

FORWARD PLAN FOR THE PERIOD OCTOBER 2013 - JANUARY 2014

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.

OCTOBER

ITEM 1:	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:	9 Oct 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

ITEM 2:	CITY DEAL
This report will provide an update on progress on the City Deal Bid to Government and the commitments being asked of Oxford City Council, the proposed governance arrangements and the timetable for presentation to the ad hoc Ministerial Group.	
Target Date:	9 Oct 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
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 City Regeneration and Housing
Contact:	David Edwards dedwards@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 3:	PROPOSAL TO PROCEED WITH A CONTRACT TO UNDERTAKE COMMERCIAL WASTE COLLECTIONS AND ENVIRONMENTAL IMPROVEMENT SERVICES FOR AN EXTERNAL PUBLIC SECTOR CLIENT
This report will give details of contract negotiations to undertake commercial waste collections and environmental improvement services for an external public sector client.	
The report will have a not for publication appendix.	
Target Date:	9 Oct 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 Oxford Direct Services
Contact:	Jeff Ridgley jridgley@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 4:	REVIEW OF THE COMMUNITY AND VOLUNTARY ORGANISATIONS GRANTS PROGRAMME
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:	9 Oct 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, Parks and Communities
Contact:	Julia Tomkins jtomkins@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 5:	BARTON AND NORTHWAY REGENERATION STRATEGY
This report will seek Board approval for a Barton and Northway Regeneration Strategy.	
Target Date:	9 Oct 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
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 City Development
Contact:	Tom Morris tmorris@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 6:	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:	9 Oct 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 and Property
Contact:	Melanie Mutch mmutch@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 7:	WEST END DEVELOPMENT - DESIGN REVIEW PANEL
This report is to refresh and expand the West End Design Panel in order to ensure that the City Council can receive improved independent challenge and assistance to secure the highest quality developments across the City. The proposal to be agreed by the City Executive Board is to expand the scope of design review of major planning applications to cover the whole City, to augment the current Panel Members with some additional nationally renowned architects and to hold an annual design symposium.	
Target Date:	9 Oct 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:	Michael Crofton-Briggs mcrofton-briggs@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 8:	PLANNING ANNUAL MONITORING REPORT 2012/13
This report will seek approval to the publication of the planning annual monitoring report for 2012/13.	
Target Date:	9 Oct 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:	Mark Jaggard Tel: 01865 252161 mjaggard@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 9:	OXFORD SUPER CONNECTED CITIES PROJECT
This report will concern the funding of £4.83 million allocated by Government and seek agreement on budget and resource commitments to deliver the project.	
Target Date:	9 Oct 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
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:	Head of Policy Culture and Communications
Contact:	Sebastian Johnson srjohnson@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 10:	TOWN HALL FEES AND CHARGES
This report will contain recommendations for changes to Town Hall fees and charges.	
Target Date:	9 Oct 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 Human Resources and Facilities
Contact:	Simon Howick Tel: 01865 252547 showick@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

NOVEMBER

ITEM 11:	COVERED MARKET STRATEGY
This report will deal with the development of a Covered Market Strategy which will outline the strategic development and management of the Covered Market for the next 5-10 years. The intention of the Strategy is to build the profile of the Market as a destination retail facility with a growing commercial performance.	
Target Date:	13 Nov 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:	Gordon Reid Tel: 01865 252164

	greid@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 12:	RIVERSIDE LAND - ACQUISITION
This report will deal with an application for adverse possession for land that the Council has maintained - to facilitate the enforcement of unlawful boat mooring. It will contain a not for publication appendix.	
Target Date:	13 Nov 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 Environmental Development
Contact:	
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 13:	PUBLIC ENGAGEMENT STRATEGY
To approve a Public Involvement Strategy for public consultation.	
Target Date:	13 Nov 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

ITEM 14:	WASTE AND RECYCLING STRATEGY
This report will propose the adoption of a waste and recycling strategy for Oxford.	
Target Date:	13 Nov 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:	Head of Environmental Development
Contact:	John Copley Tel: 01865 252386 jcopley@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 15:	FINANCE, PERFORMANCE AND RISK - QUARTER 2 PROGRESS 2013/14
This report will present the Council's Quarter 2 financial and non-financial performance and an update on corporate risk	
Target Date:	13 Nov 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:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

DECEMBER

ITEM 16:	MEDIUM TERM FINANCIAL STRATEGY 2014/15 - 2017/18 AND BUDGET 2014/15 - CONSULTATION
The Strategy and Budget will be presented to the Board for approval to go out to public consultation.	
Target Date:	11 Dec 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 Finance
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 17:	TREASURY MANAGEMENT - MID-TERM REVIEW 2013/14
This report will present the mid-term review of the Council's treasury management function.	
Target Date:	11 Dec 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 Finance
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 18:	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 11 Dec 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, Parks and Communities
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 19:	HOUSING STRATEGY REFRESH
This report will present an update to the Council's Housing Strategy	
Target Date:	11 Dec 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 and Property
Contact:	Dave Scholes Tel: 01865 252636 dscholes@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 20:	JERICO CANALSIDE SUPPLEMENTARY PLANNING DOCUMENT - CONSULTATION OUTCOME
This report will present the outcome of consultation on this Supplementary Planning Document and recommend approval of it.	
Target Date:	11 Dec 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:	Laura Goddard lgoddard@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 21:	AIR QUALITY ACTION PLAN - CONSULTATION OUTCOME
This report presents the outcome of consultation on a draft Air Quality Action Plan issued for consultation by the City Executive Board in July.	
Target Date:	11 Dec 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:	Head of Environmental Development
Contact:	Roger Pitman rpitman@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

JANUARY

BEYOND THE LIFE OF THIS PLAN

ITEM 22:	FINANCE, PERFORMANCE AND RISK - QUARTER 3 PROGRESS 2013/14
This report will present the Council's Quarter 3 financial and non-financial performance and an update on corporate risk	
Target Date:	12 Feb 2014
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:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 23:	PUBLIC ENGAGEMENT STRATEGY - CONSULTATION OUTCOME - ADOPTION OF STRATEGY
Target Date:	12 Mar 2014 14 Apr 2014
Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Corporate Governance, Strategic Partnerships and Economic Development 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

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