

Forward Plan

June 2020 to April 2021

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What is the Forward Plan?

The Forward Plan gives information about all decisions the Cabinet is expecting to take and significant decisions to be made by Council or other Council committees over the next four months.

It also contains information about decisions of significance to be taken in the forthcoming year.

What information is in the plan?

Each item shows either a provisional or confirmed date for when it will be considered by Cabinet. Where possible report authors will keep to the dates shown, but it may be necessary for items to be rescheduled.

An up to date Forward Plan is published on the Council's website monthly. New issues or changes to existing issues are set out in each plan or may be added directly to the website in between publication dates.

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 Cabinet meetings are available 5 working days before the meeting on the council [website](#):

A printed copy of Forward Plan is available to view at the Town Hall.

Private meetings

Some or all, of the information supporting decisions in the Forward Plan may be taken at a meeting not open in part, or in whole to the press or public. Items that contain confidential information that will be excluded from the public 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 and Members Services at least 7 working days before the decision is due to be made. This can be done by contacting

Committee and Members Services

SAC 3.8, St Aldate's Chambers, St Aldate's, Oxford OX1 1DS

cabinetreports@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](#) or inspected at the Town Hall.

Oxford City Council Cabinet Members and Senior Officers

Cabinet Member (councillors)	Portfolio
Susan Brown, Council Leader	Economic Development and Partnerships
Tom Hayes, Deputy Leader	Green Transport & Zero Carbon Oxford
Ed Turner, Deputy Leader	Finance and Asset Management
Nigel Chapman	Customer Focused Services
Mary Clarkson	City Centre, Covered Market and Culture
Alex Hollingsworth	Planning & Housing Delivery
Mike Rowley	Affordable Housing
Linda Smith	Leisure & Parks
Marie Tidball	Supporting Local Communities
Louise Upton	Safer, Healthy Oxford

Senior Officer	Job Title
Gordon Mitchell	Chief Executive
Tim Sadler	Transition Director
Tom Bridgman	Executive Director (Development)
Caroline Green	Assistant Chief Executive
Nadeem Murtuja	Interim Executive Director (Communities)
Paul Leo	Interim Director of Housing
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	Head of Planning Services
Nigel Kennedy	Head of Financial Services/Section 151 Officer
Ian Wright	Head of Regulatory Services & Community Safety

Standing Item : Decisions on acquisitions and disposals within the Commercial Property Portfolio Investment Strategy

ITEM 1: ID: I022798	Property Investment Portfolio Analysis and Strategy Report
Cabinet resolved at its meeting on 19 December 2019 to note that the Leader will delegate the authority for decisions in relation to individual property transactions to the Cabinet Member for Finance and Asset Management.	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Decision Taker	Cabinet 19 Dec 2019 Deputy Leader - Finance and Asset Management Before 31 Mar 2024
Cabinet Lead Member	Deputy Leader - Finance and Asset Management
Lead Officer	Executive Director (Development)
Report Contact	Nick Twigg, Major Projects & Development Manager Tel: 01865 25 2294 ntwigg@oxford.gov.uk

Standing item: Decisions on property or development purchases over £500,000 for affordable housing

ITEM 2: ID: I023209	Use of s106 and Retained Right to Buy Receipts to increase the provision of more affordable housing
Cabinet, at its meeting on 22 January 2020, delegated authority to the Chief Executive, in consultation with the Cabinet Members for Finance and Asset Management, and Affordable Housing, to approve any property	

or development purchases over £500,000 for affordable housing, within the project approval granted at that meeting.	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Decision Taker	Cabinet 22 Jan 2020 Chief Executive 31 Mar 2022
Cabinet Lead Member	Affordable Housing
Lead Officer	Head of Housing Services
Report Contact	Dave Scholes, Housing Strategy & Needs Manager (Affordable Housing Supply Lead) Tel: 01865 252636 dscholes@oxford.gov.uk

KEY DECISIONS DELEGATED TO OFFICERS

ITEM 3: ID: I021125	Project Approval for the acquisition of properties into the Housing Revenue Account
Delegated authority to Assistant Chief Executive, in consultation with Head of Finance, to approve property purchases for this project and to enter into agreement on the basis that in the opinion of the Head of Finance this continues to represent best value.	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Decision Taker	Assistant Chief Executive Before 31 Mar 2021
Cabinet Lead Member	Affordable Housing
Lead Officer	Assistant Chief Executive
Report Contact	Jane Winfield, Regeneration and Major Projects - Team Manager / Director Housing Companies Tel: 01865 252551 jwinfield@oxford.gov.uk

ITEM 4: ID: I021770	Tower Block refurbishment
Delegated authority to the Chief Executive to agree the terms of the final account with Fortem for tower block refurbishment.	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000

Decision Taker	Chief Executive Before 30 Sep 2020
Cabinet Lead Member	Deputy Leader - Finance and Asset Management
Lead Officer	Chief Executive
Report Contact	Stephen Clarke, Head of Housing Services / Director Housing Companies Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 5: ID: I020899	Proposal to move car parking decking from Oxpens car park to Redbridge Park and Ride
Delegation to Chief Executive, in consultation with the Section 151 Officer and Monitoring Officer, to enter into all appropriate contracts to implement the recommended option of moving the decking to the Redbridge Park and Ride site.	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Decision Taker	Chief Executive Before 30 Sep 2020
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Chief Executive
Report Contact	Tim Sadler, Transition Director / Chairman Direct Services Companies Tel: 01865 252101 tsadler@oxford.gov.uk

ITEM 6: ID: I021261	The Delivery Arrangements for Additional Affordable Housing - Sale of sites to OCHL
Delegated authority to the Assistant Chief Executive in consultation with the Head of Finance and Head of Law and Governance to approve the sale of sites as set out in the OCHL business plan to OCHL providing that such sales comply with the mechanism set out in paragraph 31 of this report and s123 of the Local Government Act 1972, and are made on the basis that following development all affordable housing units at the sites would be purchased back by the Council through the Housing Revenue Account.	
Key Decision	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Decision Taker	Assistant Chief Executive Before 30 Sep 2020
Cabinet Lead Member	Affordable Housing
Lead Officer	Assistant Chief Executive

Report Contact	Stephen Clarke, Head of Housing Services / Director Housing Companies Tel: 01865 252447 sclarke@oxford.gov.uk
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ITEM 7: ID: I024041	Lucy Faithfull House - Officer decision
Delegated authority to dispose of the freehold interest in Lucy Faithfull House following decision of the City Executive Board in January 2018.	
Key Decision	Yes
Decision Taker	Chief Executive Before 30 Sep 2020
Cabinet Lead Member	Deputy Leader - Finance and Asset Management
Lead Officer	Head of Housing Services
Report Contact	Alan Wylde, Housing Development & Enabling Manager Tel: 01865 252319 awylde@oxford.gov.uk

REPORTS TO CABINET AND COUNCIL

CABINET and Council 8 June

ITEM 8: ID: I024857	Addendum to the Statement of Community Involvement in Planning (SCI) Report status: Recommendations agreed
The Addendum to the SCI is needed in order to set out the variation in arrangements to depositing relevant documents associated with the Local Plan. Documents will be published on-line but hard copies cannot be made available for inspection during the novel coronavirus pandemic. Publication of documents will be publicised extensively in a range of ways with a named officer's contact details available in case a person has difficulty accessing the digital copies of the documents.	
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	Cabinet 8 Jun 2020
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery

Lead Officer	Head of Planning Services
Report Contact	Sarah Harrison, Team Leader (Planning Policy) Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 9: ID: I024505	Adoption of Oxford Local Plan 2036 Report status: Recommendations agreed
For Council to adopt the Oxford Local Plan 2036, including any modifications put forward by the government-appointed inspectors as necessary to make the Plan sound.	
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	Cabinet 8 Jun 2020 Council 8 Jun 2020
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Head of Planning Services
Report Contact	Sarah Harrison, Team Leader (Planning Policy) Tel: 01865 252015 sbharrison@oxford.gov.uk

CABINET 10 June - Now moved to 24 June

CABINET 24 June

ITEM 10: ID: I025003	April Budget Monitoring Report Report status: Confirmed for this meeting
April Financial monitoring report showing the financial impact on the council of coronavirus together with mitigations taken to date.	
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	Cabinet 24 Jun 2020

Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Head of Financial Services
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 11: ID: I025002	COVID19 update and work areas moving forward Report status: Confirmed for this meeting
An update to Cabinet on the issues, challenges and opportunities arising from COVID and the work required during a phase of transition from the emergency response to recovery	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet 24 Jun 2020
Cabinet Lead Member	Leader - Economic Development and Partnerships
Lead Officer	Assistant Chief Executive
Report Contact	Caroline Green, Assistant Chief Executive cgreen@oxford.gov.uk

ITEM 12: ID: I024510	Annual Update on the Oxford City Council Corporate Plan 2016-20 (2019-20) Report status: Confirmed for this meeting
To provide an update on the Oxford City Council Corporate Plan 2016-20.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet 24 Jun 2020
Cabinet Lead Member	Leader - Economic Development and Partnerships
Lead Officer	Assistant Chief Executive
Report Contact	Mish Tullar, Corporate Policy, Partnership and Communications Manager MTullar@oxford.gov.uk

ITEM 13: ID: I024508	Appointments to Outside Bodies Report status: Confirmed for this meeting
A report to agree appointments to charities, trusts, community associations and other organisations for the 2020/21 Council Year.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet 24 Jun 2020
Cabinet Lead Member	Leader - Economic Development and Partnerships
Lead Officer	Head of Law and Governance
Report Contact	Catherine Phythian, Committee Services Officer Tel: 01865252402 cphythian@oxford.gov.uk

CABINET 15 July

ITEM 14: ID: I024509	Quarterly Integrated Performance 2019/20 - Q4 Report status: Provisional: Awaiting further information, advice or input.
A report to update Members on Finance, Risk and Performance as at the end of the financial year.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet 15 Jul 2020
Cabinet 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 15: ID: I023386	Street Naming and Numbering Policy Report status: Provisional: Awaiting further information, advice or input.
Revised Street Naming and Numbering Policy for adoption	
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	Cabinet 15 Jul 2020
Cabinet Lead Member	Cabinet Member for Customer Focused Services
Lead Officer	Head of Law and Governance
Report Contact	Emma Griffiths, Lawyer Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 16: ID: I024874	Delegated Authority for the Award of Telephony Contract(s) Report status:
On 31 March 2021 three contracts with BT, valued annually at over £500,000, covering telephony services for the Council, expire. These are for fixed line, data and voice, and the PSTN electronic switchboard. The report seeks agreement to delegate the award of contracts to officers having followed due process.	
Key Decision	Yes
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet 15 Jul 2020
Cabinet Lead Member	Deputy Leader – Finance & Asset Management
Lead Officer	Head of Financial Services
Report Contact	Rocco Labellarte, Chief Technology and Information Officer

ITEM 17: ID: I024875	Delegated Authority for the decision on whether to run a procurement to replace the existing Data Centre Contract Report status:
On 31 March 2021 a contract with SCC, valued annually at over £550,000, covering data centre hosting and support for the Council, reaches mid-term at five years into a ten year contract. The contract has a break clause at the end of the fifth year.	

Decisions are is needed as to whether to continue with the contract for a further five years or re-tender and whether those decisions can be delegated to officers.	
Key Decision	Yes
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet 15 Jul 2020
Cabinet Lead Member	Deputy Leader – Finance & Asset Management
Lead Officer	Head of Financial Services
Report Contact	Rocco Labellarte, Chief Technology and Information Officer

ITEM 18: ID: I024612	Local Development Scheme (LDS) 2020-2023 Report status: Provisional: Awaiting further information, advice or input.
The LDS provides a three year project plan for preparing policy documents. This LDS will provide timescale for emerging Supplementary Planning Documents (SPDs) and the review of the Oxford Local Plan	
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	Cabinet 15 Jul 2020
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Executive Director (Development)
Report Contact	Amanda Ford, Planning Policy Team Leader aford@oxford.gov.uk

ITEM 19: ID: I025001	Local Growth Funded Workspace Projects Report status: Confirmed for this meeting
Delegate Officer authority to enter into contract with OxLEP for an award of £1.93m of funding to subsidise delivery of affordable workspaces for entrepreneurs in Oxford city centre and surrounds.	
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	Cabinet 15 Jul 2020
Cabinet Lead Member	Leader - Economic Development and Partnerships
Lead Officer	Executive Director (Development)
Report Contact	Matthew Peachey, Economic Development Manager Tel: 01865 252021 mpeachey@oxford.gov.uk

ITEM 20: ID: I024439	Procurement Strategy 2020 - 2021 Report status: Provisional: Awaiting further information, advice or input.
To present the Councils Strategy for the Procurement of Goods and Services for the period 2020- 2021.	
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 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Preceded by consultation	
Decision Taker	Cabinet 15 Jul 2020
Cabinet Lead Member	Deputy Leader - Finance and Asset Management
Lead Officer	Head of Financial Services
Report Contact	Annette Osborne annette.osborne@odsgroup.co.uk

ITEM 21: ID: I025039	Temporary Staffing Contract Report status: Provisional: Decision reliant on another action or process
Oxford City Council spend approximately £2 million per annum on Temporary Staffing and the current contract needs renewing. Project approval and delegated authority is sought to award a contract following a compliant procurement process.	
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	Cabinet 15 Jul 2020
Cabinet Lead Member	Cabinet Member for Customer Focused Services
Lead Officer	Head of Business Improvement
Report Contact	Matthew Stevenson mstevenson@oxford.gov.uk

ITEM 22: ID: I025083	Oxfordshire Growth Board Terms of Reference and Memorandum of Understanding Report status: Confirmed for this meeting
To approve revised Terms of Reference for the Oxfordshire Growth Board, including a copy of the updated Memorandum of Understanding between the Growth Board and Oxfordshire County	
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	Cabinet 15 Jul 2020
Cabinet Lead Member	Leader - Economic Development and Partnerships
Lead Officer	Assistant Chief Executive
Report Contact	Caroline Green, Assistant Chief Executive cgreen@oxford.gov.uk

Council 20 July

ITEM 23: ID: I025088	Polling Places Review - Effects of Covid-19 and the postponement of the ward boundaries Report status: Confirmed for this meeting
The changes to the ward boundaries were due to take effect at the elections this May. As a result of the Coronavirus Act those changes were postponed, along with the elections, to May 2021. So the Council needs to be able to hold by-elections and other polls using the "old" boundaries between now and May 2021. To do that we need to amend the new scheme so as to be able to re-create the old scheme. This report proposes a scheme to enable that.	

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	Council 20 Jul 2020
Cabinet Lead Member	Leader - Economic Development & Partnerships
Lead Officer	Martin John, Electoral Services Manager
Report Contact	Martin John, Electoral Services Manager,mjohn@oxford.gov.uk

CABINET 12 August

ITEM 24: ID: I024440	Housing Delivery Plan Report status: Provisional: Awaiting further information, advice or input.
<p>On 13 February 2020, Government published the results of the Housing Delivery Test for 2019. The Housing Delivery Test compares how many homes were built in Oxford over the last three years against how many homes were needed during the same period. The Council's result fell below 95% (scoring 70%) meaning that a Housing Delivery Test Action Plan (Housing Delivery Plan) must be published. This report introduces the Housing Delivery Plan for Cabinet to approve.</p>	
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	Cabinet 12 Aug 2020
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Executive Director (Development)
Report Contact	Tom Rice, Principal Planner trice@oxford.gov.uk

ITEM 25: ID: I024856	Land Acquisitions & Disposal - Northfields Hostel (Littlemore), County Council Depot Site, Lanham Way (Littlemore), Land at Speedwell House Report status: Provisional: Decision reliant on another action or process
Proposed acquisition by Oxford City Council of 2 sites from Oxfordshire County Council : Northfields Hostel and County Depot at Lanham Way. Proposed transfer of a strip of land at Speedwell House from Oxford City Council to Oxfordshire County Council. The land transfers being contained in a single or parallel contracts.	
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	Cabinet 12 Aug 2020
Cabinet Lead Member	Cabinet Member for Affordable Housing
Lead Officer	Head of Housing Services
Report Contact	Dave Scholes, Housing Strategy & Needs Manager (Affordable Housing Supply Lead) Tel: 01865 252636 dscholes@oxford.gov.uk

CABINET 09 September

ITEM 26: ID: I024161	Fusion Lifestyle's Annual Service Plan for Oxford leisure facilities (2020/21) Report status: Provisional: Decision needs further consideration or information
To recommend that Cabinet endorses Fusion Lifestyle's Annual Service Plan (2020/21) for the continuous development, management and operation of leisure services in Oxford.	
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	Not Applicable
Decision Taker	Cabinet 9 Sep 2020
Cabinet Lead Member	Cabinet Member for Leisure and Parks

Lead Officer	Head of Community Services
Report Contact	Lucy Cherry, Leisure and Performance Manager Tel: 01865 252707 lcherry@oxford.gov.uk

ITEM 27: ID: I024512	Council Tax Reduction Scheme for 2021/22 Report status: Confirmed for this meeting
A report to seek approval for proposals for consultation on changes to the Council's Council Tax Reduction Scheme for 2021/22.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet 9 Sep 2020
Cabinet Lead Member	Supporting Local Communities
Lead Officer	Head of Financial Services
Report Contact	Tanya Bandekar, Service Manager Revenue & Benefits Tel: 01865 252281 tbandekar@oxford.gov.uk

ITEM 28: ID: I024513	Quarterly Integrated Performance 2020/21 - Q1 Report status: Confirmed for this meeting
A report to update Members on Finance, Risk and Performance as at 30 June 2020.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet 9 Sep 2020
Cabinet Lead Member	Deputy Leader - Finance and Asset Management
Lead Officer	Head of Financial Services, Head of Business Improvement
Report Contact	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 29: ID: I024514	Treasury Management Performance: Annual Report and Performance 2019/20 Report status: Confirmed for this meeting
A report to set out the Council's Treasury Management activity and performance for the financial year 2019/2020.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet 9 Sep 2020
Cabinet 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 30: ID: I024379	Review of the Additional HMO licensing scheme Report status: Confirmed for this meeting
The report provides findings from a review carried out for the HMO Licensing Scheme and seeks approval from members to conduct a statutory consultation to renew the scheme in January 2021	
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	Statutory consultation will be undertaken - this will include online/ face to face and stakeholder interviews and events -
Decision Taker	Cabinet 9 Sep 2020
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Head of Regulatory Services & Community Safety
Report Contact	Gail Siddall, Team Leader , HMO Enforcement Team gsiddall@oxford.gov.uk

ITEM 31: ID: I024380	Proposal to improve the Private Rented Sector through Selective Licensing Report status: Confirmed for this meeting
The report provides findings from a review carried out into the housing conditions within the private rented sector and seeks approval from members to conduct a statutory consultation into the introduction of selective licensing of the private rented sector across the city	
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	Statutory consultation will be carried via various methods including online, face to face interviews and events with stakeholders, open events
Decision Taker	Cabinet 9 Sep 2020
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Head of Regulatory Services & Community Safety
Report Contact	Gail Siddall, Team Leader , HMO Enforcement Team gsiddall@oxford.gov.uk

ITEM 32: ID: I024876	Discretionary Housing Payment Policy Report status: Confirmed for this meeting
To review the operation of the Discretionary Housing Payment policy, and to amend the policy, if required.	
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	Not required
Decision Taker	Cabinet 9 Sep 2020
Cabinet Lead Member	Cabinet Member for Supporting Local Communities
Lead Officer	Head of Financial Services
Report Contact	Paul Wilding, System Change Manager - Homelessness Prevention Tel: 01865 252461 pwilding@oxford.gov.uk

Council 05 October

CABINET 14 October

ITEM 33: ID: I015275	East Oxford Community Centre - & Housing Development 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	Cabinet 14 Oct 2020
Cabinet Lead Member	Cabinet Member for Supporting Local Communities
Lead Officer	Executive Director (Communities & Customers) (Interim)
Report Contact	Hagan Lewisman, Active Communities Manager Tel: 01865 252706 hlewisman@oxford.gov.uk

CABINET 11 November

ITEM 34: ID: I024617	CIL Charging Schedule Review Report status: Provisional: Decision reliant on another action or process
Review of CIL charging schedule - To seek approval to consult on a new Community Infrastructure Levy (CIL) Draft Charging Schedule	
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	As per regulation 16 of the CIL regulations 2010 The charging authority must invite representations on the draft charging schedule from such

	of the following as the authority considers appropriate— (a) persons who are resident or carrying on business in its area; (b) voluntary bodies some or all of whose activities benefit the charging authority's area; and (c) bodies which represent the interests of persons carrying on business in the charging authority's area.mended)
Decision Taker	Cabinet 11 Nov 2020
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Head of Planning Services
Report Contact	Lorraine Freeman, Development Funding Officer lofreeman@oxford.gov.uk

ITEM 35: ID: I019467	Oxpens Redevelopment Update Report status: Provisional
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 Heads of Terms discussions. The City Council has formed a joint venture company, OxWED, with Nuffield College to progress the delivery of this scheme	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet 11 Nov 2020
Cabinet Lead Member	Leader - Economic Development and Partnerships
Lead Officer	Chief Executive
Report Contact	Tom Bridgman, Executive Director (Development) tbridgman@oxford.gov.uk

Council 30 November

CABINET 09 December

ITEM 36: ID: I024518	Budget 2021/2022 Report status: Confirmed for this meeting
A report to propose a Medium Term Financial Strategy and the 2021/22 Budget for 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	
Decision Taker	Cabinet 9 Dec 2020
Cabinet Lead Member	Deputy Leader - Finance and Asset Management
Lead Officer	Head of Financial Services
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 37: ID: I024519	Quarterly Integrated Performance 2020/21– Q2 Report status: Confirmed for this meeting
A report to update Members on Finance, Risk and Performance as at 30 September 2020.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet 9 Dec 2020
Cabinet Lead Member	Deputy Leader - Finance and Asset Management
Lead Officer	Head of Financial Services, Head of Business Improvement
Report Contact	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 38: ID: I024611	Infrastructure Funding Statement Report status: Provisional: Decision reliant on another action or process
Report on receipt, expenditure and future expenditure of CIL and S106 contributions	
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	Cabinet 9 Dec 2020
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Head of Planning Services
Report Contact	Lorraine Freeman, Development Funding Officer lofreeman@oxford.gov.uk

ITEM 39: ID: I024614	Annual Monitoring Report 2019/20 Report status: Provisional: Decision needs further consideration or information
To approve the Annual Monitoring Report for publication.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet 9 Dec 2020
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Executive Director (Development)
Report Contact	Rachel Nixon rnixon@oxford.gov.uk

ITEM 40: ID: I024521	Treasury Management Mid –Year Report Report status: Confirmed for this meeting
A report to report on the performance of the Treasury Management function for the 6 months to 30 September 2020	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	

Decision Taker	Cabinet 9 Dec 2020
Cabinet 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

CABINET 20 January

ITEM 41: ID: I024520	Council tax reduction scheme 2021/2022 Report status: Confirmed for this meeting
A report to seek approval for the Council's Council Tax Reduction Scheme for 2021/22 following 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	
Decision Taker	Cabinet 20 Jan 2021 Council 25 Jan 2021
Cabinet Lead Member	Supporting Local Communities
Lead Officer	Head of Financial Services
Report Contact	Tanya Bandekar, Service Manager Revenue & Benefits Tel: 01865 252281 tbandekar@oxford.gov.uk

Council 25 January

Reports for Council from Cabinet on 20 January

Council Tax Reduction Scheme

CABINET 10 February

ITEM 42: ID: I024525	Grant allocations to community and vol orgs 2021/22 Report status: Confirmed for this meeting
A report to make decisions on the allocation of grants to the community and voluntary organisations for 2021/2022.	

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	Cabinet 10 Feb 2021
Cabinet Lead Member	Cabinet Member for Supporting Local Communities
Lead Officer	Head of Community Services
Report Contact	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 43: ID: I024522	Treasury Management Strategy 2021/22 Report status: Confirmed for this meeting
A report to present the Council's Treasury Management Strategy for 2021/22.	
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	Cabinet 10 Feb 2021 Council 17 Feb 2021
Cabinet 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 44: ID: I024523	Budget 2021/22 Report status: Confirmed for this meeting
A report to present the outcome of the budget consultation and agree the Council's Medium Term Financial Strategy for 2022-23 to 2024-25 and 2022-22 Budget for recommendation to Council.	
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	Cabinet 10 Feb 2021 Council 17 Feb 2021
Cabinet Lead Member	Deputy Leader - Finance and Asset Management
Lead Officer	Head of Financial Services
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 45: ID: I024526	Capital Strategy 2021-22 Report status: Confirmed for this meeting
A report to present the Capital Strategy for 2021/22 approval.	
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	Cabinet 10 Feb 2021 Council 17 Feb 2021
Cabinet 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 46: ID: I024524	Annual update of the Council Business Plan 2021/22 Report status: Provisional: Awaiting further information, advice or input.
A report to update the Council Business Plan for 2021/22	
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	Cabinet 10 Feb 2021
Cabinet Lead Member	Leader - Economic Development and Partnerships

Lead Officer	Assistant Chief Executive
Report Contact	Mish Tullar, Corporate Policy, Partnership and Communications Manager MTullar@oxford.gov.uk

ITEM 47: ID: I024506	Additional HMO licensing scheme renewal Report status: Provisional: Decision reliant on another action or process
To report on the findings of the consultation and to seek approval for the next steps in relation to additional HMO licensing in the city	
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	Cabinet 10 Feb 2021
Cabinet Lead Member	Affordable Housing
Lead Officer	Head of Regulatory Services & Community Safety
Report Contact	Gail Siddall, Team Leader , HMO Enforcement Team gsiddall@oxford.gov.uk

ITEM 48: ID: I024186	Update of Housing Assistance and Disabled Adaptation Policy 2021 Report status: Confirmed for this meeting
Minor changes to allow clarification around discretionary grant and joint custody arrangements	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	N/A
Decision Taker	Cabinet 10 Feb 2021
Cabinet Lead Member	Cabinet Member for Affordable Housing
Lead Officer	Head of Regulatory Services & Community Safety
Report Contact	Becky Walker, Home Improvement Agency Team Manager bwalker@oxford.gov.uk

ITEM 49: ID: I024511	Zero Emission Zone Report status: Confirmed for this meeting
Decision on whether to support Oxfordshire County Council's introduction of the Red Zone Zero Emission Zone	
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	Cabinet 10 Feb 2021
Cabinet Lead Member	Deputy Leader - Green Transport and Zero Carbon Oxford
Lead Officer	Executive Director (Development)
Report Contact	Mai Jarvis, Environmental Quality Team Manager Tel: 01865 252403 mjarvis@oxford.gov.uk

Council 17 February

Reports for Council from Cabinet on 10 February

Budget and Medium Term Financial Plan 2021/22

Capital Strategy 2021/22

Treasury Management Strategy 2021/22

Council 25 February

CABINET 10 March

ITEM 50: ID: I024529	Integrated Performance Report for Q3 Report status: Confirmed for this meeting
A report to update Members on Finance, Risk and Performance as at 31 December 2020	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	

Decision Taker	Cabinet 10 Mar 2021
Cabinet Lead Member	Deputy Leader - Finance and Asset Management
Lead Officer	Head of Financial Services, Head of Business Improvement
Report Contact	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

Council 29 March

Decisions on hold during the COVID-19 pandemic

The following decisions are on hold during the COVID-19 pandemic. They will be kept under review and where appropriate allocated to a future Cabinet meeting.

ITEM 51: ID: I024507	Safeguarding Report 2020/21 Report status: Provisional: Awaiting further information, advice or input.
To report on the progress made on the Oxford City Council's Safeguarding Action Plan 2019/20	
Key Decision	Not Key
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet
Cabinet Lead Member	Cabinet Member for Customer Focused Services
Lead Officer	Assistant Chief Executive
Report Contact	Daniella Granito dgranito@oxford.gov.uk

ITEM 52: ID: I024517	Workplace Equalities and Action Plan Report status: Provisional: Awaiting further information, advice or input.
A report to seek approval for the publication of the annual Workforce Equality Report and report on progress on the Equalities Action Plan 2018 to 2021.	
Key Decision	Not Key

Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker	Cabinet
Cabinet Lead Member	Cabinet Member for Customer Focused Services
Lead Officer	Assistant Chief Executive
Report Contact	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 53: ID: I024527	Allocation of Homelessness Prevention Funds 2021/22 Report status: Confirmed for this meeting
A report to approve the allocation of homelessness prevention funds for 2021/22.	
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	Cabinet
Cabinet Lead Member	Cabinet Member for Affordable Housing
Lead Officer	Head of Housing Services
Report Contact	Sheetal Tanna, Senior Commissioning Officer Stanna@oxford.go.uk, Polly McKinlay, Senior Commissioning Officer pmckinlay@oxford.gov.uk