

FORWARD PLAN

July 2018 - October 2018

Published on: 02/07/18

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 252217

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	Economic Development and Partnership
Linda Smith, Deputy Leader	Leisure and Housing
Ed Turner, Deputy Leader	Finance and Asset Management
Nigel Chapman	Customer Focused Services
Mary Clarkson	Culture and City Centre
Tom Hayes	Safer, Greener, Environmentr
Alex Hollingsworth	Planning and Transport
Mike Rowley	Housing
Marie Tidball	Supporting Local Communities
Louise Upton	Healthy Oxford

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: 11 JULY 2018

ITEM 1: ID: I019172	CHILDREN AND YOUNG PEOPLE'S STRATEGY Report Status: Confirmed for this meeting
The children and young people's strategy has been consulted on and adjustments have been made. This is the final version that needs to be approved by the City Executive Board.	
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 -
Consultation?	Consultation complete.
Decision Taker	City Executive Board 11 Jul 2018
Executive Lead Member	Supporting Local Communities
Lead Executive Director	Head of Community Services
Report Contact	Craig Morbey, Youth Ambition Manager cmorbey@oxford.gov.uk

COUNCIL 23 JULY

CEB: 14 AUGUST 2018

ITEM 2: ID: I019355	APPROVAL TO PLACE CONTRACT FOR COVERED MARKET ROOF WORKS Report Status: Confirmed for this meeting
To seek CEB approval for Covered Market roof works over one 4 year 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?	Open -
Consultation?	
Decision Taker	City Executive Board 14 Aug 2018
Executive Lead Member	Deputy Leader - Finance and Asset Management
Lead Executive Director	Assistant Chief Executive, Head of Housing Services
Report Contact	Martin Shaw, Property Services Manager Tel: 01865 252775 mshaw2@oxford.gov.uk

ITEM 3: ID: I019235	COURT PLACE FARM CAR PARK Report Status: Provisional: Decision reliant on another action or process
To implement parking controls at Court Place Farm car park.	
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?	The Traffic Order will need to be advertised and any comments received will need to be considered.
Decision Taker	City Executive Board 14 Aug 2018
Executive Lead Member	Planning and Transport
Lead Executive Director	Managing Director Direct Services
Report Contact	Jason Munro, Parking & Shopmobility Manager Tel: 01865 252489 jmunro@oxford.gov.uk

ITEM 4: ID: I019158	CITY WARD BOUNDARY REVIEW - BOUNDARY COMMISSION'S INITIAL PROPOSALS FOR COMMENT Report Status: Provisional: Decision reliant on another action or process
The Boundary Commission will publish its draft proposals on a new ward scheme for Oxford. The Council is invited to comment.	
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 14 Aug 2018
Executive Lead Member	Leader, Economic Development and Partnership
Lead Executive Director	Head of Law and Governance
Report Contact	Martin John, Electoral Services Manager Tel: 01865 252518 mjoh@oxford.gov.uk

ITEM 5: ID: I019076	QUARTERLY INTEGRATED REPORT, FINANCE & PERFORMANCE Q1 Report Status: Confirmed for this meeting
Quarterly Integrated Report, including, Finance, Performance Management and Risk	
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 14 Aug 2018 Council 1 Oct 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: 18 SEPTEMBER 2018

ITEM 6: ID: I019103	CONSULTATION ON THE WOLVERCOTE NEIGHBOURHOOD PLAN Report Status: Provisional: Decision needs further consideration or information
This item to be submitted to CEB for approval that the correct documents have been submitted to meet the legal tests for the formal submission of the Wolvercote Neighbourhood Plan to go out on public consultation and then Examination.	
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?	The Wolvercote and Cutteslowe Neighbourhood Plan is out to pre-submission consultation in April. The Forum wish to formally submit their Plan at the earliest opportunity, which would be June but probably in practise later in July CEB.

	The endorsement of CEB is required to ensure the Plan has been through all the necessary legal processes required under the Regulations and the information submitted meets the required legal tests. Then the Plan will go out to public consultation for 6 weeks following CEB approval and arrangements will be made for the Plan and any subsequent comments to be forwarded to the Examiner for his determination.
Decision Taker	City Executive Board 18 Sep 2018
Executive Lead Member	Planning and Transport
Lead Executive Director	Head of Planning, Sustainable Development and Regulatory Services
Report Contact	Tom Morris, Principal Planner tmorris@oxford.gov.uk

ITEM 7: 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 18 Sep 2018
Executive Lead Member	Leader, Economic Development and Partnership
Lead Executive Director	Head of Financial Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 8: 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 18 Sep 2018 Council 1 Oct 2018
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

ITEM 9: ID: I019388	DRAFT REPAIRS EXEMPTION SCHEME POLICY 2019 Report Status: Confirmed for this meeting
To seek approval from members to consult on proposed changes to the Repairs Exemption Scheme Policy relating to Council tenancies.	
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?	The consultation period will be for 9 weeks commencing 24/09/18. Consultation will take place through the Tenants in Touch magazine, online and with tenant focus groups.
Decision Taker	City Executive Board 18 Sep 2018
Executive Lead Member	Housing
Lead Executive Director	Head of Housing Services
Report Contact	Bill Graves, Landlord Services Manager bgraves@oxford.gov.uk

ITEM 10: ID: I019518	BLACKBIRD LEYS DEVELOPMENT Report Status: Confirmed for this meeting
To seek approval to appoint a development partner, who will work with the local community & the City Council; in order to bring forward proposals and then deliver development at Blackbird Leys.	
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 18 Sep 2018
Executive Lead Member	Housing
Lead Executive Director	Interim Director Regeneration and Economy
Report Contact	Ian Gray, Interim Director – Regeneration and Economy lgray@oxford.gov.uk

**COUNCIL 01 OCTOBER
CEB: 16 OCTOBER 2018**

ITEM 11: 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 16 Oct 2018 Council 26 Nov 2018
Executive Lead Member	Safer, Greener, Environment
Lead Executive Director	Executive Director for Sustainable City
Report Contact	Mai Jarvis, Environmental Quality Team Manager Tel: 01865 252403 mjarvis@oxford.gov.uk

ITEM 12: 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 16 Oct 2018 Council 26 Nov 2018
Executive Lead Member	Planning and Transport
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 13: 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 -
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

ITEM 14: ID: I019467	OXPENS LANE REDEVELOPMENT UPDATE Report Status: Confirmed for this meeting
The report is an update position on the redevelopment of the Oxpens Lane key City Centre site; the required delivery structure to take the project forward and the procurement of a preferred development partner. The City Council has formed a joint venture company, OxWED, with Nuffield College to progress the delivery of this scheme	
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 -
Consultation?	
Decision Taker	City Executive Board 16 Oct 2018
Executive Lead Member	Leader, Economic Development and Partnership
Lead Executive Director	Chief Executive
Report Contact	Ian Gray, Interim Director – Regeneration and Economy lgray@oxford.gov.uk

CEB: 14 NOVEMBER 2018

ITEM 15: 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 -
Consultation?	Public Consultation
Decision Taker	City Executive Board 14 Nov 2018
Executive Lead Member	Supporting Local Communities
Lead Executive Director	Executive Director for Sustainable City
Report Contact	Vicky Trietline, Development Project Management Surveyor Tel: 01865 529881 vtrietline@oxford.gov.uk

ITEM 16: ID: I019077	QUARTERLY INTEGRATED REPORT, FINANCE & PERFORMANCE Q2 Report Status: Confirmed for this meeting
Quarterly Integrated Report for Finance, Performance and Risk	
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 14 Nov 2018 Council 26 Nov 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

ITEM 17: ID: I019075	REVIEW OF FINANCIAL INCLUSION STRATEGY Report Status: Confirmed for this meeting
A report reviewing the first year of the three year Strategy agreed in 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?	n/a
Decision Taker	City Executive Board 14 Nov 2018
Executive Lead Member	Leader, Economic Development and Partnership
Lead Executive Director	Head of Financial Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 18: ID: I019200	UPDATE ON COMMUNITY FACILITIES WHICH HAVE CONCESSIONARY RATES Report Status: Provisional: Awaiting further information, advice or input.
The Community Leases Report to CEB in June 2017 proposed that each autumn officers and members should meet with groups that have a community lease to discuss the progress and challenges they have had over the past year and the plans for the year ahead, including opportunities for external funding. This report summarises those meetings so elected members are fully updated on how these subsidies are being used.	
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 -
Consultation?	
Decision Taker	City Executive Board 14 Nov 2018
Executive Lead Member	Culture and City Centre
Lead Executive Director	Head of Community Services
Report Contact	David Growcott, Acting Communities Manager dgrowcott@oxford.gov.uk

**COUNCIL 26 NOVEMBER
CEB: 18 DECEMBER 2018**

ITEM 19: 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 -	
Consultation?	None	
Decision Taker	City Executive Board 18 Dec 2018	
Executive Lead Member	Supporting Local Communities	
Lead Executive Director	Executive Director for Sustainable City	
Report Contact	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk	

ITEM 20: ID: I019079	DRAFT CONSULTATION BUDGET 2019/20	
	Report Status: Confirmed for this meeting	
Draft budget for consultation for 2019/20		
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?	online consultation will apply once the consultation budget has been approved at CEB	
Decision Taker	City Executive Board 18 Dec 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	

ITEM 21: ID: I019413	ANNUAL MONITORING REPORT 2017-2018	
	Report Status: Confirmed for this meeting	
The AMR monitors the implementation of policies in the Core Strategy 2026 and the Sites and Housing Plan 2011-2026. Performance against Core Strategy Sustainability Appraisal Targets is also assessed.		
Is this a Key Decision?	Not Key	
Is this item open or exempt to the public?	Open -	
Consultation?		
Decision Taker	City Executive Board 18 Dec 2018	
Executive Lead Member	Planning and Transport	
Lead Executive Director	Head of Planning, Sustainable Development and Regulatory Services	
Report Contact	Amanda Ford, Principal Planner aford@oxford.gov.uk	

CEB: 22 JANUARY 2019
COUNCIL 28 JANUARY
CEB: 12 FEBRUARY 2019

ITEM 22: ID: I019081	CAPITAL STRATEGY Report Status: Confirmed for this meeting
Capital strategy update	
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 12 Feb 2019
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

ITEM 23: ID: I019080	BUDGET 2019/20 Report Status: Confirmed for this meeting
Budget 2019/20	
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 12 Feb 2019
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

ITEM 24: ID: I019078	QUARTERLY INTEGRATED REPORT, FINANCE & PERFORMANCE Q3 Report Status: Confirmed for this meeting
Quarterly Integrated Report: Finance, Performance and risk	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Consultation?	
Decision Taker	City Executive Board 12 Feb 2019 Council 13 Feb 2019
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

COUNCIL 13 FEBRUARY
CEB: 13 MARCH 2019
CEB: 10 APRIL 2019