

# FORWARD PLAN

## March 2016 - February 2017

**Published on: 26/02/16**

### **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](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 17 MARCH 2016 - REPORTS

<b>ITEM 4:</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 5:</b>	<b>WATERWAYS PUBLIC SPACE PROTECTION ORDER ID: I013240</b>
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. <ul style="list-style-type: none"> <li>• It will be submitted to CEB in March 2016 for approval pre-consultation.</li> <li>• It will be submitted to CEB in June 2016 for approval 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>	Yes - public consultation spring 2016. Specific groups include Riparian owners and waterways users.
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Crime, Community Safety and Licensing
<b>Lead Executive Director</b>	Head of Community Services
<b>Report Contact</b>	Richard J Adams, Community Safety &

	Resilience Manager Tel: 01865 252283 rjadams@oxford.gov.uk
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<b>ITEM 6:</b>	<b>ASSET MANAGEMENT PLAN 2016-2020 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 March 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
<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

<b>ITEM 7:</b>	<b>WORKING WITH THOSE ALREADY NEET (NOT IN EMPLOYMENT, EDUCATION OR TRAINING) - APPLICATION TO EUROPEAN STRUCTURAL &amp; INVESTMENT FUND ID: I013218</b>
To request approval to deliver a project supporting young people into employment, education or training.	
<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>	
<b>Decision Taker</b>	City Executive Board
<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>	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

<b>ITEM 8:</b>	<b>UNIVERSAL CREDIT DELIVERY PARTNERSHIP AGREEMENT ID: I013217</b>
To delegate authority for renewing the agreement with DWP for the provision of support in administering Universal Credit, to the Executive Director for ODCS.	
<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>	
<b>Decision Taker</b>	City Executive Board
<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>	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

<b>ITEM 9:</b>	<b>ALLOCATION OF HOMELESSNESS PREVENTION FUNDS</b> <b>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 10:</b>	<b>INTEGRATED PERFORMANCE REPORT QUARTERLY 2015/16</b> <b>ID: I011045</b>
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"> <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
<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 11:</b>	<b>AWARD OF THE LIFT MAINTENANCE AND WATER MONITORING CONTRACTS</b> <b>ID: I013246</b>
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.	
<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>	No consultation
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Nicky Atkin, Contracts & Procurement Specialist Tel: 01865 252778 natkin@oxford.gov.uk

<b>ITEM 12:</b>	<b>A HOUSING COMPANY FOR OXFORD ID: I012645</b>
<p>The report will set out the case for the establishment of a Council owned company to deliver additional affordable housing for Oxford.</p> <p>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.</p>	
<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>	No consultation
<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

## CEB 14 APRIL 2016 - PROVISIONAL REPORTS

<b>ITEM 13:</b>	<b>LOCAL LETTINGS PLAN FOR ONE-BEDROOM COUNCIL OWNED FLATS AT SALTER CLOSE AND WHITEHOUSE ROAD ID: I013521</b>
<p>This report is a proposal to put in place a Local Lettings Plan at Salter Close and Whitehouse Rd. To help address the current issues in the area and to reduce the impact of any new lettings on existing residents following the de-designation of these flats.</p> <p>The one-bedroom flats at Salter Close and White House Road are currently designated elderly and the lettings to the flats are restricted so that only housing applicants aged 40 years or older can apply for vacant properties.</p> <p>These flats are due to be de-designated this year and the minimum age restriction used reduced. So that in the future housing applicants in housing need aged 18 years or older will be able to apply for vacant properties if they are considered suitable for an offer.</p>	
<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>	No consultation
<b>Decision Taker</b>	City Executive Board

<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Regeneration and Major Projects Service Manager
<b>Report Contact</b>	Tom Porter, Allocations Manager Tel: 01865 252713 tporter@oxford.gov.uk

<b>ITEM 14:</b>	<b>EXTERNAL WALL INSULATION GUIDANCE FOR PLANNING ID: I013504</b>
This offers the general public a standard line on what approval/interaction is required from Planning and Building control for putting external wall insulation on a wall.	
<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>	No 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>	Deborah Haynes, Energy Efficiency Projects Officer Tel: 01865 252566 dhaynes@oxford.gov.uk

<b>ITEM 15:</b>	<b>COMMUNITY INFRASTRUCTURE LEVY (NEIGHBOURHOOD PORTION) – AGREEING THE PROCESS FOR CONSULTING AND SPENDING ID: I013505</b>
This report aims to seek the agreement of the geographical boundaries of the neighbourhood areas. This would take into account the Parishes boundaries, and the boundaries of the Neighbourhood Forums who are preparing Neighbourhood Plans. The rest of Oxford will be split into sensible areas to reflect the development expected to take place. The report also sets out the process for involving the local communities in the decision on how the 15% Neighbourhood portion of CIL within those geographical areas will be spent.	
<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>	No 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>	Lorraine Freeman, Development Funding Officer lofreeman@oxford.gov.uk

<b>ITEM 16:</b>	<b>DISCRETIONARY HOUSING PAYMENT POLICY - 2016 REVISION ID: I009095</b>
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.	
<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>	No consultation



<b>Decision Taker</b>	City Executive Board
<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>	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

<b>ITEM 17:</b>	<b>EVALUATION OF OXFORD CITY COUNCIL'S WELFARE REFORM TEAM EUROPEAN SOCIAL FUND PROJECT ID: I009907</b>
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.	
<b>Original project brief:</b> The project being undertaken 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.	
<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>	No consultation
<b>Decision Taker</b>	City Executive Board
<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>	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

<b>ITEM 18:</b>	<b>EXPENS DELIVERY STRATEGY ID: I009224</b>
This report seeks agreement from the City Executive Board to ask Council to approve:	
<ol style="list-style-type: none"> <li>1. A £100K investment to Oxford West End Development Ltd to provide working capital on the terms contained within the shareholders agreement</li> <li>2. An investment of £4million in Oxford West End Development Ltd to provide funds to the Company to purchase land owned by Oxford City Council</li> <li>3. To provide a capital budget of £4million in the Council's General Fund Capital Programme in 2017/18 funded from the Capital Receipt received from the sale of the land.</li> </ol>	
<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</b>	None

<b>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>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Fiona Piercy, Partnership & Regeneration Manager Tel: 01865 252185 fpiercy@oxford.gov.uk

## COUNCIL 18 APRIL 2016 - PROVISIONAL REPORTS

<b>ITEM 19:</b>	<b>CONSTITUTION REVIEW 2016 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>	No consultation
<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 20:</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>	No consultation
<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

<b>ITEM 21:</b>	<b>PAY POLICY STATEMENT 2016 ID: I013442</b>
Review and approval of annual pay policy statement in accordance with legislative requirements	
<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>	No consultation
<b>Decision Taker</b>	Council
<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>	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

## CEB MAY 2016 - PROVISIONAL REPORTS

<b>ITEM 22:</b>	<b>REVIEW OF HOMELESS DISCHARGE INTO THE PRIVATE RENTED SECTOR POLICY ID: I013613</b>
The City Executive Board will be asked to agree changes to the Homeless Discharge into the Private Rented Sector Policy in order to ensure to update the policy in light of changes to legislation and practice	
<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>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	David Weston dweston@oxford.gov.uk

<b>ITEM 23:</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

<b>ITEM 24:</b>	<b>OLD MARSTON CONSERVATION AREA APPRAISAL ID: I013444</b>
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 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.	
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.	

The refreshed draft appraisal is now ready for formal endorsement, prior to final publication.	
<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>	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.
<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>	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

<b>ITEM 25:</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 26:</b>	<b>COMMUNITY CENTRE STRATEGY 2015-2020 (POST CONSULTATION) 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 spring 2016 – scheduled for CEB in May 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>	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 27:</b>	<b>WEST OXFORD COMMUNITY CENTRE LEASE PROPOSAL FOR THE ASSOCIATION ID: I012947</b>
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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

<b>ITEM 28:</b>	<b>APPROVAL FOR INITIATION OF CPO PROCEEDINGS UNDER THE APPROVED EMPTY HOMES STRATEGY 2015-2018. ID: I013219</b>
Approval for the initiation of CPO proceedings under the approved Empty Homes Strategy and subsequent disposal options in order to bring property into use.	
<b>Is this a Key Decision?</b>	Yes
<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>	No
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Melanie Mutch, Empty Property Officer (Private Sector) mmutch@oxford.gov.uk, Mike Scott, Senior Asset Manager (Contractor) Tel: 01865 252138 mwscott@oxford.gov.uk

## **ANNUAL COUNCIL - MAY 2016**

**To include any reports from CEB**

## **CEB JUNE 2016 - PROVISIONAL REPORTS**

**reports to include 1) Waterways PSPO - post consultation; 2) 2015/16 Q4 integrated performance report**

<b>ITEM 29:</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>	No consultation
<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

<b>ITEM 30:</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

<b>ITEM 31:</b>	<b>REVIEW OF BUILDING CONTROL FEES AND CHARGES 2016 ID: I013441</b>
This report details the conclusions of a review of Building Control Fees and Charges.	
<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>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Patsy Dell, Head of Planning & Regulatory Services pdell@oxford.gov.uk

<b>ITEM 32:</b>	<b>ENERGY STRATEGY - HOUSING &amp; PROPERTY ID: I011511</b>
This report presents past, current and future work around energy in Housing, and request approval of Housing & Property's approach to Energy and fuel poverty in its own domestic housing stock.	
<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>	Consultation with tenants Oct – Dec 2015
<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>	Deborah Haynes, Energy Efficiency Projects Officer Tel: 01865 252566 dhaynes@oxford.gov.uk

## CEB JULY 2016 - PROVISIONAL REPORTS

## COUNCIL - JULY 2016

### To include any reports from CEB

## CEB SEPTEMBER 2016 - PROVISIONAL REPORTS

<b>ITEM 33:</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 public?</b>	Open -
<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

<b>ITEM 34:</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 recyclate, 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 35:</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 36:</b>	<b>QUARTERLY INTEGRATED PERFORMANCE 2016/17 ID: I013537</b>	
These reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2016/17 and may present budgetary amendments in the light of that information:		
<ul style="list-style-type: none"> <li>• Q1, 30 June 2016 – report in September 2016</li> <li>• Q2, 30 September 2016 - report in December 2016</li> <li>• Q3, 31 December 2016 - report in March 2017</li> <li>• Q4, 31 March 2017- report in June 2017</li> </ul>		
<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>	No consultation	
<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 Organisational Development and Corporate Services	
<b>Report Contact</b>	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk	

## **COUNCIL - SEPTEMBER 2016**

**To include any reports from CEB**

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

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

<b>ITEM 37:</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 DECEMBER 2016 - PROVISIONAL REPORTS**

## **CEB JANUARY 2017 - PROVISIONAL REPORTS**



## **CEB FEBRUARY 2017 - PROVISIONAL REPORTS**

**To include reports relating to the Budget, Medium Term Financial Plan and Corporate Plan**

## **COUNCIL - FEBRUARY 2017**

**To include reports relating to the Budget, Medium Term Financial Plan and Corporate Plan**