

FORWARD PLAN

March 2018 - February 2019

Published on: 05/03/18

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

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
Susan Brown, Council Leader	Customer and Corporate Services
Linda Smith, Deputy Leader	Leisure, Parks and Sport
Ed Turner, Deputy Leader	Finance and Asset Management
Alex Hollingsworth	Planning and Regulatory Services
Tom Hayes	Community Safety
Bob Price	Corporate Strategy and Economic Development
Mike Rowley	Housing
Dee Sinclair	Culture and Communities
John Tanner	A Clean and Green Oxford
Marie Tidball	Young People, Schools and Public Health

Senior Officer	Job Title
Gordon Mitchell	Chief Executive
Tim Sadler	Executive Director, Community Services
Caroline Green	Assistant Chief Executive
Ian Gray	Interim Director of Major Projects
Helen Bishop	Head of Business Improvement
Anita Bradley	Head of Law and Governance / Monitoring Officer
Ian Brooke	Head of Community Services
Stephen Clarke	Head of Housing Services
Patsy Dell	Head of Planning, Sustainable Development and Regulatory Services
Simon Howick	Managing Director Oxford Direct Services
Nigel Kennedy	Head of Financial Services/Section 151 Officer

REPORTS TO CEB AND COUNCIL

CEB: 20 MARCH 2018

ITEM 2: ID: I017125	ALLOCATION OF HOMELESSNESS PREVENTION FUNDS IN 2018/19 Report Status: Confirmed
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.	
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 20 Mar 2018
Executive Lead Member	Housing
Lead Executive Director	Head of Housing Services
Report Contact	Rachel Lawrence, Rough Sleeping and Single Homelessness Manager Tel: 01865529117 rlawrence@oxford.gov.uk

ITEM 3: ID: I016584	OXFORD CITY COUNCIL'S TENANCY STRATEGY & POLICY STATEMENT 2018 Report Status: Provisional: Awaiting further information, advice or input.
To request CEB approval to go out to public consultation on the draft Tenancy Strategy	
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?	Some 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 February 2018 for a period of not less than 4 weeks. Feedback obtained from the consultation will inform amendments to the draft strategy and the amended report will be presented to CEB for approval in approximately May 2018 and to Council thereafter.
Decision Taker	City Executive Board 20 Mar 2018

	Council 23 Apr 2018
Executive Lead Member	Housing
Lead Executive Director	Head of Housing Services
Report Contact	Frances Evans, Strategy & Service Development Manager fevans@oxford.gov.uk

ITEM 4: ID: I018350	SUMMERTOWN AND ST MARGARET'S NEIGHBOURHOOD PLAN Report Status: Provisional: Decision reliant on another action or process
To endorse the consultation required by Regulations for the Summertown and St Margaret's Neighbourhood Plan.	
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 20 Mar 2018
Executive Lead Member	Planning and Regulatory Services
Lead Executive Director	Interim Director Regeneration and Economy
Report Contact	Patsy Dell, Head of Planning, Sustainable Development and Regulatory Services 01865 252356 pdell@oxford.gov.uk

ITEM 5: ID: I018291	WARD BOUNDARY REVIEW 2017/18 Report Status: Confirmed for this meeting
CEB to decide on a scheme of ward boundaries to be submitted to the Local Government Boundary Commission.	
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 20 Mar 2018
Executive Lead Member	Customer and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Martin John, Electoral Services Manager Tel: 01865 252518 mjoh@oxford.gov.uk

ITEM 6: ID: I018135	HIGHWAY MAINTENANCE AGREEMENT (S42+) Report Status: Provisional: Decision reliant on another action or process
To enter into an agreement with Oxfordshire County Council for highway maintenance on the classified road network in the City.	
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?	n/a
Decision Taker	City Executive Board 20 Mar 2018
Executive Lead Member	Planning and Regulatory Services
Lead Executive Director	Executive Director for Sustainable City
Report Contact	Shaun Hatton, Highways and Engineering Manager Tel: 07710384746 shatton@oxford.gov.uk

ITEM 7: ID: I015283	QUARTERLY INTEGRATED PERFORMANCE 2017/18 Report Status:
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"> · Q1, 30 June 2016 – report in September 2017 · Q2, 30 September 2016 - report in December 2017 · Q3, 31 December 2016 - report in March 2018 · Q4, 31 March 2017- report in June 2018 	
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 19 Sep 2017 City Executive Board 19 Dec 2017 City Executive Board 20 Mar 2018 City Executive Board 19 Jun 2018
Executive Lead Member	Finance, Asset Management
Lead Executive Director	Head of Financial Services
Report Contact	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

CEB: 17 APRIL 2018

ITEM 8: ID: I016330	MUSEUM OF OXFORD HIDDEN HISTORIES PROJECT	
	Report Status: Provisional: Awaiting further information, advice or input	
To seek project approval for the Museum of Oxford Hidden Histories 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?	None	
Decision Taker	City Executive Board 17 Apr 2018	
Executive Lead Member	Customer and Corporate Services	
Lead Executive Director	Head of Community Services	
Report Contact	Helen Vaughan-Evans, Project Manager hvaughanevans@oxford.gov.uk	

ITEM 9: ID: I015077	SUSTAINABILITY STRATEGY 2017	
	Report Status: CEB: Provisional: Decision needs further consideration or information Council: Provisional: Decision needs further consideration or information	
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.		
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 weeks Online public consultation required	
Decision Taker	City Executive Board 17 Apr 2018 Council 23 Apr 2018	
Executive Lead Member	A Clean and Green Oxford	
Lead Executive Director	Executive Director for Sustainable City	
Report Contact	Mai Jarvis, Environmental Quality Team Manager Tel: 01865 252403 mjarvis@oxford.gov.uk	

ITEM 10: ID: I018509	EXTENSION OF COMMUNITY GRANTS PROGRAMME Report Status: Provisional: Decision reliant on another action or process
A report to request the extension of the Oxfordshire Local Enterprise Partnership's grants programme, which is administered by the Council's Welfare Reform team	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	n/a
Decision Taker	City Executive Board 17 Apr 2018
Executive Lead Member	Customer 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 11: ID: I018256	DISPOSAL OF KICKABOUT, CRESCENT ROAD Report Status: Provisional: Awaiting further information, advice or input.
Sale of the "kickabout" site on Crescent Road, Oxford.	
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 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board 17 Apr 2018
Executive Lead Member	Councillor Ed Turner
Lead Executive Director	Interim Director Regeneration and Economy
Report Contact	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

COUNCIL : 23 APRIL 2018

to include any reports from CEB

ITEM 12: ID: I014977	ANNUAL PAY POLICY STATEMENT 2017 Report Status: Confirmed
Review and approval of annual pay policy statement in accordance with legislative requirements,	
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?	None
Decision Taker	Council 23 Apr 2018
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Head of Business Improvement
Report Contact	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

ANNUAL COUNCIL: 15 MAY 2018

ITEM 13: ID: I016990	APPOINTMENT TO COUNCIL COMMITTEES 2018/19 Report Status: Confirmed
To appoint to Council Committees for the 2018/19 Council year.	
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	Council 15 May 2018
Executive Lead Member	Customer and Corporate Services
Lead Executive Director	Head of Law and Governance
Report Contact	Catherine Phythian, Committee Services Officer Tel: 01865252402 cphythian@oxford.gov.uk

CEB: 22 MAY 2018

ITEM 14: ID: I016991	FUSION LIFESTYLE'S 2018/19 ANNUAL SERVICE PLAN Report Status: Confirmed
To endorse Fusion Lifestyle's 2018/19 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford	
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 22 May 2018
Executive Lead Member	Leisure, Parks and Sport
Lead Executive Director	Head of Community Services
Report Contact	Lucy Cherry, Leisure and Performance Manager Tel: 01865 252707 lcherry@oxford.gov.uk

ITEM 15: ID: I018508	REVIEW OF DISCRETIONARY HOUSING PAYMENT POLICY Report Status: Provisional: Decision reliant on another action or process
Review of Discretionary Housing Payment policy	
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?	Not required
Decision Taker	City Executive Board 22 May 2018
Executive Lead Member	Customer and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	James Pickering, Welfare Reform Manager Tel: 07909 099571 jpickering@oxford.gov.uk

ITEM 16: ID: I015275	EAST OXFORD COMMUNITY CENTRE - IMPROVEMENT SCHEME Report Status: Provisional : Decision needs further consideration or information
To present an improvement scheme for the East Oxford Community Centre following public consultation.	
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?	Public Consultation
Decision Taker	City Executive Board 22 May 2018
Executive Lead Member	Culture and Communities
Lead Executive Director	Executive Director for Sustainable City
Report Contact	Vicky Trietline, Development Project Management Surveyor Tel: 01865 529881 vtrietline@oxford.gov.uk

CEB: 13 JUNE 2018

ITEM 17: ID: I018595	MODERN SLAVERY ACT – TRANSPARENCY STATEMENT 2017-2018 Report Status:
To approve the Modern Slavery Act – Transparency Statement for 2017 – 2018.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	-
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board 13 Jun 2018
Executive Lead Member	Councillor Tom Hayes
Lead Executive Director	Assistant Chief Executive
Report Contact	Linda Ludlow, Human Exploitation Co-ordinator. 01865 252061 lludlow@oxford.gov.uk

ITEM 18: ID: I017365	APPOINTMENT TO OUTSIDE BODIES 2018/19 Report Status: Provisional: Decision reliant on another action or process
To review and appoint council representatives to Outside bodies for 2018/19	
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?	With Councillors and Outside bodies representatives.
Decision Taker	City Executive Board 13 Jun 2018
Executive Lead Member	Customer and Corporate Services
Lead Executive Director	Head of Law and Governance
Report Contact	Catherine Phythian, Committee Services Officer Tel: 01865252402 cphythian@oxford.gov.uk

CEB: 11 JULY 2018

ITEM 19: ID: I014947	DRAFT LOCAL PLAN Report Status: Provisional: Awaiting further information, advice or input.
To present the draft Local Plan following public consultation on the preferred option.	
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
Decision Taker	City Executive Board 11 Jul 2018 Council 23 Jul 2018
Executive Lead Member	Planning and Regulatory Services
Lead Executive Director	Head of Planning, Sustainable Development and Regulatory Services
Report Contact	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 20: ID: I017364	COUNCIL TAX REDUCTION SCHEME FOR 2019/20 Report Status:
To review the Council Tax Reduction Scheme	
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?	Maybe – depends if the scheme is changed.
Decision Taker	City Executive Board 11 Jul 2018
Executive Lead Member	Customer and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 21: ID: I018675	LOCAL DEVELOPMENT SCHEME 2018-2021 Report Status: Provisional: Awaiting further information, advice or input.
The Local Development Scheme sets out the programme for development of planning policy documents, including consultation periods and other key milestones.	
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?	Does not require consultation
Decision Taker	City Executive Board 11 Jul 2018
Executive Lead Member	Planning and Regulatory Services, Councillor Alex Hollingsworth
Lead Executive Director	Head of Planning, Sustainable Development and Regulatory Services
Report Contact	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

CEB: 14 AUGUST 2018

CEB: 18 SEPTEMBER 2018

ITEM 22: ID: I015525	TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2017/18 Report Status: Confirmed
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)	
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 20 Dec 2017
Executive Lead Member	Finance, Asset Management
Lead Executive Director	Head of Financial Services
Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

CEB: 16 OCTOBER 2018

ITEM 23: ID: I014681	MONITORING GRANTS ALLOCATED TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2017/18 Report Status: Provisional
To monitor the reported achievements resulting from Community and Voluntary Grant allocations for 2017/18	
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?	None
Decision Taker	Executive Director for Organisational Development and Corporate Services August 2017 City Executive Board 16 Oct 2018
Executive Lead Member	Customer and Corporate Services, Culture and Communities
Lead Executive Director	Executive Director for Organisational Development and Corporate Services Head of Community Services
Report Contact	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

ITEM 24: ID: I017048	OXFORD RENT GUARANTEE SCHEME PILOT REVIEW Report Status: Provisional: Awaiting further information, advice or input.
Review of the two year pilot to know if this pilot is to continue	
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 16 Oct 2018
Executive Lead Member	Housing
Lead Executive Director	Head of Housing Services
Report Contact	David Rundle, Private Rented Team Leader drundle@oxford.gov.uk

CEB: 14 NOVEMBER 2018

CEB: 18 DECEMBER 2018

CEB: 22 JANUARY 2019