

FORWARD PLAN FOR THE PERIOD DECEMBER 2013 - MARCH 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 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>Steve Curran</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.

DECEMBER

ITEM 1:	FINANCE, PERFORMANCE AND RISK - QUARTER 2 PROGRESS 2013/14
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 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:	
Scrutiny Committee Responsibility:	

ITEM 2:	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 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:	All Scrutiny Responsibility

ITEM 3:	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 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:	All Scrutiny Responsibility

ITEM 4:	CORPORATE PLAN 2014-17 - CONSULTATION
This report will present a draft Corporate Plan for 2014-17 for 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 Corporate Governance and Strategic Partnerships
Is this item to be taken in public?	Yes
Report of:	Head of Policy Culture and Communications
Contact:	Peter McQuitty Tel: 01865 252780 pmcquitty@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 5:	TOWN HALL STRATEGY
This report will contain recommendations for changes to Town Hall fees and charges.	
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 and Efficiency
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:	

ITEM 6:	AIR QUALITY ACTION PLAN - CONSULTATION OUTCOME AND ADOPTION
This report presents the outcome of consultation on a draft Air Quality Action Plan issued for consultation by the City Executive Board in July and will recommend adoption of an Air Quality Action Plan.	
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:	

ITEM 7:	JERICO CANALSIDE SUPPLEMENTARY PLANNING DOCUMENT - ADOPTION
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:	

ITEM 8:	COMMUNITY ENGAGEMENT STRATEGY - DRAFT FOR CONSULTATION
To approve a Public Involvement Strategy for 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 Young People, Education and Community 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:	

ITEM 9:	HOUSING STRATEGY REFRESH
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 10:	HOUSING STOCK - ENERGY EFFICIENCY IMPROVEMENT
This report will seek funding approval for a project to improve the energy efficiency of the Council's hard to treat housing stock utilising Energy Company Obligation funding.	
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:	Deborah Haynes dhaynes@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 11:	LIVING WAGE
Target Date:	11 Dec 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 Human Resources and Facilities
Contact:	Simon Howick Tel: 01865 252547 showick@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

JANUARY

ITEM 12:	FUSION LIFESTYLE - FEES AND CHARGES 2014/15
This report will ask the City Executive Board to approve for 2014/15 fees and charges for leisure facilities operated by Fusion Lifestyle.	
Target Date:	22 Jan 2014
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:	Lucy Cherry Tel: 01865 252707 lcherry@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 13:	NEIGHBOURHOOD FORUM DESIGNATIONS
<p>This report will seek Board approval formally to designate neighbourhood forums in Wolvercote, and Summertown/St Margarets. Designated neighbourhood forums are the bodies able to produce neighbourhood plans.</p>	
Target Date:	22 Jan 2014
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:	Sarah Harrison sbharrison@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

FEBRUARY

ITEM 14:	COVERED MARKET STRATEGY
<p>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.</p>	
Target Date:	12 Feb 2014
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:	

ITEM 15:	FINANCE, PERFORMANCE AND RISK - QUARTER 3 PROGRESS 2013/14
<p></p>	
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 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:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 16:	BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2014/15 TO 2017/18 AND 2014/15 BUDGET
This report will present the Council's Budget for 2014/15 and the Medium Term Financial Strategy for recommendation to Council.	
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 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:	All Scrutiny Responsibility

ITEM 17:	COMMUNITY AND VOLUNTARY ORGANISATIONS - GRANT ALLOCATIONS 2014/15
This report will set out the recommendations from the officer grants panel for the allocation of grant funding to the community and voluntary sector for 2014/15.	
Target Date:	12 Feb 2014
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:	

ITEM 18:	HORSPATH ROAD SPORTS PAVILION - REMODELLING OPTIONS
This report will review the options for remodelling the Horspath Road sports pavilion and for improving sports provision at Horspath Road.	
Target Date:	12 Feb 2014
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
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:	LEISURE FACILITIES DEVELOPMENT AND MANAGEMENT CONTROL - REVIEW
Some information in relation to this report will form a not for publication annex to this report.	
Target Date:	12 Feb 2014
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Leisure Services

Is this item to be taken in public?	Yes
Report of:	Executive Director Community Services
Contact:	Tim Sadler Tel: 01865 252101 tsadler@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

MARCH

ITEM 20:	COMMUNITY 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 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:			

ITEM 21:	PARKING ON HRA LAND		
This report will present options for the control of resident parking on HRA land.			
Target Date:	12 Mar 2014		
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:	Alison Dalton adalton@oxford.gov.uk		
Consultation:			
Scrutiny Committee Responsibility:			

ITEM 22:	GRANT ALLOCATION - PREVENTING HOMELESSNESS AND HOMELESSNESS SERVICES		
This report will recommend the allocation of grants from the Government under the Preventing Homelessness programme and the City Council's own grant funding for homelessness services.			
Target Date:	12 Mar 2014		
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:	Nerys Parry nparry@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

BEYOND THE LIFE OF THIS PLAN

ITEM 23:	FUSION LIFESTYLE - ANNUAL SERVICE PLAN 2014/15
This report will ask the City Executive Board to endorse Fusion Lifestyle's 2014/15 Annual Service Plan for the management of the Council's leisure facilities.	
Target Date:	9 Apr 2014
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:	Lucy Cherry Tel: 01865 252707 lcherry@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

This page is intentionally left blank