

FORWARD PLAN

February 2019 - May 2019

Published on: 30/01/19

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, Environment
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
Adrian Arnold	Acting Head of Planning Services
Simon Howick	Managing Director Oxford Direct Services
Nigel Kennedy	Head of Financial Services/Section 151 Officer

REPORTS TO CEB AND COUNCIL

COUNCIL 28 JANUARY 2019

ITEM 1: 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	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Council
Executive Lead Member	
Lead Officer	
Report Contact	

CEB: 12 FEBRUARY 2019

ITEM 2: ID: I019080	BUDGET 2019/20 Report Status: Confirmed for this meeting
Budget 2019/20	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Item open to the public or exempt	Open -
Preceded by 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 3: ID: I019081	CAPITAL STRATEGY Report Status: Confirmed for this meeting
Capital strategy update	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by 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 4: 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	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area

	comprising two or more wards
Item open to the public or exempt	Open -
Preceded by 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 5: 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	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Item open to the public or exempt	Open -
Preceded by 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 6: ID: I020427	SALE AND LEASEBACK OF FLATS AT ST PAULS HOUSE, JERICO 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	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	City Executive Board 12 Feb 2019
Executive Lead Member	Deputy Leader - Finance and Asset Management
Lead Officer	Interim Director Regeneration and Economy
Report Contact	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

ITEM 7: ID: I020959	ADMINISTRATION FEE FOR INVALID PLANNING APPLICATIONS THAT ARE RETURNED Report Status: Provisional: Awaiting further information, advice or input.
The Development Management Service are seeking to introduce an administration fee for invalid applications that are returned. This is intended to form part of a wider strategy for reducing the number of invalid applications received by the applications team and to incentivise applicants (including regular agents) to get their submission correct the first time.	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	City Executive Board 12 Feb 2019
Executive Lead Member	Planning and Transport

Lead Officer	Head of Planning, Sustainable Development and Regulatory Services
Report Contact	Andrew Murdoch, Development Management Service Manager amurdoch@oxford.gov.uk

COUNCIL 13 FEBRUARY 2019

ID: I021139 ITEM 1:	BUDGET 2019/20 Report Status:
From CEB	
Key Decision	Yes

ITEM 9: ID: I020684	COMMUNITY GOVERNANCE REVIEW - HEADINGTON NEIGHBOURHOOD PLAN REFERENDUM AREA Report Status: Provisional: Decision reliant on another action or process
The report will set out the timetable for the community governance review in the area covered by the Headington neighbourhood plan. The request has come from the Forum asking the Council to consult on setting up a new parish following the yes vote in the plan referendum in 2017.	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Preceded by consultation	The consultation will be carried out in accordance with DCLG guidance, although it is largely a matter for the Council to decide.
Decision Taker	Council 13 Feb 2019
Executive Lead Member	Leader, Economic Development and Partnership
Lead Officer	Head of Law and Governance
Report Contact	Martin John, Electoral Services Manager Tel: 01865 252518 mjohn@oxford.gov.uk

COUNCIL 18 FEBRUARY (IF REQUIRED)

CEB: 13 MARCH 2019

ITEM 10: 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	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	City Executive Board 12 Feb 2019
Executive Lead Member	Leader, Economic Development and Partnership
Lead Officer	Assistant Chief Executive
Report Contact	Shelley Ghazi, Policy and Partnerships Officer Tel: 01865 529760 sghazi@oxford.gov.uk

ITEM 11: ID: I019078	QUARTERLY INTEGRATED REPORT, FINANCE & PERFORMANCE Q3 Report Status: Confirmed for this meeting
Quarterly Integrated Report: Finance, Performance and risk	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	City Executive Board 13 Mar 2019 Council 29 Apr 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 12: 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..	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Preceded by 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 Officer	Executive Director for Sustainable City
Report Contact	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

ITEM 13: 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	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	City Executive Board 13 Mar 2019
Executive Lead Member	Leader, Economic Development and Partnership
Lead Officer	Chief Executive
Report Contact	Ian Gray, Interim Director – Regeneration and Economy lgray@oxford.gov.uk

ITEM 14: ID: I020491	CORPORATE DEBT POLICY Report Status: Provisional: Decision reliant on another action or process
Policy revision	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Preceded by 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

ITEM 15: ID: I020898	EXTENSION TO CENTRAL CONSERVATION AREA Report Status: Provisional: Decision reliant on another action or process
The alteration of the Oxford Central Conservation Area to include additional areas identified as being of special architectural and historic interest following review and public consultation	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Preceded by consultation	To amend a Conservation Area boundary a public meeting needs to take place. In this case, a consultation period of 4 weeks will be opened and relevant bodies will be notified.
Decision Taker	City Executive Board 13 Mar 2019
Executive Lead Member	Planning and Transport
Lead Officer	Head of Planning, Sustainable Development and Regulatory Services
Report Contact	Claire Sutton, Team Leader, Design & Heritage Team CSUTTON2@oxford.gov.uk

ITEM 16: ID: I020882	REVIEW OF CIVIC FLAG FLYING ARRANGEMENTS Report Status: Provisional: Awaiting further information, advice or input.
For the City Executive Board to review the Council's arrangements for civic flag flying and agree any changes the schedule of flag flying commitments and the flag flying protocol, which guides the Head of Law and Governance in exercising delegated responsibility for flag flying. These arrangements were last reviewed in 2015.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	City Executive Board 13 Mar 2019
Executive Lead Member	Leader, Economic Development and Partnership
Lead Officer	Head of Law and Governance
Report Contact	Andrew Brown, Committee and Member Services Manager Tel: 01865 252230 abrown2@oxford.gov.uk

ITEM 17: ID: I021106	RE-DESIGNATION OF NEIGHBOURHOOD FORUMS AND THEIR NEIGHBOURHOOD AREAS Report Status: Provisional: Decision reliant on another action or process
To re-designate the Wolvercote Forum and the Summertown and St. Margaret's Forum together with their Neighbourhood Areas	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Preceded by consultation	Public consultation for 6 weeks required by Regulations
Decision Taker	City Executive Board 13 Mar 2019
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 18: ID: I020962	APPROVAL TO DELEGATE AWARD - FIRE SAFETY MONITORING CONTRACT Report Status: Provisional: Decision needs further consideration or information
<p>The Fire Safety Systems Repair and Maintenance contract ensures the statutory inspections and required remedial work are carried out to our fire safety systems such as; fire extinguishers, sprinklers, fire detectors and emergency lighting</p> <p>This contract has been in place for 5 years and is coming to the end of its extension period which terminates on 1 June 2019</p> <p>In order to maintain legislative compliance regarding fire safety systems the contract is currently being re-tendered. At the time of writing this report received tender submissions are being evaluated. As the contract sum will be above £500,000 Officers are seeking delegated powers to award this contract.</p>	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	City Executive Board 13 Mar 2019
Executive Lead Member	Councillor Mike Rowley
Lead Officer	Assistant Chief Executive
Report Contact	Jonathan Gould, Capital Investment Programme Manager jgould@oxford.gov.uk, Claire Bateman, Health and Safety Manager cbateman@oxford.gov.uk

ITEM 19: ID: I021125	PROJECT APPROVAL FOR THE ACQUISITION OF PROPERTIES INTO THE HOUSING REVENUE ACCOUNT Report Status: Confirmed for this meeting
The report will seek Project Approval for the acquisition of properties into the Housing Revenue Account, including new units that may be purchased 'off-plan' from a developer. The purpose is to deliver more affordable housing, and to manage these properties in the Council, rented at social rent levels.	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Item open to the public or exempt	Part exempt - Information relating to the financial or business affairs of any particular person

	(including the authority holding that information)
Preceded by consultation	
Decision Taker	City Executive Board 13 Mar 2019
Executive Lead Member	Housing
Lead Officer	Head of Housing Services
Report Contact	Dave Scholes, Housing Strategy & Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

ITEM 20: ID: I021136	ALLOCATION OF HOMELESSNESS PREVENTION FUNDS 2019/20 Report Status: Confirmed for this meeting
Report seeking approval for the proposed allocation of homelessness prevention funds in 2019/20 with the purpose of helping meet the objectives of the Housing & Homelessness Strategy 2018/21.	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	City Executive Board 13 Mar 2019
Executive Lead Member	Deputy Leader (Statutory) - Leisure and Housing
Lead Officer	Head of Housing Services
Report Contact	Rachel Lawrence, Rough Sleeping and Single Homelessness Manager Tel: 01865529117 rlawrence@oxford.gov.uk

CEB: 10 APRIL 2019

ITEM 21: 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.	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Item open to the public or exempt	Fully exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Preceded by consultation	
Decision Taker	City Executive Board 10 Apr 2019
Executive Lead Member	Deputy Leader - Finance and Asset Management
Lead 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

COUNCIL 29 APRIL 2019
COUNCIL 13 MAY 2019 (ANNUAL MEETING)
CEB: 22 MAY 2019

ITEM 22: ID: I015077	SUSTAINABILITY STRATEGY 2019 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.	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Preceded by consultation	6 weeks Online public consultation required
Decision Taker	City Executive Board 22 May 2019 Council 22 Jul 2019
Executive Lead Member	Safer, Greener, Environment
Lead Officer	Executive Director for Sustainable City
Report Contact	Mai Jarvis, Environmental Quality Team Manager Tel: 01865 252403 mjarvis@oxford.gov.uk

ITEM 23: 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.	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Item open to the public or exempt	Open -
Preceded by consultation	Public Consultation
Decision Taker	City Executive Board 22 May 2019
Executive Lead Member	Supporting Local Communities
Lead Officer	Executive Director for Sustainable City
Report Contact	Vicky Trietline, Development Project Management Surveyor Tel: 01865 529881 vtrietline@oxford.gov.uk

ITEM 24: ID: I020922	SUMMERTOWN AND ST. MARGARET'S NEIGHBOURHOOD PLAN Report Status: Confirmed for this meeting
The report to CEB will follow the decision of the Referendum, which is likely to take place in early March 2019. Assuming that there is a majority in favour of the Plan, this report will seek the adoption of the Summertown and St. Margaret's Neighbourhood Plan which will then go to Full Council for the decision to be ratified..	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Preceded by consultation	Referendum

Decision Taker	City Executive Board 22 May 2019
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 25: ID: I021018	SEACOURT PARK AND RIDE EXTENSION Report Status: Provisional: Decision needs further consideration or information
Seacourt P&R Extension	
Approval of main works contract, and associated capital expenditure	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	City Executive Board 22 May 2019
Executive Lead Member	Planning and Transport
Lead Officer	Executive Director for Sustainable City
Report Contact	Paul Walker, Interim Projects Director, Regeneration Team pwalker2@oxford.gov.uk

CEB: 12 JUNE 2019

ITEM 26: ID: I020879	WOLVERCOTE NEIGHBOURHOOD PLAN Report Status: Provisional: Decision reliant on another action or process
Report to CEB to endorse the Examiner's modifications to the Wolvercote Neighbourhood Plan, following the Examination, and to move to a Referendum	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	Consultation on the Plan already taken place
Decision Taker	City Executive Board 12 Jun 2019
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 27: ID: I020875	SAFEGUARDING REPORT AND ACTION PLAN Report Status: Confirmed for this meeting
Annual safeguarding report 2018/19 and safeguarding action plan for 2019/20	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	City Executive Board 12 Jun 2019
Executive Lead Member	Councillor Tom Hayes
Lead Officer	Assistant Chief Executive
Report Contact	Rosie Woollcott, Safeguarding Co-ordinator r.woollcott@oxford.gov.uk

CEB: 10 JULY 2019

ITEM 28: ID: I021150	MONITORING THE COMMUNITY GRANTS PROGRAMME - REPORT FOR 2018/19 Report Status: Provisional: Decision reliant on another action or process
To inform members of the monitoring findings of the 2018/19 grants programme	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	City Executive Board 10 Jul 2019
Executive Lead Member	Supporting Local Communities
Lead Officer	Head of Community Services
Report Contact	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

COUNCIL: 22 JULY**CEB: 07 AUGUST 2019****CEB: 11 SEPTEMBER 2019****COUNCIL: 07 OCTOBER****CEB: 09 OCTOBER 2019****CEB: 13 NOVEMBER 2019****COUNCIL: 25 NOVEMBER****CEB: 11 DECEMBER 2019**

ITEM 29: ID: I020878	ANNUAL MONITORING REPORT 2018/19 Report Status: Confirmed for this meeting
The AMR report is a statutory requirement providing information as to the extent to which the policies set out in the Local Plan are being achieved and the implementation of the Local Development Scheme.	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	City Executive Board 11 Dec 2019
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