

FORWARD PLAN

February 2016 - January 2017

Published on: 28/01/16

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

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

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
Lead Executive Director	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?	N/A
Decision Taker	Executive Director for Regeneration and Housing
Executive Lead Member	Housing
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

ITEM 3:	ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK ID: I012328
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"> 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 	

3. 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
Lead Executive Director	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 11 FEBRUARY 2016 - REPORTS

ITEM 4:	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
Executive Lead Member	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Head of Financial Services
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 5:	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	Open -

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

ITEM 7:	GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2016/2017 ID: I012213
<p>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</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	City Executive Board

Executive Lead Member	Leisure, Parks and Sport
Lead Executive Director	Head of Community Services
Report Contact	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

ITEM 8:	TREASURY MANAGEMENT STRATEGY, ANNUAL REPORT AND PERFORMANCE 2016/17 ID: I011768
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.	
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
Lead Executive Director	Head of Financial Services
Report Contact	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 9:	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 – February 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
Lead Executive Director	Head of Planning and Regulatory Services
Report Contact	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

ITEM 10:	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
Lead Executive Director	Executive Director for Community Services
Report Contact	Paul Spencer, Energy & Carbon Manager Tel: 01865 252238 pspencer@oxford.gov.uk

ITEM 11:	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?	Part exempt -
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member	Housing
Lead Executive Director	Head of Housing and Property
Report Contact	Dave Scholes, Housing Strategy & Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

ITEM 12:	NEW LEASE AT PATHWAYS OXFORD, DUNNOCK WAY ID: I013205
To approve the letting of this property to the mental health charity Response at nil rent	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

ITEM 13:	GO ULTRA LOW OXFORD GRANT FUNDING ID: I012911
<p>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.</p> <p>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.</p>	

The report seeks project approval and delegated authority to enter into a grant agreement should funding be approved.	
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	Planning, Transport and Regulatory Services
Lead Executive Director	Head of Community Services
Report Contact	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

ITEM 14:	AWARD OF NEW CONTRACTS FOR BUILDING AND HOUSING MATERIALS ID: I013206
To request that the Director of Community Services be given delegated authority to award the new contracts for building and housing materials.	
Is this a Key Decision?	Not Key
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	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Executive Director for Community Services
Report Contact	

ITEM 15:	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
Lead Executive Director	Head of Business Improvement
Report Contact	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 16:	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	Part exempt -

public?	
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
Lead Executive Director	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 17:	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
Lead Executive Director	Head of Housing and Property
Report Contact	Frances Evans, Housing Strategy & Performance Manager fevans@oxford.gov.uk

ITEM 18:	WATERWAYS PUBLIC SPACE PROTECTION ORDER ID: I013240
<p>The report will contain a proposal to the CEB to introduce a Public Spaces Protection Order for certain behaviours on the waterways within Oxford City's local authority boundary.</p> <ul style="list-style-type: none"> It will be submitted to CEB in March 2016 for approval pre-consultation. It will be submitted to CEB in May 2016 for approval 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?	Yes - public consultation spring 2016. Specific groups include Riparian owners and waterways users.
Decision Taker	City Executive Board
Executive Lead Member	Crime, Community Safety and Licensing
Lead Executive Director	Head of Community Services
Report Contact	Richard J Adams, Community Safety & Resilience Manager Tel: 01865 252283 rjadams@oxford.gov.uk

ITEM 19:	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 was submitted to CEB in December 2015. The Asset Management Plan will be submitted to Council for adoption 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
Decision Taker	City Executive Board
Executive Lead Member	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Regeneration and Major Projects Service Manager
Report Contact	Mike Scott, Senior Asset Manager (Contractor) Tel: 01865 252138 mwscott@oxford.gov.uk

ITEM 20:	WORKING WITH THOSE ALREADY NEET (NOT IN EMPLOYMENT, EDUCATION OR TRAINING) - APPLICATION TO EUROPEAN STRUCTURAL & INVESTMENT FUND ID: I013218
To request approval to deliver a project supporting young people into employment, education or training.	
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	Customer Services and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 21:	UNIVERSAL CREDIT DELIVERY PARTNERSHIP AGREEMENT ID: I013217
To delegate authority for renewing the agreement with DWP for the provision of support in administering Universal Credit, to the Executive Director for ODCS.	
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	Customer Services and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 22:	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
Lead Executive Director	Head of Housing and Property
Report Contact	Nerys Parry, Rough Sleeping and Single Homelessness Manager nparry@oxford.gov.uk

ITEM 23:	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	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@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 went 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
Decision Taker	City Executive Board
Executive Lead Member	Culture & Communities
Lead Executive Director	Head of Community Services
Report Contact	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 25:	MUSEUM OF OXFORD DEVELOPMENT PROGRESS UPDATE ID: I013443
To provide an update on development plans following a successful application to the Heritage Lottery Funding (HLF). A grant of £142k has been secured to prepare a detailed development plan to be submitted to HLF in September 2017.	
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	Culture and Communities
Lead Executive Director	Head of Community Services
Report Contact	Peter McQuitty, Corporate Lead - Culture & the Arts Tel: 01865 252780 pmcquitty@oxford.gov.uk

ITEM 26:	WEST OXFORD COMMUNITY CENTRE LEASE PROPOSAL FOR THE ASSOCIATION ID: I012947
This report requests CEB to agree a new lease for the Association	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Part exempt -
Will this decision be preceded by any form of consultation?	Extensive talks with the Association
Decision Taker	City Executive Board
Executive Lead Member	Culture and Communities
Lead Executive Director	Head of Community Services
Report Contact	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 27:	APPROVAL FOR INITIATION OF CPO PROCEEDINGS UNDER THE APPROVED EMPTY HOMES STRATEGY 2015-2018. ID: I013219
Approval for the initiation of CPO proceedings under the approved Empty Homes Strategy and subsequent disposal options in order to bring property into use.	
Is this a Key Decision?	Yes
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	Housing
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Melanie Mutch, Empty Property Officer (Private Sector) mmutch@oxford.gov.uk, Mike Scott, Senior Asset Manager (Contractor) Tel: 01865 252138 mwscott@oxford.gov.uk

ITEM 28:	AWARD OF THE LIFT MAINTENANCE AND WATER MONITORING CONTRACTS ID: I013246
This report is asking for project approval and delegated powers to be given to Executive Director of Regeneration & Housing to approve the awards of a Lift Maintenance and Water Monitoring contracts following 2 open OJEU tender processes.	
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?	No consultation
Decision Taker	City Executive Board
Executive Lead Member	Housing
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Nicky Atkin, Contracts & Procurement Specialist Tel: 01865 252778 natkin@oxford.gov.uk

ITEM 29:	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?	No consultation
Decision Taker	City Executive Board
Executive Lead Member	Housing, Finance, Corporate Asset Management and Public Health
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Alan Wylde, Housing Development & Enabling Manager Tel: 01865 252319 awylde@oxford.gov.uk

CEB 14 APRIL 2016 - PROVISIONAL REPORTS

ITEM 30:	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
Lead Executive Director	Head of Planning and Regulatory Services
Report Contact	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 31:	DISCRETIONARY HOUSING PAYMENT POLICY - 2016 REVISION ID: I009095
The report seeks approval of the revised Discretionary Housing Payment policy for 2016. This policy is amended in response to changes in the government's welfare policy and the amount of government grant paid to Local Authorities.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	City Executive Board
Executive Lead Member	Customer Services and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 32:	EVALUATION OF OXFORD CITY COUNCIL'S WELFARE REFORM TEAM EUROPEAN SOCIAL FUND PROJECT ID: I009907
To ask the City Executive Board to note the evaluation of the project. The evaluation includes contributions from Oxford University, external stakeholders and a customer survey.	
Original project brief: The project being undertaking is funded by the European Social Fund (ESF) and the aim is to engage with 600 tenants renting privately in Oxford City who aren't working to determine what support they would need in order to either gain employment or undertake work related training. The project builds on the success of the Local Authority Led Pilot undertaken by OCC during 2013 by identifying a new customer base which will in turn provide more learning on what a Local Support Service Framework (LSSF) could look like once Universal Credit is introduced in Oxford. The report aims to highlight the activity that will be undertaken during the ESF Project.	
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	No consultation

form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Customer Services and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 33:	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
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Executive Director for Regeneration and Housing

COUNCIL 18 APRIL 2016 - PROVISIONAL REPORTS

ITEM 34:	CONSTITUTION REVIEW 2016 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?	No consultation
Decision Taker	Council
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Head of Law and Governance
Report Contact	Emma Griffiths, Lawyer Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 35:	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?	No consultation
Decision Taker	Council

Executive Lead Member	Crime, Community Safety and Licensing
Lead Executive Director	Head of Law and Governance
Report Contact	Jeremy Franklin, Lawyer jfranklin@oxford.gov.uk

ITEM 36:	PAY POLICY STATEMENT 2016 ID: I013442		
Review and approval of annual pay policy statement in accordance with legislative requirements			
Is this a Key Decision?		Yes It is likely to result in the Council incurring expenditure which is greater than £500,000	
Is this item open or exempt to the public?		Open -	
Will this decision be preceded by any form of consultation?		No consultation	
Decision Taker		Council	
Executive Lead Member		Customer Services and Corporate Services	
Lead Executive Director		Executive Director for Organisational Development and Corporate Services	
Report Contact		Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk	

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ITEM 37:	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	
Lead Executive Director		Head of Planning and Regulatory Services	
Report Contact		Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk	

ITEM 38:	OLD MARSTON CONSERVATION AREA APPRAISAL ID: I013444
CEB is being asked to endorse a conservation area appraisal for Old Marston Conservation Area appraisal. The appraisal will be used to inform development changes that may affect the special interest of the conservation area.	
A draft conservation area appraisal for Old Marston that defines the special interest and character of the conservation area was drafted in 2012, following extensive participation with	

<p>the local community and a formal consultation. It was, however, never amended to take on board the comments received, and was not taken to Members for endorsement.</p> <p>The draft appraisal has been refreshed to take account of the comments received in 2012 as well as any changes which have taken place to the conservation area's character from developments or other changes during the intervening three years. This was carried out in November-December 2015, with the informal engagement of key local stakeholders.</p> <p>The refreshed draft appraisal is now ready for formal endorsement, prior to final publication.</p>	
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?	Local community involvement and a formal consultation took place in 2012. Key stakeholders were involved again during Nov-Dec 2015. The changes made to the 2012 draft appraisal are minor to ensure that the appraisal is factually correct at the time of its publication.
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

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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?	No consultation
Decision Taker	City Executive Board
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

ITEM 40:	SUSTAINABLE ENERGY ACTION PLAN (SEAP) FOR OXFORD ID: I011844
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	
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
Lead Executive Director	Executive Director for Community Services
Report Contact	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

ITEM 41:	REVIEW OF BUILDING CONTROL FEES AND CHARGES 2016 ID: I013441
This report details the conclusions of a review of Building Control Fees and Charges.	
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
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Patsy Dell, Head of Planning & Regulatory Services pdell@oxford.gov.uk

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CEB SEPTEMBER 2016 - PROVISIONAL REPORTS

ITEM 42:	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
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Rebekah Knight, Planner Tel: 01865 252612 rknight@oxford.gov.uk

ITEM 43:	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
Lead Executive Director	Executive Director for Community Services
Report Contact	Roy Summers, Deputy Head of Service Tel: 01865 253608 rsummers@oxford.gov.uk

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ITEM 44:	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
Lead Executive Director	Head of Community Services
Report Contact	Trevor Jackson, Cemeteries Manager / Registrar Tel: 01865 252363 tjackson@oxford.gov.uk

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