

FORWARD PLAN

October 2018 - May 2019

Published on: 01/10/18

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
Christine Simm	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

COUNCIL 01 OCTOBER

CEB: 16 OCTOBER 2018

ITEM 1: 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 18 Oct 2018
Executive Lead Member	Planning and Transport
Lead Officer	Head of Planning, Sustainable Development and Regulatory Services
Report Contact	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 2: ID: I019735	INVESTMENT IN THE NATIONAL HOMELESSNESS PROPERTY FUND (NHPF) Report Status: Provisional: Decision reliant on another action or process
For CEB to note that officers have used delegated authority to invest a further £5m in the NHPF to secure access to more local accommodation for homeless households	
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 Members	Deputy Leader (Statutory) - Leisure and Housing, and Housing (Building Better Homes)
Lead Officer	Head of Housing Services
Report Contact	Dave Scholes, Housing Strategy & Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

ITEM 3: ID: I019905	FOOTPATH CROSSING THE RAILWAY LINE AT ARISTOTLE LANE Report Status: Confirmed for this meeting
To advise of the satisfactory completion of all conditions to the previous resolution of the Board in February 2013 in relation to Network Rails proposal that the Council release its rights over the footpath crossing the railway between Aristotle Lane and the Trap Grounds Allotments and to seek Board approval to proceeding to complete such release.	
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 16 Oct 2018
Executive Lead Member	Leader, Economic Development and Partnership
Lead Executive Director	Interim Director Regeneration and Economy
Report Contact	Michael Scott, Senior Asset Manager (Contractor) Tel: 01865 252138 mwscott@oxford.gov.uk

ITEM 4: ID: I020041	CONSTRUCTION CONTRACT AWARD Report Status: Provisional: Decision reliant on another action or process
Report to seek approval to direct award a construction contract through a framework agreement	
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 16 Oct 2018
Executive Lead Members	Deputy Leader (Statutory) - Leisure and Housing, and Housing (Building Better Homes)
Lead Officer	Head of Housing Services
Report Contact	Allison Dalton, Project Coordinator adalton@oxford.gov.uk

**COUNCIL 17 OCTOBER (SPECIAL MEETING)
CEB: 14 NOVEMBER 2018**

ITEM 5: ID: I019540	HOUSING INFRASTRUCTURE FUNDING (HIF) - OSNEY MEAD INNOVATION QUARTER Report Status: Confirmed for this meeting
To seek council approval for appropriation of £6.09m of Housing Infrastructure Funding for Osney Mead innovation Quarter (OMIQ).	
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 -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board 14 Nov 2018
Executive Lead Member	Planning and Transport
Lead Executive Director	Interim Director Regeneration and Economy
Report Contact	Matthew Peachey, Economic Development Manager Tel: 01865 252021 mpeachey@oxford.gov.uk

ITEM 6: 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 -
Preceded by consultation?	
Decision Taker	City Executive Board 14 Nov 2018 Council 26 Nov 2018
Executive Lead Member	Deputy Leader - Finance and Asset Management
Lead Officer	Head of Financial Services
Report Contact	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 7: 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 -
Preceded by consultation?	
Decision Taker	City Executive Board 14 Nov 2018
Executive Lead Member	Culture and City Centre
Lead Officer	Head of Community Services
Report Contact	David Growcott, Acting Communities Manager dgrowcott@oxford.gov.uk

ITEM 8: ID: I020059	WORKPLACE EQUALITIES REPORT AND ACTION PLAN Report Status: Provisional: Awaiting further information, advice or input.
To seek approval for the publication of the Annual Workforce Equalities Report and for the resulting Action Plan to improve the diversity of the City Council's workforce and make it more representative of the community we serve	
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 -
Preceded by consultation?	
Decision Taker	City Executive Board 14 Nov 2018
Executive Lead Member	Customer Focused Services
Lead Officer	Head of Business Improvement
Report Contact	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 9: ID: I020101	OXFORD NORTH Report Status: Provisional: Decision reliant on another action or process
To allocate CIL and Homes England Housing Infrastructure Funds related to the Oxford North Development.	
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 -
Preceded by consultation?	
Decision Taker	City Executive Board 14 Nov 2018
Executive Lead Member	Planning and Transport
Lead Executive Director and Officer	Interim Director Regeneration & Economy and Head of Planning, Sustainable Development and Regulatory Services
Report Contacts	Adrian Arnold, Development Management Service Manager aarnold@oxford.gov.uk, Matthew Peachey, Economic Development Manager Tel: 01865 252021 mpeachey@oxford.gov.uk

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

ITEM 10: 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 -
Preceded by consultation?	
Decision Taker	City Executive Board 18 Dec 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

ITEM 11: 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 -
Preceded by 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 12: 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	Deputy Leader - Finance and Asset Management
Lead Officer	Head of Financial Services
Report Contact	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 13: 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 -
Preceded by consultation?	
Decision Taker	City Executive Board 18 Dec 2018
Executive Lead Member	Planning and Transport
Lead Officer	Head of Planning, Sustainable Development and Regulatory Services
Report Contact	Amanda Ford, Principal Planner aford@oxford.gov.uk

ITEM 14: ID: I019542	CUSTOMER SERVICES, DIGITAL AND ICT STRATEGY Report Status: Provisional: Awaiting further information, advice or input.
<p>At a time when then existing Customer, Digital and ICT strategies are due to be refreshed, we are taking the opportunity to develop a unified strategy. Underlying this is our aspiration to make it easier for our customers (residents, businesses, visitors) to engage with the Council and to continue to provide cost effective services. Alongside the customer dimension, a digital action plan will reflect how we will use technology to deliver quality services, better. The ICT aspects of the strategy exist to ensure we keep up to date and 'fit for the future', making good use of technology for the benefit of our customers and the Council as a whole.</p>	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Preceded by consultation?	
Decision Taker	City Executive Board 18 Dec 2018
Executive Lead Member	Customer Focused Services
Lead Officer	Head of Business Improvement
Report Contact	Rocco Labellarte, Chief Technology and Information Officer

ITEM 15: ID: I020060	HOUSING ASSISTANCE AND DISABLED ADAPTATION POLICY Report Status: Confirmed for this meeting
Minor updates to Policy implemented in Jan 2018, due to contract changes	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Preceded by consultation?	N/A
Decision Taker	City Executive Board 18 Dec 2018
Executive Lead Member	Housing (Building Better Homes)
Lead Officer	Head of Planning, Sustainable Development and Regulatory Services
Report Contact	Becky Bell, Home Improvement Agency Team Manager rbell@oxford.gov.uk

CEB: 22 JANUARY 2019

ITEM 16: ID: I019691	COUNCIL TAX REDUCTION SCHEME 2019/20 Report Status: Confirmed for this meeting
A report setting out changes to the Council Tax Reduction Scheme for 2019/20	
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 -
Preceded by consultation?	Public consultation for eight weeks from 24 September 2018. Affected groups will be written to inviting them to respond.
Decision Taker	City Executive Board 22 Jan 2019
Executive Lead Member	Supporting Local Communities
Lead Officer	Head of Financial Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

COUNCIL 28 JANUARY CEB: 12 FEBRUARY 2019

ITEM 17: 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 -
Preceded by any form of consultation?	
Decision Taker	City Executive Board 12 Feb 2019
Executive Lead Members	Deputy Leader (Statutory) - Leisure and Housing, and Housing (Building Better Homes).
Lead Officer	Head of Housing Services
Report Contact	David Rundle, Private Rented Team Leader drundle@oxford.gov.uk

ITEM 18: 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	Deputy Leader - Finance and Asset Management
Lead Officer	Head of Financial Services
Report Contact	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 19: 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	Deputy Leader - Finance and Asset Management
Lead Officer	Head of Financial Services
Report Contact	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 20: 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 -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board 12 Feb 2019 Council 13 Feb 2019
Executive Lead Member	Deputy Leader - Finance and Asset Management
Lead Officer	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**

ITEM 21: 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 13 Mar 2019
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 22: 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 13 Mar 2019 Council 29 Apr 2019
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

CEB: 10 APRIL 2019