

FORWARD PLAN

March 2016 - February 2017

Published on: 22/03/16

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?	None	
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"> 1. Grant project approval to fit solar panels on Council-owned housing stock in the manner described in this report; 2. 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 17 MARCH 2016 - REPORTS

ITEM 4:	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 5:	WATERWAYS PUBLIC SPACE PROTECTION ORDER - PROPOSAL TO GO TO CONSULTATION ON WATERWAYS PSPO ID: I013240
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"> • It will be submitted to CEB in March 2016 for approval pre-consultation. • It will be submitted to CEB in June 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
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ITEM 6:	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 7:	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 8:	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	Open -

public?	
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 9:	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 10:	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	
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 11:	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?	Open -
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

SPECIAL CEB 24 MARCH 2016

ITEM 12:	OXFORD AND ABINGDON FLOOD ALLEVIATION SCHEME ID: I013718
The report seeks authority to enter into an agreement with the Environment Agency to implement the Oxford and Abingdon Flood Alleviation Scheme and agree a schedule of payments from the City Council over 3 years totalling £1.5m.	
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	Corporate Strategy and Economic Development
Lead Executive Director	Head of Community Services
Report Contact	Tim Sadler, Executive Director Community Services Tel: 01865 252101 tsadler@oxford.gov.uk

ITEM 13:	DEVOLUTION ID: I013667
To provide an update on devolution proposals and authorise further joint working.	
The Councils are now commissioning independent experts to work with them and other stakeholders in producing detailed, costed plans that will ensure the best and most cost-effective solutions are identified. Detailed proposals will be considered by each of the Councils prior to public consultation in the summer of 2016.	
Background:	
Oxford City and Oxfordshire District Council Leaders are asking government to agree their plan for the creation of new Local Unitary Councils and to support an ambitious devolution deal for Oxfordshire. The plan would see the abolition of Oxfordshire County Council, with its functions transferring to four new Local Unitary Councils working together in partnership with the National Health Service, Police and the Local Enterprise Partnerships. These changes would simplify local government in the county and bring about significant savings that could be reinvested in public services.	
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 in summer 2016.

Decision Taker	City Executive Board
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Chief Executive
Report Contact	Caroline Green, Assistant Chief Executive cgreen@oxford.gov.uk

ITEM 14:	BID FOR REFURBISHMENT AND EXTENSION OF CAR PARK FOR A PUBLIC SECTOR BODY ID: I013719
To seek approval to submit a bid for civil engineering works associated with the refurbishment and extension of a car park in Oxford for a public sector body.	
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?	
Decision Taker	City Executive Board
Executive Lead Member	Finance, Corporate Asset Management and Public Health
Lead Executive Director	Head of Community Services
Report Contact	Shaun Hatton, Highways and Engineering Manager Tel: 07710384746 shatton@oxford.gov.uk

CEB 14 APRIL 2016 - PROVISIONAL REPORTS

ITEM 15:	LOCAL LETTINGS PLAN FOR ONE-BEDROOM COUNCIL OWNED FLATS AT SALTER CLOSE AND WHITEHOUSE ROAD ID: I013521
<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>	
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	Housing
Lead Executive Director	Regeneration and Major Projects Service Manager
Report Contact	Tom Porter, Allocations Manager Tel: 01865 252713 tporter@oxford.gov.uk

ITEM 16:	DISCRETIONARY HOUSING PAYMENT POLICY - 2016 REVISION
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	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 17:	REVIEW OF EXECUTIVE SCHEME OF DELEGATION ID: I013722
To present options for the revision of financial thresholds for contract award and tendering in the Executive Scheme of Delegation.	
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	Corporate Strategy and Economic Development
Lead Executive Director	Monitoring Officer
Report Contact	Emma Griffiths, Lawyer Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 18:	EXPENS DELIVERY STRATEGY ID: I009224
This report seeks agreement from the City Executive Board to ask Council to approve:	
<ol style="list-style-type: none"> 1. A £100K investment to Oxford West End Development Ltd to provide working capital on the terms contained within the shareholders agreement 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 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. 	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt - commercially sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing

Report Contact	Fiona Piercy, Partnership & Regeneration Manager Tel: 01865 252185 fpiercy@oxford.gov.uk
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ITEM 19:	SALE OF THE BARTON PAVILION ID: I013720
To determine the sale of the old modular pavilion which has to be timed in relation to Barton Park housing development.	
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?	
Decision Taker	City Executive Board
Executive Lead Member	Leisure, Sport and Events
Lead Executive Director	Executive Director for Community Services
Report Contact	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 20:	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

COUNCIL 18 APRIL 2016 - PROVISIONAL REPORTS

ITEM 21:	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 22:	REGULATION OF INVESTIGATORY POWERS ACT 2000
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	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 23:	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

CEB MAY 2016 - PROVISIONAL REPORTS

ITEM 24:	FUSION LIFESTYLE'S 2016/ 2017 ANNUAL SERVICE PLAN ID: I013721
This report presents Fusion Lifestyle's 2016/ 2017 Annual Service Plan for the management of the council's leisure facilities. The report will recommend that the City Executive Board endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2016/17.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Leisure, Sport and Events
Lead Executive Director	Executive Director for Community Services
Report Contact	Lucy Cherry, Leisure and Performance Manager Tel: 01865 252707 lcherry@oxford.gov.uk

ITEM 25:	COMMUNITY INFRASTRUCTURE LEVY (NEIGHBOURHOOD PORTION) – AGREEING THE PROCESS FOR CONSULTING AND SPENDING ID: I013505
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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.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	City Executive Board
Executive Lead Member	Planning, Transport and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Lorraine Freeman, Development Funding Officer lofreeman@oxford.gov.uk

ITEM 26:	REVIEW OF HOMELESS DISCHARGE INTO THE PRIVATE RENTED SECTOR POLICY ID: I013613
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	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Housing
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	David Weston dweston@oxford.gov.uk

ITEM 27:	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 28:	OLD MARSTON CONSERVATION AREA APPRAISAL ID: I013444
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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.

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

ITEM 29:	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

ITEM 30:	COMMUNITY CENTRE STRATEGY 2015-2020 (POST CONSULTATION) 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 spring 2016 – scheduled for CEB in May 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 31:	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 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.	
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:	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

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

ITEM 33:	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 34:	SUSTAINABLE ENERGY ACTION PLAN (SEAP) FOR OXFORD ID: I011844
<p>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 (SEAP) for the City of Oxford. The SEAP does not set any new targets but estimates our baseline emissions in 2005 and captures the actions and policies that the Council and its partners are implementing to reduce carbon emissions. These actions will help to meet the Council's target of reducing 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.</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?	Yes - Stakeholder workshops took place in February 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 35:	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

ITEM 36:	ENERGY STRATEGY - HOUSING & PROPERTY ID: I011511
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.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Consultation with tenants Oct – Dec 2015
Decision Taker	City Executive Board
Executive Lead Member	Housing
Lead Executive Director	Head of Housing and Property
Report Contact	Deborah Haynes, Energy Efficiency Projects Officer Tel: 01865 252566 dhaynes@oxford.gov.uk

ITEM 37:	OXFORD CITY COUNCIL SAFEGUARDING REPORT 2015-2016 ID: I013632
To note the progress made on Oxford City Council's Section 11 Self-assessment Action Plan 2015-2016 and to approve the Action Plan for 2016-2017.	
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. There has been consultation with all service areas in the city council through the Named Safeguarding Officers Group. The Action Plan has been informed by Key Stakeholders on the Oxfordshire Safeguarding Board, Oxford Community Partnership and others.
Decision Taker	City Executive Board
Executive Lead Member	Crime, Community Safety and Licensing
Lead Executive Director	Head of Community Services
Report Contact	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

CEB JULY 2016 - PROVISIONAL REPORTS

COUNCIL - JULY 2016

To include any reports from CEB

CEB SEPTEMBER 2016 - PROVISIONAL REPORTS

ITEM 38:	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 39:	TRANSFER STATION FOR RECYCLED MATERIAL ID: I012199
Proposal to create and operate a Council managed Transfer Station for City collected co-mingled recyclate, 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

ITEM 40:	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 41:	QUARTERLY INTEGRATED PERFORMANCE 2016/17 ID: I013537
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"> • Q1, 30 June 2016 – report in September 2016 • Q2, 30 September 2016 - report in December 2016 • Q3, 31 December 2016 - report in March 2017 • Q4, 31 March 2017- report in June 2017 	
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	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 42:	REVIEW OF OXFORD CITY COUNCIL'S TREE MANAGEMENT POLICY ID: I013628
The Tree Management Policy was adopted in 2008 and last reviewed in 2011. The current Tree Management Policy will be the subject of discussions at the Parish Council Forum and the Scrutiny Committee in the spring of 2016. If as a result of those discussions the Tree Management Policy needs to be revised then a report will be submitted to the CEB	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes - The Tree Policy will be reviewed at the Parish Council Forum in March and Scrutiny Committee in April.
Decision Taker	City Executive Board
Executive Lead Member	Leisure, Sport and Events
Lead Executive Director	Executive Director for Community Services
Report Contact	Stuart Fitzsimmons, Parks and Open Spaces Manager sfitzsimmons@oxford.gov.uk

COUNCIL - SEPTEMBER 2016

To include any reports from CEB

CEB OCTOBER 2016 - PROVISIONAL REPORTS

CEB NOVEMBER 2016 - PROVISIONAL REPORTS

ITEM 43:	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

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