

Forward Plan

June 2025 to September 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	Deputy Chief Executive – Place
Tom Hook	Deputy Chief Executive – City and Citizens' Services
Helen Bishop	Director Communities and Citizens
Emma Jackman	Director of Law, Governance, and Strategy/Monitoring Officer

Nerys Parry	Director – Housing
David Butler	Director - Planning and Regulatory Services
Nigel Kennedy	Group Finance Director
Carolyn Ploszynski	Director – Economy, Regeneration, & Sustainability
Jane Winfield	Director – Property and Assets
Mish Tullar	Director - Corporate Strategy (Interim)

REPORTS TO CABINET AND COUNCIL

Cabinet - 18 June 2025

ITEM 1: ID: I039276	Annual Housing Complaint Performance & Service Improvement Report
<p>As part of the Housing Ombudsman's requirements for landlords, we complete and publish our Complaints Handling Code Self-Assessment and produce this annual report to share our findings, successes, and lessons learned with the Ombudsman, the Council Members, and most importantly, our residents</p> <p>The Head of Housing Services has submitted a report to seek Cabinet approval for the Annual Complaint Performance & Service Improvement Report (Housing) 2024/25.</p> <p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> 1. Agree the content of the Annual Complaint Performance & Service Improvement Report 2024/25 (Housing) in Appendix 1; and 2. Provide a formal response to the Annual Complaint Performance & Service Improvement Report 2024/25. 	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 18 Jun 2025
Cabinet Lead Member	Councillor Linda Smith
Lead Officer	
Report Contact	Nerys Parry, Director of Housing nparry@oxford.gov.uk

ITEM 2: ID: I039201	Oxford Local Plan 2042 Regulation 18 Consultation Document
To present the Oxford Local Plan 2042 Regulation 18 consultation document and seek Cabinet approval for it to go out for consultation; and to seek delegated authority for the Director of Planning and Regulatory Services, in consultation with the Cabinet Member, to make any necessary editorial corrections to the document before publication. The Regulation 18 consultation is the first of two main statutory stages of consultation for local plans.	
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 18 Jun 2025
Cabinet Lead Member	Cabinet Member for Planning
Lead Officer	Director of Planning and Regulatory Services
Report Contact	Sarah Harrison, Team Leader (Planning Policy) Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 3: ID: I039510	Leisure Investment Programme Update and More Leisure Service Annual Plan
An update to Cabinet on the delivery of the Leisure Investment Programme. This is part of the Leisure Operating Contract that the Council has with More Leisure and involves the improvement of Council owned Leisure facilities. The More Leisure service plan highlights the key priorities and planned activities under the Council's Leisure Operating Contract. The cabinet report also highlights key successes and areas for improvement from the 1st year of operation.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 18 Jun 2025
Cabinet Lead Member	Cabinet Member for A Healthy Oxford
Lead Officer	Director of Communities & Citizens' Services
Report Contact	Hagan Lewisman, Active Communities Manager Tel: 01865 252706 hlewisman@oxford.gov.uk

ITEM 4: ID: I039655	Disposal of City Centre Commercial Property
Long leasehold disposal of 9&10 Ship Street, 16a & 16b Ship Street and 10 St Michaels Street	
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	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 18 Jun 2025
Cabinet Lead Member	Councillor Ed Turner
Lead Officer	Director of Property Assets
Report Contact	Bill Wilberforce, Disposals Surveyor bwilberforce@oxford.gov.uk

ITEM 5: ID: I039695	Adopt the revised Community Infrastructure Levy
The partial CIL examination is taking place on 31/3/2025. This report will advise the cabinet of the outcome and will allow us to increase the CIL charges for R&D developments once cabinet approve.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 18 Jun 2025
Cabinet Lead Member	Councillor Louise Upton
Lead Officer	Director of Planning and Regulatory Services
Report Contact	Lorraine Freeman, CIL Data Analysis and Reporting Team Leader lfreeman@oxford.gov.uk

ITEM 6: ID: I039781	Positive Action Policy
Policy on making sure the council is as inclusive as possible when it comes to recruitment.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 18 Jun 2025
Cabinet Lead Member	Councillor Nigel Chapman
Lead Officer	
Report Contact	Gail Malkin, Head of People gmalkin@oxford.gov.uk

Shareholder and Joint Venture Group - 25 June 2025

Cabinet - 09 July 2025

ITEM 7: ID: I039755	Report to Consider Options for the Future of Windale House and Northbrook House
To provide members with an overview of the issues and options relating to the future of Windale House & Northbrook House and to confirm the current and future use thereof.	
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 9 Jul 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Director of Housing
Report Contact	Richard Wood, Housing Strategy and Needs Manager Rwood@oxford.gov.uk, Bill Graves, Landlord Services Manager bgraves@oxford.gov.uk

ITEM 8: ID: I039946	Community Rents Policy
To agree the Community Rents Policy and approach to implementation	
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 9 Jul 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Deputy Chief Executive – City and Citizens' Services
Report Contact	Emma Gubbins, Corporate Asset Lead egubbins@oxford.gov.uk

ITEM 9: ID: I039888	Quarterly Integrated Performance Report - Q4 2024/25
To update Cabinet on finance, risk and corporate performance matters as of 31 March 2025.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 9 Jul 2025
Cabinet Lead Member	Councillor Ed Turner
Lead Officer	Group Finance Director
Report Contact	

ITEM 10: ID: I038402	Senior Information Risk Owner 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 Jul 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 11: ID: I039730	Post/Print Contract Re-Tender
<p>Our existing postal and print services contract with PSL expires at the end of October 2025, so we need to go out to tender for this service which is likely to be a £1 million+ contract over 4 years with an option to an extend for a year. The report requests for cabinet to delegate authority to Helen Bishop (Director Community & Citizen Services) to make a decision on which supplier's bid is successful.</p>	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 9 Jul 2025
Cabinet Lead Member	Councillor Nigel Chapman
Lead Officer	Director of Communities & Citizens' Services
Report Contact	Helen Bishop, Director of Communities & Citizens Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 12: ID: I038673	Domestic Abuse Policy for Service Users
<p>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.</p>	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 9 Jul 2025
Cabinet Lead Member	Councillor Lubna Arshad
Lead Officer	Director of Housing
Report Contact	Richard Adams, Community Safety Service

	Manager Tel: 01865 252283 rjadams@oxford.gov.uk
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ITEM 13: ID: I039699	Annual Review of the Housing, Homelessness & Rough Sleeping Strategy 2023-28
To provide an update on the progress made in Year 2 of the Housing, Homelessness and Rough Sleeping Strategy 2023-28 and to seek approval for the implementation of the Year 3 action 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 9 Jul 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Director of Housing
Report Contact	Stephen Cohen, Refugee and Resettlement Manager scohen@oxford.gov.uk

ITEM 14: ID: I039468	Citizen Experience Strategy Refresh
The current Citizen Experience Strategy 'expires' this year and so we will be refreshing the strategy for another 2 years to align with the lifespan of the Thriving Communities 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 and date decision expected to be taken by	Cabinet 9 Jul 2025
Cabinet Lead Member	Cabinet Member for Citizen Focused Services and Council Companies
Lead Officer	Director of Communities & Citizens' Services
Report Contact	Helen Bishop, Director of Communities & Citizens Tel: 01865 252233

	hbishop@oxford.gov.uk
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ITEM 15: ID: I039466	Appointments to Outside Bodies 2025/26
A report to agree appointments to charities, trusts, community associations and other organisations for the 2025/26 Council year	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 9 Jul 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 16: ID: I039704	Citizen and Community Engagement Policy 2025 - Adoption of Plan
This policy framework is an updated version of our Community Engagement Policy, streamlining the previous 2014 edition and incorporating recent developments and changes.	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 9 Jul 2025
Cabinet Lead Member	Councillor Nigel Chapman
Lead Officer	Director of Communities & Citizens' Services
Report Contact	Jiajia Miao, Corporate Consultation Officer jmiao@oxford.gov.uk

ITEM 17: ID: I039834	National Homelessness Property Fund
A report on the options for the Council's investment in the National Homelessness Property Fund	
Key Decision	Not Key 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	Part 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 9 Jul 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Director of Housing
Report Contact	Richard Wood, Housing Strategy and Needs Manager Rwood@oxford.gov.uk, Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

ITEM 18: ID: I039932	Corporate Property - Asset Management System
To enter into a 10 year contract for a new asset management system to assist with managing the investment and operational property portfolios.	
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 9 Jul 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Director of Property Assets
Report Contact	Ted Bowler, Corporate Asset Manager tbowler@oxford.gov.uk

ITEM 19: ID: I039933	Making Oxford a Truly Walkable City
To respond to Council motion of 25 November 2024, which requested (subject to a Cabinet decision) a plan for making Oxford a truly walkable city.	
Key Decision	Not Key

Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 9 Jul 2025
Cabinet Lead Member	Cabinet Member for Planning
Lead Officer	Director of Economy, Regeneration & Sustainability
Report Contact	Clive Tritton, Interim Director, Regeneration, Economy and Sustainability ctritton@oxford.gov.uk

ITEM 20: ID: I040037	Direct Award for Apprenticeship Training
<p>1. Permission to make a direct award for further apprenticeship training in AI and Data to Multiverse Group, for a second cohort with an approximate value of £600k. This is a key decision due to the aggregated value of income to Multiverse, following previous appointment of them for apprenticeship training, being in excess of £750K.</p> <p>2. Delegate to the Deputy Chief Executive City and Citizen's Services authority to agree future award for apprenticeship training</p>	
Key Decision	Yes
Item open to the public or exempt	-
Decision Taker and date decision expected to be taken by	Cabinet 9 Jul 2025
Cabinet Lead Member	Councillor Nigel Chapman
Lead Officer	Deputy Chief Executive – City and Citizens' Services
Report Contact	

Council - 14 July 2025

ITEM 21: ID: I039836	National Homelessness Property Fund
A report on the options for the Council's investment in the National Homelessness Property Fund.	
Key Decision	Not Key
Item open to the public or exempt	Part exempt -
Decision Taker and date decision	Council 14 Jul 2025

expected to be taken by	
Cabinet Lead Member	Councillor Linda Smith
Lead Officer	
Report Contact	Richard Wood, Housing Strategy and Needs Manager Rwood@oxford.gov.uk

ITEM 22: ID: I039855	Adopt the Revised Community Infrastructure Levy
The partial CIL examination is taking place on 31/3/2025. This report will advise the cabinet of the outcome and will allow us to increase the CIL charges for R&D developments once cabinet approve.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Council 14 Jul 2025
Cabinet Lead Member	Councillor Louise Upton
Lead Officer	
Report Contact	Lorraine Freeman, CIL Data Analysis and Reporting Team Leader lfreeman@oxford.gov.uk

ITEM 23: ID: I039879	Positive Action Policy
Policy on making sure the council is as inclusive as possible when it comes to recruitment.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Council 14 Jul 2025
Cabinet Lead Member	Councillor Nigel Chapman
Lead Officer	
Report Contact	Gail Malkin, Head of People gmalkin@oxford.gov.uk

ITEM 24: ID: I039918	Constitution Review 2025
To consider proposed amendments to the Constitution following an annual review	

led by the Head of Law and Governance overseen by a cross-party group of elected members.	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Council 14 Jul 2025
Cabinet Lead Member	
Lead Officer	Director of Law, Governance & Strategy
Report Contact	Jonathan Malton, Committee and Member Services Manager jmalton@oxford.gov.uk

ITEM 25: ID: I039922	Oxfordshire Health and Wellbeing Board/ Health Improvement Board Partnership Report
To provide the annual report on the work of the Oxfordshire Health and Wellbeing/ Health Improvement Board	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Council 14 Jul 2025
Cabinet Lead Member	Cabinet Member for A Healthy Oxford
Lead Officer	
Report Contact	Clare Keen, Policy and Partnerships Officer ckeen@oxford.gov.uk

ITEM 26: ID: I040168	Appropriation of land at Cave Street from the General Fund to the Housing Revenue Account
Appropriation of land at Cave Street from the General Fund to the Housing Revenue Account	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Council 14 Jul 2025
Cabinet Lead Member	
Lead Officer	
Report Contact	

ITEM 27: ID: I040169	Appointment of Independent Persons
To appoint the Independent Persons to the Council for a 5 year term to assist the Monitoring Officer in determining Code of Conduct Complaints	
Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Council 14 Jul 2025
Cabinet Lead Member	
Lead Officer	
Report Contact	Emma Jackman, Director of Law, Governance and Strategy ejackman@oxford.gov.uk

Shareholder and Joint Venture Group - 24 July 2025

ITEM 28: 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 Jul 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

Cabinet - 13 August 2025

Cabinet - 17 September 2025

ITEM 29: ID: I039889	Quarterly Integrated Performance Report - Q1 2025/26
To update Cabinet on finance, risk and corporate performance matters as of 30 June 2025.	
Key Decision	Not Key
Item open to the public or exempt	-
Decision Taker and date decision expected to be taken by	Cabinet 17 Sep 2025
Cabinet Lead Member	Councillor Ed Turner
Lead Officer	Group Finance Director
Report Contact	

ITEM 30: ID: I039819	Delivery of Affordable Housing
Project approvals and delegations for the development of affordable homes at Westlands Drive/Halliday Hill	
Key Decision	Yes
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 17 Sep 2025
Cabinet Lead Member	Councillor Linda Smith
Lead Officer	
Report Contact	Director of Economy, Regeneration & Sustainability

ITEM 31: ID: I040165	Acquisition of land at Elsfield Hall into the HRA
Appropriation of land at Elsfield Hall from the General Fund to the Housing Revenue Account, plus Project Approvals and virement of HRA capital funds to support development of affordable housing in the HRA direct.	
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 17 Sep 2025

expected to be taken by	
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Deputy Chief Executive - Place
Report Contact	Nick Butcher, Affordable Housing Development Manager nbutcher@oxford.gov.uk

ITEM 32: ID: I040166	Acquisition of land at Cave Street into the HRA
Appropriation of land at Cave Street from the General Fund to the Housing Revenue Account, plus Project Approvals and virement of HRA capital funds to support development of affordable housing in the HRA direct.	
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 17 Sep 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Deputy Chief Executive - Place
Report Contact	Nick Butcher, Affordable Housing Development Manager nbutcher@oxford.gov.uk