

# FORWARD PLAN

## January 2016 - December 2016

Published on: 24/12/15

### What is the Forward Plan?

The Forward Plan gives information about all the decisions (key and non-key) that the City Executive Board (CEB) is expected to take over the next year. For completeness, the Forward Plan also includes important decisions which will be taken by the full Council.

The Forward Plan provides an indicative date for matters to be considered by CEB. Where possible, CEB will keep to the dates shown, however, it may be necessary for some items to be rescheduled.

The Forward Plan is published on the Council's website on the first working day of the month. However, it is subject to regular revision and new issues or changes to existing issues will be posted on the website as soon as they are known.

The Forward Plan includes:

- a short description of the decision to be made
- who will make the decision
- when the decision will be made
- details of the planned consultation with local people and other stakeholders
- contact details for further information

### 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.

### Inspection of documents

The agenda papers (including the reports and background papers) for CEB meetings are available 5 working days before the meeting on the council website:

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

The Forward Plan is available to view at the Town Hall and also at the Central Library in the Westgate.

### Private meetings

The majority of the decisions taken by the CEB are made in the "open session" of a meeting when the press or public have the right to attend. However, some or all, of the information supporting decisions in the Forward Plan may be confidential and as such it will be taken in the "private session" a meeting when the press or public are excluded. Items that will be taken in "private session" 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:

T: 01865 252191

Email: [cityexecutiveboard@oxford.gov.uk](mailto:cityexecutiveboard@oxford.gov.uk)

### **The Council's decision-making process**

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**

<b>City Executive Board Member</b>	<b>Portfolio</b>
<b>Bob Price, Council Leader</b>	Corporate Strategy and Economic Development
<b>Ed Turner, Deputy Leader</b>	Finance, Corporate Asset Management and Public Health
<b>Susan Brown</b>	Customer and Corporate Services
<b>Alex Hollingsworth</b>	Planning, Transport and Regulatory Services
<b>Pat Kennedy</b>	Young People, Schools and Skills
<b>Mark Lygo</b>	Leisure, Sport and Events
<b>Mike Rowley</b>	Housing
<b>Dee Sinclair</b>	Crime, Community Safety and Licensing
<b>Christine Simm</b>	Culture and Communities
<b>John Tanner</b>	Climate Change and Cleaner, Greener Oxford

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

## KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

<b>ITEM 1:</b>	<b>AGENCY STAFF CONTRACT AWARD ID: I010929</b>	
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.		
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000	
<b>Is this item open or exempt to the public?</b>	Part exempt - Commercially sensitive	
<b>Will this decision be preceded by any form of consultation?</b>	N/A	
<b>Decision Taker</b>	Executive Director for Organisational Development and Corporate Services	
<b>Executive Lead Member</b>	Customer Services and Corporate Services	
<b>Lead Executive Director</b>	Executive Director for Organisational Development and Corporate Services	
<b>Report Contact</b>	Head of Business Improvement	

<b>ITEM 2:</b>	<b>HOUSING IMPROVEMENT AGENCY CONTRACT AWARD ID: I011842</b>	
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.		
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000	
<b>Is this item open or exempt to the public?</b>	Part exempt - Commercially Sensitive	
<b>Will this decision be preceded by any form of consultation?</b>	None	
<b>Decision Taker</b>	Executive Director for Regeneration and Housing	
<b>Executive Lead Member</b>	Housing	
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing	
<b>Report Contact</b>	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk	

<b>ITEM 3:</b>	<b>ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK ID: I012328</b>	
A solar panel installation programme for council properties funded through a community-benefit model.		
On 15 October 2015 the City Executive Board resolved to:		
<ol style="list-style-type: none"> <li><b>Grant project approval</b> to fit solar panels on Council-owned housing stock in the manner described in this report;</li> <li><b>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</b></li> </ol>		

3. <b>Agree</b> 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.	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	Chief Executive
<b>Executive Lead Member</b>	Climate Change and Cleaner, Greener Oxford
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

## REPORTS TO CEB AND COUNCIL

### CEB 14 JANUARY 2016 REPORTS

<b>ITEM 4:</b>	<b>EXPENS DELIVERY STRATEGY ID: I009224</b>
<b>EXPENS DELIVERY STRATEGY - REVISED APPROACH</b>	
<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 Expens site. This report is an amendment to the previous CEB report (considered in October 2015).</p> <p><b>Exemption and Urgency:</b></p> <p><b>This report will be considered at a special CEB meeting on 14 January 2016.</b></p> <p>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><b>Background:</b></p> <p>On 15 October 2015 the City Executive Board resolved to:</p> <ol style="list-style-type: none"> <li><b>Delegate to</b> the Executive Director Regeneration and Housing authority to agree terms for the acquisition of land at Expens (in consultation with the Chief Executive, s151 Officer and Monitoring Officer) subject to Council agreeing the recommendation set out at number 3 below;</li> <li><b>Approve</b> 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</li> <li><b>Recommend Council to</b> resolve to approve the establishment of a capital budget of £8.4m to progress the project through the next stages.</li> </ol> <p>On 27 April 2015 the City Executive Board resolved to:</p> <ol style="list-style-type: none"> <li><b>Note</b> the contents of the report.</li> <li><b>Establish</b> 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.</li> <li><b>Approve</b> the principle of direct sale of relevant Council Land to the investment vehicle,</li> </ol>	

subject to formal valuation.	
4. <b>Delegate to</b> 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. <b>Grant project approval</b> for the Oxpens Delivery project as set out in this report.	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt - commercially sensitive
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Fiona Piercy, Partnership & Regeneration Manager Tel: 01865 252185 fpiercy@oxford.gov.uk

## CEB 21 JANUARY 2016

<b>ITEM 5:</b>	<b>LOCAL DEVELOPMENT SCHEME ID: I010035</b>
The Local Development Scheme set out a work programme for major planning policy documents for Oxford. This meeting will recommend adoption of the LDS.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Head of Planning and Regulatory Services
<b>Report Contact</b>	Mark Jaggard, Spatial & Economic Development Manager Tel: 01865 252161 mjaggard@oxford.gov.uk

<b>ITEM 6:</b>	<b>GO ULTRA LOW OXFORD GRANT FUNDING ID: I012911</b>
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.	

<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Head of Community Services
<b>Report Contact</b>	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

## COUNCIL 8 FEBRUARY 2016 - PROVISIONAL REPORTS

<b>ITEM 7:</b>	<b>ASSET MANAGEMENT PLAN 2016-2020</b> <b>ID: I011608</b>	
A new Asset Management Plan for the period 2016-2020. <ul style="list-style-type: none"> <li>This report was submitted to CEB in December 2015.</li> <li>The Asset Management Plan will be submitted to Council for adoption in February 2016.</li> </ul>		
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards	
<b>Is this item open or exempt to the public?</b>	Open -	
<b>Will this decision be preceded by any form of consultation?</b>	Yes	
<b>Decision Taker</b>	City Executive Board  Council	
<b>Executive Lead Member</b>	Finance, Corporate Asset Management and Public Health	
<b>Lead Executive Director</b>	Regeneration and Major Projects Service Manager	
<b>Report Contact</b>	Mike Scott, Senior Asset Manager (Contractor) Tel: 01865 252138 mwscott@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

<b>ITEM 8:</b>	<b>BUDGET 2016/17 CONSULTATION</b> <b>ID: I011770</b>	
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	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Not until after this report.
<b>Decision Taker</b>	City Executive Board  City Executive Board  Council
<b>Executive Lead Member</b>	Finance, Corporate Asset Management and Public Health
<b>Lead Executive Director</b>	Head of Financial Services
<b>Report Contact</b>	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 9:</b>	<b>CORPORATE PLAN 2016/20 ID: I011772</b>
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	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Public consultation Dec 2015 - Jan 2016
<b>Decision Taker</b>	City Executive Board  City Executive Board  Council
<b>Executive Lead Member</b>	Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Assistant Chief Executive

<b>Report Contact</b>	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

<b>ITEM 10:</b>	<b>CAPITAL STRATEGY 2016-17 ID: I011797</b>
To present the Council's Capital Strategy for approval	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Finance, Corporate Asset Management and Public Health
<b>Lead Executive Director</b>	Head of Financial Services
<b>Report Contact</b>	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 11:</b>	<b>GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2016/2017 ID: I012213</b>
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	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Leisure, Parks and Sport
<b>Lead Executive Director</b>	Head of Community Services
<b>Report Contact</b>	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

<b>ITEM 12:</b>	<b>TREASURY MANAGEMENT STRATEGY, ANNUAL REPORT AND PERFORMANCE 2016/17 ID: I011768</b>
Treasury Management Strategy for 2016/17, including prudential indicators.	
CEB 11 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.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Finance, Corporate Asset Management and Public Health



<b>Lead Executive Director</b>	Head of Financial Services
<b>Report Contact</b>	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

<b>ITEM 13:</b>	<b>PRIVATE SECTOR HOUSING POLICY ID: I010352</b>
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"> <li>• CEB – February 2016 for pre-consultation</li> <li>• CEB – May 2016 post-consultation</li> </ul>	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Public consultation for 6 weeks from January to March 2016.
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Head of Planning and Regulatory Services
<b>Report Contact</b>	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

<b>ITEM 14:</b>	<b>EXTERNALLY LEASED HRA PROPERTIES - RENT SETTING ID: I011747</b>
To agree a rent charging framework for HRA property leased to partner organisations.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Head of Housing and Property
<b>Report Contact</b>	Dave Scholes, Housing Strategy & Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

<b>ITEM 15:</b>	<b>ENERGY &amp; WATER SUPPLY CONTRACT PROCUREMENT APPROACH 2016 - 2020 ID: I012133</b>
This report recommends the award of a contract to the Council's energy supplier for the period 2016 - 2020	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A

<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Climate Change and Cleaner, Greener Oxford
<b>Lead Executive Director</b>	Executive Director for Community Services
<b>Report Contact</b>	Paul Spencer, Energy & Carbon Manager Tel: 01865 252238 pspencer@oxford.gov.uk

<b>ITEM 16:</b>	<b>NEW LEASE AT PATHWAYS OXFORD, DUNNOCK WAY ID: I013205</b>
To approve the letting of this property to the mental health charity Response at nil rent	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Finance, Corporate Asset Management and Public Health
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

<b>ITEM 17:</b>	<b>AWARD OF NEW CONTRACTS FOR BUILDING AND HOUSING MATERIALS ID: I013206</b>
To request that the Director of Community Services be given delegated authority to award the new contracts for building and housing materials.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Part exempt - Commercially sensitive
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Finance, Corporate Asset Management and Public Health
<b>Lead Executive Director</b>	Executive Director for Community Services
<b>Report Contact</b>	

<b>ITEM 18:</b>	<b>REPLACEMENT OF HOUSING COMPUTER SYSTEMS ID: I010933</b>
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.	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt - Commercially Sensitive
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Customer Services and Corporate Services
<b>Lead Executive Director</b>	Head of Business Improvement
<b>Report Contact</b>	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

<b>ITEM 19:</b>	<b>A HOUSING COMPANY FOR OXFORD ID: I012645</b>
-----------------	---

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.	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt - Commercially sensitive information may be included
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Housing, Finance, Corporate Asset Management and Public Health
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Alan Wylde, Housing Development & Enabling Manager Tel: 01865 252319 awylde@oxford.gov.uk

<b>ITEM 20:</b>	<b>TRANSFER STATION FOR RECYCLED MATERIAL ID: I012199</b>
Proposal to create and operate a Council managed Transfer Station for City collected co-mingled recycle, green waste, street arisings and engineering works spoil.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Part exempt - Commercially Sensitive
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Climate Change and Cleaner, Greener Oxford
<b>Lead Executive Director</b>	Executive Director for Community Services
<b>Report Contact</b>	Roy Summers, Deputy Head of Service Tel: 01865 253608 rsummers@oxford.gov.uk

<b>ITEM 21:</b>	<b>SALE OF BRASENOSE FARM HOUSE SITE ID: I012549</b>
Disposal of the Brasenose Farm House site	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt -
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Finance, Corporate Asset Management and Public Health
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

<b>ITEM 22:</b>	<b>WEST OXFORD COMMUNITY CENTRE LEASE PROPOSAL FOR THE ASSOCIATION ID: I012947</b>
This report requests CEB to agree a new lease for the Association	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Part exempt -
<b>Will this decision be preceded by any form of consultation?</b>	Extensive talks with the Association
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Culture and Communities
<b>Lead Executive Director</b>	Head of Community Services
<b>Report Contact</b>	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@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**

<b>ITEM 23:</b>	<b>REVIEW OF OLDER PERSONS ACCOMMODATION /REVIEW OF SHELTERED HOUSING ID: I010356</b>
Approve outcomes of review, including future of some of the stock	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Head of Housing and Property
<b>Report Contact</b>	Frances Evans, Housing Strategy & Performance Manager fevans@oxford.gov.uk

<b>ITEM 24:</b>	<b>ALLOCATION OF HOMELESSNESS PREVENTION FUNDS ID: I012816</b>
To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Head of Housing and Property
<b>Report Contact</b>	Nerys Parry, Rough Sleeping and Single

	Homelessness Manager nparry@oxford.gov.uk
--	---

<b>ITEM 25:</b>	<b>DESIGN SUPPLEMENTARY PLANNING DOCUMENT - DRAFT ID: I011613</b>
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.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Yes- public consultation
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Head of Planning and Regulatory Services
<b>Report Contact</b>	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

<b>ITEM 26:</b>	<b>HEADINGTON NEIGHBOURHOOD PLAN ID: I012135</b>
To approve submission of the draft Headington Neighbourhood Plan for 6 week consultation	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	6 week consultation
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Executive Director for Regeneration and Housing

<b>ITEM 27:</b>	<b>COMMUNITY CENTRE STRATEGY 2015-2020 ID: I010564</b>
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 went to CEB in December 2015. Adoption after public consultation in early 2016 – scheduled for CEB in March 2016.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Yes
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	City Executive Board Culture & Communities
<b>Lead Executive Director</b>	Head of Community Services

<b>Report Contact</b>	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk
-----------------------	--

<b>ITEM 28:</b>	<b>INTEGRATED PERFORMANCE REPORT QUARTERLY 2015/16 ID: I011045</b>
<p>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:</p> <ul style="list-style-type: none"> <li>• Q1, 30 June – report in September 2015</li> <li>• Q2, 30 September - report in December 2015</li> <li>• <b>Q3, 31 December - report in March 2016</b></li> <li>• Q4, 31 March 2016 - report in June 2016</li> </ul>	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board  City Executive Board  City Executive Board
<b>Executive Lead Member</b>	
<b>Lead Executive Director</b>	
<b>Report Contact</b>	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 29:</b>	<b>CHANGES TO CHARGING FOR PLANNING AND LISTED BUILDING PRE-APPLICATION ADVICE AND BUILDING CONTROL APPLICATION FEES ID: I012237</b>
<p>These 2 reports propose the following changes to Planning and Listed Building pre-application advice (approved) and <b>Building Control application fees (outstanding)</b>:</p> <p><b>17 March CEB – report to consider</b></p> <ul style="list-style-type: none"> <li>• <b>Increasing some of the building control application fees</b></li> </ul> <p>CEB 15 October –approved</p> <ul style="list-style-type: none"> <li>• Increasing the planning pre-application advice fees by 25%</li> <li>• Introducing fees for pre-application advice in respect of listed buildings and householder developments</li> </ul>	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Head of Planning and Regulatory Services

## CEB 14 APRIL 2016 - PROVISIONAL REPORTS

<b>ITEM 30:</b>	<b>NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- ADOPTION ID: I011611</b>
To recommend adoption of the North Oxford Victorian Suburb Conservation Area Appraisal.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Head of Planning and Regulatory Services
<b>Report Contact</b>	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

## COUNCIL 18 APRIL 2016 - PROVISIONAL REPORTS

<b>ITEM 31:</b>	<b>CONSTITUTION REVIEW ID: I004734</b>
An annual report to propose any required changes to the constitution.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	Council
<b>Executive Lead Member</b>	Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Head of Law and Governance
<b>Report Contact</b>	Emma Griffiths, Lawyer Tel: 01865 252208 egriffiths@oxford.gov.uk

<b>ITEM 32:</b>	<b>REGULATION OF INVESTIGATORY POWERS ACT 2000 ID: I004596</b>
To report the Council's application of its powers under the Regulation of Investigatory Powers Act 2000.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	Council
<b>Executive Lead Member</b>	Crime, Community Safety and Licensing
<b>Lead Executive Director</b>	Head of Law and Governance
<b>Report Contact</b>	Jeremy Franklin, Lawyer jfranklin@oxford.gov.uk

## CEB MAY 2016 - PROVISIONAL REPORTS

<b>ITEM 33:</b>	<b>SUSTAINABLE ENERGY ACTION PLAN (SEAP) FOR OXFORD ID: I011844</b>
On 29 September 2014 Council agreed to support the Covenant of Mayors initiative and authorised the Lord Mayor to sign the Covenant adhesion 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	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Yes - Stakeholder workshops and e-consultation expected in Feb 2016
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Climate Change and Cleaner, Greener Oxford
<b>Lead Executive Director</b>	Executive Director for Community Services
<b>Report Contact</b>	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

<b>ITEM 34:</b>	<b>APPOINTMENT OF OUTSIDE BODIES 2016/17 ID: I012458</b>
To appoint Council representatives to outside bodies and charities.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact</b>	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

<b>ITEM 35:</b>	<b>ANNUAL MONITORING REPORT (AMR) 2015/16 ID: I012651</b>
This is the City Council's twelfth AMR to assess the effectiveness of planning policies contained within Oxford's Local Development Plan.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the</b>	Open -



<b>public?</b>	
<b>Will this decision be preceded by any form of consultation?</b>	No consultation. This is a factual report.
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Rebekah Knight, Planner Tel: 01865 252612 rknight@oxford.gov.uk

## **COUNCIL - SEPTEMBER 2016**

**To include any reports from CEB**

## **CEB OCTOBER 2016 - PROVISIONAL REPORTS**

<b>ITEM 36:</b>	<b>DEVELOPMENT OF NEW CEMETERY SITE ID: I011508</b>
Update on options for new cemetery site within South Oxfordshire Council boundary.	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Leisure, Sport and Events
<b>Lead Executive Director</b>	Head of Community Services
<b>Report Contact</b>	Trevor Jackson, Cemeteries Manager / Registrar Tel: 01865 252363 tjackson@oxford.gov.uk

## **CEB NOVEMBER 2016 - PROVISIONAL REPORTS**

## **CEB DECEMBER 2016 - PROVISIONAL REPORTS**