

FORWARD PLAN FOR THE PERIOD DECEMBER 2015 - NOVEMBER 2016

Updated – Published 7 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 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, Sport and Events
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
Patsy Dell	Head of Planning and Regulatory

KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

ITEM 1:	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:	Customer Services and Corporate Services	
Report Owner:	Executive Director for Organisational Development and Corporate Services	
Report Contact:	Head of Business Improvement	

ITEM 2:	HOUSING IMPROVEMENT AGENCY CONTRACT AWARD ID: I011842	
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.		
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:	Housing	
Report Owner:	Executive Director for Regeneration and Housing	
Report Contact:	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk	

ITEM 3:	TOWER BLOCKS REFURBISHMENT PROJECT - LETTING OF CONTRACT AND APPOINTMENT OF CONTRACTOR ID: I009026	
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.		
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:	Corporate Strategy and Economic Development
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 4:	ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK ID: I012328
<p>A solar panel installation programme for council properties funded through a community-benefit model.</p> <p>On 15 October 2015 the City Executive Board resolved to:</p> <ol style="list-style-type: none"> Grant project approval to fit solar panels on Council-owned housing stock in the manner described in this report; Delegate authority to the Chief Executive, in conjunction with the Head of Finance, to enter into an Agreement to Lease with the Low Carbon Hub IPS (on the basis that this would permit leases to the roof space of individual Council properties to be drawn up and executed if required) plus any ancillary agreement required; and to submit an appropriate VEAT notice to the EU; and Agree that on the basis of the matters set out in this report, the proposed arrangement with the Low Carbon Hub IPS represents best value to the 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?	N/A
Decision Taker	Chief Executive
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

REPORTS TO CEB AND COUNCIL

CEB 17 DECEMBER 2015 REPORTS

ITEM 5:	BUDGET 2016/17 CONSULTATION ID: I011770
<p>Dec 2015: To propose a Medium Term Financial Strategy 2016-20 and a 2016/17 Budget for public consultation.</p> <p>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</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?	Not until after this report.
Decision Taker	City Executive Board

	City Executive Board Council
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 6:	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 Council
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Assistant Chief Executive
Report Contact:	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

ITEM 7:	INTEGRATED PERFORMANCE REPORT QUARTERLY 2015/16 ID: I011045
These reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2015/16 and may present budgetary amendments in the light of that information: <ul style="list-style-type: none"> • 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?	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:	
Report Owner:	
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 8:	TREASURY MANAGEMENT STRATEGY, ANNUAL REPORT AND PERFORMANCE 2015/16 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 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, Corporate Asset Management and Public Health
Report Owner:	Head of Financial Services
Report Contact:	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 9:	ASSET MANAGEMENT PLAN 2016-2020 ID: I011608
A new Asset Management Plan for the period 2016-2020. <ul style="list-style-type: none"> This report will be submitted to CEB in December 2015. The Asset Management Plan will be submitted to Council for adoption in February 2016. 	
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:	Finance, Corporate Asset Management and Public Health
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Mike Scott, Senior Asset Manager (Contractor)

Tel: 01865 252138 mwscott@oxford.gov.uk

ITEM 10:	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 11:	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 Services
Report Contact:	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

ITEM 12:	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 December 2015. Adoption after public consultation in early 2016 – scheduled for CEB in March 2016.	
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 - autumn 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
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ITEM 13:	RESETTLING SYRIAN REFUGEES IN OXFORD ID: I012688
To provide an update to members on progress in accommodating Syrian Refugees in Oxford through the Government's Syrian Vulnerable Person Resettlement Scheme and approve proposals to accommodate Syrian Refugees in Oxford over the coming months.	
At Council Meeting on 23rd September 2015 Council considered a motion and agreed that the council should accommodate refugees in Oxford. Following that officers have been working with the Home Office to make arrangements for Oxford to participate in the government scheme. These arrangements have only recently been confirmed and this is the first opportunity to update CEB.	
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?	
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Assistant Chief Executive
Report Contact:	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

ITEM 14:	PROCUREMENT STRATEGY 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?	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:	Head of Financial Services
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 15:	PROPOSED FREEHOLD PURCHASE OF THE OLD SCHOOL, GLOUCESTER GREEN ID: I012855
The Council has an opportunity to purchase the long leasehold interest in The Old School, Gloucester Green.	

Exemption and Urgency: This decision is published under the urgency procedures to meet external commercial deadlines. The Chair of the Scrutiny Committee has been consulted and has agreed to the issue being considered without giving 28 days public notice having had regard to the urgency of the report.	
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 Commercial affairs of the Council.
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board Council
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Piers Scrimshaw-Wright Tel: 01865 252142 pscrimshaw-wright@oxford.gov.uk

ITEM 16:	OXPENS DELIVERY STRATEGY ID: I009224
OXPENS DELIVERY STRATEGY - REVISED APPROACH	
<p>This report details the revised proposals for the structure of the arrangements for the private sector investor partnership and development delivery vehicle for the land acquisition deal at the Oxpens site. This report is an amendment to the previous CEB report (considered in October 2015).</p> <p>Exemption and Urgency: This report will be considered at the CEB meeting on 17 December 2015 or at a special CEB meeting on 21 December 2015. This decision is published under the urgency procedures to meet external commercial deadlines. The Chair of the Scrutiny Committee has been consulted and has agreed to the issue being considered without giving 28 days public notice having had regard to the urgency of the report.</p> <p>Background: On 15 October 2015 the City Executive Board resolved to:</p> <ol style="list-style-type: none"> Delegate to the Executive Director Regeneration and Housing authority to agree terms for the acquisition of land at Oxpens (in consultation with the Chief Executive, s151 Officer and Monitoring Officer) subject to Council agreeing the recommendation set out at number 3 below; Approve the creation of a wholly owned investment vehicle and the commencement of a competitive exercise to secure a joint venture partner to become a Member of such a vehicle; and Recommend Council to resolve to approve the establishment of a capital budget of £8.4m to progress the project through the next stages. 	

On 27 April 2015 the City Executive Board resolved to:

1. **Note** the contents of the report.
2. **Establish** an investment vehicle with a private sector partner to include an agreement with the Department for Transport/Cabinet Office for the acquisition of the railway lands.
3. **Approve** the principle of direct sale of relevant Council Land to the investment vehicle, subject to formal valuation.
4. **Delegate to** the Executive Director for City Regeneration and Housing the authority to publish a VEAT notice, 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.
5. **Grant project approval** for the Oxpens Delivery project as set out in this report.

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	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Fiona Piercy, Partnership & Regeneration Manager Tel: 01865 252185 fpiercy@oxford.gov.uk

CEB 21 JANUARY 2016 - PROVISIONAL REPORTS

ITEM 17:	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 Services
Report Contact:	Mark Jaggard, Spatial & Economic Development Manager Tel: 01865 252161 mjaggard@oxford.gov.uk

ITEM 18:	GO ULTRA LOW OXFORD GRANT FUNDING ID: I012911
This report details grant funding which the Council has applied for from Office of Low Emission Vehicles (OLEV). The aim of the programme is to increase uptake of ultra-low emission vehicles through support for individuals, provision of enabling infrastructure. Air quality will be improved with around twenty-five tonnes additional tonnes of NO2 emissions avoided by 2021. The total programme value is up to £9 million.	

Our partners in this bid are Oxfordshire County Council, the University of Oxford, Oxford Brookes, the Energy Savings Trust, the Transport Studies Unit and BMW Group/Eluminocity. A several months' long negotiation was expected following award announcement in Dec or January. It only now been indicated that a rapid process for final negotiation of grant terms is desired by OLEV.

The report seeks project approval and delegated authority to enter into a grant agreement should funding be approved.

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:	Planning, Transport and Regulatory Services
Report Owner:	Head of Community Services
Report Contact:	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

COUNCIL 8 FEBRUARY 2016 - PROVISIONAL REPORTS

ITEM 19:	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

Will include the following reports, originally considered at December CEB meeting, updated following consultation

- Budget 2016/17
- Corporate Plan 2016/20

ITEM 20:	PRIVATE SECTOR HOUSING POLICY ID: I010352
The policy will set out the future priorities and areas of intervention in the private rented and owner occupied residential sectors in Oxford and will clarify the regulatory approach to be taken by the Council.	
The policy will be considered at the following meetings:	

<ul style="list-style-type: none"> • CEB – January 2016 for pre-consultation • CEB – May 2016 post-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?	Public consultation for 6 weeks from January to March 2016.
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Head of Planning and Regulatory Services
Report Contact:	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

ITEM 21:	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 Strategy & Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

ITEM 22:	A HOUSING COMPANY FOR OXFORD ID: I012645
The report will set out the case for the establishment of a Council owned company to deliver additional affordable housing for Oxford.	
The recent 1% social rent cut in the budget and the policy on extending the Right to Buy to housing associations paid for from HRA budgets has led to the deferment of the new build Council housing programme. Some of the detail of these policies have only recently emerged only now allowing a meaningful discussion of the options available and the potential impacts on the 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?	Part exempt Commercially sensitive information may be included
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Housing, Finance, Corporate Asset Management and Public Health
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Alan Wylde, Housing Development & Enabling Manager Tel: 01865 252319 awylde@oxford.gov.uk

ITEM 23:	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?	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:	Paul Spencer, Energy & Carbon Manager Tel: 01865 252238 pspencer@oxford.gov.uk

ITEM 24:	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

ITEM 25:	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 26:	TREASURY MANAGEMENT STRATEGY, ANNUAL REPORT AND PERFORMANCE 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	

2016/2017.	
Council 18 Feb 2016: To adopt the Treasury Management Strategy 2016/2017.	
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, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 27:	GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 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 28:	CHANGES TO CHARGING FOR PLANNING AND LISTED BUILDING PRE-APPLICATION ADVICE AND BUILDING CONTROL APPLICATION FEES ID: I012237
These 2 reports propose the following changes to Planning and Listed Building pre-application advice and Building Control application fees : 21 January CEB – report to consider	
<ul style="list-style-type: none"> Increasing some of the building control application fees 	
CEB 15 October – decision to approve	
<ul style="list-style-type: none"> Increasing the planning pre-application advice fees by 25% Introducing fees for pre-application advice in respect of listed buildings and householder developments 	
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:	Planning, Transport and Regulatory Services

Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Head of Planning and Regulatory Services

ITEM 29:	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?	None
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, Deputy Head of Service Tel: 01865 253608 rsummers@oxford.gov.uk

ITEM 30:	SALE OF BRASENOSE FARM HOUSE SITE ID: I012549
Disposal of the Brasenose Farm House site	
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
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:	Executive Director for Regeneration and Housing
Report Contact:	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

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

To include any reports from CEB

CEB 17 MARCH 2016 - PROVISIONAL REPORTS

ITEM 31:	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	None

form of consultation?	
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 32:	ALLOCATION OF HOMELESSNESS PREVENTION FUNDS ID: I012816
To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy	
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:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Nerys Parry, Rough Sleeping and Single Homelessness Manager nparry@oxford.gov.uk

ITEM 33:	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 Services
Report Contact:	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 34:	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:	Executive Director for Regeneration and Housing

ITEM 35:	NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA
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	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 Services
Report Contact:	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

CEB 14 APRIL 2016 - PROVISIONAL REPORTS

COUNCIL 18 APRIL 2016 - PROVISIONAL REPORTS

ITEM 36:	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, Lawyer Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 37:	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?	N/A
Decision Taker	Council
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Head of Law and Governance
Report Contact:	Jeremy Franklin, Lawyer jfranklin@oxford.gov.uk

CEB MAY 2016 - PROVISIONAL REPORTS

ITEM 38:	SUSTAINABLE ENERGY ACTION PLAN (SEAP) FOR OXFORD ID: I011844
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On 29 September 2014 Council agreed to support the Covenant of Mayors initiative and authorised the Lord Mayor to sign the Covenant adherence form. By signing up to the Covenant of Mayors the Council committed to submit a Sustainable Energy Action Plan for the City of Oxford. The Covenant sets out the intentions of the Council and its partners to reduce carbon emissions by 40% by 2020 across the whole city. 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?	Yes - Stakeholder workshops and e-consultation expected in Feb 2016
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, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

ANNUAL COUNCIL - MAY 2016

To include any reports from CEB

CEB JUNE 2016 - PROVISIONAL REPORTS

ITEM 39:	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

CEB JULY 2016 - PROVISIONAL REPORTS

COUNCIL - JULY 2016

To include any reports from CEB

CEB SEPTEMBER 2016 - PROVISIONAL REPORTS

ITEM 40:	ANNUAL MONITORING REPORT (AMR) 2015/16 ID: I012651
This is the City Council's twelfth 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?	No consultation. This is a factual report.
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, Planner Tel: 01865 252612 rknight@oxford.gov.uk

COUNCIL - SEPTEMBER 2016

To include any reports from CEB

ITEM 41:	STATEMENT OF GAMBLING LICENSING POLICY 2016 REVISION ID: I011840
Statutory policy review required every 5 years to update and amend current policy.	
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?	Yes
Decision Taker	Council
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Head of Community Services
Report Contact:	Julian Alison, Licensing Team Leader jalison@oxford.gov.uk

CEB OCTOBER 2016 - PROVISIONAL REPORTS

ITEM 42:	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, Sport and Events
Report Owner:	Head of Community Services
Report Contact:	Trevor Jackson, Cemeteries Manager / Registrar Tel: 01865 252363 tjackson@oxford.gov.uk

CEB NOVEMBER 2016 - PROVISIONAL REPORTS

CEB DECEMBER 2016 - PROVISIONAL REPORTS

