

Forward Plan

May 2022 to August 2022

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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
- 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, Leader	Inclusive Growth, Economic Recovery and Partnerships
Tom Hayes, Deputy Leader	Green Transport & Zero Carbon Oxford
Ed Turner, Deputy Leader	Finance and Asset Management
Lubna Arshad	Parks and Waste Reduction
Shaista Aziz	Inclusive Communities
Diko Walcott	Affordable Housing, Housing Security and Housing the Homeless
Mary Clarkson	Culture, Leisure and Tourism
Alex Hollingsworth	Planning and Housing Delivery
Mike Rowley	Citizen Focused Services
Louise Upton	Safer, Healthier Oxford

Senior Officer	Job Title
Caroline Green	Chief Executive
Tom Bridgman	Executive Director (Development)
Stephen Gabriel	Executive Director – Communities and People
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
Mish Tullar	Head of Corporate Strategy

KEY DECISIONS DELEGATED TO CABINET MEMBERS

ITEM 1: ID: I031666	Discretionary Reliefs: Covid Additional Relief Fund and Energy Rebate Discretionary Scheme
To approve the Covid Additional Relief Fund (CARF) and Energy Rebate discretionary relief schemes, and delegate authority to the Head of Financial Services to determine applications in accordance with the schemes.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker	Cabinet Member for Citizen Focused Services 21 Apr 2022
Cabinet Lead Member	Cabinet Member for Citizen Focused Services
Lead Officer	Head of Financial Services
Report Contact	Tanya Bandekar, Service Manager Revenue & Benefits Tel: 01865 252281 tbandekar@oxford.gov.uk

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

ITEM 2: ID: I022798	Property Investment Portfolio Analysis and Strategy Report
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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 Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
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)
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	Jane Winfield, Head of Corporate Property Tel: 01865 252551 jwinfield@oxford.gov.uk

KEY DECISIONS DELEGATED TO OFFICERS

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

ITEM 3: 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 Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker	Cabinet 22 Jan 2020

	Chief Executive 31 Mar 2023
Cabinet Lead Member	Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless
Lead Officer	Head of Housing Services Executive Director (Communities and People), Executive Director (Communities and People)
Report Contact	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

ITEM 4: ID: I024856	Land acquisition and Project Approvals for the development of homes in the HRA
<p>Cabinet, at its meeting on 09 September 2020, delegated authority to:</p> <ol style="list-style-type: none"> 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 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. 	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
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)
Decision Taker	Cabinet 9 Sep 2020 Council 5 Oct 2020 Executive Director (Communities and People) 1 Mar 2021

	Chief Executive Before 31 Mar 2023
Cabinet Lead Member	Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless
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

Standing Item: The Delivery Arrangements for Additional Affordable Housing

ITEM 5: ID: I027810	The Delivery Arrangements for Additional Affordable Housing
<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 2019 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. 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. The sites include the following locations:</p> <ul style="list-style-type: none"> • Land at Elsfield Hall • Former 2-16 Cumberlege Close • Land at the Former Murco Petrol Filling Station on Between Towns Road • Bracegirdle, Mortimer and Broadoak • Edgecombe Road • Harts Close • Underhill Circus • Warren Crescent • Land at the Oval and Carole's Way, Rose Hill • Former Lucy Faithfull House site at 8 Speedwell Street 	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker	Executive Director (Communities and People) Before 31 Jan 2023
Cabinet Lead Member	Cabinet Member for Planning and Housing

	Delivery
Lead Officer	Executive Director (Communities and People)
Report Contact	Stephen Clarke, Head of Housing Services / Director Housing Companies Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 6: ID: I030257	Affordable Housing Delivery Programme
<p>At its meeting on 13 April 2022, Cabinet resolved to:</p> <ol style="list-style-type: none"> 1. Delegate authority to the Executive Director for Development, in consultation with the Executive Director for Communities and People; the Cabinet Member for Planning and Housing Delivery; the Head of Financial Services/ Section 151 Officer; and the Head of Law and Governance, to approve and facilitate the sale of the council owned site, to facilitate the OCHL development and the subsequent acquisition of affordable dwellings by the HRA, within this project approval for Mill Lane, Marston; 2. Delegate authority to the Executive Director for Communities and People, in consultation with the Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless; the Head of Financial Services/ Section 151 Officer; and the Head of Law and Governance, to enter into agreements and facilitate the agreed purchase by the HRA of all the affordable housing units from OCHL within this project approval, for Mill Lane, Marston and the extensions; 3. Delegate authority to the Executive Director for Development, in consultation with the Cabinet Member for Planning and Housing Delivery; the Head of Financial Services/Section 151 Officer; and the Council's Monitoring Officer, to enter into funding and other necessary agreements for the purpose of delivery affordable housing through the Oxfordshire Housing and Growth Deal programme, within identified budgets, for the Gibbs Crescent scheme listed in the report; 4. Delegate authority to the Executive Director for Communities and People, in consultation with the Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless; the Head of Financial Services/Section 151 Officer; and the Council's Monitoring Officer, to enter into funding and other necessary agreements for the purpose of delivery of affordable housing with Homes England; 5. Delegate authority to the Executive Director for Communities and People, in consultation with the Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless; the Head of Financial Services/ Section 151 Officer; and the Head of Law and Governance, to enter into agreement and facilitate the agreed purchase by the HRA of the affordable housing units, from OCHL, referenced at paragraphs 16 to 20 of this report, at a cost that exceeds the usual financial parameters for the HRA in respect of the 5 properties listed in Table 3, 	

within further information provided in the confidential Appendix 2, to ensure units remain at Social Rent, within overall budget envelopes for affordable housing buy-backs.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
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)
Decision Taker	Cabinet 13 Apr 2022 Council 18 Jul 2022 Executive Director (Communities and People) Before 30 Apr 2023 Executive Director (Development) Before 30 Apr 2023
Cabinet Lead Member	Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless Cabinet Member for Planning and Housing Delivery
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

Standing item: Next Steps Accommodation Programme (NSAP) Property Purchases

ITEM 7: ID: I025819	Project Approval and Allocation of Next Steps Accommodation Programme Funding for Affordable Housing Delivery & Homelessness Prevention
Cabinet, at its meeting on 11 November 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 given at the meeting and budget	

envelope.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker	Cabinet 11 Nov 2020 Council 30 Nov 2020 Chief Executive Before 31 Mar 2023
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management Cabinet Member for Planning and Housing Delivery Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless
Lead Officer	Head of Housing Services Executive Director (Communities and People)
Report Contact	Dave Scholes, Housing Strategy & Needs Manager (Affordable Housing Supply Lead) Tel: 01865 252636 dscholes@oxford.gov.uk Stephen Clarke, Head of Housing Services / Director Housing Companies Tel: 01865 252447 sclarke@oxford.gov.uk

Standing item: Acquisition of affordable housing at Barton Park

ITEM 8: ID: I029594	Barton - Acquisition of Affordable Property
Delivery of Council housing (social rent).	
Key Decision	Yes
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)
Decision Taker	Executive Director (Communities and People) Before 31 Mar 2023

Cabinet Lead Member	Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless
Lead Officer	Executive Director (Communities and People)
Report Contact	Allison Dalton, Project Coordinator adalton@oxford.gov.uk

Key decisions delegated to the Executive Director (Communities and People)

ITEM 9: ID: I028322	Use of Retained Right to Buy Receipts to increase the provision of more affordable housing
<p>Cabinet, at its meeting on 10 November 2021, delegated authority to the Executive Director for Communities and People, in consultation with the Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless; the Head of Financial Services; and the Head of Law and Governance, to enter into agreement for the award of grant, contractual arrangement and/or spend, for the provision of additional affordable housing, using Retained Right to Buy Receipts, within this project approval.</p> <p>At its meeting on 10 November 2021 Cabinet also delegated authority to the Chief Executive, in consultation with the Cabinet Member for Finance and Asset Management; the Cabinet Member for Affordable Housing, Housing Security and Housing the Homeless; the Head of Financial Services; and the Head of Law and Governance, to approve any property purchase or development delivery over £500,000 for affordable housing, within this project approval.</p>	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker	Executive Director (Communities and People) Before 31 Mar 2023 Chief Executive Before 31 Mar 2023
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless
Lead Officer	Executive Director (Communities and People)

Report Contact	Dave Scholes, Housing Strategy & Needs Manager (Affordable Housing Supply Lead) Tel: 01865 252636 dscholes@oxford.gov.uk Executive Director (Communities and People)
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ITEM 10: ID: I028264	Council Telephony Contracts Replacement
<p>Cabinet, at its meeting on 10 November 2021, delegated authority to the Executive Director for Communities, in consultation with the Cabinet Member for Citizen Focused Services, the Head of Financial Services and Head of Law & Governance, to conduct the procurement and award of new Telephony contracts for five years (3+2) using the [Crown Commercial Services Network Services 2 framework (RM3808 Lot 10)] (fixed line and mobile), and all other necessary or ancillary agreements with the successful bidder(s) in accordance with the strategy set out in the report.</p>	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker	Executive Director (Communities and People) Before 30 Jun 2022
Cabinet Lead Member	Cabinet Member for Citizen Focused Services
Lead Officer	Executive Director (Communities and People)
Report Contact	Rocco Labellarte, Chief Technology and Information Officer

ITEM 11: ID: I030316	Award of a works contract for concrete repairs
<p>Cabinet, at its meeting on 13 April 2022, resolved to:</p> <ol style="list-style-type: none"> 1. Delegate authority to the Executive Director (Communities and People) to award the concrete repairs contract to suppliers following completion of the procurement competitive closed compliant tender process described in the report. 	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater

	[Constitution 15.14]
Item open to the public or exempt	Part exempt -
Decision Taker	Cabinet 13 Apr 2022 Executive Director (Communities and People) Before 31 Oct 2022
Cabinet Lead Member	Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless
Lead Officer	Executive Director (Communities and People)
Report Contact	Bill Chamberlain, Senior Surveyor wchamberlain@oxford.gov.uk

Key decisions delegated to the Executive Director (Development)

ITEM 12: ID: I030235	Works to St Aldate's Chambers
To enable construction works to re-profile the office space at St Aldate's Chambers (SAC) so as to be able to consolidate the City Council office requirement. This will allow the subsequent letting of the remaining two floors of SAC, to both be undertaken within 2022/23.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
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)
Decision Taker	Deputy Leader (Statutory) - Finance and Asset Management 9 Mar 2022 Executive Director (Development) Before 31 Jul 2022
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Executive Director (Development)

Report Contact	Lisa Smith, Regeneration Manager LSmith@oxford.gov.uk
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ITEM 13: ID: I025338	Implementation of the Housing Infrastructure Funding for Oxford North (Northern Gateway)
<p>Cabinet, at its meeting on 09 September 2020, 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"> a) Finalise the legal agreement with the developer Thomas White Oxford (“TWO”); b) Enter into the legal agreement to secure the delivery of the Housing Infrastructure Funding (“HIF”) funded infrastructure at Oxford North; c) Secure the HIF funding and implementation of the HIF agreements, including the provision of funding to TWO; and d) Agree 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. 	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
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) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
Decision Taker	Executive Director (Development) Before 31 Mar 2023
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Executive Director (Development)
Report Contact	Jenny Barker, Regeneration Manager JBarker@oxford.gov.uk

ITEM 14: ID: I025694	Housing Infrastructure Funding for Osney Mead Innovation Quarter
<p>Cabinet, at its meeting on 20 January 2021 delegated authority to the Executive</p>	

Director for Development, in consultation with the Cabinet Member for Planning and Housing Delivery and the Head of Law and Governance, to enter into contracts, following agreement of the Development Board and an appropriate procurement process, for the walking and cycling infrastructure works covered by the HIF Agreement with Homes England.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker	Executive Director (Development) Before 31 Mar 2023
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Executive Director (Development)
Report Contact	Jenny Barker, Regeneration Manager JBarker@oxford.gov.uk

ITEM 15: ID: I028118	East Oxford Community Centre and Housing Development
<p>Cabinet, at its meeting on 10 November 2021, delegated to the Executive Director Development in consultation with Executive Director Communities and People, the S151 officer, Head of Law and Governance, Cabinet Members for Finance and Asset Management and Inclusive Communities the authority to award and enter into the construction contract for the Community Centre refurbishment and new build to Oxford Direct Services Ltd subject to the full tender submission being within the agreed budget and an independent quantity surveyor demonstrating that this is value for money and ensuring unlawful subsidy is avoided.</p> <p>At its meeting on 10 November 2021 Cabinet also delegated to the Executive Director Development in consultation with the Executive Director Communities and People, the S151 officer, Head of Law and Governance, Cabinet Members for Finance and Asset Management, Affordable Housing, Housing Security and Homelessness the authority to award and enter into the construction contract for the new build Housing scheme subject to the full tender submission being within the agreed budget and a legally compliant procurement process being followed.</p>	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker	Executive Director (Development) Before 31 May 2022
Cabinet Lead Member	Cabinet Member for Affordable Housing, Housing Security, and Housing the Homeless

	Cabinet Member for Inclusive Communities
Lead Officer	Executive Director (Development)
Report Contact	Hagan Lewisman, Active Communities Manager Tel: 01865 252706 hlewisman@oxford.gov.uk

ITEM 16: ID: I025001	Local Growth Funded Workspace Projects
<p>Cabinet, at its meeting on 10 November 2021, delegated authority to the Executive Director Development, in consultation with the Head of Financial Services; the Head of Law and Governance; the Leader and Cabinet Member for Inclusive Growth, Economic Recovery and Partnerships; and the Cabinet Member for Finance and Asset Management, to agree and enter into a building contract and associated professional services for the redevelopment following the conclusion of a procurement exercise.</p>	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker	Executive Director (Development) Before 30 Sep 2022
Cabinet Lead Member	Leader - Inclusive Growth, Economic Recovery, and Partnerships
Lead Officer	Executive Director (Development)
Report Contact	Andrew Humpherson, Regeneration Manager Ahumpherson@oxford.gov.uk

ITEM 17: ID: I028143	Proposal to remove and sell car parking decking from Oxpens car park
<p>Cabinet, at its meeting on 26 January 2022, resolved to:</p> <ol style="list-style-type: none"> 1. Grant project approval for the removal of the car park decking located at Oxpens car park and sold for recoverable steel rather than stored for potential reuse; and 2. Delegate to the Director of Development in consultation with the Cabinet Member for Planning and Housing Delivery and the Head of Law and Governance and Head of Financial Services the authority to procure, and enter into all appropriate contracts to implement the recommended option. 	

Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker	Executive Director (Development) Before 30 Jun 2022
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Executive Director (Development)
Report Contact	Lisa Smith, Regeneration Manager LSmith@oxford.gov.uk

ITEM 18: ID: I027568	Development of land at South Oxford Science Village (Land South of Grenoble Road)
<p>Cabinet, at its meeting on 9 February 2022, resolved to:</p> <p>Delegate to the Director for Development, in consultation with the Cabinet Members for Finance and Asset Management and Planning and Housing Delivery, the Head of Law and Governance and the Head of Financial Services, the decision, following the receipt of advice, whether to pursue an option or conditional contract, the final drafting of any such option or contract, the granting of any such option or contract, or the entering into agreement on any such option or contract which commits the Council's land, within the SOSV allocation, to be available to be drawn down by the LLP when the land is needed for development. This will include ensuring the requirements of S123 of the Local Government Act 1972 are met and that any disposal is for the best consideration that can reasonably be obtained or otherwise in compliance with the requirements of section 123.</p>	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
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)
Decision Taker	Executive Director (Development) Before 31 Jul 2022
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management Cabinet Member for Planning and Housing Delivery
Lead Officer	Executive Director (Development)
Report Contact	Jenny Barker, Regeneration Manager JBarker@oxford.gov.uk

Key decision delegated to the Head of Financial Services

ITEM 19: ID: I030283	Insurance Tender
Cabinet, at its meeting on 13 April 2022, resolved to: Delegate authority to the Head of Financial Services in consultation with the Head of Law and Governance to award a contract for the provision of insurance services to Oxford City Council and group companies from 1 January 2023 for a period of 3 years with an option to extend for up to 2 years (1+1) following a compliant procurement exercise.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker	Cabinet 13 Apr 2022 Head of Financial Services Before 31 Dec 2022
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Head of Financial Services
Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

REPORTS TO CABINET AND COUNCIL

Council 18 May 2022

ITEM 20: ID: I025616	Approval of fee structure for selective license applications
To seek approval for a fee structure for selective license applications.	
Key Decision	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]
Item open to the public or exempt	Open -

Decision Taker	Council 18 May 2022
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

Cabinet 15 June 2022

ITEM 21: ID: I027100	Food Strategy
<p>Development of a Countywide Food strategy - working with key partners such as Good Food Oxford, Oxfordshire County Council, Oxfordshire District Council and the Community Food system within the City - that addresses the causes of food poverty as part of our wider anti-poverty work, taking into account:</p> <ul style="list-style-type: none"> o The National Food Strategy; o The considerable work undertaken by this Council to address inequality and to tackle food poverty during the pandemic; o Being a signatory to the Oxford Good Food Charter; o The excellent work of Oxford's voluntary sector to tackle food poverty; o Recommendations on achieving a self-sustaining community food system and Council's role in supporting this. <ul style="list-style-type: none"> • Bringing together the views and knowledge of our food network partners to better understand the current root causes of food poverty, and a shared action plan to implement meaningful solutions. • Tackling child food poverty by campaigning to address holiday hunger, increasing take up of free school meals and access to food larders for families with children. • Continuing to use relationships with supermarkets to divert surplus food to those in need and minimise waste to help eliminate Oxford's contribution to climate change by 2040 or sooner, in line with the Zero Carbon Oxford Charter and recommendations of the Citizens' Assembly on Climate Change. 	
Key Decision	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]
Item open to the public or exempt	Open -
Decision Taker	Cabinet 15 Jun 2022
Cabinet Lead Member	Cabinet Member for Inclusive Communities
Lead Officer	Head of Community Services
Report Contact	Hagan Lewisman, Active Communities Manager Tel: 01865 252706

	hlewisman@oxford.gov.uk
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ITEM 22: ID: I030103	Oxford City Centre Action Plan - consultation report and recommendations
Following a public consultation on the Oxford City Centre Action Plan, Members will be asked to review the consultation report, agree recommended changes to the document, and delegate authority to sign off the report once required changes are made.	
Key Decision	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]
Item open to the public or exempt	Open -
Decision Taker	Cabinet 15 Jun 2022
Cabinet Lead Member	Leader - Inclusive Growth, Economic Recovery, and Partnerships
Lead Officer	Executive Director (Development)
Report Contact	Matthew Peachey, Economic Development Manager Tel: 01865 252021 mpeachey@oxford.gov.uk

ITEM 23: ID: I030287	Oxford's Economic Strategy
Following a public consultation on Oxford's Economic Strategy, Members will be asked to review the consultation report, agree recommended changes to the document, and delegate authority to sign off the report once required changes are made.	
Key Decision	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]
Item open to the public or exempt	Open -
Decision Taker	Cabinet 15 Jun 2022
Cabinet Lead Member	Leader - Inclusive Growth, Economic Recovery, and Partnerships
Lead Officer	Executive Director (Development)
Report Contact	Matthew Peachey, Economic Development Manager Tel: 01865 252021 mpeachey@oxford.gov.uk

ITEM 24: ID: I030320	Public realm and landscape works to city centre land
To seek approval for a project budget increase	
Key Decision	Not Key
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)
Decision Taker	Cabinet 15 Jun 2022 Council 18 Jul 2022
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Head of Regeneration and Economy
Report Contact	Carri Unwin, Regeneration Manager Cunwin@oxford.gov.uk

ITEM 25: ID: I031507	Draft West End Supplementary Planning Document
A Draft West End Supplementary Planning Document is being prepared, which will set out some of the key 'place-making' and design principles that will help to guide the future development of the West End Area of 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 [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker	Cabinet 15 Jun 2022
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Head of Planning Services
Report Contact	Tom Morris, Principal Planner tmorris@oxford.gov.uk

ITEM 26: ID: I031508	Review of the Anti-Racist Charter
Oxford City Council agreed to make Oxford an Anti-Racist City through a motion at its Full Council meeting in July 2019. An Anti-Racism Charter (ARC) was then	

formally adopted in October 2020.	
This report highlights the scheduled review of the Anti-Racist Charter which has involved community focus groups and subsequently asks members to approve the recommended changes and actions.	
Key Decision	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]
Item open to the public or exempt	Open -
Decision Taker	Cabinet 15 Jun 2022
Cabinet Lead Member	Cabinet Member for Inclusive Communities
Lead Officer	Executive Director (Communities and People)
Report Contact	Hagan Lewisman, Active Communities Manager Tel: 01865 252706 hlewisman@oxford.gov.uk

ITEM 27: ID: I031633	Repairs to 2-4 Gloucester & 24-26 George Street, Oxford OX1 2AE
To approve a spend for the repair of 2-4 Gloucester & 24-26 George Street, Oxford OX1 2AE (formerly Jamie's) in order to facilitate letting of the building.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
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)
Decision Taker	Cabinet 15 Jun 2022
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Head of Corporate Property
Report Contact	Jonathan Wright, General Fund Surveying Manager jwright@oxford.gov.uk

ITEM 28: ID: I031662	Discretionary Rate Relief Policy
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To consider an updated Discretionary Rate Relief Policy which allows the Council to consider applications for rate relief under the relevant sections.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker	Cabinet 15 Jun 2022
Cabinet Lead Member	Cabinet Member for Citizen Focused Services
Lead Officer	Head of Financial Services
Report Contact	Tanya Bandekar, Service Manager Revenue & Benefits Tel: 01865 252281 tbandekar@oxford.gov.uk

ITEM 29: ID: I031850	Local Development Scheme
The Local Development Scheme shows the work programme for documents setting out and expanding on planning policies. It includes a brief description of documents in the work programme and sets out key milestones and their timings.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker	Cabinet 15 Jun 2022
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 30: ID: I032011	Introduction of a local connection test to the self-build and custom housebuilding register
To ask Cabinet to formally adopt a Local Connection Test to the Self-build and Custom Housebuilding Register following public consultation and updated government guidance.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker	Cabinet 15 Jun 2022
Cabinet Lead Member	Councillor Alex Hollingsworth

Lead Officer	Executive Director (Development)
Report Contact	Amanda Ford, Environmental Quality Team Manager aford@oxford.gov.uk

ITEM 31: ID: I032015	Local Electric Vehicle Infrastructure Grant and Project
To seek Cabinet approval for the project.	
Key Decision	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]
Item open to the public or exempt	Open -
Decision Taker	Cabinet 15 Jun 2022
Cabinet Lead Member	Deputy Leader - Green Transport and Zero Carbon Oxford
Lead Officer	Executive Director (Development)
Report Contact	Sarah Hassenpflug, Sustainable City Projects Officer Shassenpflug@oxford.gov.uk

Cabinet 13 July 2022

ITEM 32: ID: I030102	16/17 Turl Street, Oxford
Letting of vacant commercial property on long term lease	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker	Cabinet 13 Jul 2022
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Head of Corporate Property
Report Contact	Alex Miller, Transactions Manager amiller@oxford.gov.uk

ITEM 33:	Oxford City Council Safeguarding Report 2020/21
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ID: I027056	
To report on the progress made on the Oxford City Council's Safeguarding Action Plan 2020/21.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker	Cabinet 13 Jul 2022
Cabinet Lead Member	Cabinet Member for a Safer, Healthier Oxford
Lead Officer	Head of Corporate Strategy
Report Contact	Daniella Granito, Policy and Partnerships Manager; Safeguarding co-ordinator dgranito@oxford.gov.uk

ITEM 34: ID: I029560	Draft Oxford Playing Pitches Strategy 2021-2036
This is the Draft City strategy to support and encourage participation in sport and physical activity, through a robust fit for purpose framework that promotes accessible affordable and sustainable playing pitch and outdoor space provision to meet both the current and future local needs.	
Key Decision	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]
Item open to the public or exempt	Open -
Decision Taker	Cabinet 13 Jul 2022
Cabinet Lead Member	Cabinet Member for Culture, Leisure and Tourism
Lead Officer	Head of Community Services
Report Contact	Hagan Lewisman, Active Communities Manager Tel: 01865 252706 hlewisman@oxford.gov.uk

ITEM 35: ID: I030189	Financial Outturn Report (Integrated Performance Report for Q4)
A report to Members on Finance, Risk & Performance as at the end of the financial year.	
Key Decision	Not Key
Item open to the public or exempt	Open -

Decision Taker	Council 18 Jul 2022 Cabinet 13 Jul 2022
Cabinet Lead Member	Deputy Leader (Statutory) - 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 36: ID: I030345	CCTV at Gloucester Green Car Park
To seek approval for a budget increase to upgrade and improve CCTV provision at Gloucester Green Car Park.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker	Council, Cabinet 13 Jul 2022
Cabinet Lead Member	Cabinet Member for a Safer, Healthier Oxford
Lead Officer	Head of Regulatory Services & Community Safety
Report Contact	Emma Gubbins, Senior Estates Surveyor egubbins@oxford.gov.uk

ITEM 37: ID: I029952	Designation of neighbourhood planning area and neighbourhood planning forum - Hinksey Park
Cabinet is asked to consider proposals for a new neighbourhood planning forum and the designation of a neighbourhood planning area. These applications have been received from a new local group seeking the status of a neighbourhood planning forum, who wish to engage with the planning processing affecting their area, with the potential of developing a neighbourhood plan in the future. The proposed area for designation is Hinksey Park, following the current ward boundaries.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker	Cabinet 13 Jul 2022
Cabinet Lead Member	Cabinet Member for Planning and Housing Delivery
Lead Officer	Head of Planning Services

Report Contact	Arome Agamah, Senior Planner Aagamah@oxford.gov.uk
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ITEM 38: ID: I031687	Long Lease Extension(s) or Renegotiations
To consider renegotiation or extension of long leasehold(s) where the Council is the freeholder.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £500,000 or greater [Constitution 15.14]
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)
Decision Taker	Cabinet 13 Jul 2022
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Head of Corporate Property
Report Contact	Alex Miller, Transactions Manager amiller@oxford.gov.uk

ITEM 39: ID: I032012	Oxford City Council Electric Vehicle Infrastructure Strategy
Presentation of, and approval sought for Oxford City Council Electric Vehicle Infrastructure Strategy	
Key Decision	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]
Item open to the public or exempt	Open -
Decision Taker	Cabinet 13 Jul 2022
Cabinet Lead Member	Deputy Leader – Green Transport and Zero Carbon Oxford
Lead Officer	Head of Corporate Strategy
Report Contact	Sarah Hassenpflug, Sustainable City Projects Officer Shassenpflug@oxford.gov.uk

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Reports from Cabinet

- Affordable Housing Delivery Programme
- Integrated Performance Report Q4
- CCTV at Gloucester Green Car Park
- Public realm and landscape works to City Centre land

ITEM 40: ID: I027573	Partnership report: Future Oxfordshire Partnership
Report to update Council on the work of the Future Oxfordshire Partnership (formerly the Oxfordshire Growth Board).	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker	Council 18 Jul 2022
Cabinet Lead Member	Leader - Inclusive Growth, Economic Recovery, and Partnerships
Lead Officer	Chief Executive
Report Contact	Mish Tullar, Head of Corporate Strategy MTullar@oxford.gov.uk

Cabinet 10 August 2022

Cabinet 14 September 2022

ITEM 41: ID: I027041	Grant Allocations to Community & Voluntary Organisations 2022/23
A report to make decisions on the allocation of grants to the community and voluntary organisations for 2022/2023.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker	Cabinet 14 Sep 2022
Cabinet Lead Member	Cabinet Member for Inclusive Communities
Lead Officer	Executive Director (Communities and People)
Report Contact	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 42: ID: I030317	Integrated Performance Report for Q1
A report to Members on Finance, Risk & Performance as at 30 June 2022.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker	Council, Cabinet 14 Sep 2022
Cabinet Lead Member	Deputy Leader (Statutory) - 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 43: ID: I030318	Council Tax Reduction Scheme for 2023/24
To seek approval to consult on the Council Tax Reduction Scheme for 2023/24.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker	Cabinet 14 Sep 2022
Cabinet Lead Member	Cabinet Member for Inclusive Communities
Lead Officer	Executive Director (Communities and People)
Report Contact	Tanya Bandekar, Service Manager Revenue & Benefits Tel: 01865 252281 tbandekar@oxford.gov.uk

ITEM 44: ID: I030319	Treasury Management Annual Report 2021/22
To set out the Council's Treasury Management activity and performance for the financial year 2021/22.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker	Cabinet 14 Sep 2022
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Head of Financial Services

Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk
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Council 3 October 2022

Reports from Cabinet:

Integrated Performance Report Q1