENT POLICIES ID: I003437
To seek approval for three employment policies and procedures which are Family Leave incorporating Shared Parental Leave legislation, Allegations Policy and Employee Data Monitoring Policy.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Trade Unions
Decision Taker	Council
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of Human Resources and Facilities
Report Contact:	Simon Howick, Head of Human Resources and Facilities Tel: 01865 252547 showick@oxford.gov.uk

ITEM 40:	ADOPTION OF THE STREET TRADING POLICY 2015 ID: I009280
Adoption of the Street Trading Policy 2015 following the public consultation	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	Council
Executive Lead Member:	
Report Owner:	Head of Environmental Development
Report Contact:	Lesley Rennie, Business Regulation Team Manager lrennie@oxford.gov.uk

CEB 14 MAY 2015 PROVISIONAL REPORTS

ITEM 41:	AWARD OF INTERNAL AUDIT CONTRACT ID: I011047
To award the contract for Council's Internal Auditors	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt Commercially sensitive to the business affairs of the Council
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 42:	CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO) ID: I010939
The implementation of a Public Space Protection Order to effectively deal with a number of City Centre related activities of a few people that affects the general public's freedom to use the City centre freely and safely.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Crime and Community Response
Report Owner:	Executive Director for Community Services
Report Contact:	Richard J Adams, Housing and Communities Tel: 01865 252283 rjadams@oxford.gov.uk

ITEM 43:	HOUSING DEVELOPMENT DELIVERY MODELS ID: I011254
Possible models of development.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Housing and Property
Report Contact:	Gary Parsons Tel: 01865 252711 gparsons@oxford.gov.uk

ITEM 44:	OXFORD RAILWAY STATION REDEVELOPMENT ID: I010169
To update CEB on the Oxford Station Redevelopment Proposals and seek approval for next stages.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Formal consultation on this site was undertaken as part of the West End AAP. Significant informal consultation and information gathering has taken place and continues to take place. Formal statutory consultation will be undertaken as part of the town planning processes going forward.
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 45:	PROPOSED LEASE AND MONITORING ARRANGEMENTS FOR COMMUNITY CENTRES ID: I011250
Formalise the approach of the Council to Community Centre lease agreements	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member:	Culture and Communities
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Mark Spriggs, Community Centres Co-ordinator Tel: 01865 252822 mspriggs@oxford.gov.uk

ITEM 46:	STATEMENT OF COMMUNITY INVOLVEMENT 2014 ID: I010033
The Statement of Community Involvement (SCI) is a statutory document that sets out how the Council will involve the community and others in planning decisions. It covers development control, policy, and design/conservation decisions. The current SCI was adopted in 2006 (reviewed in 2009) so it is now due to be reviewed to ensure it remains up to date.	
To approve the Statement of Community Involvement 2014 following public consultation.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the	Open

public?	
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Lyndsey Beveridge Tel: 01865 25 2482 lbeveridge@oxford.gov.uk

ANNUAL COUNCIL 18 MAY 2015

ITEM 47:	APPOINTMENT OF COMMITTEES FOR THE YEAR 2015/16 ID: I010361
To appoint Councillors to Council Committees for 2015/16	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	Council
Executive Lead Member:	
Report Owner:	Head of Law and Governance
Report Contact:	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

CEB 11 JUNE 2015 PROVISIONAL REPORTS

ITEM 48:	CORPORATE BIODIVERSITY STRATEGY ID: I010031
This Strategy sets out how the Council aims to fulfil its duties under the Natural Environment and Rural Communities Act 2006.	
To adopt the Corporate Biodiversity Strategy following public consultation	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Cleaner, Greener Oxford, Climate Change and Transport
Report Owner:	Head of Environmental Development
Report Contact:	Mai Jarvis, Environmental Policy Team Leader Tel: 01865 252403 mjarvis@oxford.gov.uk

ITEM 49:	HOUSING ASSET MANAGEMENT STRATEGY (INCLUDING THE OXFORD STANDARD) ID: I010484
To propose the adoption of a strategy that will determine decisions for the Council's housing stock	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes. Consultation has already happened to produce this draft which in turn will be subject to a further 28 day consultation before final consideration by CEB and Council
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
Executive Lead Member:	Housing and Estate Regeneration <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Housing and Property <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Martin Shaw Tel: 01865 252775 mshaw2@oxford.gov.uk

ITEM 50:	HOUSES IN MULTIPLE OCCUPATION (HMO) LICENSING SCHEME ID: I005715
<p>The Council designated the whole of the City subject to Additional Licensing of HMOs in 2010 which was phased into effect from the 24th January 2011 and 31st January 2012. Each Phase of the scheme was designated for 5 years and during this time the Council must undertake a review.</p> <p>The report to be submitted to the June CEB will provide findings from a review of the impact of the scheme and seek approval from members to proceed with a consultation exercise regarding the future of the Additional Licensing scheme and to investigate other options for improving the Private Rented Sector in Oxford.</p> <p>The report to be submitted to the October CEB will set out the results of the consultation exercise for Additional Licensing and set out recommendations for the future of the scheme and for improving the Private Rented Sector as a whole.</p>	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Consultation will occur after the June report.
Decision Taker	City Executive Board <input type="checkbox"/>
Executive Lead Member:	Finance, Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Executive Director for Community Services <input type="checkbox"/>
Report Contact:	Adrian Chowns, Team Leader HMO Enforcement Team Tel: 01865 252010 achowns@oxford.gov.uk

ITEM 51:	ICT STRATEGY ID: I002559
This report will propose an ICT Strategy for the Council.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	
Will this decision be preceded by any form of consultation?	Internal only.
Decision Taker	City Executive Board
Executive Lead Member:	Cleaner, Greener Oxford, Climate Change and Transport
Report Owner:	Head of Environmental Development
Report Contact:	Mairi Brookes Tel: 01865 252212 mbrookes@oxford.gov.uk

ITEM 52:	LOCAL DEVELOPMENT SCHEME ID: I010035
To adopt the Local Development Scheme	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Rona Knott, Planning Officer Tel: 01865 252157 rknott@oxford.gov.uk

ITEM 53:	PRIVATE SECTOR HOUSING POLICY ID: I010352
To set out the future priorities and areas of intervention in the private rented and owner-occupied residential sectors in Oxford.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Environmental Development
Report Contact:	Ian Wright, Environmental Development iwright@oxford.gov.uk

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ITEM 54:	LEISURE & WELLBEING STRATEGY ID: I009355
To adopt the Leisure & Wellbeing Strategy following public consultation	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area

	comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Leisure Contract and Community Partnership Grants
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Ian Brooke, Head of Leisure, Parks and Communities Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 55:	ADOPTION OF NORTHERN GATEWAY AREA ACTION PLAN ID: I008299
To report the findings of the independent Planning Inspector and adopt the Northern Gateway AAP as council policy (subject to the report's findings)	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	There have been 3 previous stages of consultation/public involvement in the development of the AAP
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Rachel Williams rwilliams@oxford.gov.uk

COUNCIL 20 JULY 2015 PROVISIONAL REPORTS

To include any reports from CEB

ITEM 56:	ENERGY AND WATER MANAGEMENT PLAN ID: I010350
To ensure clear roles, responsibilities and controls in place to reduce energy and water consumption and costs in Council buildings and operations; to embed the use of whole life costing approach to decisions making	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Cleaner, Greener Oxford, Climate Change and Transport
Report Owner:	Head of Environmental Development
Report Contact:	John Copley, Head of Environmental Development Tel: 01865 252386 jcopley@oxford.gov.uk

CEB 10 SEPTEMBER 2015 PROVISIONAL REPORTS

ITEM 57:	REPLACEMENT OF HOUSING COMPUTER SYSTEMS ID: I010933
The Council currently has two housing computer systems, this report details the procurement of one housing computer system to replace the current computer applications.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Part exempt commercially sensitive to the business affairs of the council
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	
Report Owner:	Head of Business Improvement and Technology
Report Contact:	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 58:	INTEGRATED PERFORMANCE REPORT QUARTER 1 2015/16 ID: I011045
Report details the Council's finances, risk and performance as at the end of Quarter 1, 30 June 2015	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health, Head of Business Improvement and Technology <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Finance <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk, Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 59:	SHELTERED HOUSING REVIEW ID: I010356
Approve outcomes of review, including future of some of the stock	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Housing and Property
Report Contact:	Gary Parsons Tel: 01865 252711 gparsons@oxford.gov.uk

COUNCIL 21 SEPTEMBER 2014 PROVISIONAL REPORTS

To include any reports from CEB

CEB 15 OCTOBER 2015 PROVISIONAL REPORTS

CEB 12 NOVEMBER 2015 PROVISIONAL REPORTS

COUNCIL 7 DECEMBER 2015 PROVISIONAL REPORTS

To include any reports from CEB

CEB 17 DECEMBER 2015 PROVISIONAL REPORTS

ITEM 60:	DATA PROTECTION POLICY REFRESH ID: I006767
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact	Lucy Neville Tel: 01864 2086 lneville@oxford.gov.uk