

# Forward Plan

## Week Commencing 03/02/2025

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### What is the Forward Plan?

The Forward Plan gives information about all delegated key decisions to be taken.

### 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](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, 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	Deputy Chief Executive - Place
Tom Hook	Deputy Chief Executive – City and Citizen Services
Helen Bishop	Director of Communities and Citizens
Emma Jackman	Director of Law, Governance and Strategy / Monitoring Officer
Nerys Parry	Director of Housing
David Butler	Director of Planning and Regulatory Services
Nigel Kennedy	Group Director Finance/Section 151 Officer
Carolyn Ploszynski	Director of Regeneration, Economy and Sustainability
Jane Winfield	Director of Property and Assets
Mish Tullar	Head of Corporate Strategy

## KEY DECISIONS DELEGATED TO OFFICERS

### Key Delegated Decisions to the Deputy Chief Executive - Citizen and City Services

<b>ITEM 1: ID: I032844</b>	<b>Social Housing Decarbonisation Fund: Wave 2.1</b>
For the Deputy Chief Executive - City & Citizen Services in consultation with the Group Finance Director (Section 151 Officer) to spend the HRA funds together with SHDF grant funding for the purposes of the proposed retrofit scheme, including entering into contracts with Oxford Direct Services for £2,000,000 and Vinci for £4,000,000 to deliver the works.	
<b>Key Decision</b>	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]
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Council, Cabinet 16 Nov 2022  Executive Director (Communities and People) Before 31 Dec 2028
<b>Cabinet Lead Member</b>	Cabinet Member for Housing and Communities, Cabinet Member for Zero Carbon Oxford
<b>Lead Officer</b>	Head of Corporate Strategy
<b>Report Contact</b>	Mish Tullar, Head of Corporate Strategy mtullar@oxford.gov.uk

<b>ITEM 2: ID: I037071</b>	<b>Leisure Investment Programme</b>
The Deputy Chief Executive - City & Citizen Services in consultation with the Cabinet Member for A Healthy Oxford; the Deputy Leader (Statutory) - Finance and Asset Management; the Group Director Finance (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to agree the terms of the legal agreement with Serco Leisure ("More Leisure) and for the £3.041m investment into Oxford's leisure centres, to be repaid by Serco Leisure with interest via the leisure management fee, to improve our leisure centres.	
<b>Key Decision</b>	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]
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Council, Cabinet 10 Jul 2024  Executive Director (Communities and People) Before 31 Mar 2025
<b>Cabinet Lead Member</b>	Cabinet Member for A Healthy Oxford, Deputy Leader (Statutory) - Finance and Asset Management
<b>Lead Officer</b>	Group Finance Director, Executive Director (Communities and People)
<b>Report Contact</b>	Hagan Lewisman, Active Communities Manager Tel: 01865 252706 hlewisman@oxford.gov.uk

<b>ITEM 3: ID: I038488</b>	<b>Enter into Development Agreement for 12 affordable homes at Goose Green, Wolvercote</b>
<p>Deputy Chief Executive - Citizen and City Services in consultation with the Cabinet Member for Planning and Housing Delivery; the Cabinet Member for Housing; the Group Director Finance (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to enter into agreements and contracts with Oxford City Housing Development Limited to facilitate the purchase by the Council of 12 affordable homes (social rent and First homes) and any associated land at Goose Green, Wolvercote.</p> <p>The cost of the contract is restricted as per section 12A of the Local Government Act 1972.</p>	
<b>Key Decision</b>	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]
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Executive Director (Communities and People) Not before 31 Jan 2025
<b>Cabinet Lead Member</b>	
<b>Lead Officer</b>	Executive Director (Communities and People)

<b>Report Contact</b>	
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<b>ITEM 4: ID: I039223</b>	<b>To Accept Grant Funding from Homes England</b>
Deputy Chief Executive (Citizen and City Services), in consultation with the Cabinet Member for Housing and Communities, Director of Law, Governance and Strategy and Group Finance Director to receive draw down funding from Homes England, for a total of up to £4,075,500. This funding will be used for the affordable homes at the Northfield Hostel Site.	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive – City and Citizens’ Services Not before 3 Mar 2025
<b>Cabinet Lead Member</b>	Cabinet Member for Housing and Communities
<b>Lead Officer</b>	Director of Economy, Regeneration & Sustainability
<b>Report Contact</b>	Anneri Gatial, Regeneration and Economy agatial@oxford.gov.uk

### Key decisions delegated to the Deputy Chief Executive - Place

<b>ITEM 5: ID: I038845</b>	<b>Disposal of the freehold of Northgate Hall, 18 St Michael's Street</b>
<p>Authority delegated to the Deputy Chief Executive - Place in consultation with the Deputy Leader and Cabinet Member for Finance &amp; Asset Management and the Director of Law, Governance and Strategy (Monitoring Officer) and Group Director Finance (Section 151 Officer) the agreement of the detailed terms for the sale and to enter into all necessary documentation to effect the disposal on the basis that the terms comply with s.123 of the Local Government Act 1973, where powers are not already delegated within the constitution.</p> <p>The decision is to dispose of the freehold of the property to the existing tenant, Oxford Presbyterian Church. The financial terms are confidential and the decision is anticipated to be taken by March 2025.</p>	
<b>Key Decision</b>	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
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	
<b>Cabinet Lead Member</b>	
<b>Lead Officer</b>	
<b>Report Contact</b>	

<b>ITEM 6: ID: I038234</b>	<b>Housing Infrastructure Funding for Osney Mead - revised implementation arrangements</b>
For the Deputy Chief Executive - Place, in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the Group Director Finance (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to finalise the drafting of agreements and enter into ancillary grant agreements with the Environment Agency, to enable the transfer of £4,350,000 of the Housing Infrastructure Funding	
<b>Key Decision</b>	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]
<b>Item open to the public or exempt</b>	-
<b>Decision Taker and date decision expected to be taken by</b>	Cabinet 16 Nov 2022  Deputy Chief Executive - Place Before 31 Dec 2025
<b>Cabinet Lead Member</b>	
<b>Lead Officer</b>	Deputy Chief Executive - Place
<b>Report Contact</b>	

<b>ITEM 7: ID: I032500</b>	<b>Appointment of a contractor for the Oxpens River Bridge</b>
The decision enables work to progress on the design, programme and cost for the delivery of the Oxpens River Bridge. The PCSA covers work necessary in advance of entering into a delivery contract.	
<b>Key Decision</b>	Yes

<b>Item open to the public or exempt</b>	Part exempt -
<b>Decision Taker and date decision expected to be taken by</b>	Cabinet 16 Nov 2022  Deputy Chief Executive - Place Before 31 Dec 2028  Executive Director (Communities and People) Before 31 Dec 2028
<b>Cabinet Lead Member</b>	Cabinet Member for Planning
<b>Lead Officer</b>	Deputy Chief Executive - Place
<b>Report Contact</b>	Steve Weitzel, Regeneration Manager sweitzel@oxford.gov.uk

<b>ITEM 8: ID: I038484</b>	<b>Contract for Select Licensing Property Inspections</b>
<p>For the Deputy Chief Executive - Place, in consultation with the Group Director Finance (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to enter into a contract with Buckingham Futures, for £790,500 for 1 year (with an option to extend for up to three years in total) as part the Selective Licensing scheme.</p> <p>This will deliver up to 1,300 property licensing Housing Health and Safety Rating System (HHSRS) inspections per annum for 12 months with an option to extend up to 2 additional 12 months periods based on performance and at the Council's entire discretion. If extended to give three years total, the expected total inspections to be around 3,900. These inspections will be lower risk properties allowing the council to focus resources on enforcement of the scheme.</p>	
<b>Key Decision</b>	Yes
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Deputy Chief Executive - Place
<b>Cabinet Lead Member</b>	
<b>Lead Officer</b>	Deputy Chief Executive - Place
<b>Report Contact</b>	

<b>ITEM 9: ID: I038699</b>	<b>Disposal of Land - Foxwell Drive</b>
At the Cabinet meeting on 16 October 2024 approval was given to delegate authority to Deputy Chief Executive – Place, in consultation with the Director of Law, Governance and Strategy (Monitoring Officer), Group Director Finance (Section 151 Officer) and the Deputy Leader (statutory) to enter into an Option Agreement based on the approved Heads of Terms with Ruskin College which permit Ruskin College to purchase a section of land on Foxwell Drive in the event Ruskin College secure a planning consent for the land known as Ruskin Field.	
<b>Key Decision</b>	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
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	
<b>Cabinet Lead Member</b>	
<b>Lead Officer</b>	
<b>Report Contact</b>	

### Key decision delegated to the Group Director Finance

<b>ITEM 10: ID: I038627</b>	<b>Fleet Procurement of RCV's and Toploaders</b>
The Group Director Finance, in consultation with the Director of Law, Governance and Strategy, to approve the following as part of the Council's approved fleet budget and replacement program:  The procurement of 6 Dennis Eagle Refuse Collection Vehicles (4 Domestic Waste Refuse Collection Vehicles (RCV's) and 2 Trade waste RCV's) via the Halton Housing/Link Group Fleet Procurement Framework at a cost of up to £1,506,626  The procurement of 2 DAF Terberg Split body Toploaders via the Halton Housing/Link Group Fleet Procurement Framework at a cost up to £450,000	
<b>Key Decision</b>	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]
<b>Item open to the public or exempt</b>	Open -



<b>Decision Taker and date decision expected to be taken by</b>	Group Finance Director Before 28 Feb 2025
<b>Cabinet Lead Member</b>	Councillor Nigel Chapman
<b>Lead Officer</b>	Group Finance Director
<b>Report Contact</b>	Annette Osborne, Procurement Manager aosborne@oxford.gov.uk

## Key Decisions delegated to the Director of Housing

<b>ITEM 11: ID: I034330</b>	<b>Resettlement Commitments for New Refugee Families</b>
The Director of Housing in consultation with the Group Finance Director (Section 151 Officer), the Director of Law, Governance and Strategy (Monitoring Officer) and the Cabinet Member for Housing, to enter into a contract with Asylum Welcome, with the contract payment of £1.3 million for the provision of person-centred support.	
<b>Key Decision</b>	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]
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Cabinet 12 Jul 2023 Director of Housing Before 31 Dec 2025
<b>Cabinet Lead Member</b>	Cabinet Member for Housing and Communities
<b>Lead Officer</b>	Executive Director (Communities and People)
<b>Report Contact</b>	Alan Chandler, Senior Refugee and Migrant Officer achandler@oxford.gov.uk

## Key Decisions delegated to the Director of Regeneration, Economy and Sustainability

<b>ITEM 12:</b>	<b>Funding Agreement for the transfer of the HIF funding for</b>
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<b>ID: I038814</b>	<b>Osney Mead to the Environment Agency for OFAS</b>	
<p>Entering into a funding agreement with the Environment Agency to claim, and when received, to transfer up to £4.35m of HIF funding to the EA to support the delivery of the Oxford Flood Alleviation Scheme.</p> <p>Delegated by Cabinet on 19 September 2023 to the Director of Regeneration, Economy and Strategy, in consultation with the Deputy Leader (Statutory) – Finance and Asset Management, the Group Director Finance (Section 151 Officer) and the Director of Law, Governance and Strategy (Monitoring Officer) to finalise the drafting of agreements and enter into ancillary grant agreements with Oxfordshire County Council and the Environment Agency and take any other steps necessary to enable or facilitate the claiming of the HIF funding.</p>		
<b>Key Decision</b>	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]	
<b>Item open to the public or exempt</b>	Open -	
<b>Decision Taker and date decision expected to be taken by</b>		
<b>Cabinet Lead Member</b>		
<b>Lead Officer</b>		
<b>Report Contact</b>		

### Cabinet Member for Business, Culture and an Inclusive Economy - Delegated Single Cabinet Member Decisions

<b>ITEM 13: ID: I038644</b>	<b>Deed of Termination of Funding Agreement for Northern Gateway</b>	
<p>Decision Delegated to Cabinet Member for Business, Culture and an Inclusive Community to enter into the Deed of Termination with Homes England, bringing the grant funding agreement for Housing Infrastructure Funding (HIF), for the delivery of infrastructure at Oxford North/Northern Gateway, to an end. To repay funding claimed and held by the Council to Homes England, a total of £1,157,504.80.</p>		
<b>Key Decision</b>	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]	

<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Cabinet Member for Business, Culture and an Inclusive Economy Not before 20 Dec 2025
<b>Cabinet Lead Member</b>	Councillor Alex Hollingsworth
<b>Lead Officer</b>	Deputy Chief Executive - Place
<b>Report Contact</b>	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

## Delegated Decision for Leader of the Council

<b>ITEM 14: ID: I038899</b>	<b>Declaration of Dividend from OCH(D) of £3m</b>
To declare as shareholder a dividend of £3m from OCH(D)	
<b>Key Decision</b>	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]
<b>Item open to the public or exempt</b>	Open -
<b>Decision Taker and date decision expected to be taken by</b>	Leader - Partnership Working Not before 3 Mar 2025
<b>Cabinet Lead Member</b>	Leader - Partnership Working
<b>Lead Officer</b>	
<b>Report Contact</b>	Helen Horne, Managing Director Oxford City Housing hhorne@oxford.gov.uk