# Forward Plan of Decisions due at Cabinet and Council



# August 2025 to November 2025

Published on 01/08/25

#### 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 and Inclusive Economic Growth
Ed Turner, Deputy Leader (Statutory)	Finance and Asset Management
Anna Railton, Deputy Leader	A Zero Carbon Oxford
Lubna Arshad	A Safer Oxford
Nigel Chapman	Citizen Focused Services and Council Companies
Alex Hollingsworth	Planning and Culture
Chewe Munkonge	A Healthy, Fairer Oxford and Small Business Champion
Linda Smith	Housing and Communities

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 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 Finance Director (Section 151 Officer)
Carolyn Ploszynski	Director of Regeneration, Economy and Sustainability
Jane Winfield	Director of Property and Assets
Mish Tullar	Transition Director

# **REPORTS TO CABINET AND COUNCIL**

# Cabinet - 13 August 2025

ITEM 1: ID: 1040438	Oxpens River Bridg	e Update
Report provides an update on the position with regard to the delivery of the propose Oxpens River Bridge and seeks approval to enter into necessary legal agreements and funding arrangements to enable the delivery of the bridge.		val to enter into necessary legal agreements
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
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 expected to be	and date decision taken by	Cabinet 13 Aug 2025
Cabinet Lead M	lember	Councillor Alex Hollingsworth
Lead Officer		Deputy Chief Executive – Place
Report Contact	i	Jenny Barker, Regeneration Manager jbarker@oxford.gov.uk

# **Cabinet - 17 September 2025**

ITEM 2: ID: 1039888	Quarterly Integrated Performance Report - Q4 2024/25	
To update Cabinet on finance, risk and corporate performance matters as of 31 March 2025.		d corporate performance matters as of 31
Key Decision		Not Key
Item open to the public or exempt Open -		Open -
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		Nigel Kennedy, Group Director Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 3: ID: 1039889	Quarterly Integrated Performance Report - Q1 2025/26	
To update Cabinet on finance, risk and corporate performance matters as of 30 Jun 2025.		d corporate performance matters as of 30 June
Key Decision Not Key		Not Key
Item open to the public or exempt Open -		Open -
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		Nigel Kennedy, Group Director Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 4: ID: 1039704	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		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 Nigel Chapman
Lead Officer	Director of Communities & Citizens' Services
Report Contact	Jiajia Miao, Corporate Consultation Officer jmiao@oxford.gov.uk

ITEM 5: ID: 1040165	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.		irement of HRA capital funds to support
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
Item open to the public or exempt		Part exempt -
Decision Taker and date decision expected to be taken by		Cabinet 17 Sep 2025
Cabinet Lead N	lember	Cabinet Member for Housing and Communities
Lead Officer		Deputy Chief Executive – Place
Report Contact	i	Nick Kowalski, Affordable Housing Development Manager nkowalski@oxford.gov.uk

ITEM 6: ID: 1040166	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.		
amount - for this Council 'significant' in		budgetary terms is £750,000 or greater in the context of the Medium Term Financial
Item open to the public or exempt Open -		Open -
Decision Taker expected to be	and date decision taken by	Cabinet 17 Sep 2025

Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Deputy Chief Executive – Place
Report Contact	Nick Kowalski, Affordable Housing Development Manager nkowalski@oxford.gov.uk

ITEM 7: ID: 1040175	Domestic Abuse Policy for Council Staff	
To approve a Do	To approve a Domestic Abuse Policy for Staff.	
Key Decision		Not Key
Item open to the public or exempt		Open -
Decision Taker expected to be	and date decision taken by	Cabinet 17 Sep 2025
Cabinet Lead N	lember ember	Councillor Lubna Arshad
Lead Officer		Deputy Chief Executive – City and Citizens' Services
Report Contact	İ	Liz Jones, ASBIT Manager & Domestic Abuse Lead Ijones3@oxford.gov.uk

ITEM 8: ID: 1040329	Introduction on the Policy	Temporary Accommodation Placement
This report is requesting approval for the introduction of the temporary accommodation policy. This policy will ensure Oxford City Councils housing duties are met in a fair and consistent manner.		
Key Decision		Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
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		Director of Housing
Report Contact		Megan Woodward, Housing Options Team Leader mwoodward@oxford.gov.uk, Kieran Edmunds, Rapid Rehousing Manager

kedmunds@oxford.gov.uk
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Agreement to procure the provision and award including the budget for the Lift Servicing and Maintenance and minor/major works contracts.

Agreement to procure and award, including the budget expenditure of the Lift Servicing and Maintenance contract for a 5-year term with an optional (+1) (+1) year extension. This contract will be for servicing and maintenance of 44 Passenger Lifts and 194 Stair lifts to include for minor and major works identified during the duration of the contract.

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
Item open to the public or exempt	Part exempt -
Decision Taker and date decision expected to be taken by	Cabinet 17 Sep 2025
Cabinet Lead Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer	Director of Housing
Report Contact	Bill Chamberlain, Senior Surveyor wchamberlain@oxford.gov.uk

ITEM 10: ID: 1040405	Disposal of City Centre commercial property	
Freehold dispos	sal of Carfax Cafe, Car	fax Churchyard Gardens, 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 17 Sep 2025
Cabinet Lead Member		Deputy Leader (Statutory) - Finance and Asset Management

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

ITEM 11: ID: I040401	Appropriation of land at Underhill Circus		
Appropriation of land at Underhill Circu appropriation from the General Fund (		us to a planning purpose as well as GF) to the Housing Revenue Account (HRA)	
Key Decision		Not Key	
Item open to the	ne 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		Director of Economy, Regeneration & Sustainability	
Report Contact		Dave Scholes, Affordable Housing Supply Corporate Lead Tel: 01865 252636 dscholes@oxford.gov.uk	

ITEM 12: ID: 1040439	Procurement of a new HR and Payroll System
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The Council's current HR and Payroll system was originally procured in 2018 under a 5-year contract, with the option to extend for up to 5 additional years. The second 2-year extension is due to end in March 2027. To ensure continuity of service and take advantage of modern, more efficient technologies, it is proposed that the procurement of a new system should begin ahead of this date. This approach would avoid the need to rely on the final 1-year extension and allows sufficient time for a smooth and well-managed transition to a new system.

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
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 Nigel Chapman
Lead Officer	Head of HR

Report Contact	Stephanie Nichols, People Operations
	Manager snichols@oxford.gov.uk

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ITEM 13: ID: 1040440	Acquisition of land at Knights Court into the HRA	
Acquisition of land at Knights Court into the Housing Revenue Account from West Oxfordshire District Council, plus Project Approvals and virement of HRA capital funds to support development of affordable housing in the HRA direct.		
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		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 Kowalski, Affordable Housing Development Manager nkowalski@oxford.gov.uk

ITEM 14: ID: 1040690	Re-procurement of Housing First support service		
The Council currently holds two contracts in respect of a Housing First support service that are both due to end on 31st March 2026. Cabinet is asked to approve the commencement of a procurement exercise for the support services to enable the support service to continue after 31st March 2026.			
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	
Item open to the public or exempt		Open -	
Decision Taker and date decision expected to be taken by		Cabinet 17 Sep 2025	
Cabinet Lead N	lember	Cabinet Member for Housing and Communities	
Lead Officer	Director of Housing		

Report Contact	Ossi Mosley, Rough Sleeping and Single
	Homelessness Manager
	omosley@oxford.gov.uk

ITEM 15: ID: 1040735	Contract for Annual Real Estate Asset Valuations	
Contract to appoint a suitably qualified firm of chartered surveyors to undertake the annual Real Estate Asset valuations in accordance with relevant guidance and legislation.		
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
Item open to the public or exempt		Open -
Decision Taker and date decision expected to be taken by		Cabinet 17 Sep 2025
Cabinet Lead I	Member	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer		Director of Property Assets, Group Finance Director
Report Contac	t	Ted Bowler, Corporate Asset Manager tbowler@oxford.gov.uk

ITEM 16: ID: 1040826	4 x Food Waste 18T Dennis Terberg Topload RCVs	
Purchase of 4 Food Waste Topload Refuse Collection Vehicles at a total cost of £1,175,000		
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 Nigel Chapman
Lead Officer		Group Finance Director
Report Contact		Annette Osborne, Procurement Manager aosborne@oxford.gov.uk

## Council - 06 October 2025

ITEM 17: 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		om the General Fund to the Housing Revenue
Key Decision		Not Key
Item open to the public or exempt		Open -
Decision Taker and date decision expected to be taken by		Council 6 Oct 2025
Cabinet Lead Member		Cabinet Member for Housing and Communities
Lead Officer		Deputy Chief Executive – Place
Report Contact	t	Nick Kowalski, Affordable Housing Development Manager nkowalski@oxford.gov.uk

ITEM 18: ID: I040167	Appropriation of land at Elsfield Hall from the General Fund to the Housing Revenue Account	
Appropriation of Account	Appropriation of land at Elsfield Hall 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 6 Oct 2025
Cabinet Lead Member		Cabinet Member for Housing and Communities
Lead Officer		Deputy Chief Executive – Place
Report Contact	t	Nick Kowalski, Affordable Housing Development Manager nkowalski@oxford.gov.uk

ITEM 19: ID: 1040792	Outside organisation report - Partnership report on the Oxfordshire Children's Trust Board, and the Council's work for Children and Young People living in the city.

To provide Members with an update on the Arrangements and Board for: The Oxfordshire Children's Trust And; The Council's work for Children and Young People in the city.	
Key Decision Not Key	
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by  Council 6 Oct 2025	
Cabinet Lead Member	
Lead Officer	
Report Contact	

ITEM 20: ID: 1040791	Outside organisation report - The Oxford Strategic Partnership	
An annual update to the Council on the Oxford Strategic Partnership.		e Oxford Strategic Partnership.
Key Decision		Not Key
Item open to the public or exempt		Open -
Decision Taker and date decision expected to be taken by		Council 6 Oct 2025
Cabinet Lead Member		
Lead Officer		
Report Contact		

## Cabinet - 22 October 2025

ITEM 21: ID: 1040747	Write-off of Commercial Tenant Rent Arrears	
To approve the write-off of commercial rent arrears above the limit which officers can approve under the Scheme of Delegation		
Key Decision	Not Key	
Item open to th	e public or exempt	Fully exempt - Information relating to any individual.
Decision Taker expected to be	and date decision taken by	Cabinet 22 Oct 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 22: ID: 1039932	Corporate Property - Asset Management System	
	-	new asset management system to assist with onal 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
Item open to the public or exempt		Open -
Decision Taker and date decision expected to be taken by		Cabinet 22 Oct 2025
Cabinet Lead N	<b>lember</b>	Deputy Leader (Statutory) - Finance and Asset Management
Lead Officer		Director of Property Assets
Report Contact	t	Ted Bowler, Corporate Asset Manager tbowler@oxford.gov.uk

ITEM 23: ID: 1040744	Anti-Social Behaviour Policy	
To seek approval for the adoption of the following review.		ne Council's new Anti-social Behaviour Policy
Key Decision		Yes
Item open to the public or exempt		Open -
Decision Taker and date decision expected to be taken by		Cabinet 22 Oct 2025
Cabinet Lead Member		Cabinet Member for A Safer Oxford
Lead Officer		Deputy Chief Executive – City and Citizens' Services
Report Contact		Richard Adams, Community Safety Service Manager Tel: 01865 252283 rjadams@oxford.gov.uk

ITEM 24: ID: 1039819	Project Approval and Delegations for Westlands Drive/ Halliday Hill affordable housing scheme	
Project approvals and delegations for the Westlands Drive/Halliday Hill		the development of affordable homes at
Key Decision		Yes
Item open to the public or exempt		Open -
Decision Taker and date decision expected to be taken by		Cabinet 22 Oct 2025
Cabinet Lead Member		Councillor Linda Smith
Lead Officer		Director of Economy, Regeneration & Sustainability
Report Contact		Clive Tritton, Interim Director, Regeneration, Economy and Sustainability ctritton@oxford.gov.uk

1	EM 25: : 1040732	Draft Air Quality Action Plan

Oxford City Council has a statutory responsibility, under the Local Air Quality Management framework outlined in Part IV of the Environment Act 1995 (as amended by the Environment Act 2021), to develop a written plan aimed at achieving air quality standards and objectives within its designated Air Quality Management Area (AQMA).

The purpose of this report is to seek approval to proceed with public consultation on the draft Air Quality Action Plan 2026-2030

Key Decision	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 22 Oct 2025
Cabinet Lead Member	Cabinet Member for A Zero Carbon Oxford
Lead Officer	Director of Economy, Regeneration & Sustainability
Report Contact	Pedro Rocha Abreu, Principal Air Quality Officer pabreu@oxford.gov.uk

ITEM 26: ID: 1040800	HRA Policies	
For the Cabinet to consider approving a range of health and safety policies to ensur the housing stock meets regulatory and safety requirements		
Key Decision		Yes
Item open to the public or exempt		Open -
Decision Taker and date decision expected to be taken by		Cabinet 22 Oct 2025
Cabinet Lead Member		Councillor Linda Smith
Lead Officer		Director of Housing
Report Contact		james Watkins, Housing Policy and Projects Officer jwatkins@oxford.gov.uk

# **Shareholder and Joint Venture Group - 06 November 2025**

## Cabinet - 19 November 2025

ITEM 27: ID: 1038402	Senior Information Risk Owner Report	
Annual SIRO up	date report.	
Key Decision		Not Key
Item open to the public or exempt		Open -
Decision Taker and date decision expected to be taken by		Cabinet 19 Nov 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: 1040009	Resident Involvement Strategy
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Cabinet approved the Tenant Engagement Re-Set Plan in December 2024 which recommended a new Resident Involvement Strategy be developed for consideration for approval by Cabinet in November 2025.

Key Decision	Not Key
Item open to the public or exempt	Open -
Decision Taker and date decision expected to be taken by	Cabinet 19 Nov 2025
Cabinet Lead Member	Cabinet Member for Housing and Communities
Lead Officer	Director of Housing
Report Contact	Peter Davies, Tenant Involvement Manager (Interim) • Landlord Services pdavies@oxford.gov.uk

ITEM 29: ID: 1040444	Tenancy Strategy and Tenancy Policy	
The Director of Housing has submitted a report to Cabinet to recommend to Councapproval of the updated Draft Tenancy Strategy and Tenancy Policy (and associate appendices)		•
Key Decision		Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Item open to the public or exempt		Open -
Decision Taker and date decision expected to be taken by		Cabinet 19 Nov 2025
Cabinet Lead Member		Cabinet Member for Housing and Communities
Lead Officer		Director of Housing
Report Contact	İ.	Stephen Cohen, Refugee and Resettlement Manager scohen@oxford.gov.uk

ITEM 30: ID: 1039890	Quarterly Integrated Performance Report - Q2 2025/26	
To update Cabinet on finance, risk and corporate performance matters as of 30 September 2025.		
Key Decision		Not Key
Item open to the public or exempt		Open -
Decision Taker and date decision expected to be taken by		Cabinet 19 Nov 2025
Cabinet Lead Member		Councillor Ed Turner
Lead Officer		Group Finance Director

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

**Council - 24 November 2025**