

# Forward Plan

## August 2020 to March 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](mailto: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

<b>ITEM 1: ID: I022798</b>	<b>Property Investment Portfolio Analysis and Strategy Report</b>
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.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Decision Taker</b>	Cabinet 19 Dec 2019 Deputy Leader - Finance and Asset Management Before 31 Mar 2024
<b>Cabinet Lead Member</b>	Deputy Leader - Finance and Asset Management
<b>Lead Officer</b>	Executive Director (Development)
<b>Report Contact</b>	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

<b>ITEM 2: ID: I023209</b>	<b>Use of s106 and Retained Right to Buy Receipts to increase the provision of more affordable housing</b>
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.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Decision Taker</b>	Cabinet 22 Jan 2020 Chief Executive 15 Jun 2020 Chief Executive 31 Mar 2022
<b>Cabinet Lead Member</b>	Affordable Housing
<b>Lead Officer</b>	Head of Housing Services
<b>Report Contact</b>	Dave Scholes, Housing Strategy & Needs Manager (Affordable Housing Supply Lead) Tel: 01865 252636 dscholes@oxford.gov.uk

## KEY DECISIONS DELEGATED TO OFFICERS

<b>ITEM 3: ID: I021125</b>	<b>Project Approval for the acquisition of properties into the Housing Revenue Account</b>
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.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Decision Taker</b>	Assistant Chief Executive Before 31 Mar 2021
<b>Cabinet Lead Member</b>	Affordable Housing
<b>Lead Officer</b>	Assistant Chief Executive
<b>Report Contact</b>	Jane Winfield, Regeneration and Major Projects - Team Manager / Director Housing Companies Tel: 01865 252551

	jwinfield@oxford.gov.uk
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<b>ITEM 4: ID: I021770</b>	<b>Tower Block refurbishment</b>
Delegated authority to the Chief Executive to agree the terms of the final account with Fortem for tower block refurbishment.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Decision Taker</b>	Chief Executive Before 30 Sep 2020
<b>Cabinet Lead Member</b>	Deputy Leader - Finance and Asset Management
<b>Lead Officer</b>	Chief Executive
<b>Report Contact</b>	Stephen Clarke, Head of Housing Services / Director Housing Companies Tel: 01865 252447 sclarke@oxford.gov.uk

<b>ITEM 5: ID: I020899</b>	<b>Proposal to move car parking decking from Oxpens car park to Redbridge Park and Ride</b>
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.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Decision Taker</b>	Executive Director (Development) Before 31 Mar 2021
<b>Cabinet Lead Member</b>	Cabinet Member for Planning and Housing Delivery
<b>Lead Officer</b>	Chief Executive
<b>Report Contact</b>	Tim Sadler, Transition Director / Chairman Direct Services Companies Tel: 01865 252101 tsadler@oxford.gov.uk

<b>ITEM 6: ID: I021261</b>	<b>The Delivery Arrangements for Additional Affordable Housing</b>
Delegated authority to the Assistant Chief Executive 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 the report to Cabinet on 29 May 2020 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.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Decision Taker</b>	Council Assistant Chief Executive Before 31 Mar 2021
<b>Cabinet Lead Member</b>	Affordable Housing
<b>Lead Officer</b>	Assistant Chief Executive
<b>Report Contact</b>	Stephen Clarke, Head of Housing Services / Director Housing Companies Tel: 01865 252447 sclarke@oxford.gov.uk

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

## REPORTS TO CABINET AND COUNCIL

### CABINET 12 August

<b>ITEM 8: ID: I025039</b>	<b>Temporary Staffing Contract</b> Report status: Confirmed for this meeting.
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.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 12 Aug 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Customer Focused Services
<b>Lead Officer</b>	Head of Business Improvement
<b>Report Contact</b>	Matthew Stevenson mstevenson@oxford.gov.uk

<b>ITEM 9: ID: I024440</b>	<b>Housing Delivery Plan</b> Report status: Confirmed for this meeting.
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.	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 12 Aug 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Planning and Housing Delivery

<b>Lead Officer</b>	Executive Director (Development)
<b>Report Contact</b>	Tom Rice, Principal Planner trice@oxford.gov.uk

<b>ITEM 10: ID: I024513</b>	<b>Quarterly Integrated Performance 2020/21 - Q1</b> Report status: Confirmed for this meeting
A report to update Members on Finance, Risk and Performance as at 30 June 2020.	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 12 Aug 2020
<b>Cabinet Lead Member</b>	Deputy Leader - Finance and Asset Management
<b>Lead Officer</b>	Head of Financial Services, Head of Business Improvement
<b>Report Contact</b>	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

## CABINET 09 September

<b>ITEM 11: ID: I023386</b>	<b>Street Naming and Numbering Policy</b> Report status: Provisional: Awaiting further information, advice or input.
Revised Street Naming and Numbering Policy for adoption	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Customer Focused Services
<b>Lead Officer</b>	Head of Law and Governance
<b>Report Contact</b>	Emma Griffiths, Lawyer Tel: 01865 252208 egriffiths@oxford.gov.uk



<b>ITEM 12: ID: I022534</b>	<b>Revised Oxford City Council Business Plan 2020-21</b> Report status: Provisional: Awaiting further information, advice or input.
The annual business plan sets out the key actions and objectives for the next financial year, to support delivery against each of the four corporate priorities set out in the Council Strategy 2020-24. It had been intended that the 2020-21 Business Plan was considered by the April 2020 Cabinet. However this was overtaken by the pandemic, and the whole Business Plan has had to be reviewed to reflect the current budgetary pause of new expenditure as well as new workstreams developed as a response to COVID-19.	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	Not required to consult on.
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Leader - Economic Development and Partnerships
<b>Lead Officer</b>	Assistant Chief Executive
<b>Report Contact</b>	Shelley Ghazi, Policy and Partnerships Officer Tel: 01865 529760 sghazi@oxford.gov.uk

<b>ITEM 13: ID: I025338</b>	<b>Implementation of the Housing Infrastructure Funding for Oxford North (Northern Gateway)</b> Report status: Provisional: Awaiting further information, advice or input.
This report is to consider whether to enter into an agreement with Thomas White Oxford (TWO) to deliver the HIF funded infrastructure at Oxford North	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Item open to the public or exempt</b>	Part exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information in respect of which a claim to legal professional privilege could be

	maintained in legal proceedings.
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Planning and Housing Delivery
<b>Lead Officer</b>	Executive Director (Development)
<b>Report Contact</b>	Jenny Barker, Regeneration Manager JBarker@oxford.gov.uk

<b>ITEM 14: ID: I024856</b>	<b>Land acquisition and Project Approvals for the development of homes in the HRA</b>  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. To also seek project approval and delegations to progress further development sites within the Housing Revenue Account (HRA), subject to a revision of the HRA Business Plan and HRA budget allocations.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Item open to the public or exempt</b>	Part exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Affordable Housing
<b>Lead Officer</b>	Head of Housing Services
<b>Report Contact</b>	Dave Scholes, Housing Strategy & Needs Manager (Affordable Housing Supply Lead) Tel: 01865 252636 dscholes@oxford.gov.uk

<b>ITEM 15: ID: I024439</b>	<b>Procurement Strategy 2020 - 2021</b> 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.	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Deputy Leader - Finance and Asset Management
<b>Lead Officer</b>	Head of Financial Services
<b>Report Contact</b>	Annette Osborne annette.osborne@odsgroup.co.uk

<b>ITEM 16: ID: I024875</b>	<b>Delegated Authority for the decision on whether to run a procurement to replace the existing Data Centre Contract</b> 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 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.	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	Head of Financial Services
<b>Report Contact</b>	Rocco Labellarte, Chief Technology and Information Officer

<b>ITEM 17: ID: I024874</b>	<b>Delegated Authority for the Award of Telephony Contract(s)</b> 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.	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	Head of Financial Services
<b>Report Contact</b>	Rocco Labellarte, Chief Technology and Information Officer

<b>ITEM 18: ID: I025473</b>	<b>Approval of a contract award for a revenues and Benefits system</b> Report status: Confirmed for this meeting
The current contract for the revenues and Benefits system expires at the end of March 2020. Having conducted a procurement exercise approval is needed to proceed with the purchase.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Item open to the public or exempt</b>	Part exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Customer Focused Services
<b>Lead Officer</b>	Head of Financial Services
<b>Report Contact</b>	Tanya Bandekar, Service Manager Revenue & Benefits Tel: 01865 252281 tbandekar@oxford.gov.uk

<b>ITEM 19: ID: I024512</b>	<b>Council Tax Reduction Scheme for 2021/22</b> 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.	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Supporting Local Communities
<b>Lead Officer</b>	Head of Financial Services
<b>Report Contact</b>	Tanya Bandekar, Service Manager Revenue & Benefits Tel: 01865 252281 tbandekar@oxford.gov.uk

<b>ITEM 20: ID: I024514</b>	<b>Treasury Management Performance: Annual Report and Performance 2019/20</b> 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.	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Deputy Leader - Finance and Asset Management
<b>Lead Officer</b>	Head of Financial Services
<b>Report Contact</b>	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

<b>ITEM 21: ID: I024876</b>	<b>Discretionary Housing Payment Policy</b> Report status: Confirmed for this meeting
To review the operation of the Discretionary Housing Payment policy, and to amend the policy, if required.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]

<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	Not required
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Supporting Local Communities
<b>Lead Officer</b>	Head of Financial Services
<b>Report Contact</b>	Paul Wilding, System Change Manager - Homelessness Prevention Tel: 01865 252461 pwilding@oxford.gov.uk

<b>ITEM 22: ID: I025090</b>	<b>Air Quality Action Plan</b> Report status: Confirmed for this meeting
Seeking approval for public consultation on draft Air Quality Action Plan 2020-2025	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	6 Week public consultation
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Deputy Leader - Green Transport and Zero Carbon Oxford
<b>Lead Officer</b>	Transition Director
<b>Report Contact</b>	Mai Jarvis, Environmental Quality Team Manager Tel: 01865 252403 mjarvis@oxford.gov.uk

<b>ITEM 23: ID: I024379</b>	<b>Review of the Additional HMO licensing scheme</b> 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	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	Statutory consultation will be undertaken - this will include online/ face to face and

	stakeholder interviews and events -
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Planning and Housing Delivery
<b>Lead Officer</b>	Head of Regulatory Services & Community Safety
<b>Report Contact</b>	Gail Siddall, Team Leader , HMO Enforcement Team gsiddall@oxford.gov.uk

<b>ITEM 24: ID: I024380</b>	<b>Proposal to improve the Private Rented Sector through selective licensing.</b> 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	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	Statutory consultation will be carried via various methods including online, face to face interviews and events with stakeholders, open events
<b>Decision Taker</b>	Cabinet 9 Sep 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Planning and Housing Delivery
<b>Lead Officer</b>	Head of Regulatory Services & Community Safety
<b>Report Contact</b>	Gail Siddall, Team Leader , HMO Enforcement Team gsiddall@oxford.gov.uk

## Council 05 October

### CABINET 14 October

<b>ITEM 25: ID: I015275</b>	<b>East Oxford Community Centre - &amp; Housing Development</b> Report status: Provisional : Decision needs further consideration or information
To present an improvement scheme for the East Oxford Community Centre following public consultation.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	Public Consultation
<b>Decision Taker</b>	Cabinet 14 Oct 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Supporting Local Communities
<b>Lead Officer</b>	Executive Director (Communities & Customers) (Interim)
<b>Report Contact</b>	Hagan Lewisman, Active Communities Manager Tel: 01865 252706 hlewisman@oxford.gov.uk

<b>ITEM 26: ID: I025474</b>	<b>Leisure provision in the city</b> Report status: Provisional: Decision reliant on another action or process
Leisure provision in the city	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	N/A
<b>Decision Taker</b>	Cabinet 14 Oct 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Leisure and Parks
<b>Lead Officer</b>	Transition Director
<b>Report Contact</b>	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk



<b>ITEM 27: ID: I025205</b>	<b>Statement of Community Involvement (SCI)</b> Report status: Provisional: Decision needs further consideration or information
The SCI has to be prepared by the City Council as a legal requirement. The current one adopted in July 2015 needs to be updated to inform future plan-making and decisions made on planning applications. This updated SCI will explain how the City Council will engage with communities, stakeholders and the public in the planning system.	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	The Draft SCI which needs to be approved by Cabinet probably in October 2020 and will then go out for public consultation for six weeks. The consultation would seek to engage with communities within the city, key stakeholders, interest groups, landowners, agents and the wide public and members.
<b>Decision Taker</b>	Cabinet 14 Oct 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Planning and Housing Delivery
<b>Lead Officer</b>	Head of Planning Services
<b>Report Contact</b>	Tom Morris, Principal Planner tmorris@oxford.gov.uk

## CABINET 11 November

<b>ITEM 28: ID: I024617</b>	<b>CIL Charging Schedule Review</b> 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	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	As per regulation 16 of the CIL regulations

	<p>2010</p> <p>The charging authority must invite representations on the draft charging schedule from such of the following as the authority considers appropriate—</p> <p>(a) persons who are resident or carrying on business in its area;</p> <p>(b) voluntary bodies some or all of whose activities benefit the charging authority's area;</p> <p>and</p> <p>(c) bodies which represent the interests of persons carrying on business in the charging authority's area.mended)</p>
<b>Decision Taker</b>	Cabinet 11 Nov 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Planning and Housing Delivery
<b>Lead Officer</b>	Head of Planning Services
<b>Report Contact</b>	Lorraine Freeman, Development Funding Officer lofreeman@oxford.gov.uk

<b>ITEM 29: ID: I019467</b>	<p><b>Oxpens Redevelopment Update</b></p> <p>Report status: Provisional</p>
<p>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</p>	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	<p>Cabinet 11 Nov 2020</p> <p>Cabinet 11 Nov 2020</p>
<b>Cabinet Lead Member</b>	Leader - Economic Development and Partnerships
<b>Lead Officer</b>	Chief Executive
<b>Report Contact</b>	Tom Bridgman, Executive Director (Development) tbridgman@oxford.gov.uk

<b>ITEM 30: ID: I024517</b>	<b>Workplace Equalities and Action Plan</b> 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.	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 11 Nov 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Customer Focused Services
<b>Lead Officer</b>	Assistant Chief Executive
<b>Report Contact</b>	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

<b>ITEM 31: ID: I025488</b>	<b>Alcohol and Dog Control Public Spaces Protection Orders</b> Report status: Provisional: Decision reliant on another action or process
Extension, amendment or expiry of existing city-wide Alcohol and Dog Control Public Spaces Protection Orders.	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	Public survey and stakeholder engagement between mid-August and the end of September 2020.
<b>Decision Taker</b>	Cabinet 11 Nov 2020
<b>Cabinet Lead Member</b>	Cabinet Member for a Safer, Healthy Oxford
<b>Lead Officer</b>	Head of Regulatory Services & Community Safety
<b>Report Contact</b>	Richard Adams, Community Safety Service Manager Tel: 01865 252283 rjadams@oxford.gov.uk

## Council 30 November

### CABINET 09 December

<b>ITEM 32: ID: I024518</b>	<b>Budget 2021/2022</b> Report status: Confirmed for this meeting
A report to propose a Medium Term Financial Strategy and the 2021/22 Budget for consultation	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Dec 2020
<b>Cabinet Lead Member</b>	Deputy Leader - Finance and Asset Management
<b>Lead Officer</b>	Head of Financial Services
<b>Report Contact</b>	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 33: ID: I024519</b>	<b>Quarterly Integrated Performance 2020/21– Q2</b> Report status: Confirmed for this meeting
A report to update Members on Finance, Risk and Performance as at 30 September 2020.	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Dec 2020
<b>Cabinet Lead Member</b>	Deputy Leader - Finance and Asset Management
<b>Lead Officer</b>	Head of Financial Services, Head of Business Improvement
<b>Report Contact</b>	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

<b>ITEM 34: ID: I024611</b>	<b>Infrastructure Funding Statement</b> Report status: Provisional: Decision reliant on another action or process
Report on receipt, expenditure and future expenditure of CIL and S106 contributions	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Dec 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Planning and Housing Delivery
<b>Lead Officer</b>	Head of Planning Services
<b>Report Contact</b>	Lorraine Freeman, Development Funding Officer lofreeman@oxford.gov.uk

<b>ITEM 35: ID: I024614</b>	<b>Annual Monitoring Report 2019/20</b> Report status: Provisional: Decision needs further consideration or information
To approve the Annual Monitoring Report for publication.	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Dec 2020
<b>Cabinet Lead Member</b>	Cabinet Member for Planning and Housing Delivery
<b>Lead Officer</b>	Executive Director (Development)
<b>Report Contact</b>	Rachel Nixon rnixon@oxford.gov.uk

<b>ITEM 36: ID: I024521</b>	<b>Treasury Management Mid –Year Report</b> 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	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Open -

<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 9 Dec 2020
<b>Cabinet Lead Member</b>	Deputy Leader - Finance and Asset Management
<b>Lead Officer</b>	Head of Financial Services
<b>Report Contact</b>	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

## CABINET 20 January

<b>ITEM 37: ID: I024520</b>	<b>Council tax reduction scheme 2021/2022</b> Report status: Confirmed for this meeting
A report to seek approval for the Council's Council Tax Reduction Scheme for 2021/22 following consultation	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 20 Jan 2021 Council 25 Jan 2021
<b>Cabinet Lead Member</b>	Supporting Local Communities
<b>Lead Officer</b>	Head of Financial Services
<b>Report Contact</b>	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

<b>ITEM 38: ID: I024525</b>	<b>Grant allocations to community and vol orgs 2021/22</b> 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.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 10 Feb 2021
<b>Cabinet Lead Member</b>	Cabinet Member for Supporting Local Communities
<b>Lead Officer</b>	Head of Community Services
<b>Report Contact</b>	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

<b>ITEM 39: ID: I024522</b>	<b>Treasury Management Strategy 2021/22</b> Report status: Confirmed for this meeting
A report to present the Council's Treasury Management Strategy for 2021/22.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 10 Feb 2021 Council 17 Feb 2021
<b>Cabinet Lead Member</b>	Deputy Leader - Finance and Asset Management
<b>Lead Officer</b>	Head of Financial Services
<b>Report Contact</b>	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

<b>ITEM 40: ID: I024523</b>	<b>Budget 2021/22</b> 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.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 10 Feb 2021 Council 17 Feb 2021
<b>Cabinet Lead Member</b>	Deputy Leader - Finance and Asset Management
<b>Lead Officer</b>	Head of Financial Services
<b>Report Contact</b>	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 41: ID: I024526</b>	<b>Capital Strategy 2021-22</b> Report status: Confirmed for this meeting
A report to present the Capital Strategy for 2021/22 approval.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 10 Feb 2021 Council 17 Feb 2021
<b>Cabinet Lead Member</b>	Deputy Leader - Finance and Asset Management
<b>Lead Officer</b>	Head of Financial Services
<b>Report Contact</b>	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk



<b>ITEM 42: ID: I024506</b>	<b>Additional HMO licensing scheme renewal</b> 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	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 10 Feb 2021
<b>Cabinet Lead Member</b>	Affordable Housing
<b>Lead Officer</b>	Head of Regulatory Services & Community Safety
<b>Report Contact</b>	Gail Siddall, Team Leader , HMO Enforcement Team gsiddall@oxford.gov.uk

<b>ITEM 43: ID: I024186</b>	<b>Update of Housing Assistance and Disabled Adaptation Policy 2021</b> Report status: Confirmed for this meeting
Minor changes to allow clarification around discretionary grant and joint custody arrangements	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	N/A
<b>Decision Taker</b>	Cabinet 10 Feb 2021
<b>Cabinet Lead Member</b>	Cabinet Member for Affordable Housing
<b>Lead Officer</b>	Head of Regulatory Services & Community Safety
<b>Report Contact</b>	Becky Walker, Home Improvement Agency Team Manager bwalker@oxford.gov.uk

<b>ITEM 44: ID: I024527</b>	<b>Allocation of Homelessness Prevention Funds 2021/22</b> Report status: Confirmed for this meeting
A report to approve the allocation of homelessness prevention funds for 2021/22.	
<b>Key Decision</b>	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 10 Feb 2021
<b>Cabinet Lead Member</b>	Cabinet Member for Affordable Housing
<b>Lead Officer</b>	Head of Housing Services
<b>Report Contact</b>	Stephen Clarke, Head of Housing Services / Director Housing Companies Tel: 01865 252447 sclarke@oxford.gov.uk

<b>ITEM 45: ID: I024511</b>	<b>Zero Emission Zone</b> Report status: Confirmed for this meeting
Decision on whether to support Oxfordshire County Council's introduction of the Red Zone Zero Emission Zone	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 10 Feb 2021
<b>Cabinet Lead Member</b>	Deputy Leader - Green Transport and Zero Carbon Oxford
<b>Lead Officer</b>	Executive Director (Development)
<b>Report Contact</b>	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

<b>ITEM 46: ID: I024529</b>	<b>Integrated Performance Report for Q3</b> Report status: Confirmed for this meeting
A report to update Members on Finance, Risk and Performance as at 31 December 2020	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 10 Mar 2021
<b>Cabinet Lead Member</b>	Deputy Leader - Finance and Asset Management
<b>Lead Officer</b>	Head of Financial Services, Head of Business Improvement
<b>Report Contact</b>	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

<b>ITEM 47: ID: I025318</b>	<b>Council Business Plan 2021-22 and Business Plan 2020-21 update</b> Report status: Confirmed for this meeting
The annual business plan sets out the key actions and objectives for the next financial year, to support delivery against each of the four corporate priorities set out in the Council Strategy 2020-24. The document also includes an update on delivery against the previous year's business plan.	
<b>Key Decision</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
<b>Item open to the public or exempt</b>	Open -

<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 10 Mar 2021
<b>Cabinet Lead Member</b>	Leader - Economic Development and Partnerships
<b>Lead Officer</b>	Assistant Chief Executive
<b>Report Contact</b>	Shelley Ghazi, Policy and Partnerships Officer Tel: 01865 529760 sghazi@oxford.gov.uk

## Council 29 March

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