

# Forward Plan

## January 2021 to April 2021

Published on 11/01/21

www.oxford.gov.uk



### 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

Susan Sale	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
Carolyn Plozynski	Head of Regeneration & Economy
Jane Winfield	Head of Corporate Property

## 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 14 Sep 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

## Standing item: Land acquisition and Project Approvals for the development of homes in the HRA

<b>ITEM 3: ID: I024856</b>	<b>Land acquisition and Project Approvals for the development of homes in the HRA</b>
Cabinet, at its meeting on 09 September 2020, delegated authority to:	
<ol style="list-style-type: none"> <li>1. The Director of Housing, in consultation with the Cabinet Member for Affordable Housing; the Head of Financial Services/Section 151 Officer; and the Council's Monitoring Officer, to enter into agreements for the purchase of land, and any other necessary agreements or contracts and/or spend within the identified budget, for the provision of additional affordable housing; and</li> <li>2. 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 this project approval and budget envelope.</li> </ol>	
<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 9 Sep 2020 Council 5 Oct 2020 Chief Executive Before 31 Mar 2021
<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

## KEY DECISIONS DELEGATED TO OFFICERS

<b>ITEM 4: 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 5: ID: I021261</b>	<b>The Delivery Arrangements for Additional Affordable Housing</b>
<p>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.</p> <p>Delegated authority to the Assistant Chief Executive in consultation with the Head of Finance and the Head of Law and Governance to approve and facilitate the agreed purchase by the Housing Revenue Account of all affordable housing units at the OHCL development sites.</p>	

<p>The sites are at the following locations:</p> <ul style="list-style-type: none"> <li>• Land at Elsfield Hall</li> <li>• Former 2-16 Cumberlege Close</li> <li>• Land at the Former Murco Petrol Filling Station on Between Towns Road</li> <li>• Bracegirdle, Mortimer and Broadoak</li> <li>• Edgecombe Road</li> <li>• Harts Close</li> <li>• Underhill Circus</li> <li>• Warren Crescent</li> </ul>	
<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 6: 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 31 Mar 2021
<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 Manager Tel: 01865 252319 awylde@oxford.gov.uk

<b>ITEM 7: ID: I025039</b>	<b>Temporary Staffing Contract</b>
Cabinet, at its meeting on 12 August 2020, delegated authority to the Chief Executive to award a contract for the supply of Temporary Staffing following the procurement exercise outlined in the report before it that day.	
<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 12 Aug 2020 Chief Executive 31 Dec 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 8: ID: I025338</b>	<b>Implementation of the Housing Infrastructure Funding for Oxford North (Northern Gateway)</b>
<p>Cabinet, at its meeting on 09 September, delegated authority to the Executive Director for Development, in consultation with the Cabinet Member for Planning and Housing Delivery, and the Head of Law and Governance, to:</p> <ol style="list-style-type: none"> <li>a) <b>Finalise</b> the legal agreement with the developer Thomas White Oxford (“TWO”);</li> <li>b) <b>Enter</b> into the legal agreement to secure the delivery of the Housing Infrastructure Funding (“HIF”) funded infrastructure at Oxford North;</li> <li>c) <b>Secure</b> the HIF funding and implementation of the HIF agreements, including the provision of funding to TWO; and</li> <li>d) <b>Agree</b> any changes necessary to the HIF agreement with Homes England to facilitate the securing of the HIF funding, the delivery of the infrastructure and the recouping of funding.</li> </ol>	
<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 9 Sep 2020 Executive Director (Development) Before 31 Mar 2021
<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 9: ID: I025819</b>	<b>Project Approval and Allocation of Next Steps Accommodation Programme Funding for Affordable Housing Delivery &amp; Homelessness Prevention</b>
Cabinet, at its meeting on 11 November, delegated authority to the Chief Executive, in consultation with the Cabinet Members for Finance and Asset Management, and Affordable Housing, to approve any agreements over £500,000 for affordable housing, within the project approval given at the meeting and budget envelope.	
<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 11 Nov 2020 Council 30 Nov 2020 Chief Executive Before 31 Mar 2022
<b>Cabinet Lead Member</b>	Cabinet Member for Affordable Housing, Cabinet Member for Planning and Housing Delivery
<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 10: ID: I025687</b>	<b>Project Approval and Allocation of Housing and Growth Deal Funding for Affordable Housing Delivery</b>
Cabinet, at its meeting on 14 October 2020 delegated authority to the Chief Executive, in consultation with the Cabinet Members for Finance and Asset Management, and Affordable Housing, to approve any agreements over £500,000 for affordable housing, within the project approval and budget envelope agreed 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 14 Oct 2020 Council 30 Nov 2020 Chief Executive Before 31 Mar 2022
<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



## REPORTS TO CABINET AND COUNCIL

### CABINET 20 January

<b>ITEM 12: ID: I025648</b>	<b>1-3 George Street refurbishment</b> Report status: Confirmed for this meeting
To seek project approval and capital expenditure for the refurbishment of 1-3 George Street. This follows previous decisions to allocate feasibility funding and to enter into grant funding arrangements and contractual terms with OxLEP for Local Growth Funds for the delivery of city-centre based workspaces at 1-3 George Street.	
<b>Key Decision</b>	Not Key
<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>Decision Taker</b>	Cabinet 20 Jan 2021 Council 25 Jan 2021
<b>Cabinet Lead Member</b>	Cabinet Member for Planning and Housing Delivery
<b>Lead Officer</b>	Tom Bridgman
<b>Report Contact</b>	Andrew Humpherson, Regeneration Manager Ahumpherson@oxford.gov.uk

<b>ITEM 13: ID: I025694</b>	<b>Housing Infrastructure Funding for Osney Mead Innovation Quarter</b> Report status: Confirmed for this meeting
Amendment of the HIF Agreement for Osney Mead and measures to enable its implementation	
<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>Decision Taker</b>	Cabinet 20 Jan 2021
<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: I025205</b>	<b>Statement of Community Involvement (SCI)</b> Report status: Confirmed for this meeting
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 20 Jan 2021
<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

<b>ITEM 15: ID: I025887</b>	<b>Air Quality Action Plan</b> Report status: Confirmed for this meeting
Cabinet approval sought for Air Quality Action Plan following public 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>	Air Quality Action Plan underwent public consultation from the 10 Sept to the 1 November.
<b>Decision Taker</b>	Cabinet 20 Jan 2021

<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 16: ID: I026017</b>	<b>Re-gear of the second floor lease at 20-24 Queen Street (Ramsay House)</b> Report status: Confirmed for this meeting
Re-gear of the lease on the second floor of this property	
<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 any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.
<b>Preceded by consultation</b>	
<b>Decision Taker</b>	Cabinet 20 Jan 2021
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	Regeneration and Major Projects Manager
<b>Report Contact</b>	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

<b>ITEM 17: ID: I026275</b>	<b>Meanwhile in Oxfordshire (Additional recommendation)</b> Report status: Confirmed for this meeting
An additional recommendation to the report agreed at the 9 December 2020 Cabinet meeting. A further recommendation is required to seek approval to include the £1.875m funding across the 2020/21 and 2021/22 Council budget. All other aspects of the project remain unchanged..	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	-
<b>Preceded by consultation</b>	

<b>Decision Taker</b>	Cabinet 20 Jan 2021 Council 25 Jan 2021
<b>Cabinet Lead Member</b>	Cabinet Member for Planning and Housing Delivery
<b>Lead Officer</b>	Executive Director (Development)
<b>Report Contact</b>	Steve Weitzel, Regeneration Manager sweitzel@oxford.gov

## Council 25 January

<b>ITEM 18: ID: I025682</b>	<b>Partnership report - Oxford Safer Communities Partnership</b> Report status:
To consider an update report on the Oxford Safer Communities Partnership; the Safer Oxfordshire Partnership; and the Police and Crime Panel	
<b>Key Decision</b>	Not Key
<b>Decision Taker</b>	Council 25 Jan 2021
<b>Cabinet Lead Member</b>	Cabinet Member for a Safer, Healthy Oxford
<b>Report Contact</b>	Ian Wright, Head of Regulatory Services and Community Safety iwright@oxford.gov.uk, Richard Adams, Community Safety Service Manager Tel: 01865 252283 rjadams@oxford.gov.uk

## Reports for Council from Cabinet on 09 December and 20 January

1-3 George Street refurbishment

Meanwhile in Oxfordshire

## CABINET 10 February

<b>ITEM 19: 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 20: 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 21: 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>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 22: 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>Decision Taker</b>	Cabinet 10 Feb 2021 Council 17 Feb 2021
<b>Cabinet Lead Member</b>	Cabinet Member for 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 23: 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>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 24: ID: I026180</b>	<b>Zero Carbon Council by 2030: 4th carbon management plan 2021/22 to 2029/30</b>  Report status: Provisional: Decision reliant on another action or process
This report outlines how the City Council will meet its targets to become a zero carbon council by 2030 or sooner.	
<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
<b>Preceded by consultation</b>	Internal officers/depts only- mandate for zero carbon oxford consulting with representative cross-section of population agreed via Citizens' Assembly. This is an internal document about the City Council's own estate and operations
<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>	Transition Director
<b>Report Contact</b>	Jo Colwell, Service Manager Environmental Sustainability Tel: 01865 252188 jcolwell@oxford.gov.uk

<b>ITEM 25: ID: I026424</b>	<b>Programme approval and allocation for Public Sector Decarbonisation Funding</b>  Report status: Confirmed for this meeting
To seek programme approval and delegations to enable capital grant spend of Public Sector Decarbonisation funding.	
<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>	Deputy Leader - Green Transport and Zero Carbon Oxford

<b>Lead Officer</b>	Transition Director
<b>Report Contact</b>	Jo Colwell, Service Manager Environmental Sustainability Tel: 01865 252188 jcolwell@oxford.gov.uk

<b>ITEM 26: ID: I026300</b>	<b>Housing and Asset Management System Project Update and Funding Position</b> Report status: Confirmed for this meeting
The purpose of this report is to outline the latest status of the Housing and Asset Management System project, including the revised plan for go-live, the funding needed to achieve go-live, and plans to reduce OCC's cost exposure.	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Part exempt
<b>Decision Taker</b>	Cabinet 10 Feb 2021
<b>Cabinet Lead Member</b>	Cabinet Member for Customer Focused Services, Cabinet Member for Affordable Housing
<b>Lead Officer</b>	Head of Housing Services
<b>Report Contact</b>	Suzanne White, PMO Manager suzanne.white@odsgroup.co.uk

<b>ITEM 27: ID: I026291</b>	<b>Project proposal and delegated authority to award a hybrid print and post contract.</b> Report status: Confirmed for this meeting
Request for approval and delegated authority to award a contract for postal services. The Council will transfer electronic files to a third-party provider who will print and post the communications.	
<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>Decision Taker</b>	Cabinet 10 Feb 2021
<b>Cabinet Lead Member</b>	Cabinet Member for Customer Focused Services
<b>Lead Officer</b>	Executive Director (Communities & Customers) (Interim)
<b>Report Contact</b>	Tim Martin, OCHL project team tmartin@oxford.gov.uk



---

## 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 Tax Reduction Scheme

## Council 17 February

<b>ID:</b> <b>I026267</b> <b>ITEM 1:</b>	<b>Report of the Council's Chief Finance Officer on the robustness of the 2021/2022 budget</b>
<b>Key Decision</b>	
	Yes
<b>Decision Taker</b>	Council 17 Feb 2021
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - 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 29:</b> <b>ID: I025980</b>	<b>Changes to the Council's Constitution (2020 version) to take effect in 2021</b>
To set out for decision proposed changes to the Council's Constitution.	
<b>Key Decision</b>	Not Key
<b>Decision Taker</b>	Council 17 Feb 2021
<b>Cabinet Lead Member</b>	Leader - Economic Development and Partnerships
<b>Report Contact</b>	Head of Law and Governance

## Council 25 February (provisional)

## CABINET 10 March

<b>ITEM 30: ID: I019467</b>	<b>Oxpens Redevelopment Update</b> 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	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker</b>	Cabinet 10 Mar 2021
<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 31: 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>Decision Taker</b>	Cabinet 10 Mar 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 32: 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 Mar 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>	Gail Siddall, Team Leader , HMO Enforcement Team gsiddall@oxford.gov.uk

<b>ITEM 33: ID: I025616</b>	<b>To report on the findings of the consultation and to seek approval for the next steps in relation to selective licensing in the city</b>  Report status: Provisional: Decision reliant on another action or process
The report provides findings from a statutory consultation exercise carried out into the proposal to introduce licensing in the city for all non HMO privately rented homes and seeks approval from members to take the next steps in relation to selective licensing	
<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 process of implementation of such a licensing scheme requires widespread statutory consultation, the results of which will be contained in the report
<b>Decision Taker</b>	Cabinet 10 Mar 2021
<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 34: ID: I025999</b>	<b>Covered Market Leasing Strategy</b> Report status: Provisional: Decision reliant on another action or process
There is a 10 year leasing strategy for the Covered Market which was agreed in 2015. The strategy is due to be refreshed at Year 5 (2020) to ensure it continues to reflect the ambitions and strategies for the Market.	
<b>Key Decision</b>	Not Key
<b>Item open to the public or exempt</b>	Open -
<b>Preceded by consultation</b>	Consultation has been carried out with Covered Market traders along with external stakeholders including, but not limited to, adjoining colleges, Oxford Preservation Trust and Westgate Centre.
<b>Decision Taker</b>	Cabinet 10 Mar 2021
<b>Cabinet Lead Member</b>	Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	Regeneration and Major Projects Manager
<b>Report Contact</b>	Emma Gubbins egubbins@oxford.gov.uk

<b>ITEM 35: 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 Mar 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

<b>ITEM 36: 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 37: 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

<b>ITEM 38: ID: I026260</b>	<b>Housing First programme</b> Report status: Confirmed for this meeting
To seek project authorisation for a Housing First programme with the aim of supporting the council's objective to end rough sleeping.	
<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 Mar 2021
<b>Cabinet Lead Member</b>	Cabinet Member for Affordable Housing
<b>Lead Officer</b>	Head of Housing Services
<b>Report Contact</b>	Paul Wilding, System Change Manager - Homelessness Prevention Tel: 01865 252461 pwilding@oxford.gov.uk

<b>ITEM 39: ID: I026330</b>	<b>Oxford City Council Safeguarding Report 2019/20</b> Report status: Provisional: Decision reliant on another action or process
To report on the progress made on the Oxford City Council's Safeguarding Action Plan 2019/20	
<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>	This will be brought to March Cabinet on 10/3, while Scrutiny is 2/3 – papers for which will be published on 22/2
<b>Decision Taker</b>	Cabinet 10 Mar 2021
<b>Cabinet Lead Member</b>	Cabinet Member for a Safer, Healthy Oxford
<b>Lead Officer</b>	Assistant Chief Executive
<b>Report Contact</b>	Laura Jones, Safeguarding Coordinator Ljones@oxford.gov.uk

## Council 22 March

<b>ID:</b> <b>I025684</b> <b>ITEM 2:</b>	<b>Partnership report - Oxfordshire Resources and Waste Partnership</b>
<b>Key Decision</b>	
	No
<b>Decision Taker</b>	Council 22 Mar 2021
<b>Cabinet Lead Member</b>	Cabinet Member for Customer Focused Services
<b>Report Contact</b>	Jo Colwell, Service Manager Environmental Sustainability Tel: 01865 252188 jcolwell@oxford.gov.uk

<b>ITEM 41:</b> <b>ID: I026130</b>	<b>Pay Policy Statement 2021</b> Report status:
To approve the Annual Pay Policy Statement	
<b>Key Decision</b>	Not Key
<b>Decision Taker</b>	Council 22 Mar 2021
<b>Cabinet Lead Member</b>	Councillor Nigel Chapman
<b>Lead Officer</b>	
<b>Report Contact</b>	Head of Business Improvement