

FORWARD PLAN FOR THE PERIOD OCTOBER 2015 - JUNE 2016

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 and Economic Development
Ed Turner, Deputy Leader	Finance, Corporate Asset Management and Public Health
Susan Brown	Customer and Corporate Services
Alex Hollingsworth	Planning, Transport and Regulatory Services
Pat Kennedy	Young People, Schools and Skills
Mark Lygo	Leisure, Parks and Sport
Mike Rowley	Housing
Dee Sinclair	Crime, Community Safety and Licensing
Christine Simm	Culture and Communities
John Tanner	Climate Change and Cleaner, Greener Oxford

Senior Officers	Job Title
Peter Sloman	Chief Executive
David Edwards	Executive Director, City Regeneration and Housing
Tim Sadler	Executive Director, Community Services
Jackie Yates	Executive Director, Organisational Development and Corporate Services
Caroline Green	Assistant Chief Executive
Helen Bishop	Head of Business Improvement
Ian Brooke	Head of Community Services
Graham Bourton	Head of Direct Services
Nigel Kennedy	Head of Financial Services/Section 151 Officer
Stephen Clarke	Head of Housing and Property
Jeremy Thomas	Head of Law and Governance / Monitoring Officer
Vacant	Head of Planning and Regulatory

KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

ITEM 1:	OXPENS DELIVERY STRATEGY ID: I009224
On 27 April 2015 the City Executive Board agreed to: 1. Delegate to the Executive Director for City Regeneration and Housing the authority to publish a Voluntary Ex Ante Transparency (VEAT) Notice in the Official Journal of European Union (OJEU), enter into an appropriate Heads of Terms document, and subsequently the Members Agreement for a Limited Liability Partnership commercial vehicle, based on the principles set out in this report following consultation with the Council's s.151 Officer and Monitoring Officer.	
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	Executive Director for Regeneration and Housing
Executive Lead Member:	
Report Owner:	
Report Contact:	David Edwards, Executive Director City Regeneration and Housing Tel: 01865 252394 dedwards@oxford.gov.uk

ITEM 2:	AGENCY STAFF CONTRACT AWARD ID: I010929
On 9 July 2015 the City Executive Board resolved to GRANT delegated authority to the Executive Director of Organisational Development and Corporate Services to award a new temporary agency staff contract.	
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?	N/A
Decision Taker	Executive Director for Organisational Development and Corporate Services
Executive Lead Member:	
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	

ITEM 3:	CUMBERLEGE HOUSE - DEVELOPMENT APPRAISAL ID: I011745
On 9 July 2015 the City Executive Board resolved to: 1. AGREE not to pursue the disposal of Cumberlege House as approved in principle by Executive Board in November 2007; 2. ADOPT Option 4 in principle as set out in the report – to redevelop Cumberlege House	

<p>for new Council housing and in consultation with the Council's S151 officer to include the scheme in the HRA new build development programme 2015-18, subject to a reassessment of the Council's HRA investment priorities;</p> <p>3. APPROVE the demolition of Cumberlege House and instruct the Head of Housing and Property to procure and enter into contract to enable demolition works to start either as soon as the property is vacated or, should a short term lease be agreed, as set out in sections 18-19 of the report, then after that lease end date and prior to the development start on site; and in any case after the impact of the Right to Buy extension has been fully assessed;</p> <p>4. GRANT delegated authority to the Head of Housing and Property to negotiate and enter into a fixed term lease, should a suitable lessee be identified within a two month period.</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?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Executive Director for Regeneration and Housing
Executive Lead Member:	
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Dave Scholes, Housing Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

ITEM 4:	HOUSING IMPROVEMENT AGENCY CONTRACT AWARD ID: I011842
<p>On 9 July 2015 the City Executive Board resolved to GRANT delegated authority to the Executive Director of Regeneration and Housing, in consultation with the Head of Financial Services and Head of Law and Governance to enter into an appropriate contract for the provision of a Home Improvement Agency.</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
Will this decision be preceded by any form of consultation?	None
Decision Taker	Executive Director for Regeneration and Housing
Executive Lead Member:	
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Ian Wright, Environmental Development iwright@oxford.gov.uk

ITEM 5:	TOWER BLOCKS REFURBISHMENT PROJECT - LETTING OF CONTRACT AND APPOINTMENT OF CONTRACTOR ID: I009026
<p>On 11 June 2015 the City Executive Board resolved to RECONFIRM the authority delegated to the Executive Director, previously City Regeneration now Regeneration and Housing in consultation with the s151 Officer and the Monitoring Officer, to appoint and award the contract to the preferred principal contractor in accordance with the competitive tender process undertaken.</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
Will this decision be preceded by any form of consultation?	None

Decision Taker	Executive Director for Regeneration and Housing
Executive Lead Member:	
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 6:	CONTRACT FOR DISPOSAL OF RECYCLED MATERIAL ID: I011928
On 10 September 2015 the City Executive Board resolved to:	
<ol style="list-style-type: none"> 1. GRANT project approval in regard to the project for the disposal of recycled materials, as described in this report; 2. DELEGATE authority to the Director of Community Services, after consultation with the Council's s151 and monitoring Officers, to award the contract or contracts to the supplier or suppliers selected following completion of the EU-compliant open tender process described in this report, for the disposal of the City's recycle. 	
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 Commercially Sensitive
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	Executive Director for Community Services <input type="checkbox"/>
Executive Lead Member:	
Report Owner:	Executive Director for Community Services
Report Contact:	Roy Summers, Direct Services Tel: 01865 253608 rsummers@oxford.gov.uk

ITEM 7:	BMW DEVELOPMENT AND HORSPATH SPORTS PARK ID: I008107
To seek authority to agree a contract with BMW which would transfer their sports facilities to a new site enabling future development of their factory.	
On 10 September 2015 the City Executive Board resolved to:	
<ol style="list-style-type: none"> 1) grant project approval to facilitate the transfer of the existing sports facilities on land owned by BMW at its Horspath Road, Cowley site ("the BMW Site") to adjacent land held by the Council ("the Council Land"); 2) agree to the termination of the Council's current use of the Council Land, on the basis that it is to be used for the purpose of re-providing the sports and leisure facilities currently on the BMW Site. 3) grant delegated authority to the Executive Director, Community Services, in consultation with the Council's s151 and Monitoring Officers, to <ol style="list-style-type: none"> a. negotiate and agree the terms of the arrangement with BMW, on the basis that the total payment received from BMW is not less than £4.9m (index linked as stated in the report) and that any contract agreed with BMW contains provisions to ensure that the Council receives an appropriate share in any uplift in value of the BMW Site on any future sale of it; b. award, after undertaking a suitable procurement process and securing planning consent a contract to the selected supplier or suppliers, to undertake all construction work required for the re-provision of the sports and leisure facilities; and c. undertake a market testing exercise of the management of the re-sited sports facilities on the Council Land. 4) seek to protect and re-provide, where possible, all current use by sports clubs of the 	

sports and leisure facilities on the BMW Site. On 23 September 2015 Council resolved to: 5) agree a new capital budget of £4.9 million funded by the capital receipt from the sale of the land to fund the replacement of the facilities.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Part exempt
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Executive Director for Community Services
Executive Lead Member:	
Report Owner:	
Report Contact:	

REPORTS TO CEB AND COUNCIL

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ITEM 8:	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, Community Safety and Licensing
Report Owner:	Executive Director for Community Services
Report Contact:	Richard J Adams, Community Services Tel: 01865 252283 rjadams@oxford.gov.uk

ITEM 9:	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?	Part exempt Commercially Sensitive
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Culture & Communities
Report Owner:	Head of Community Services
Report Contact:	Mark Spriggs, Community Centres Co-ordinator Tel: 01865 252822 mspriggs@oxford.gov.uk

ITEM 10:	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 24 January 2011 and 31 January 2012. Each Phase of the scheme was designated for 5 years and during this time the Council must undertake a review. The report submitted to the June CEB provided findings from a review of the impact of the scheme. CEB agreed to proceed with a consultation exercise regarding the future of the Additional Licensing scheme.</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.</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:	Planning, Transport and Regulatory Services <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, Ian Wright, Environmental Development iwright@oxford.gov.uk	

ITEM 11:	FINANCIAL INCLUSION STRATEGY (FIS) - ACTION PLAN UPDATE ID: I011836	
<p>Seeking approval to update the Action Plan for the Financial Inclusion Strategy (FIS), as most actions are now complete.</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?	No consultation	
Decision Taker	City Executive Board	
Executive Lead Member:	Customer Services and Corporate Services	
Report Owner:	Head of Business Improvement	
Report Contact:	Paul Wilding, Benefit Operations Manager Tel: 01865 252461 pwilding@oxford.gov.uk	

ITEM 12:	CHANGES TO CHARGING FOR PLANNING AND LISTED BUILDING PRE-APPLICATION ADVICE AND BUILDING CONTROL APPLICATION FEES ID: I012237	
<p>These 2 reports propose the following changes to Planning and Listed Building pre-application advice and Building Control application fees:</p> <p>October CEB report</p> <ol style="list-style-type: none"> 1. Increasing the planning pre-application advice fees by 25% 2. Introducing fees for pre-application advice in respect of listed buildings and householder developments <p>November CEB report</p>		

3. Increasing some of the building control application fees	
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?	N/A
Decision Taker	City Executive Board <input type="checkbox"/>
Executive Lead Member:	Planning, Transport and Regulatory Services <input type="checkbox"/>
Report Owner:	Executive Director for Regeneration and Housing <input type="checkbox"/>
Report Contact:	Cathy Gallagher, Head of Planning and Regulatory Services cgallagher@oxford.gov.uk

ITEM 13:	ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK ID: I012328
Report to consider the proposals, and to delegate authority to enter into legal arrangements, for a solar panel installation programme for council properties funded through a community-benefit model. Changes to the regulatory framework for solar panel incentives are changing. Acting as soon as possible will ensure the maximum benefits can be realised.	
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?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Councillor Scott Seamons
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Mairi Brookes Tel: 01865 252212 mbrookes@oxford.gov.uk

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ITEM 14:	REVIEW OF OLDER PERSONS ACCOMMODATION /REVIEW OF SHELTERED HOUSING 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
Report Owner:	Head of Housing and Property
Report Contact:	Frances Evans, Housing Strategy & Performance Manager fevans@oxford.gov.uk

ITEM 15:	PROCUREMENT STRATEGY
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	ID: I011822
To refresh the Council's procurement strategy for 2016 – 2019.	
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?	N/A
Decision Taker	City Executive Board <input type="checkbox"/>
Executive Lead Member:	Customer Services and Corporate Services <input type="checkbox"/>
Report Owner:	Head of Financial Services <input type="checkbox"/>
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 16:	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:	Housing
Report Owner:	Head of Planning and Regulatory
Report Contact:	Ian Wright, Environmental Development iwright@oxford.gov.uk

ITEM 17:	PLANNING - ANNUAL MONITORING REPORT (AMR) ID: I012030
This is the City Council's eleventh AMR to assess the effectiveness of planning policies contained within Oxford's Local Development 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?	
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Rebekah Knight Tel: 01865 252612 rknight@oxford.gov.uk

ITEM 18:	FINANCIAL SYSTEMS RETENDER ID: I012330
Provision of the core financial systems for the City Council at the end of the current contract (December 2016). The current contract for the Agresso Finance system comes to an end in December 2016. This report will set out the timetable to retender.	
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
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Paul Fleming, Chief Technology Manager Tel: 01865 252220 p Fleming@oxford.gov.uk

ITEM 19:	ENHANCING PATHWAYS FOR THE LONG TERM UNEMPLOYED	
	ID: I012065	
Seeking approval for a project funded by the European Structural Investment Fund programme.		
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?	N/A	
Decision Taker	City Executive Board	
Executive Lead Member:	Customer Services and Corporate Services	
Report Owner:	Executive Director for Organisational Development and Corporate Services	
Report Contact:	Paul Wilding, Benefit Operations Manager Tel: 01865 252461 pwilding@oxford.gov.uk	

ITEM 20:	AWARD OF THE PROVISION OF A FURNISHED TENANCY SCHEME CONTRACT	
	ID: I012201	
This report is asking for project approval and delegated powers to be given to Executive Director of Regeneration & Housing to approve the award of a furnished tenancy scheme contract following an open OJEU tender process.		
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:	Housing	
Report Owner:	Executive Director for Regeneration and Housing	
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk	

ITEM 21:	ASSET MANAGEMENT PLAN 2016-2020	
	ID: I011608	
A new Asset Management Plan for the period 2016-2020. This report will be submitted to CEB in October 2015. The Asset Management Plan will be submitted to Council for adoption in December 2015.		
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 <input type="checkbox"/> Council	
Executive Lead Member:	Finance, Corporate 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 22:	SALE OF CITY FARM, GARSINGTON ID: I011743
Sale of investment asset outside of the City boundary.	
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?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Julia Castle, Corporate Assets jcastle@oxford.gov.uk

ITEM 23:	TRANSFER STATION FOR RECYCLED MATERIAL ID: I012199
Proposal to create and operate a Council managed Transfer Station for City collected co-mingled recycle, green waste, street arisings and engineering works spoil.	
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
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Community Services
Report Contact:	Roy Summers, Direct Services Tel: 01865 253608 rsummers@oxford.gov.uk

ITEM 24:	COMMUNITY CENTRE STRATEGY 2015-2020 ID: I010564
The strategy will reflect the current position on Community Centres, detail what world class community facilities, delivery and access will look like in 2020, with a clear action plan developed. The draft strategy will go to CEB in October 2015. Adoption after public consultation in December 2015.	
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 - in October 2015
Decision Taker	City Executive Board□□
Executive Lead Member:	Culture & Communities□□

Report Owner:	Head of Community Services□□
Report Contact:	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 25:	FLAG FLYING - ADDITION TO PROTOCOL ID: I012460
Request to secure the flying of the Union flag, as a regular activity, on both VE and VJ day	
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:	Corporate Strategy and Economic Development
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

ITEM 26:	NORTHWAY AND MARSTON FLOOD ALLEVIATION SCHEME PROJECT ID: I012469
<ul style="list-style-type: none"> To update Members on the Northway and Marston Flood Alleviation Scheme To request CEB to agree delegated authority to Executive Director Community Services, in consultation with the Section 151 and Monitoring Officers, to be able to appoint and award to preferred principal contractor To request Council approval to the revised project 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	City Executive Board□□Council
Executive Lead Member:	Councillor John Tanner, Councillor Ed Turner□□
Report Owner:	Executive Director for Community Services□□
Report Contact:	Head of Business Improvement

COUNCIL 7 DECEMBER 2015 PROVISIONAL REPORTS

To include any reports from CEB

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ITEM 27:	BUDGET 2016/17 CONSULTATION ID: I011770
Dec 2015: To propose a Medium Term Financial Strategy 2016-20 and a 2016/17 Budget for public consultation.	
Feb 2016: To present the Council's Medium Term Financial Strategy for 2015/16 to 2018-19 and the 2015-16 Budget for recommendation to Council	

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?	Not until after this report.
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
Executive Lead Member:	Finance, Corporate Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Financial Services <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 28:	CORPORATE PLAN 2016 - 20 ID: I011772
Corporate Plan 2016 – 20 CEB 17 December 2015: to present the pre-consultation draft Corporate Plan 2016-20 and seek approval to go to public consultation CEB 11 February 2016: to present the draft Corporate Plan 2016-20 for recommendation to Council Council 17 February 2016: to submit the draft Corporate Plan 2016–20 for approval	
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?	Public consultation Dec 2015 - Jan 2016
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
Executive Lead Member:	Corporate Strategy and Economic Development <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Assistant Chief Executive <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

ITEM 29:	DATA PROTECTION POLICY REFRESH ID: I006767
To propose minor changes to the current Data Protection Policy to keep it in line with best practice and new guidance issued by the Information Commissioner.	
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:	Customer Services and Corporate Services
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 30:	INTEGRATED PERFORMANCE REPORT QUARTERLY 2015/16 ID: I011045
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Report details the Council's finances, risk and performance as at the end of each Quarter 2015: Q1, 30 June – report in September 2015 Q2, 30 September - report in December 2015 Q3, 31 December - report in March 2016 Q4, 31 March 2016 - report in June 2016	
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?	N/A
Decision Taker	City Executive Board <input type="checkbox"/> Council <input type="checkbox"/>
Executive Lead Member:	Finance, Corporate Asset Management and Public Health, Corporate Strategy and Economic Development <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Executive Director for Organisational Development and Corporate Services <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Head of Financial Services

ITEM 31:	TREASURY MANAGEMENT PERFORMANCE 2015/16 - HALF YEAR PERFORMANCE ID: I010203
CEB Nov 2015: To report the Council's Treasury Management performance for the 6 month period up to 30 Sept 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
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Head of Financial Services
Report Contact:	Anna Winship, Financial Accounting Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 32:	DESIGN SUPPLEMENTARY PLANNING DOCUMENT - DRAFT ID: I011613
The Design SPD will set out planning guidance for the design of new buildings in Oxford considering particularly local context. This meeting will be to approve the draft for 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?	Yes- public consultation
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Head of Planning and Regulatory
Report Contact:	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 33:	HOUSING DEVELOPMENT DELIVERY MODELS & PROJECT APPROVAL FOR THE DELIVERY OF THE COUNCIL'S 2015-18 AFFORDABLE HOUSING PROGRAMME
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	ID: I011254
To present possible models of development and to seek project approval for the delivery of the Council's 2015-18 affordable housing programme.	
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?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Alan Wylde Tel: 01865 252319 awylde@oxford.gov.uk

ITEM 34:	NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- ADOPTION ID: I011611
To recommend adoption of the North Oxford Victorian Suburb Conservation Area Appraisal.	
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
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory
Report Contact:	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

ITEM 35:	HEADINGTON NEIGHBOURHOOD PLAN ID: I012135
To approve submission of the draft Headington Neighbourhood Plan for 6 week 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?	6 week consultation
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	

ITEM 36:	EXTERNALLY LEASED HRA PROPERTIES - RENT SETTING ID: I011747
To agree a rent charging framework for HRA property leased to partner organisations.	
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?	N/A

Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Dave Scholes, Housing Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

ITEM 37:	HOUSING ENERGY STRATEGY ID: I011511
Works to building and with staff and tenants in the Council's domestic housing on energy efficiency and fuel poverty	
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?	Consultation with tenants Oct – Dec 2015
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Deborah Haynes, Energy Efficiency Projects Officer Tel: 01865 252566 dhaynes@oxford.gov.uk

ITEM 38:	ODEON, GLOUCESTER GREEN MARKET AND 1 - 5 GEORGE STREET DEVELOPMENT OPTIONS ID: I011506
To consider redevelopment options for the Odeon cinema, Gloucester Green and George Street.	
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?	No
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Piers Scrimshaw-Wright Tel: 01865 252142 pscrimshaw-wright@oxford.gov.uk

ITEM 39:	DEVELOPMENT OF NEW CEMETERY SITE ID: I011508
Update on options for new cemetery site within South Oxfordshire Council boundary.	
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:	Leisure, Parks and Sport
Report Owner:	Head of Community Services
Report Contact:	Trevor Jackson, City Leisure and Parks Tel: 01865 252363 tjackson@oxford.gov.uk

ITEM 40:	CORPORATE ENFORCEMENT POLICY (PREVIOUSLY 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?	Not Key
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:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory
Report Contact:	Head of Planning and Regulatory

CEB 21 JANUARY 2016 - PROVISIONAL REPORTS

ITEM 41:	LOCAL DEVELOPMENT SCHEME ID: I010035
The Local Development Scheme set out a work programme for major planning policy documents for Oxford. This meeting will recommend adoption of the LDS.	
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:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory
Report Contact:	Cathy Gallagher, Head of Planning and Regulatory Services cgallagher@oxford.gov.uk

ITEM 42:	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:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory

Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk
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COUNCIL 8 FEBRUARY 2016 - PROVISIONAL REPORTS

ITEM 43:	STATEMENT OF LICENSING POLICY 2016 - 2021: REVIEW ID: I012223
Statutory policy review required every 5 years to update and amend current policy.	
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 prior to Council approval
Decision Taker	Council
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Executive Director for Community Services
Report Contact:	Julian Alison, Licensing Team Leader jalison@oxford.gov.uk

CEB 11 FEBRUARY 2016 - PROVISIONAL REPORTS

ITEM 44:	GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS FOR 2016-2017 ID: I012213
The report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2016/2017. The decision is Key because the indicative grants budget is £1.4m	
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?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Leisure, Parks and Sport
Report Owner:	Head of Community Services
Report Contact:	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

ITEM 45:	ENERGY & WATER SUPPLY CONTRACT PROCUREMENT APPROACH 2016 - 2020 ID: I012133
This report recommends the award of a contract to the Council's energy supplier for the period 2016 - 2020	
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	City Executive Board

Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Community Services
Report Contact:	Paul Spencer Tel: 01865 252238 pspencer@oxford.gov.uk

ITEM 46:	CAPITAL STRATEGY 2016-17 ID: I011797
To present the Council's Capital Strategy for approval	
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?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Head of Financial Services
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 47:	TREASURY MANAGEMENT STRATEGY 2016-17 ID: I011768
Treasury Management Strategy for 2016-17, including prudential indicators. CEB Feb 2016: To recommend the Council adopts the Treasury Management Strategy 2015/2016. Council 18 Feb 2016: To adopt the Treasury Management Strategy 2015/2016.	
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?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Head of Financial Services
Report Contact:	Anna Winship, Financial Accounting Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 48:	REPLACEMENT OF HOUSING COMPUTER SYSTEMS ID: I010933
The Council currently has two housing computer systems, this report details the proposals for the procurement of one housing computer system to replace the current computer applications.	
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?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Head of Business Improvement
Report Contact:	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

COUNCIL 17 FEBRUARY 2016 - BUDGET AND CORPORATE PLAN AND RELATED REPORTS

CEB 17 MARCH 2016 - PROVISIONAL REPORTS

CEB 14 APRIL 2016 - PROVISIONAL REPORTS

COUNCIL 18 APRIL 2016 - PROVISIONAL REPORTS

ITEM 49:	CONSTITUTION REVIEW ID: I004734
An annual report to propose any required changes to the constitution.	
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?	N/A
Decision Taker	Council
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Head of Law and Governance
Report Contact:	Emma Griffiths, Law and Governance Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 50:	REGULATION OF INVESTIGATORY POWERS ACT 2000 ID: I004596
To report the Council's application of its powers under the Regulation of Investigatory Powers Act 2000.	
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?	Not applicable
Decision Taker	Council
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Head of Law and Governance
Report Contact:	Jeremy Franklin, Law and Governance jfranklin@oxford.gov.uk

CEB MAY 2016 - PROVISIONAL REPORTS

ITEM 51:	SUSTAINABLE ENERGY ACTION PLAN (SEAP) ADOPTION ID: I011844
We became signatories of the European Commission's Covenant of Mayors in September 2014 and are required to adopt a Sustainable Energy Action Plan in order to meet at least a 20% reduction in carbon emissions by 2020. This report will request approval of our aims, objectives and emission reduction target for the City and adoption of the action plan attached to the Sustainable Energy Strategy.	
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
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Community Services
Report Contact:	Mairi Brookes Tel: 01865 252212 mbrookes@oxford.gov.uk

ANNUAL COUNCIL - MAY 2016

CEB JUNE 2016 - PROVISIONAL REPORTS

ITEM 52:	APPOINTMENT OF OUTSIDE BODIES 2016/17 ID: I012458
To appoint Council representatives to outside bodies and charities.	
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:	Corporate Strategy and Economic Development
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk