

# FORWARD PLAN

## August 2017 - July 2018

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### 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.

Each item on the Forward Plan shows either a provisional or confirmed date for when it will be considered by CEB. Where possible, report authors will keep to the dates shown, however, it may be necessary for some provisional 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.

### 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 and Asset Management
<b>Susan Brown</b>	Customer and Corporate Services
<b>Alex Hollingsworth</b>	Planning and Regulatory Services
<b>Tom Hayes</b>	Community Safety
<b>Linda Smith</b>	Leisure, Parks and Sport
<b>Mike Rowley</b>	Housing
<b>Dee Sinclair</b>	Culture and Communities
<b>John Tanner</b>	A Clean and Green Oxford
<b>Marie Tidball</b>	Young People, Schools and Public Health

<b>Senior Officer</b>	<b>Job Title</b>
<b>Gordon Mitchell</b>	Interim Chief Executive
<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>Fiona Piercy</b>	Interim Assistant Chief Executive – Regeneration and Economy
<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 Services
<b>Lindsay Cane</b>	Acting Head of Law and Governance / Monitoring Officer
<b>Patsy Dell</b>	Head of Planning, Sustainable Development and Regulatory Services

## KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

<b>ITEM 1: ID: I014681</b>	<b>GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2017/18</b>  <b>Report Status: Provisional</b>
<p>CEB resolved at its meeting on 9 February 2017 to <b>Delegate authority</b> to the Executive Director for Organisational Development and Corporate Services in consultation with the Board Members for Customer and Corporate Services and Culture and Communities to allocate the residual funding in the Advice and Money Management commissioning theme</p> <p>A further monitoring report on the reported achievements resulting from these grants allocations will be submitted to the City Executive Board in June 2018.</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>	None
<b>Decision Taker</b>	Executive Director for Organisational Development and Corporate Services Not before 14 Jul 2017
<b>Executive Lead Member</b>	Customer and Corporate Services, Culture and Communities
<b>Report Contact</b>	Jackie Yates, Executive Director Organisational Development and Corporate Services jyates@oxford.gov.uk

<b>ITEM 2: ID: I014800</b>	<b>HOMELESSNESS ACCOMMODATION PROPERTY INVESTMENT</b>  <b>Report Status: Provisional</b>
<p>At its meeting on 9 March 2017, CEB delegated authority to the Chief Executive, having notified in advance the Board Members for Finance, Asset Management and Public Health, and Housing, to approve any property purchases over £500,000 for the Homeless Accommodation Property Investment project.</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 -
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	Interim Chief Executive Not before 1 Aug 2017
<b>Executive Lead Member</b>	Housing, Finance, Asset Management
<b>Report Contact</b>	Gordon Mitchell, Interim Chief Executive gmitchell@oxford.gov.uk

<b>ITEM 3: ID: I014979</b>	<b>ALLOCATION OF HOMELESSNESS PREVENTION FUNDS IN 2017/18</b>  <b>Report Status: Provisional</b>
<p>On 9 March 2017, the City Executive Board <b>delegated authority</b> to the Head of Housing and Property, in consultation with the Board Member for Housing and the Chief Finance Officer, the discretion to revise the intended programme of use associated with the 2017/18</p>	

Homelessness Prevention budget.	
<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>	Head of Housing Services Not before 1 Aug 2017
<b>Executive Lead Member</b>	Housing
<b>Report Contact</b>	Stephen Clarke, Head of Housing Services Tel: 01865 252447 sclarke@oxford.gov.uk

## REPORTS TO CEB AND COUNCIL

### CEB 15 AUGUST 2017

<b>ITEM 4: ID: I014713</b>	<b>APPOINTMENT TO NEW OUTSIDE BODY 2017/2018</b>  <b>Report Status: Confirmed</b>
To appoint a Council representative to the National Association of Black, Asian and Ethnic Minority Councillors (UK)	
<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 - Outside Bodies, Members
<b>Decision Taker</b>	City Executive Board 15 Aug 2017
<b>Executive Lead Member</b>	Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Acting Head of Law and Governance
<b>Report Contact</b>	Catherine Phythian, Committee Services Officer Tel: 01865252402 cphythian@oxford.gov.uk

<b>ITEM 5: ID: I016781</b>	<b>DISCRETIONARY BUSINESS RATES RELIEF SCHEME</b>  <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
At the Budget on 8 March the Chancellor announced that the Government would provide £300m to support those businesses most affected by the revaluation. The Council has been allocated an amount of grant to cover the next 4 years. This Scheme is additional to the existing ability to award Discretionary Rate Relief in accordance with the Discretionary Rate Relief Policy	
<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>	The Government anticipates consultation with major precepting authorities, Oxfordshire County Council and Thames Valley Police and Crime Commissioner
<b>Decision Taker</b>	City Executive Board 15 Aug 2017
<b>Executive Lead Member</b>	Customer and Corporate Services, Finance, Asset Management

<b>Lead Executive Director</b>	Head of Financial Services
<b>Report Contact</b>	Tanya Bandekar, Service Manager Revenue & Benefits Tel: 01865 252281 tbandekar@oxford.gov.uk

<b>ITEM 6: ID: I016498</b>	<b>LITTLEMORE NEIGHBOURHOOD PLAN AREA APPLICATION</b>  <b>Report Status: Confirmed</b>
Submitting an area application is the first step in preparing a neighbourhood plan. The report will set out the neighbourhood area proposed by Littlemore Parish Council and their reasons for proposing this. The report will also set out the results of the statutory six week consultation on the area application. The report will then ask CEB to approve the area application.	
<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>	Statutory consultation period of six weeks. Likely to be 1 May – 11 June 2017.
<b>Decision Taker</b>	City Executive Board 15 Aug 2017
<b>Executive Lead Member</b>	Planning and Regulatory Services
<b>Lead Executive Director</b>	Head of Planning, Sustainable Development and Regulatory Services
<b>Report Contact</b>	Rebekah Knight, Planner Tel: 01865 252612 rknight@oxford.gov.uk

## CEB 19 SEPTEMBER 2017

<b>ITEM 7: ID: I017002</b>	<b>ADDITIONAL FUNDING FOR FEASIBILITY STUDIES FOR INVESTMENT PROPERTY DEVELOPMENT OPPORTUNITIES</b>  <b>Report Status: Confirmed</b>
To update CEB on feasibility studies in relation to the investment property development opportunities and seek additional funding commitment to development stage.	
A number of investment properties were identified by the City Council as requiring capital expenditure to carry out development work. Initial feasibility studies were undertaken on each to support the draft budget request of £10.3m. Authority was sought from the Head of Financial Services in 2015 and details were included within OCC's Budget Report in December 2015.	
Subsequently detailed feasibility has been undertaken and the scope of work enlarged to increase revenue projections. As a result the projects require an increased capital budget provision over that originally included within the 2017/2018 Budget.	
<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 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
<b>Will this decision be preceded by any form of consultation?</b>	No
<b>Decision Taker</b>	City Executive Board 19 Sep 2017 Council 2 Oct 2017
<b>Executive Lead Member</b>	Finance, Asset Management
<b>Lead Executive Director</b>	Interim Assistant Chief Executive Regeneration and Economy

<b>Report Contact</b>	Nick Twigg, Major Projects & Development Manager Tel: 01865 25 2294 ntwigg@oxford.gov.uk
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<b>ITEM 8: ID: I016594</b>	<b>DRAFT HOUSING AND HOMELESSNESS STRATEGY 2018 - 2021</b>  <b>Report Status: Confirmed</b>
To request CEB approval to go out to public consultation on the draft Housing and Homelessness Strategy 2018-21. This strategy incorporates the strategy for bringing empty properties back into use.	
<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>	Workshops have already taken place in March and April 2017 to consult housing and homelessness stakeholders, service providers and internal City Council Officers, on the priorities for housing and homelessness over the next few years. The consultation has helped to inform the development of the strategy. Public consultation is now required on the draft document.
<b>Decision Taker</b>	City Executive Board Not before 19 Sep 2017 Council 2 Oct
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Head of Housing Services
<b>Report Contact</b>	Frances Evans, Strategy & Service Development Manager fevans@oxford.gov.uk

<b>ITEM 9: ID: I017121</b>	<b>THE USE OF EMPTY BUILDINGS AS TEMPORARY ACCOMMODATION FOR HOMELESS PEOPLE</b>  <b>Report Status: Confirmed</b>
To discuss the processes and procedures that could be used to make empty buildings available for use as temporary homeless shelters.	
<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 19 Sep 2017
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Head of Housing Services
<b>Report Contact</b>	Nerys Parry, Rough Sleeping and Single Homelessness Manager nparry@oxford.gov.uk

<b>ITEM 10: ID: I017123</b>	<b>OPTIONS PAPER ON ADDITIONAL HOMELESSNESS PROVISION FOR THE CITY</b>  <b>Report Status: Confirmed</b>
An options paper on additional homelessness provision for the City to meet needs following the closure of Simon House, and the authority to commission services accordingly	
<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 19 Sep 2017
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Head of Housing Services
<b>Report Contact</b>	Nerys Parry, Rough Sleeping and Single Homelessness Manager nparry@oxford.gov.uk

<b>ITEM 11: ID: I017158</b>	<b>IMPACT OF THE HOMELESSNESS REDUCTION ACT 2017</b>  <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
To set out the implications of the new Homelessness Reduction Act 2017 and any changes required to current service delivery or any potential impact on the Council's Medium Term Financial Plan.	
<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 19 Sep 2017
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Head of Housing Services
<b>Report Contact</b>	Dave Scholes, Housing Strategy & Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

<b>ITEM 12: ID: I012213</b>	<b>MONITORING GRANTS ALLOCATED TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2016/17</b>  <b>Report Status: Confirmed</b>
To monitor progress and report achievements resulting from those grant allocated to Community and Voluntary Organisations 2016/17	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board 19 Sep 2017
<b>Executive Lead Member</b>	Culture and Communities, Customer and Corporate Services

<b>Lead Executive Director</b>	Executive Director for Sustainable City
<b>Report Contact</b>	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

<b>ITEM 13: ID: I017383</b>	<b>OFFER OF ADDITIONAL FUNDING TO OXFORD CITY HOUSING LIMITED</b>  <b>Report Status: Provisional: Decision reliant on another action or process</b>
The report seeks approval for the disposal receipts of two HRA properties (156 Walton St and 25 Albert Street) to be offered as grant funding to Oxford City Housing Limited to purchase larger properties to address overcrowding issues.	
<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 19 Sep 2017 Council 2 Oct 2017
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Head of Housing Services
<b>Report Contact</b>	Alan Wylde, Housing Development & Enabling Manager Tel: 01865 252319 awylde@oxford.gov.uk

<b>ITEM 14: ID: I015283</b>	<b>QUARTERLY INTEGRATED PERFORMANCE 2017/18 - Q1</b>  <b>Report Status:</b>
These reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2017/18 and may include recommendations on consequential changes to the budget:	
<ul style="list-style-type: none"> <li>· Q1, 30 June 2016 – report in September 2017</li> <li>· Q2, 30 September 2016 - report in December 2017</li> <li>· Q3, 31 December 2016 - report in March 2018</li> <li>· Q4, 31 March 2017- report in June 2018</li> </ul>	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board 19 Sep 2017 City Executive Board 19 Dec 2017 City Executive Board 20 Mar 2018 City Executive Board 19 Jun 2018
<b>Executive Lead Member</b>	Finance, Asset Management
<b>Lead Executive Director</b>	Head of Financial Services
<b>Report Contact</b>	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk



<b>ITEM 15: ID: I014684</b>	<b>TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2016/17</b>  <b>Report Status: Confirmed</b>
The Treasury Management Performance Report 2016/17 is submitted twice a year: <ul style="list-style-type: none"> <li>· Dec 2016– the position at the 30 September 2016 (Half Year)</li> <li>· Sept 2017 – the position at 31 March 2017 (Full Year)</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>	None
<b>Decision Taker</b>	City Executive Board 19 Sep 2017
<b>Executive Lead Member</b>	Finance, Asset Management
<b>Lead Executive Director</b>	Head of Financial Services
<b>Report Contact</b>	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

<b>ITEM 16: ID: I017330</b>	<b>TRANSFER OF 10 FLATS PURCHASED UNDER THE TEMPORARY ACCOMMODATION PURCHASE SCHEME FROM THE GENERAL FUND INTO HOUSING REVENUE ACCOUNT</b>  <b>Report Status: Confirmed</b>
This reports seek to receive authority for the Housing Revenue Account to acquire 10 (of the 20) flats due to be purchased by the General Fund at Great Western Park, Didcot in September 2017.	
<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 19 Sep 2017
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Head of Housing Services
<b>Report Contact</b>	Tom Porter, Allocations Manager Tel: 01865 252713 tporter@oxford.gov.uk

## COUNCIL 2 OCTOBER 2017

to include any reports from CEB

<b>ITEM 17: ID: I015281</b>	<b>SCRUTINY COMMITTEE ANNUAL REPORT</b>  <b>Report Status: Provisional: Decision needs further consideration or information</b>
To update the Council on the work of the Scrutiny Committee for the year 2016/17.	
<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>	None

<b>Decision Taker</b>	Council 7 Sep 2017
<b>Executive Lead Member</b>	Councillor Andrew Gant
<b>Lead Executive Director</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact</b>	Andrew Brown, Scrutiny Officer Tel: 01865 252230 abrown2@oxford.gov.uk

## CEB 16 OCTOBER 2017

<b>ITEM 18: ID: I016124</b>	<b>DIRECT SERVICES TRADING COMPANY - PROGRESS REPORT</b>  <b>Report Status: Provisional: Decision needs further consideration or information</b>
<p>Scheduled update to the business case for the creation of Oxford Direct Services local authority trading company. To consider the following:</p> <ul style="list-style-type: none"> <li>• A date (“the Transfer Date”), on which all service delivery currently carried out by the Council’s Direct Services will be transferred to the two new LATCo companies. :</li> <li>• In regard to the Teckal Company, the terms of the Council’s entry into an appropriate agreement with the company (“the Service Contract”) under which the Teckal Company would undertake from the Transfer Date all relevant Council statutory functions and related work, as currently undertaken by Direct Services;</li> <li>• The arrangements to transfer all Direct Services staff engaged in service delivery immediately prior to the Transfer Date to the Teckal Company, such transfer being subject to the TUPE regulations;</li> <li>• The arrangements to ensure that all transferring staff will continue to have access to the Local Government Pension Scheme;</li> <li>• The terms of the contract between the two LATCo companies and the Council (“the Support Contract”) under which the Council would provide support services to both companies;</li> <li>• The terms under which the Council would enter into leases or licences with the two LATCO companies covering their occupation of relevant Council premises and use of Council resources;</li> <li>• The arrangements made to transfer to the Trading Company of all contracts with third parties in existence on the Transfer Date</li> <li>• The terms of the Shareholder’s Agreement to be made between the companies and the Council (acting though its Shareholder Group)</li> <li>• The provisions of an initial Business Plan (or Plans) for the Companies.</li> <li>• An aspiration that the project’s aim is to go live on 01 November 2017.</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>	Part exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
<b>Will this decision be preceded by any</b>	Trade union colleagues on a monthly basis

<b>form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board 16 Oct 2017
<b>Executive Lead Member</b>	Finance, Asset Management, A Clean and Green Oxford, Customer and Corporate Services
<b>Lead Executive Director</b>	Executive Director for Sustainable City
<b>Report Contact</b>	Simon Howick, Service Transformation Manager Tel: 01865 252547 showick@oxford.gov.uk

<b>ITEM 19: ID: I011611</b>	<b>NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- FINAL</b>  <b>Report Status: Provisional: Awaiting further information, advice or input</b>
To approve the North Oxford Victorian Suburb Conservation Area Appraisal following public 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>	Public consultation in Spring 2017
<b>Decision Taker</b>	City Executive Board 16 Oct 2017
<b>Executive Lead Member</b>	Planning and Regulatory Services
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Gill Butter, Conservation and Urban Design Officer gbutter@oxford.gov.uk

<b>ITEM 20: ID: I016584</b>	<b>OXFORD CITY COUNCIL'S TENANCY STRATEGY &amp; POLICY STATEMENT 2018</b>  <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
To request CEB approval to go out to public consultation on the draft Tenancy Strategy	
<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>	Consultation with Registered Providers and Stakeholders has taken place to inform the drafting of the tenancy strategy. Further consultation on the draft strategy will include stakeholders, Registered Providers and the Public and will run from October 2017 to early December 2017. Feedback obtained from the consultation will inform amendments to the draft strategy and the amended report will be presented to CEB for approval in February 2018 and to Council thereafter.
<b>Decision Taker</b>	City Executive Board 16 Oct 2017 City Executive Board 19 Dec 2017 Council 29 Jan 2018
<b>Executive Lead Member</b>	Housing

<b>Lead Executive Director</b>	Head of Housing Services
<b>Report Contact</b>	Frances Evans, Strategy & Service Development Manager fevans@oxford.gov.uk

<b>ITEM 21: ID: I016722</b>	<b>REVIEW OF DISCRETIONARY HOUSING PAYMENT POLICY</b>  <b>Report Status: Provisional: Decision reliant on another action or process</b>
To propose changes to the Discretionary Housing Payment Policy	
<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 16 Oct 2017
<b>Executive Lead Member</b>	Customer 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 22: ID: I016723</b>	<b>REVIEW OF FINANCIAL INCLUSION STRATEGY 2017</b>  <b>Report Status: Confirmed</b>
To update the Financial Inclusion Strategy 2014-2017	
<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 16 Oct 2017
<b>Executive Lead Member</b>	Customer 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 23: ID: I015324</b>	<b>REVIEW OF COMMUNITY GRANTS PROGRAMME AND COMMISSIONED ADVICE STRATEGY 2018-2021.</b>  <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
This report is a merge of two proposed reports from the July Forward Plan: the Review of Community Grants Programme and progress on the Commissioned Advice Strategy 2018-2021.	
To review and request approval for an approach to expand our 'offer' to the three year Community and Voluntary Sector grant programme from April 2018; and to update the Board on the progress made in developing a new Commissioned Advice Strategy during 2017/18	

<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>	To be discussed with advice organisations the Council currently funds in October.
<b>Decision Taker</b>	City Executive Board 16 Oct 2017
<b>Executive Lead Member</b>	Customer 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 24: ID: I015521</b>	<b>ANNUAL MONITORING REPORT 2016-17</b>  <b>Report Status: Provisional: Decision needs further consideration or information</b>
Monitors the performance of policies in Oxford's Local Plan and the implementation of the Local Development Scheme.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board 16 Oct 2017
<b>Executive Lead Member</b>	Planning 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 25: ID: I016513</b>	<b>APPROVAL OF INCREASES IN PLANNING APPLICATION FEES AND RING FENCING OF ADDITIONAL INCOME GENERATED TO DEVELOPMENT MANAGEMENT SERVICE IMPROVEMENTS</b>  <b>Report Status: Confirmed</b>
This report deals with the recent announcement that to planning application fees can be increased in line with new provisions from Government where the additional income raised is ring-fenced for investment in the Development Management (DM) function. The report seeks authority to increase fees and invest the income in the DM service	
<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
<b>Decision Taker</b>	City Executive Board 16 Oct 2017
<b>Executive Lead Member</b>	Planning and Regulatory Services
<b>Lead Executive Director</b>	Head of Planning, Sustainable Development and Regulatory Services
<b>Report Contact</b>	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services pdell@oxford.gov.uk

<b>ITEM 26: ID: I015275</b>	<b>EAST OXFORD COMMUNITY CENTRE - IMPROVEMENT SCHEME</b>  <b>Report Status: Provisional : Decision needs further consideration or information</b>
To present an improvement scheme for the East Oxford Community Centre following public consultation.	
<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>	Public Consultation
<b>Decision Taker</b>	City Executive Board 16 Oct 2017
<b>Executive Lead Member</b>	Culture and Communities
<b>Lead Executive Director</b>	Executive Director for Sustainable City
<b>Report Contact</b>	Vicky Trietline, Development Project Management Surveyor Tel: 01865 529881 vtrietline@oxford.gov.uk

## CEB 21 NOVEMBER 2017

<b>ITEM 27: ID: I013443</b>	<b>MUSEUM OF OXFORD HIDDEN HISTORIES REDEVELOPMENT PROJECT</b>  <b>Report Status: Provisional: Awaiting further information, advice or input</b>
To update Members on the Museum of Oxford Hidden Histories Redevelopment Project; - To request approval to the revised project budget; - To request approval to the underwriting of fundraising income in the event of the fundraising target not being met.	
<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 21 Nov 2017
<b>Executive Lead Member</b>	Culture and Communities
<b>Lead Executive Director</b>	Head of Community Services
<b>Report Contact</b>	Peter McQuitty, Corporate Lead - Culture & the Arts Tel: 01865 252780 pmcquitty@oxford.gov.uk

<b>ITEM 28: ID: I015077</b>	<b>SUSTAINABILITY STRATEGY 2017</b>  <b>Report Status: CEB: Provisional: Decision needs further consideration or information</b>
The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public 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</b>	Open -

<b>public?</b>	
<b>Will this decision be preceded by any form of consultation?</b>	6 weeks Online public consultation required
<b>Decision Taker</b>	City Executive Board 21 Nov 2017 Council
<b>Executive Lead Member</b>	A Clean and Green Oxford
<b>Lead Executive Director</b>	Executive Director for Sustainable City
<b>Report Contact</b>	Mai Jarvis, Environmental Quality Team Manager Tel: 01865 252403 mjarvis@oxford.gov.uk

## CEB 20 DECEMBER 2017

<b>ITEM 29: ID: I015522</b>	<b>BUDGET 2018/2019</b>  <b>Report Status: Confirmed</b>
A new Budget for the period 2018/2019. · The pre-consultation draft report will be submitted to CEB in December 2017. The post-consultation draft report will be submitted to CEB in February 2018 · The Budget will be submitted to Council for adoption in February 2018.	
<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>	Pubic Consultation
<b>Decision Taker</b>	City Executive Board 20 Dec 2017 Council 22 Feb 2018
<b>Executive Lead Member</b>	Finance, Asset Management
<b>Lead Executive Director</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact</b>	Section 151 Officer

<b>ITEM 30: ID: I016720</b>	<b>COUNCIL TAX REDUCTION SCHEME FOR 2018/19</b>  <b>Report Status: Confirmed</b>
CEB Dec 2017: To recommend that Full Council adopt a new Council Tax Reduction Scheme from 2018/19  Council Jan 2017: To adopt a new Council Tax Reduction Scheme from 2018/19	
<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
<b>Decision Taker</b>	City Executive Board 20 Dec 2017 Council 29 Jan 2018
<b>Executive Lead Member</b>	Customer 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 31: ID: I015525</b>	<b>TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2017/18</b>  <b>Report Status: Confirmed</b>
The Treasury Management Performance Report 2017/18 is submitted twice a year: · December 2017 – the position at the 30 September 2017 (Half Year) · September 2018 – the position at 31 March 2018 (Full Year)	
<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 20 Dec 2017
<b>Executive Lead Member</b>	Finance, Asset Management
<b>Lead Executive Director</b>	Head of Financial Services
<b>Report Contact</b>	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

<b>ITEM 32: ID: I015325</b>	<b>REVIEW OF HOME CHOICE PILOT</b>  <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
To update CEB on the 1st year's operation of the Home Choice Pilot.	
<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 20 Dec 2017
<b>Executive Lead Member</b>	Housing
<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 33: ID: I015952</b>	<b>UPDATE OF THE CORPORATE PLAN 2018</b>  <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
Update report on the Corporate Plan	
<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>	Public Consultation Dec- Feb
<b>Decision Taker</b>	City Executive Board 20 Dec 2017
<b>Executive Lead Member</b>	Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Assistant Chief Executive
<b>Report Contact</b>	Caroline Green, Assistant Chief Executive cgreen@oxford.gov.uk



## CEB: 23 JANUARY 2018

<b>ITEM 34: ID: I015539</b>	<b>CITY CENTRE STRATEGY</b>  <b>Report Status: Provisional: Decision needs further consideration or information</b>
<p>To approve the City Centre Strategy which aims to</p> <ul style="list-style-type: none"> <li>• create and promote a strong investment proposition by informing the future role and direction of the city centre</li> <li>• facilitate ongoing dialogue with those involved in the management and future of the city centre</li> <li>• provide a framework for collaboration and action</li> <li>• assist in the allocation of resources and prioritise actions</li> </ul>	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board 23 Jan 2018
<b>Executive Lead Member</b>	Planning and Regulatory Services, Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Interim Assistant Chief Executive Regeneration and Economy
<b>Report Contact</b>	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy Tel: 01865 252185 fpiercy@oxford.gov.uk

<b>ITEM 35: ID: I011613</b>	<b>DESIGN SUPPLEMENTARY PLANNING DOCUMENT - DRAFT</b>  <b>Report Status: Provisional: Decision reliant on another action or process</b>
<p>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.</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>	Yes- public consultation
<b>Decision Taker</b>	City Executive Board 23 Jan 2018
<b>Executive Lead Member</b>	Planning and Regulatory Services
<b>Lead Executive Director</b>	Head of Planning, Sustainable Development and Regulatory Services
<b>Report Contact</b>	Gill Butter, Conservation and Urban Design Officer gbutter@oxford.gov.uk

## COUNCIL: 29 JANUARY 2018

to include any reports from CEB

## CEB: 13 FEBRUARY 2018

<b>ITEM 36: ID: I016225</b>	<b>TREASURY MANAGEMENT STRATEGY 2018/19</b>  <b>Report Status: Confirmed</b>
To present the Council's Treasury Management Strategy for 2018/19 together with the Prudential Indicators for 2019/19 to 2020/21.	
<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 13 Feb 2018
<b>Executive Lead Member</b>	Finance, Asset Management
<b>Lead Executive Director</b>	Head of Financial Services
<b>Report Contact</b>	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

<b>ITEM 37: ID: I016226</b>	<b>CAPITAL STRATEGY 2018/19</b>  <b>Report Status: Provisional</b>
To consider the Capital Strategy 2018/19	
<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>	None
<b>Decision Taker</b>	City Executive Board 13 Feb 2018
<b>Executive Lead Member</b>	Finance, Asset Management
<b>Lead Executive Director</b>	Head of Financial Services
<b>Report Contact</b>	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

<b>ITEM 38: ID: I016228</b>	<b>GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2018/19</b>  <b>Report Status: Confirmed</b>
This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2018/2019.	
<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>	
<b>Decision Taker</b>	City Executive Board 13 Feb 2018
<b>Executive Lead Member</b>	Culture and Communities
<b>Lead Executive Director</b>	Head of Community Services
<b>Report Contact</b>	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

## BUDGET COUNCIL: 19 FEBRUARY 2018

to include any reports from CEB

## CEB: 20 MARCH 2018

<b>ITEM 39: ID: I017125</b>	<b>ALLOCATION OF HOMELESSNESS PREVENTION FUNDS IN 2018/19</b>  <b>Report Status: Confirmed</b>
To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy. Funding is recommended to services/projects working to prevent and/or tackle homelessness and rough sleeping.	
Annual report listing the spend in 2017-2018 and proposals for 2018-2019 for approval.	
<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 20 Mar 2018
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Head of Housing Services
<b>Report Contact</b>	Nerys Parry, Rough Sleeping and Single Homelessness Manager nparry@oxford.gov.uk

<b>ITEM 40: ID: I016330</b>	<b>MUSEUM OF OXFORD HIDDEN HISTORIES PROJECT</b>  <b>Report Status: Provisional: Awaiting further information, advice or input</b>
To seek project approval for the Museum of Oxford Hidden Histories 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>	None
<b>Decision Taker</b>	City Executive Board 20 Mar 2018
<b>Executive Lead Member</b>	Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Head of Community Services
<b>Report Contact</b>	Helen Vaughan-Evans, Project Manager hvaughanevans@oxford.gov.uk

## CEB: 17 APRIL 2018

<b>ITEM 41: ID: I016994</b>	<b>LOCAL LAND CHARGES - INCREASE IN FEES</b>  <b>Report Status: Confirmed</b>
To amend the Council's Local Land Charges fees in the schedule of fees and charges so they match the increased Oxfordshire County Council's fees.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -

<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board 18 Apr 2018
<b>Executive Lead Member</b>	Customer and Corporate Services, Finance, Asset Management
<b>Lead Executive Director</b>	Head of Business Improvement
<b>Report Contact</b>	Nick Gibb, Customer Service Applications Manager ngibb@oxford.gov.uk

## **COUNCIL: 23 APRIL 2018**

to include any reports from CEB

## **ANNUAL COUNCIL: 15 MAY 2018**

<b>ITEM 42: ID: I016990</b>	<b>APPOINTMENT TO COUNCIL COMMITTEES 2018/19</b>  <b>Report Status: Confirmed</b>
To appoint to Council Committees for the 2018/19 Council year.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	Council 15 May 2018
<b>Executive Lead Member</b>	Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Acting Head of Law and Governance
<b>Report Contact</b>	Catherine Phythian, Committee Services Officer Tel: 01865252402 cphythian@oxford.gov.uk

## **CEB: 22 MAY 2018**

<b>ITEM 43: ID: I016991</b>	<b>FUSION LIFESTYLE'S 2018/19 ANNUAL SERVICE PLAN</b>  <b>Report Status: Confirmed</b>
To endorse Fusion Lifestyle's 2018/19 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford	
<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 22 May 2018
<b>Executive Lead Member</b>	Leisure, Parks and Sport
<b>Lead Executive Director</b>	Head of Community Services
<b>Report Contact</b>	Lucy Cherry, Leisure and Performance Manager Tel: 01865 252707 lcherry@oxford.gov.uk

## CEB: 19 JUNE 2018

<b>ITEM 44: ID: I014947</b>	<b>DRAFT LOCAL PLAN</b>  <b>Report Status: Provisional: Awaiting further information, advice or input.</b>
To present the draft Local Plan following public consultation on the preferred option.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Public consultation
<b>Decision Taker</b>	City Executive Board 19 Jun 2018
<b>Executive Lead Member</b>	Planning and Regulatory Services
<b>Lead Executive Director</b>	Head of Planning, Sustainable Development and Regulatory Services
<b>Report Contact</b>	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

<b>ITEM 45: ID: I017365</b>	<b>APPOINTMENT TO OUTSIDE BODIES 2018/19</b>  <b>Report Status: Provisional: Decision reliant on another action or process</b>
To review and appoint council representatives to Outside bodies for 2018/19	
<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>	With Councillors and Outside bodies representatives.
<b>Decision Taker</b>	City Executive Board 19 Jun 2018
<b>Executive Lead Member</b>	Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Acting Head of Law and Governance
<b>Report Contact</b>	Catherine Phythian, Committee Services Officer Tel: 01865252402 cphythian@oxford.gov.uk

## CEB: 17 JULY 2018

<b>ITEM 46: ID: I017364</b>	<b>COUNCIL TAX REDUCTION SCHEME FOR 2019/20</b>  <b>Report Status:</b>
To review the Council Tax Reduction Scheme	
<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>	Maybe – depends if the scheme is changed.
<b>Decision Taker</b>	City Executive Board 17 Jul 2018
<b>Executive Lead Member</b>	Customer 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
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