

FORWARD PLAN

December 2018 - April 2019

Published on: 03/12/18

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

CEB: 18 DECEMBER 2018

ITEM 1: 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 2: 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 any 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 3: 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 18 Dec 2018 Council 28 Jan 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 4: ID: I020215	SUMMERTOWN AND ST MARGARET'S NEIGHBOURHOOD PLAN Report Status: Confirmed for this meeting
To consider the Examiner's Report, approve modifications to the Summertown and St Margaret's Neighbourhood Plan and agree that it should be submitted to a referendum.	
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 18 Dec 2018
Executive Lead Member	Planning and Transport
Lead Officer	Head of Planning, Sustainable Development and Regulatory Services
Report Contact	Tom Morris, Principal Planner tmorris@oxford.gov.uk

ITEM 5: ID: I020283	MARSH ROAD CAR PARK Report Status: Provisional: Decision reliant on another action or process
To introduce a parking scheme at Marsh Road car park.	
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 18 Dec 2018
Executive Lead Member	Planning and Transport
Lead Executive Director	Executive Director for Sustainable City
Report Contact	Jason Munro, Parking & Shopmobility Manager Tel: 01865 252489 jmunro@oxford.gov.uk

CEB: 22 JANUARY 2019

ITEM 6: 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 -
Will this decision be preceded by any form of 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

ITEM 7: ID: I020193	REVIEW OF TRAILBLAZER PROGRAMME (HOMELESSNESS PREVENTION) Report Status: Confirmed for this meeting
A Review of the first year of the two year Trailblazer Programme to support homelessness prevention across Oxfordshire.	
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
Open or exempt to the public?	Open -
Preceded by any consultation?	
Decision Taker	City Executive Board 22 Jan 2019
Executive Lead Member	Deputy Leader (Statutory) - Leisure and Housing
Lead Officer	Head of Housing Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 8: ID: I020598	TREASURY MANAGEMENT MID-YEAR REPORT Report Status: Provisional: Decision reliant on another action or process
Review of the Treasury performance for the first half of the financial year (April – September 2018) including an update on the investment and debt portfolios.	
Is this a Key Decision?	Not Key
Open or exempt to the public?	Open -
Preceded by any consultation?	
Decision Taker	City Executive Board 22 Jan 2019
Executive Lead Member	Deputy Leader - Finance and Asset Management
Lead Officer	Head of Financial Services
Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

ITEM 9: ID: I020600	JSSP REGULATION 18 CONSULTATION DOCUMENT Report Status: Provisional: Awaiting further information, advice or input.
This document sets out issues and options for the draft JSSP in a format ready for a meaningful 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 -
Preceded by any consultation?	The document is a consultation document that will be widely publicised across the City and County as a whole. Consultation will be in line with the Statement of Community Involvement for the JSSP. It will target members of the public, businesses and other interest groups such as residents associations and public bodies such as the Environment Agency and Historic England.
Decision Taker	City Executive Board 22 Jan 2019
Executive Lead Member	Planning and Transport
Lead Officer	Head of Planning, Sustainable Development and Regulatory Services
Report Contact	Sarah Harrison, Team Leader (Planning Policy) Tel: 01865 252015 sbharrison@oxford.gov.uk

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ITEM 10: ID: I020532	PAY POLICY STATEMENT 2019 Report Status: Confirmed for this meeting
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?	
Decision Taker	Council 28 Jan 2019
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

CEB: 12 FEBRUARY 2019

ITEM 11: 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	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

ITEM 12: 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 13: 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

ITEM 14: 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 consultation?	
Decision Taker	City Executive Board 12 Feb 2019
Executive Lead Member	Deputy Leader (Statutory) - Leisure and Housing
Lead Officer	Head of Housing Services
Report Contact	David Rundle, Private Rented Team Leader drundle@oxford.gov.uk

ITEM 15: 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 any consultation?	
Decision Taker	City Executive Board 12 Feb 2019
Executive Lead Member	Customer Focused Services
Lead Officer	Head of Business Improvement
Report Contact	Rocco Labellarte, Chief Technology and Information Officer

ITEM 16: ID: I020468	CORPORATE PLAN UPDATE Report Status: Provisional: Decision reliant on another action or process
Annual update to the Corporate Plan detailing key achievements and future plans	
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 12 Feb 2019
Executive Lead Member	Leader, Economic Development and Partnership
Lead Executive Director	Assistant Chief Executive
Report Contact	Shelley Ghazi, Policy and Partnerships Officer Tel: 01865 529760 sghazi@oxford.gov.uk

ITEM 17: ID: I020599	TREASURY MANAGEMENT STRATEGY 2019/20 Report Status: Provisional: Decision reliant on another action or process
Presentation of the Treasury Management strategy 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?	
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	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

ITEM 18: ID: I020559	SALE OF LAND TO OXFORD CITY HOMES LIMITED (OCHL) Report Status: Provisional: Awaiting further information, advice or input.
OCHL will be developing over 200 on 10 Council sites as part of its current programme. This report seeks to agree a process for land transfers between the Council and OCHL to enable this development to proceed in a timely manner.	
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?	Fully 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 12 Feb 2019
Executive Lead Member	Councillor Ed Turner, Housing
Lead Executive Director and Officer	Head of Housing Services, Interim Director Regeneration and Economy
Report Contact	Alan Wylde, Housing Development & Enabling Manager Tel: 01865 252319 awylde@oxford.gov.uk

ITEM 19: 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 12 Feb 2019
Executive Lead Member	Deputy Leader (Statutory) - Leisure and Housing
Lead Officer	Head of Housing Services
Report Contact	Allison Dalton, Project Coordinator adalton@oxford.gov.uk

ITEM 20: ID: I020427	SALE AND LEASEBACK OF FLATS AT ST PAULS HOUSE, JERICHO TO ENABLE REDEVELOPMENT OF THE WIDER SITE Report Status: Provisional: Decision needs further consideration or information
The Council holds some areas of the former Jericho Health Centre site freehold but other areas of the site are held freehold by Lucy Properties. To enable redevelopment of this underused site	
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 22 Jan 2019
Executive Lead Member	Deputy Leader - Finance and Asset Management
Lead Executive Director	Interim Director Regeneration and Economy
Report Contact	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

COUNCIL 13 FEBRUARY

CEB: 13 MARCH 2019

ITEM 21: 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

ITEM 22: ID: I020323	CORPORATE ENFORCEMENT POLICY Report Status: Provisional: Decision reliant on another action or process
The Council's Corporate Enforcement Policy covers a range of regulatory services delivered by the Council. It was adopted in 2015 and requires reviewing and updating as necessary..	
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?	Services involved in enforcement activities Key stakeholders, such as businesses and regulated dutyholders.
Decision Taker	City Executive Board 13 Mar 2019
Executive Lead Member	Planning and Transport
Lead Executive Director	Executive Director for Sustainable City
Report Contact	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

ITEM 23: 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 any consultation?	
Decision Taker	City Executive Board 13 Mar 2019
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 24: ID: I020491	CORPORATE DEBT POLICY Report Status: Provisional: Decision reliant on another action or process
Policy revision	
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 consultation?	
Decision Taker	City Executive Board 13 Mar 2019
Executive Lead Member	Customer Focused Services
Lead Officer	Head of Financial Services
Report Contact	Tanya Bandekar, Service Manager Revenue & Benefits Tel: 01865 252281 tbandekar@oxford.gov.uk

CEB: 10 APRIL 2019

ITEM 25: 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 10 Apr 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