

Forward Plan

February 2025 to May 2025

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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 £750,000 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

Oxford City Council, Town Hall, St Aldate's, Oxford OX1 1BX

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	Partnership Working
Ed Turner, Deputy Leader (Statutory)	Finance and Asset Management
Lubna Arshad	A Safer Oxford
Nigel Chapman	Citizen Focused Services and Council Companies
Alex Hollingsworth	Business, Culture and an Inclusive Economy
Chewe Munkonge	A Healthy Oxford
Anna Railton	Zero Carbon Oxford
Linda Smith	Housing and Communities
Louise Upton	Planning

Senior Officer	Job Title
Caroline Green	Chief Executive
Tom Bridgman	Executive Director (Development)
Peter Matthew	Executive Director (Communities and People)
Tom Hook	Executive Director (Corporate Resources)
Helen Bishop	Head of Business Improvement
Emma Jackman	Head of Law and Governance / Monitoring

	Officer
Nerys Parry	Head of Housing Services
David Butler	Head of Planning and Regulatory Services
Nigel Kennedy	Head of Financial Services/Section 151 Officer
Carolyn Ploszynski	Head of Regeneration & Economy
Jane Winfield	Head of Corporate Property
Mish Tullar	Head of Corporate Strategy

REPORTS TO CABINET AND COUNCIL

Cabinet - 05 February 2025

ITEM 1: ID: I038539	Medium Term Financial Strategy 2025/26 to 2026/27 and 2025/26 Budget	
To propose a Medium Term Financial Strategy and the 2025/26 Budget following consultation.		
Key Decision	Not Key	
Item open to the public or exempt	Open -	
Decision Taker and date decision expected to be taken by	Cabinet 5 Feb 2025	
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management	
Lead Officer	Group Finance Director	
Report Contact	Nigel Kennedy, Group Director Finance Tel: 01865 252708 nkennedy@oxford.gov.uk	

ITEM 2: ID: I038694	Capital Strategy	
To recommend to the Council the Capital Strategy for 2025/26.		
Key Decision	Yes	
Item open to the public or exempt	Open -	
Decision Taker and date decision expected to be taken by	Cabinet 5 Feb 2025	

Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Group Finance Director
Report Contact	

ITEM 3: ID: I038696	Treasury Management Strategy
To recommend to Council the Treasury Management Strategy for 2025/26.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 5 Feb 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Group Finance Director
Report Contact	

ITEM 4: ID: I037157	Council Tax Reduction Scheme for 2025-26
To recommend to Council a local Council Tax Reduction Scheme for 2025-26.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 5 Feb 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Group Finance Director
Report Contact	Laura Bessell, Benefits Manager lbessell@oxford.gov.uk

ITEM 5: ID: I038136	Update to Housing Assistance and Disabled Adaptations Policy
Minor Changes to Housing Assistance and Disabled Adaptations Policy as part of annual review	
Key Decision	Not Key

Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 5 Feb 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Director of Planning and Regulatory Services
Report Contact	Becky Walker, Home Improvement Agency Team Manager bwalker@oxford.gov.uk

ITEM 6: ID: I038362	Blackbird Leys Neighbourhood Area Designation
To designate the Blackbird Leys neighbourhood area for the purposes of preparing a neighbourhood plan. The proposed area has been submitted by the Parish Council and is the same as the parish area.	
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 and date decision expected to be taken by	Cabinet 5 Feb 2025
Cabinet Lead Member	Cabinet Member for Planning
Lead Officer	Deputy Chief Executive - Place, Director of Planning and Regulatory Services
Report Contact	Sarah Harrison, Team Leader (Planning Policy) Tel: 01865 252015 sbharrison@oxford.gov.uk, William Sparling, Team Leader Planning Policy wsparling@oxford.gov.uk

ITEM 7: ID: I037498	Grant Allocations to Community & Voluntary Organisations 2025/26
A report to make decisions on the allocation of grants to community and voluntary organisations for 2025/26.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]

Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 5 Feb 2025
Cabinet Lead Member	Cabinet Member for Business, Culture and an Inclusive Economy, Cabinet Member for Housing and Communities
Lead Officer	Executive Director (Communities and People)
Report Contact	Paula Redway, Culture and Community Development Manager predway@oxford.gov.uk

ITEM 8: ID: I037612	Equalities Update
To seek approval for the publication of the annual Workforce Equality Report 2024, the Gender Pay Gap Report, Ethnicity Pay Gap Report and Disability Pay Gap Report and share progress on the Equalities Action Plan.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 5 Feb 2025
Cabinet Lead Member	Cabinet Member for Citizen Focused Services and Council Companies
Lead Officer	Director of Communities & Citizens' Services
Report Contact	Gail Malkin, Head of People gmalkin@oxford.gov.uk

ITEM 9: ID: I038594	Oxwed LLP Funding Arrangements
To approve the extension of existing loan facilities and to delegate approval of a loan agreement to the Head of Financial Services in conjunction with the Head of Law and Governance and 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 £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker and date decision	Cabinet 5 Feb 2025

expected to be taken by	
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Group Finance Director
Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

ITEM 10: ID: I038605	Reopening the Cowley Branch Line
The cabinet report is for the approval for City Council contribution towards funding of the delivery stage of the project to reopen the Cowley Branch Line for passenger services. The request is that the City Council commits £2.5m of future Community Infrastructure Levy (CIL) income to support funding the delivery stage of the project to reopen the Cowley Branch Line for passenger services.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 5 Feb 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Deputy Chief Executive - Place
Report Contact	Rui Marcelino, Regeneration Manager – Green Transport rcarvalhomarcelino@oxford.gov.uk

ITEM 11: ID: I038647	Revised Masterplan and Business Case for the Covered Market Masterplan
To seek approval to the revised masterplan and business case for additional funding to deliver the Covered Market Masterplan	
Key Decision	Not Key
Item open to the public or exempt	Part exempt -
Decision Taker and date decision expected to be taken by	Cabinet 5 Feb 2025
Cabinet Lead Member	Cabinet Member for Business, Culture and

	an Inclusive Economy
Lead Officer	Deputy Chief Executive - Place
Report Contact	Andrew Humpherson, Regeneration Manager Ahumpherson@oxford.gov.uk

ITEM 12: ID: I038601	Disposal of City Centre Commercial Property
Disposal of Northgate Hall, 18 St Michaels Street, Oxford	
Key Decision	Yes Acquiring or disposing of freeholds with a consideration over £750,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
Item open to the public or exempt	Fully exempt - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Decision Taker and date decision expected to be taken by	Cabinet 5 Feb 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Director of Property Assets
Report Contact	Alex Miller, Transactions Manager amiller@oxford.gov.uk

Council, Budget - 13 February 2025

ITEM 13: ID: I038540	Medium Term Financial Strategy 2025/26 to 2026/27 and 2025/26 Budget
To propose a Medium Term Financial Strategy and the 2025/26 Budget following consultation.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Council 13 Feb 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management

Lead Officer	Group Finance Director
Report Contact	Nigel Kennedy, Group Director Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 14: ID: I038695	Capital Strategy
To approve the Capital Strategy for 2025/26.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Council 13 Feb 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Group Finance Director
Report Contact	

ITEM 15: ID: I038697	Treasury Management Strategy
To approve the Treasury Management Strategy for 2025/26.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Council 13 Feb 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Group Finance Director
Report Contact	

ITEM 16: ID: I039206	Council Tax 2025/2026
The Head of Financial Services has submitted a report which sets out the necessary calculations to enable Council to set the 2025/26 Council Tax for Oxford City.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Council 13 Feb 2025

Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Group Finance Director
Report Contact	

ID: I039205 ITEM 1:	Chief Finance Officer's report on the robustness of the Council's 2025/26 budget
Key Decision	No
Item open to the public or exempt	Open -
Preceded by consultation	
Decision Taker and date decision expected to be taken by	Council 13 Feb 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Group Finance Director
Report Contact	

ITEM 18: ID: I039207	General Purposes Licensing and Licensing and Gambling Acts Committees - recommendations on fees and charges 2025/26
To approve the fees and charges for 2025/2026 as recommended by the General Purposes Licensing Committee and Licensing and Gambling Acts Committee on 10 February 2025.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Council 13 Feb 2025
Cabinet Lead Member	
Lead Officer	
Report Contact	

Cabinet - 12 March 2025

ITEM 19: ID: I038033	Oxford City Council annual Business Plan 2025 to 2026
A report to seek approval for the Council's Annual Business Plan Priorities 2025-2026 and to provide an update on delivery of the 2024-2025 Business Plan.	
Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 12 Mar 2025
Cabinet Lead Member	Leader - Partnership Working
Lead Officer	Head of Corporate Strategy
Report Contact	Lucy Cherry, Policy and Partnerships Officer lcherry@oxford.gov.uk

ITEM 20: ID: I038161	Allocation of Preventing Homelessness Budget 2025/26
To present the recommended allocations of the Preventing Homelessness Budget for 2025/26 to Cabinet and to ask for the recommendations to be approved.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 12 Mar 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Executive Director (Communities and People)
Report Contact	Francesca Barr, Senior Rough Sleeping Officer fbarr@oxford.gov.uk

ITEM 21: ID: I038283	Migration of Revenue and Benefits Civica database into a Cloud platform
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Civica OPEN Revenues is currently held on local ICT Servers and this needs to be moved into a Cloud platform for security of data and system enhancements.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 12 Mar 2025
Cabinet Lead Member	Councillor Nigel Chapman
Lead Officer	
Report Contact	Laura Bessell, Benefits Manager lbessell@oxford.gov.uk

ITEM 22: ID: I038645	Oxfordshire Leaders Joint Committee Terms of Reference
To adopt the terms of reference and memorandum of understanding of the joint committee to replace the Future Oxfordshire Partnership.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 12 Mar 2025
Cabinet Lead Member	Leader - Partnership Working
Lead Officer	Director of Law, Governance & Strategy
Report Contact	Jonathan Malton, Committee and Member Services Manager jmalton@oxford.gov.uk

ITEM 23: ID: I038673	Domestic Abuse Policy for Service Users
The Domestic Abuse Policy for Service Users ensures all staff respond appropriately to disclosures of domestic abuse, in line with relevant legislation. The policy outlines the council's objectives in tackling domestic abuse and its legal obligations. The roles and responsibilities for specific staff are also defined. Service users will include victims/survivors and perpetrators of abuse.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 12 Mar 2025
Cabinet Lead Member	Councillor Lubna Arshad
Lead Officer	Deputy Chief Executive – City and Citizens'

	Services
Report Contact	Liz Jones, ASBIT Manager & Domestic Abuse Lead ljones3@oxford.gov.uk

ITEM 24: ID: I038744	Contract for the supply of HIA Ramps, Level Access Showers/Wetrooms and Associated Bathroom Works
Decision to delegate authority to award an amended framework to multiple suppliers for the supply of Oxford City Council Home Improvement Agency Ramps, Level Access Showers/Wetrooms and Associated Bathroom Works for disabled clients. The current one is coming to an end and needs to be renewed.	
Key Decision	Yes Involves spending or saving a significant amount - for this Council 'significant' in budgetary terms is £750,000 or greater in the context of the Medium Term Financial Strategy [Constitution 15.14]
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 12 Mar 2025
Cabinet Lead Member	Councillor Linda Smith
Lead Officer	Director of Planning and Regulatory Services
Report Contact	Becky Walker, Home Improvement Agency Team Manager bwalker@oxford.gov.uk

ITEM 25: ID: I038770	Integrated Performance Report Q3 2024/25
To update Cabinet on finance, risk and corporate performance matters as of 31 December 2024	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 12 Mar 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Group Finance Director
Report Contact	Clare Paterson, Strategic Finance Manager cpaterson@oxford.gov.uk

Council - 24 March 2025

ITEM 26: ID: I038346	Improving Recruitment and Retention of Talent
This report outlines a new approach to pay that will help the City Council attract and retain people in areas where we do not pay as competitively as other employers, including other local authorities.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Council 24 Mar 2025
Cabinet Lead Member	Councillor Nigel Chapman
Lead Officer	Chief Executive
Report Contact	Gail Malkin, Head of People gmalkin@oxford.gov.uk

Cabinet - 09 April 2025

ITEM 27: ID: I038402	SIRO Report
Annual SIRO update report.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 9 Apr 2025
Cabinet Lead Member	Leader - Partnership Working
Lead Officer	Deputy Chief Executive – City and Citizens’ Services
Report Contact	Tom Hook, Deputy Chief Executive - Citizen and City Services thook@oxford.gov.uk

ITEM 28: ID: I039204	Update to the Annual Flag Flying Arrangements
To seek agreements for the updated schedule of annual flag flying arrangements	
Key Decision	Not Key

Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 9 Apr 2025
Cabinet Lead Member	Leader - Partnership Working
Lead Officer	Director of Law, Governance & Strategy
Report Contact	Jonathan Malton, Committee and Member Services Manager jmalton@oxford.gov.uk

ITEM 29: ID: I039225	Littlemore Neighbourhood Plan
The report recommends that cabinet endorses proceeding with the neighbourhood plan process by submitting the draft plan, supporting documents and consultation for independent examination.	
Key Decision	Yes
Item open to the public or exempt	-
Decision Taker and date decision expected to be taken by	Cabinet 9 Apr 2025
Cabinet Lead Member	
Lead Officer	
Report Contact	Arome Agamah, Senior Planner Aagamah@oxford.gov.uk

ITEM 30: ID: I039152	Oxpens Car Park Lease Renewal
OCC currently has a lease at Oxpens Car Park due to expire in March 2025. This is a recommendation to renew the lease for a term of 3 years to continue receiving income.	
Key Decision	Yes Acquiring or disposing of leaseholds where either the rental value is in excess of £250,000 per annum and/or the premium is £750,000 except for statutory lease renewals under Part 2 of the Landlord and Tenant Act 1954 and disposals pursuant to right to buy legislation and disposals pursuant to right to buy legislation.
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 9 Apr 2025
Cabinet Lead Member	Councillor Ed Turner

Lead Officer	Director of Property Assets
Report Contact	Kate Protheroe, Asset Manager kprotheroe@oxford.gov.uk

Shareholders and Joint Venture Group - 29 April 2025

ITEM 31: ID: I038489	ODS Governance Review
To review and approve the Governance arrangements for Oxford Direct Services.	
Key Decision	Not Key
Item open to the public or exempt	Fully exempt -
Decision Taker and date decision expected to be taken by	Shareholder and Joint Venture Group 24 Apr 2025
Cabinet Lead Member	Leader - Partnership Working
Lead Officer	Director of Law, Governance & Strategy
Report Contact	Emma Jackman, Director of Law, Governance and Strategy ejackman@oxford.gov.uk

ID: I039208 ITEM 2:	ODSL Business Plan
Key Decision	Yes
Item open to the public or exempt	Fully exempt -
Preceded by consultation	
Decision Taker and date decision expected to be taken by	Shareholder and Joint Venture Group 29 Apr 2025
Cabinet Lead Member	
Lead Officer	
Report Contact	

ITEM 33: ID: I039209	ODSTL Business Plan
To approve the Oxford Direct Services Trading Limited Business Plan	

Key Decision	Yes
Item open to the public or exempt	Fully exempt -
Decision Taker and date decision expected to be taken by	Shareholder and Joint Venture Group 29 Apr 2025
Cabinet Lead Member	
Lead Officer	
Report Contact	

Annual Council - 15 May