

FORWARD PLAN FOR THE PERIOD JUNE - SEPTEMBER 2013

The Forward Plan gives information about all executive decisions (including "key decisions") the City Executive Board and Single Board Members are expected to take over the forthcoming four-month period. It also contains information about all key decisions Council officers are expected to take over the forthcoming four-month period. 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 key decision is made. The Forward Plan also contains information about matters that are likely to be taken in private.

Key decisions

A key decision as defined in Regulations means an executive decision which is likely:-

“(a) To result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council’s budget for the service or function to which the decision relates; or

(b) To be significant in terms of its effects on communities living or working in an area comprising two or more wards in the council’s area.

The guidance figures for significant items in financial terms as far as the City Council is concerned is £500,000.

Private meetings

Part or the whole or some or all of the items in this Forward Plan may be taken at a meeting not open in part or in whole to the press or public on one of the grounds in the Local Government (Access to Information) (Variation) Order 2006.

Making representations on matters or objections to taking matters in private

If you wish to make representations about any matter listed in the Forward Plan, or about taking any part of a matter in private then you must contact us at least 7 working days before the decision is due to be made. This can be done:-

- by email to forwardplan@oxford.gov.uk
- in writing to

William Reed
Democratic Services Manager
Town Hall
St Aldate’s Street
Oxford
OX1 1BX
Email: wreed@oxford.gov.uk
Tel.: 01865 252230

Inspection of documents

Reports to be submitted to the decision-maker together with background papers to those reports as listed in the reports are available for inspection at the offices of the Council and appear on our website www.oxford.gov.uk 5 working days prior to the date on which the decision is due to be made.

The Council's decision-making process

Further information about the Council's decision making process (including key decisions) can be found in the Council's Constitution, which can be inspected at the Council's offices or online at www.oxford.gov.uk

CITY EXECUTIVE BOARD MEMBERSHIP AND RESPONSIBILITIES

<i>Bob Price (Leader)</i>	<i>Corporate Governance, Strategic Partnerships and Economic Development</i>
<i>Ed Turner (Deputy Leader)</i>	<i>Finance, Efficiency and Strategic Asset Management</i>
<i>Susan Brown</i>	<i>Benefits and Customer Services</i>
<i>Colin Cook</i>	<i>City Development</i>
<i>Bev Clack</i>	<i>Youth and Communities</i>
<i>Pat Kennedy</i>	<i>Education, Crime and Community Safety</i>
<i>Mark Lygo</i>	<i>Parks, Sports and Events</i>
<i>Mike Rowley</i>	<i>Leisure Services</i>
<i>Scott Seamons</i>	<i>Housing</i>
<i>John Tanner</i>	<i>Cleaner Greener Oxford</i>

NOTE: Key decisions can also be taken by Council officers.

JUNE

ITEM 1:	AFFORDABLE HOMES PROGRAMME - AWARD OF MAIN CONTRACT
This report relates to the award or delegation of the award of the main contract for the affordable homes programme. There will be a confidential annex to this report.	
Target Date:	12 Jun 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Head of Corporate Property
Contact:	Richard Hawkes
Consultation:	Not applicable

Scrutiny Committee Responsibility:	
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ITEM 2:	CORPORATE DEBT MANAGEMENT POLICY
This report will propose the adoption of a corporate debt management policy.	
Target Date:	12 Jun 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Head of Finance
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 3:	OXPENS DRAFT MASTERPLAN - PUBLIC CONSULTATION
This report will present a masterplan for the Oxpens Area for authorisation for consultation.	
Target Date:	12 Jun 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of City Development
Contact:	Fiona Piercy Tel 01865 252185 fpiercy@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 4:	OUTSIDE BODIES - APPOINTMENT OF REPRESENTATIVES 2013/14
This report will invite the Board to appoint members to outside bodies for 2013/14.	
Target Date:	12 Jun 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Corporate Governance and Strategic Partnerships
Is this item to be taken in public?	Yes
Report of:	Head of Law and Governance
Contact:	Sarah Claridge Tel: 01865252402 sclaridge@oxford.gov.uk
Consultation:	Groups and Group Leaders.
Scrutiny Committee Responsibility:	

ITEM 5:	DISCRETIONARY HOUSING PAYMENTS POLICY
This report will propose revisions to the discretionary housing payments policy because of the significant additional demand as a result of recent changes to housing benefit.	
Target Date:	12 Jun 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Benefits and Customer Services
Is this item to be taken in public?	Yes
Report of:	Head of Customer Services

Contact:	Paul Wilding Tel: 01865 252461 pwilding@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 6:	DATA PROTECTION POLICY REFRESH
Target Date:	12 Jun 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Corporate Governance and Strategic Partnerships
Is this item to be taken in public?	Yes
Report of:	Head of Business Improvement
Contact:	Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 7:	DEBT WRITE-OFFS
This report will propose unrecoverable debts for technical write off.	
Target Date:	12 Jun 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Head of Customer Services
Contact:	Dave Scholes Tel: 01865 252636 dscholes@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 8:	OXFORD STADIUM, SANDY LANE - INCLUSION ON THE OXFORD HERITAGE ASSETS REGISTER
The stadium has been nominated for inclusion on the heritage assets register. Following public consultation on a report setting out the history of the stadium and an assessment of its significance, the nomination has been examined by a review panel of local councillors who have made a recommendation to the Head of Planning Services. The Head of Planning Services is submitting a report to City Executive Board requesting that they consider including the stadium on the Oxford Heritage Assets Register.	
Target Date:	12 Jun 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of City Development
Contact:	Robert Lloyd-Sweet rlloyd-sweet@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 9:	FINANCE, PERFORMANCE AND RISK - PROGRESS - QUARTER 4 2012/13
This report will advise on the end of year position in relation to the Council's financial and non-financial performance and the position in relation to the Council's corporate risks.	
Target Date:	12 Jun 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Jackie Yates
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk, Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk
Consultation:	Not applicable.
Scrutiny Committee Responsibility:	

JULY

ITEM 10:	LEISURE PROVISION IN THE SOUTH OF THE CITY
This report will look at future leisure provision in the south of the City depending on forthcoming occurrences.	
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Leisure Services
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 11:	YOUTH AMBITION STRATEGY - CONSULTATION OUTCOME
This report will contain the outcome of consultation on the Youth Ambition Strategy.	
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Youth and Communities
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 12:	LOW EMISSION STRATEGY AND AIR QUALITY ACTION PLAN
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key

Executive lead member:	Executive Board Member for Cleaner, Greener Oxford
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	Roger Pitman rpitman@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 13:	PAVILIONS PROGRAMME - PROJECT APPROVAL
This report will seek project approval for the pavilion programme and seek delegated authority for the Executive Director, Community Services to award the various construction contracts when they arise.	
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Parks and Sports
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Hagan Lewisman Tel: 01865 252706 hlewisman@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 14:	BARTON - ACQUISITION OF AFFORDABLE PROPERTY
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Corporate Property
Contact:	Stephen Clarke sclarke@oxford.gov.uk , Steve Sprason ssprason@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 15:	HOUSING STRATEGY ACTION PLAN 2012-16 - PERIODIC REVIEW
This report will advise on progress against the targets in the Action Plan and any changes necessary.	
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Sheila Farley Tel: 01865 252449 sfarley@oxford.gov.uk
Consultation:	Not applicable.
Scrutiny Committee Responsibility:	

ITEM 16:	YOUTH AMBITION STRATEGY
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Youth and Communities
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
Consultation:	Key stakeholders, cross-party members, young people
Scrutiny Committee Responsibility:	

ITEM 17:	COMMUNITY AND VOLUNTARY ORGANISATIONS - GRANT MONITORING FEEDBACK 2012/13
This report will inform members of the monitoring information returned by community and voluntary organisations funded through the grants programme in 2012/13.	
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Youth and Communities
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Julia Tomkins jtomkins@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

AUGUST

SEPTEMBER

ITEM 18:	LONG TERM AFFORDABLE HOUSING FOR HOMELESSNESS PREVENTION
This report will seek approval to enter into contractual arrangements for the purpose of procuring property to which the Council can nominate for homelessness prevention.	
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Dave Scholes Tel: 01865 252636 dscholes@oxford.gov.uk
Consultation:	Not applicable
Scrutiny Committee Responsibility:	

ITEM 19:	ALLOCATIONS REVIEW AND CHANGES TO THE ALLOCATIONS SCHEME		
Target Date:	11 Sep 2013 30 Sep 2013		
Decision Taker	City Executive Board Council		
Is this a Key Decision?:	Not Key		
Executive lead member:	Executive Board Member for Housing Executive Board Member for Housing		
Is this item to be taken in public?	Yes		
Report of:	Head of Housing		
Contact:	Tom Porter Tel: 01865 252713 tporter@oxford.gov.uk Dave Scholes Tel: 01865 252636 dscholes@oxford.gov.uk		
Consultation:			
Scrutiny Committee Responsibility:			

ITEM 20:	AFFORDABLE HOUSING AND PLANNING OBLIGATIONS - SUPPLEMENTARY PLANNING DOCUMENT - ADOPTION		
Target Date:	11 Sep 2013		
Decision Taker	City Executive Board		
Is this a Key Decision?:	Not Key		
Executive lead member:	Executive Board Member for City Development		
Is this item to be taken in public?	Yes		
Report of:	Head of City Development		
Contact:	Rachel Williams rwilliams@oxford.gov.uk		
Consultation:			
Scrutiny Committee Responsibility:			

ITEM 21:	RIVERSIDE LAND - ACQUISITION		
This report will deal with the acquisition of strips of riverside land to facilitate enforcement of unlawful boat mooring. It will contain a confidential appendix.			
Target Date:	11 Sep 2013		
Decision Taker	City Executive Board		
Is this a Key Decision?:	Not Key		
Executive lead member:	Executive Board Member for Finance and Efficiency		
Is this item to be taken in public?	Yes		
Report of:	Head of Environmental Development		
Contact:			
Consultation:	To be advised.		
Scrutiny Committee Responsibility:	Communities and Partnerships		

ITEM 22:	CUSTOMER CONTACT STRATEGY
<p>Oxford City Council has an aspiration to be a world-class city for everyone, delivering world-class customer service. The Council's Customer Contact Strategy was originally agreed in October 2009. It has been revised following the successful implementation of the Customer Service Centre, Shared Contact Centre and the simultaneous development of the web. The strategy is focused on putting customers' needs at the forefront, improving customer service and joining up its work across all service areas, offering a consistent quality service across the most relevant access channels for our customers. The Customer Contact Strategy sets out where we are now, where we want to be in 2015 and what the key milestones are in our journey.</p> <p>To ensure we deliver a relevant strategy for Oxford City Council, we have pulled together a strong picture of who our communities are, and used proven customer insight to inform how our customers can most easily access the services they need.</p>	
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Benefits and Customer Services
Is this item to be taken in public?	Yes
Report of:	Head of Customer Services
Contact:	Helen Bishop Tel: 01865 252233 hbishop@oxford.gov.uk
Consultation:	To be undertaken as part of the drafting strategy.
Scrutiny Committee Responsibility:	

ITEM 23:	'OXFUTURES FUND' - ESTABLISHMENT APPROVAL
<p>The EU-funded Oxfordshire Total Retrofit programme is funded work, led by the County Council, to create a special purpose financial vehicle to leverage investment for energy efficiency retrofit and renewable energy projects.</p> <p>The strategic and financial consultants are carrying out scoping work during summer 2013 in order to meet a milestone agreed with the EU of 28th November 2013 to create the fund (e.g. to have the legal statutes in place).</p> <p>Although the precise form of the fund, and hence the decision needed, is subject to the work of the consultants, approval to work with the County Council to establish a corporate entity to operate the fund may be needed.</p>	
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Cleaner, Greener Oxford
Is this item to be taken in public?	Yes
Report of:	Executive Director Community Services
Contact:	Mairi Brookes Tel 01865 252212 mbrookes@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 24:	HOUSING STRATEGY REFRESH
Target Date:	11 Sep 2013
Decision Taker	City Executive Board

Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Sheila Farley Tel: 01865 252449 sfarley@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 25:	GAMBLING POLICY - UPDATE
This report will propose adjustments to the Council's Statement of Gambling Licensing Policy.	
Target Date:	11 Sep 2013 30 Sep 2013
Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	Julian Alison jalison@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 26:	TAXI LICENSING: EURO EMISSIONS AND VEHICLE AGE LIMITS
Target Date:	11 Sep 2013 30 Sep 2013
Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	Julian Alison jalison@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 27:	HACKNEY CARRIAGE VEHICLE LICENSES - REGULATION OF NUMBERS
Target Date:	24 Sep 2013 9 Oct 2013
Decision Taker	General Purposes Licensing Committee City Executive Board

Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	Julian Alison jalison@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 28:	FINANCE, PERFORMANCE AND RISK - QUARTER 1 PROGRESS 2013/14
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Executive Director Organisational Development and Corporate Services
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk, Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk
Consultation:	Not applicable.
Scrutiny Committee Responsibility:	

BEYOND THE LIFE OF THIS PLAN

ITEM 29:	STATEMENT OF LICENSING POLICY
Target Date:	21 Jan 2014
Decision Taker	Licensing and Gambling Acts Committee
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	Julian Alison jalison@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 30:	PUBLIC INVOLVEMENT STRATEGY
To approve a Public Involvement Strategy for public consultation.	
Target Date:	9 Oct 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Corporate Governance and Strategic Partnerships
Is this item to be taken in public?	Yes
Report of:	Executive Director Community Services
Contact:	Peter McQuitty Tel: 01865 252780 pmcquitty@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 31:	PUBLIC INVOLVEMENT STRATEGY - CONSULTATION OUTCOME - ADOPTION OF STRATEGY
Target Date:	22 Jan 2014 3 Feb 2014
Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Corporate Governance and Strategic Partnerships Executive Board Member for Corporate Governance and Strategic Partnerships
Is this item to be taken in public?	Yes
Report of:	Executive Director Community Services
Contact:	Peter McQuitty Tel: 01865 252780 pmcquitty@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	