

FORWARD PLAN FOR THE PERIOD JULY - OCTOBER 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>Bev Clack</i>	<i>Youth and Communities</i>
<i>Colin Cook</i>	<i>City Development</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.

JULY

ITEM 1:	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:	10 Jul 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:	All Scrutiny Responsibility

ITEM 2:	EQUITY LOANS SCHEME FOR TEACHERS - PROJECT APPRAISAL
This report will seek major project approval to provide equity loans for teachers in leadership roles in schools which are working with the Council's education attainment project.	
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Education, Crime and Community Safety
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Steve Northey snorthey@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 3:	NEIGHBOURHOOD PLANNING AREAS - DESIGNATION
This report will seek Board approval formally to designate neighbourhood areas in Wolvercote, Summertown and St Margarets, as the first step towards the production of neighbourhood plans in these areas.	
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
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:	Adrian Roche Tel: 01865 252165 aroche@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 4:	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 Young People, Education and Community Development
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:	All Scrutiny Responsibility

ITEM 5:	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:	All Scrutiny Responsibility

ITEM 6:	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, Sports and Events
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:	All Scrutiny Responsibility

ITEM 7:	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:	All Scrutiny Responsibility

ITEM 8:	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:	All Scrutiny Responsibility

AUGUST

ITEM 9:	WESTGATE - TEMPORARY CAR AND COACH PARKING
This report will deal with the provision of temporary car and coach parking during redevelopment of the Westgate site.	
Target Date:	July 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Finance, Efficiency and Strategic Asset Management
Is this item to be taken in public?	Yes
Report of:	Head of Corporate Property
Contact:	Steve Sprason ssprason@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

SEPTEMBER

ITEM 10:	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:	11 Sep 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:	Stephen Clarke sclarke@oxford.gov.uk
Consultation:	Not applicable.
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 11:	RECYCLING RATE
Target Date:	11 Sep 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 Direct Services
Contact:	Geoff Corps gcorps@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 12:	LANHAM WAY - COMPULSORY PURCHASE
This report will consider the compulsory purchase of property in Lanham Way. It is likely that the report will in part or in whole be not for publication to the public and the press.	
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:	Melanie Mutch mmutch@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 13:	GRANTS PROGRAMME COMMISSIONING REVIEW
This report will inform the Board on the review of the grants commissioning programme and request support for the commissioning programme from 2014/2015.	
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Young People, Education and Community Development
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:	All Scrutiny Responsibility

ITEM 14:	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:	All Scrutiny Responsibility

ITEM 15:	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?:	Yes
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:	All Scrutiny Responsibility

ITEM 16:	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:	All Scrutiny Responsibility

ITEM 17:	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, Efficiency and Strategic Asset Management
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	John Copley jcopley@oxford.gov.uk
Consultation:	To be advised.
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 18:	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</p>	

our customers can most easily access the services they need.	
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:	All Scrutiny Responsibility

ITEM 19:	'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:	Tim Sadler tsadler@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 20:	HOUSING STRATEGY REFRESH
<p>Target Date: 11 Sep 2013</p> <p>Decision Taker City Executive Board</p> <p>Is this a Key Decision?: Yes</p> <p>Executive lead member: Executive Board Member for Housing</p> <p>Is this item to be taken in public? Yes</p> <p>Report of: Head of Housing</p> <p>Contact: Stephen Clarke sclarke@oxford.gov.uk</p> <p>Consultation:</p> <p>Scrutiny Committee Responsibility: All Scrutiny Responsibility</p>	

ITEM 21:	GAMBLING POLICY - UPDATE
<p>This report will propose adjustments to the Council's Statement of Gambling Licensing Policy.</p>	
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:	All Scrutiny Responsibility

ITEM 22:	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:	All Scrutiny Responsibility	

ITEM 23:	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, Efficiency and Strategic Asset Management	
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:	All Scrutiny Responsibility	

ITEM 24:	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:	All Scrutiny Responsibility

OCTOBER

ITEM 25:	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, Strategic Partnerships and Economic Development
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:	All Scrutiny Responsibility

BEYOND THE LIFE OF THIS PLAN

ITEM 26:	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:	Not before 13 Nov 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 27:	STATEMENT OF LICENSING POLICY

This page is intentionally left blank