

# FORWARD PLAN FOR THE PERIOD DECEMBER 2015 - NOVEMBER 2016

The Forward Plan gives information about all decisions the City Executive Board (CEB) is expected to take and significant decisions to be made by Council or other Council committees over the forthcoming four-month period. It also contains information beyond this in draft form about decisions of significance to be taken in the forthcoming year.

## 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 £500,000 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.

## 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 & Member Services at least 7 working days before the decision is due to be made. This can be done by contacting:

Pat Jones, Committee Services Manager

Committee & Member Services  
St Aldate's Chambers  
St Aldate's Street  
Oxford OX1 1DS

01865 252191

[cityexecutiveboard@oxford.gov.uk](mailto:cityexecutiveboard@oxford.gov.uk)

## Inspection of documents

Reports to be submitted to the decision-maker and background papers to those reports are available for inspection at the Council offices and will appear on our website

<http://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

The agenda papers for CEB meetings are available five working days before the meeting on the council website.

Further information about the Council's decision making process can be found in the Council's Constitution, which can be inspected at the Council's offices or online at

<http://www.oxford.gov.uk>

## City Executive Board Members and Senior Officers

City Executive Board Member	Portfolio
<b>Bob Price, Council Leader</b>	Corporate Strategy and Economic Development
<b>Ed Turner, Deputy Leader</b>	Finance, Corporate Asset Management and Public Health
<b>Susan Brown</b>	Customer and Corporate Services
<b>Alex Hollingsworth</b>	Planning, Transport and Regulatory Services
<b>Pat Kennedy</b>	Young People, Schools and Skills
<b>Mark Lygo</b>	Leisure, Sport and Events
<b>Mike Rowley</b>	Housing
<b>Dee Sinclair</b>	Crime, Community Safety and Licensing
<b>Christine Simm</b>	Culture and Communities
<b>John Tanner</b>	Climate Change and Cleaner, Greener Oxford

Senior Officers	Job Title
<b>Peter Sloman</b>	Chief Executive
<b>David Edwards</b>	Executive Director, City Regeneration and Housing
<b>Tim Sadler</b>	Executive Director, Community Services
<b>Jackie Yates</b>	Executive Director, Organisational Development and Corporate Services
<b>Caroline Green</b>	Assistant Chief Executive
<b>Helen Bishop</b>	Head of Business Improvement
<b>Ian Brooke</b>	Head of Community Services
<b>Graham Bourton</b>	Head of Direct Services
<b>Nigel Kennedy</b>	Head of Financial Services/Section 151 Officer
<b>Stephen Clarke</b>	Head of Housing and Property
<b>Jeremy Thomas</b>	Head of Law and Governance / Monitoring Officer
<b>Patsy Dell</b>	Head of Planning and Regulatory

## KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

<b>ITEM 1:</b>	<b>AGENCY STAFF CONTRACT AWARD ID: I010929</b>
On 9 July 2015 the City Executive Board resolved to GRANT delegated authority to the Executive Director of Organisational Development and Corporate Services to award a new temporary agency staff contract.	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt Commercially sensitive
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	Executive Director for Organisational Development and Corporate Services
<b>Executive Lead Member:</b>	Customer Services and Corporate Services
<b>Report Owner:</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact:</b>	Head of Business Improvement

<b>ITEM 2:</b>	<b>CUMBERLEGE HOUSE - DEVELOPMENT APPRAISAL ID: I011745</b>
On 9 July 2015 the City Executive Board resolved to:	
<ol style="list-style-type: none"> <li>1. AGREE not to pursue the disposal of Cumberlege House as approved in principle by Executive Board in November 2007;</li> <li>2. ADOPT Option 4 in principle as set out in the report – to redevelop Cumberlege House for new Council housing and in consultation with the Council's S151 officer to include the scheme in the HRA new build development programme 2015-18, subject to a reassessment of the Council's HRA investment priorities;</li> <li>3. APPROVE the demolition of Cumberlege House and instruct the Head of Housing and Property to procure and enter into contract to enable demolition works to start either as soon as the property is vacated or, should a short term lease be agreed, as set out in sections 18-19 of the report, then after that lease end date and prior to the development start on site; and in any case after the impact of the Right to Buy extension has been fully assessed;</li> <li>4. <b>GRANT delegated authority to the Head of Housing and Property to negotiate and enter into a fixed term lease, should a suitable lessee be identified within a two month period.</b></li> </ol>	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	Executive Director for Regeneration and Housing
<b>Executive Lead Member:</b>	Housing
<b>Report Owner:</b>	Executive Director for Regeneration and Housing
<b>Report Contact:</b>	Dave Scholes, Housing Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

<b>ITEM 3:</b>	<b>HOUSING IMPROVEMENT AGENCY CONTRACT AWARD ID: I011842</b>
On 9 July 2015 the City Executive Board resolved to GRANT delegated authority to the	

Executive Director of Regeneration and Housing, in consultation with the Head of Financial Services and Head of Law and Governance to enter into an appropriate contract for the provision of a Home Improvement Agency.	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt Commercially Sensitive
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	Executive Director for Regeneration and Housing
<b>Executive Lead Member:</b>	Housing
<b>Report Owner:</b>	Executive Director for Regeneration and Housing
<b>Report Contact:</b>	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

<b>ITEM 4:</b>	<b>TOWER BLOCKS REFURBISHMENT PROJECT - LETTING OF CONTRACT AND APPOINTMENT OF CONTRACTOR ID: I009026</b>
On 11 June 2015 the City Executive Board resolved to RECONFIRM the authority delegated to the Executive Director, previously City Regeneration now Regeneration and Housing in consultation with the s151 Officer and the Monitoring Officer, to appoint and award the contract to the preferred principal contractor in accordance with the competitive tender process undertaken.	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt Commercially Sensitive
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	Executive Director for Regeneration and Housing
<b>Executive Lead Member:</b>	Corporate Strategy and Economic Development
<b>Report Owner:</b>	Executive Director for Regeneration and Housing
<b>Report Contact:</b>	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

<b>ITEM 5:</b>	<b>ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK ID: I012328</b>
A solar panel installation programme for council properties funded through a community-benefit model.	
On 15 October 2015 the City Executive Board resolved to:	
<ol style="list-style-type: none"> <li>1. <b>Grant project approval</b> to fit solar panels on Council-owned housing stock in the manner described in this report;</li> <li>2. <b>Delegate authority to the Chief Executive, in conjunction with the Head of Finance, to enter into an Agreement to Lease with the Low Carbon Hub IPS (on the basis that this would permit leases to the roof space of individual Council properties to be drawn up and executed if required) plus any ancillary agreement required; and to submit an appropriate VEAT notice to the EU; and</b></li> <li>3. <b>Agree</b> that on the basis of the matters set out in this report, the proposed arrangement with the Low Carbon Hub IPS represents best value to the Council.</li> </ol>	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open

<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	Chief Executive
<b>Executive Lead Member:</b>	Climate Change and Cleaner, Greener Oxford
<b>Report Owner:</b>	Executive Director for Regeneration and Housing
<b>Report Contact:</b>	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

## REPORTS TO CEB AND COUNCIL

### COUNCIL 7 DECEMBER 2015 PROVISIONAL REPORTS

<b>ITEM 6:</b>	<b>LOCAL GOVERNMENT PENSION SCHEME - REVIEW OF FLEXIBLE RETIREMENT DISCRETIONS ID: I012518</b>
<p>To review the use of discretions for Flexible Retirements and seek approval to proposed revisions.</p> <p>The proposal is submitted at short notice due to a need to respond to changes in legislation and consequently decisions need to be made regarding certain aspects of the application of the local government pension scheme.</p>	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	Yes - Union Consultation
<b>Decision Taker</b>	Council
<b>Executive Lead Member:</b>	Customer Services and Corporate Services
<b>Report Owner:</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact:</b>	Simon Howick, Head of Human Resources and Facilities Tel: 01865 252547 showick@oxford.gov.uk

<b>ITEM 7:</b>	<b>OXPENS DELIVERY STRATEGY ID: I009224</b>
<b>OXPENS DELIVERY STRATEGY REVISED APPROACH</b>	
<p>To explain the revised approach for a private sector investor partnership and development delivery vehicle and the effects on the Council's budget.</p> <p>On 15 October 2015 the City Executive Board resolved to:</p> <ol style="list-style-type: none"> <li><b>Delegate</b> to the Executive Director Regeneration and Housing authority to agree terms for the acquisition of land at Oxpens (in consultation with the Chief Executive, s151 Officer and Monitoring Officer) subject to Council agreeing the recommendation set out at number 3 below;</li> <li><b>Approve</b> the creation of a wholly owned investment vehicle and the commencement of a competitive exercise to secure a joint venture partner to become a Member of such a vehicle; and</li> <li><b>Recommend Council to resolve to approve the establishment of a capital budget of £8.4m to progress the project through the next stages.</b></li> </ol> <p><b>Note:</b></p> <p>The decision at 1) above replaces the previous decision taken by the City Executive Board</p>	

on 27 April 2015 which was to:

1. Delegate to the Executive Director for City Regeneration and Housing the authority to publish a Voluntary Ex Ante Transparency (VEAT) Notice in the Official Journal of European Union (OJEU), enter into an appropriate Heads of Terms document, and subsequently the Members Agreement for a Limited Liability Partnership commercial vehicle, based on the principles set out in this report following consultation with the Council's s.151 Officer and Monitoring Officer.

<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt Commercially sensitive
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	Council
<b>Executive Lead Member:</b>	Corporate Strategy and Economic Development
<b>Report Owner:</b>	Executive Director for Regeneration and Housing
<b>Report Contact:</b>	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk

## CEB 17 DECEMBER 2015 REPORTS

<b>ITEM 8:</b>	<b>BUDGET 2016/17 CONSULTATION ID: I011770</b>
Dec 2015: To propose a Medium Term Financial Strategy 2016-20 and a 2016/17 Budget for public consultation.	
Feb 2016: To present the Council's Medium Term Financial Strategy for 2015/16 to 2018-19 and the 2015-16 Budget for recommendation to Council	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	Not until after this report.
<b>Decision Taker</b>	City Executive Board <input type="checkbox"/> <input type="checkbox"/>
<b>Executive Lead Member:</b>	Finance, Corporate Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Report Owner:</b>	Head of Financial Services <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Report Contact:</b>	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 9:</b>	<b>CORPORATE PLAN 2016/20 ID: I011772</b>
Corporate Plan 2016 – 20	
CEB 17 December 2015: to present the pre-consultation draft Corporate Plan 2016-20 and seek approval to go to public consultation	
CEB 11 February 2016: to present the draft Corporate Plan 2016-20 for recommendation to Council	
Council 17 February 2016: to submit the draft Corporate Plan 2016–20 for approval	
<b>Is this a Key Decision?</b>	Yes - It is significant in terms of its effect on communities living or working in an area comprising two or more wards

<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	Public consultation Dec 2015 - Jan 2016
<b>Decision Taker</b>	City Executive Board <input type="checkbox"/> <input type="checkbox"/>
<b>Executive Lead Member:</b>	Corporate Strategy and Economic Development <input type="checkbox"/> <input type="checkbox"/>
<b>Report Owner:</b>	Assistant Chief Executive <input type="checkbox"/> <input type="checkbox"/>
<b>Report Contact:</b>	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

<b>ITEM 10:</b>	<b>INTEGRATED PERFORMANCE REPORT QUARTERLY 2015/16 ID: I011045</b>
<p>These reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2015/16 and may present budgetary amendments in the light of that information:</p> <ul style="list-style-type: none"> <li>• Q1, 30 June – report in September 2015</li> <li>• Q2, 30 September - report in December 2015</li> <li>• Q3, 31 December - report in March 2016</li> <li>• Q4, 31 March 2016 - report in June 2016</li> </ul>	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board <input type="checkbox"/> <input type="checkbox"/>
<b>Executive Lead Member:</b>	
<b>Report Owner:</b>	
<b>Report Contact:</b>	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 11:</b>	<b>TREASURY MANAGEMENT STRATEGY, ANNUAL REPORT AND PERFORMANCE 2015/16 ID: I010203</b>
<p>CEB Nov 2015: To report the Council's Treasury Management performance for the 6 month period up to 30 Sept 2015.</p>	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Corporate Asset Management and Public Health
<b>Report Owner:</b>	Head of Financial Services
<b>Report Contact:</b>	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

<b>ITEM 12:</b>	<b>ASSET MANAGEMENT PLAN 2016-2020 ID: I011608</b>
<p>A new Asset Management Plan for the period 2016-2020.</p> <ul style="list-style-type: none"> <li>• This report will be submitted to CEB in December 2015.</li> <li>• The Asset Management Plan will be submitted to Council for adoption in February</li> </ul>	

2016.	
<b>Is this a Key Decision?</b>	Yes - It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	Yes
<b>Decision Taker</b>	City Executive Board□□
<b>Executive Lead Member:</b>	Finance, Corporate Asset Management and Public Health□□
<b>Report Owner:</b>	Regeneration and Major Projects Service Manager□□
<b>Report Contact:</b>	Mike Scott, Corporate Asset Manager Tel: 01865 252138 mwscott@oxford.gov.uk

<b>ITEM 13:</b>	<b>DATA PROTECTION POLICY REFRESH ID: I006767</b>
To propose minor changes to the current Data Protection Policy to keep it in line with best practice and new guidance issued by the Information Commissioner.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Customer Services and Corporate Services
<b>Report Owner:</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact:</b>	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

<b>ITEM 14:</b>	<b>CORPORATE ENFORCEMENT POLICY (PREVIOUSLY ENVIRONMENTAL DEVELOPMENT ENFORCEMENT POLICY) ID: I003111</b>
Refresh the current enforcement policy to take account of government guidance and corporate priorities.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	To be advised.
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Planning, Transport and Regulatory Services
<b>Report Owner:</b>	Head of Planning and Regulatory Services
<b>Report Contact:</b>	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

<b>ITEM 15:</b>	<b>COMMUNITY CENTRE STRATEGY 2015-2020 ID: I010564</b>
The strategy will reflect the current position on Community Centres, detail what world class community facilities, delivery and access will look like in 2020, with a clear action plan developed. The draft strategy will go to CEB in December 2015. Adoption after public consultation in early 2016 – scheduled for CEB in February 2016.	
<b>Is this a Key Decision?</b>	Yes - It is significant in terms of its effect on



	communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	Yes - autumn 2015
<b>Decision Taker</b>	City Executive Board□□
<b>Executive Lead Member:</b>	Culture & Communities□□
<b>Report Owner:</b>	Head of Community Services□□
<b>Report Contact:</b>	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

<b>ITEM 16:</b>	<b>RESETTLING SYRIAN REFUGEES IN OXFORD ID: I012688</b>
To provide an update to members on progress in accommodating Syrian Refugees in Oxford through the Government's Syrian Vulnerable Person Resettlement Scheme and approve proposals to accommodate Syrian Refugees in Oxford over the coming months.	
At Council Meeting on 23rd September 2015 Council considered a motion and agreed that the council should accommodate refugees in Oxford. Following that officers have been working with the Home Office to make arrangements for Oxford to participate in the government scheme. These arrangements have only recently been confirmed and this is the first opportunity to update CEB.	
<b>Is this a Key Decision?</b>	Yes - It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy and Economic Development
<b>Report Owner:</b>	Assistant Chief Executive
<b>Report Contact:</b>	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

<b>ITEM 17:</b>	<b>PROCUREMENT STRATEGY ID: I011822</b>
To refresh the Council's procurement strategy for 2016 – 2019.	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board□□
<b>Executive Lead Member:</b>	Customer Services and Corporate Services□□
<b>Report Owner:</b>	Head of Financial Services□□
<b>Report Contact:</b>	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 18:</b>	<b>PROPOSED FREEHOLD PURCHASE OF THE OLD SCHOOL, GLOUCESTER GREEN ID: I012855</b>
The Council has an opportunity to purchase the long leasehold interest in The Old School,	

Gloucester Green.	
This decision is published under the urgency procedures to meet external commercial deadlines.	
The Chair of the Scrutiny Committee has been consulted and has agreed to the issue being considered without giving 28 days public notice having had regard to the urgency of the report.	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt Commercial affairs of the Council.
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board□□
<b>Executive Lead Member:</b>	Finance, Corporate Asset Management and Public Health□□
<b>Report Owner:</b>	Executive Director for Regeneration and Housing□□
<b>Report Contact:</b>	Piers Scrimshaw-Wright Tel: 01865 252142 pscrimshaw-wright@oxford.gov.uk

## CEB 21 JANUARY 2016 - PROVISIONAL REPORTS

<b>ITEM 19:</b>	<b>LOCAL DEVELOPMENT SCHEME ID: I010035</b>
The Local Development Scheme set out a work programme for major planning policy documents for Oxford. This meeting will recommend adoption of the LDS.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Planning, Transport and Regulatory Services
<b>Report Owner:</b>	Head of Planning and Regulatory Services
<b>Report Contact:</b>	Mark Jaggard, City Development Tel: 01865 252161 mjaggard@oxford.gov.uk

<b>ITEM 20:</b>	<b>CHANGES TO CHARGING FOR PLANNING AND LISTED BUILDING PRE-APPLICATION ADVICE AND BUILDING CONTROL APPLICATION FEES ID: I012237</b>
These 2 reports propose the following changes to Planning and Listed Building pre-application advice and <b>Building Control application fees</b> :	
<b>21 January CEB – report to consider</b>	
<ul style="list-style-type: none"> <li>Increasing some of the building control application fees</li> </ul>	
CEB 15 October – decision to approve	
<ul style="list-style-type: none"> <li>Increasing the planning pre-application advice fees by 25%</li> <li>Introducing fees for pre-application advice in respect of listed buildings and householder developments</li> </ul>	
<b>Is this a Key Decision?</b>	Yes - It is significant in terms of its effect on communities living or working in an area comprising two or more wards

<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Planning, Transport and Regulatory Services
<b>Report Owner:</b>	Executive Director for Regeneration and Housing
<b>Report Contact:</b>	Head of Planning and Regulatory Services

<b>ITEM 21:</b>	<b>SALE OF BRASENOSE FARM HOUSE SITE ID: I012549</b>
Disposal of the Brasenose Farm House site	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Corporate Asset Management and Public Health
<b>Report Owner:</b>	Executive Director for Regeneration and Housing
<b>Report Contact:</b>	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

<b>ITEM 22:</b>	<b>A HOUSING COMPANY FOR OXFORD ID: I012645</b>
The report will set out the case for the establishment of a Council owned company to deliver additional affordable housing for Oxford.	
The recent 1% social rent cut in the budget and the policy on extending the Right to Buy to housing associations paid for from HRA budgets has led to the deferment of the new build Council housing programme. Some of the detail of these policies have only recently emerged only now allowing a meaningful discussion of the options available and the potential impacts on the Council.	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt Commercially sensitive information may be included
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Housing, Finance, Corporate Asset Management and Public Health
<b>Report Owner:</b>	Executive Director for Regeneration and Housing
<b>Report Contact:</b>	Alan Wylde, Housing Development & Enabling Manager Tel: 01865 252319 awylde@oxford.gov.uk

## COUNCIL 8 FEBRUARY 2016 - PROVISIONAL REPORTS

<b>ITEM 23:</b>	<b>STATEMENT OF LICENSING POLICY 2016 - 2021: REVIEW ID: I012223</b>
Statutory policy review required every 5 years to update and amend current policy.	

<b>Is this a Key Decision?</b>	Yes - It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	Consultation prior to Council approval
<b>Decision Taker</b>	Council
<b>Executive Lead Member:</b>	Crime, Community Safety and Licensing
<b>Report Owner:</b>	Executive Director for Community Services
<b>Report Contact:</b>	Julian Alison, Licensing Team Leader jalison@oxford.gov.uk

## CEB 11 FEBRUARY 2016 - PROVISIONAL REPORTS

Will include the following reports, originally considered at December CEB meeting, updated following consultation

- Budget 2016/17
- Corporate Plan 2016/20

<b>ITEM 24:</b>	<b>PRIVATE SECTOR HOUSING POLICY ID: I010352</b>
The policy will set out the future priorities and areas of intervention in the private rented and owner occupied residential sectors in Oxford and will clarify the regulatory approach to be taken by the Council.	
The policy will be considered at the following meetings:	
<ul style="list-style-type: none"> <li>• CEB – January 2016 for pre-consultation</li> <li>• CEB – May 2016 post-consultation</li> </ul>	
<b>Is this a Key Decision?</b>	Yes - It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	Public consultation for 6 weeks from January to March 2016.
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy and Economic Development
<b>Report Owner:</b>	Head of Planning and Regulatory Services
<b>Report Contact:</b>	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

<b>ITEM 25:</b>	<b>EXTERNALLY LEASED HRA PROPERTIES - RENT SETTING ID: I011747</b>
To agree a rent charging framework for HRA property leased to partner organisations.	
<b>Is this a Key Decision?</b>	Yes - It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board

<b>Executive Lead Member:</b>	Housing
<b>Report Owner:</b>	Head of Housing and Property
<b>Report Contact:</b>	Dave Scholes, Housing Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

<b>ITEM 26:</b>	<b>ENERGY &amp; WATER SUPPLY CONTRACT PROCUREMENT APPROACH 2016 - 2020 ID: I012133</b>
This report recommends the award of a contract to the Council's energy supplier for the period 2016 - 2020	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Climate Change and Cleaner, Greener Oxford
<b>Report Owner:</b>	Executive Director for Community Services
<b>Report Contact:</b>	Paul Spencer Tel: 01865 252238 pspencer@oxford.gov.uk

<b>ITEM 27:</b>	<b>CAPITAL STRATEGY 2016-17 ID: I011797</b>
To present the Council's Capital Strategy for approval	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Corporate Asset Management and Public Health
<b>Report Owner:</b>	Head of Financial Services
<b>Report Contact:</b>	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 28:</b>	<b>TREASURY MANAGEMENT STRATEGY, ANNUAL REPORT AND PERFORMANCE 2016/17 ID: I011768</b>
Treasury Management Strategy for 2016/17, including prudential indicators. CEB Feb 2016: To recommend the Council adopts the Treasury Management Strategy 2016/2017. Council 18 Feb 2016: To adopt the Treasury Management Strategy 2016/2017.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Finance, Corporate Asset Management and Public Health
<b>Report Owner:</b>	Head of Financial Services
<b>Report Contact:</b>	Anna Winship, Management Accountancy

	Manager Tel: 01865 252517 awinship@oxford.gov.uk
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<b>ITEM 29:</b>	<b>GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2016/2017</b> <b>ID: I012213</b>
The report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2016/2017. The decision is Key because the indicative grants budget is £1.4m	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Leisure, Parks and Sport
<b>Report Owner:</b>	Head of Community Services
<b>Report Contact:</b>	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

<b>ITEM 30:</b>	<b>REPLACEMENT OF HOUSING COMPUTER SYSTEMS</b> <b>ID: I010933</b>
The Council currently has two housing computer systems, this report details the proposals for the procurement of one housing computer system to replace the current computer applications.	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt Commercially Sensitive
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Customer Services and Corporate Services
<b>Report Owner:</b>	Head of Business Improvement
<b>Report Contact:</b>	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

<b>ITEM 31:</b>	<b>TRANSFER STATION FOR RECYCLED MATERIAL</b> <b>ID: I012199</b>
Proposal to create and operate a Council managed Transfer Station for City collected co-mingled recycle, green waste, street arisings and engineering works spoil.	
<b>Is this a Key Decision?</b>	Yes - It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Part exempt Commercially Sensitive
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Climate Change and Cleaner, Greener Oxford
<b>Report Owner:</b>	Executive Director for Community Services
<b>Report Contact:</b>	Roy Summers, Direct Services Tel: 01865 253608 rsummers@oxford.gov.uk

## COUNCIL 17 FEBRUARY 2016 - BUDGET AND CORPORATE PLAN AND RELATED REPORTS

To include any reports from CEB

### CEB 17 MARCH 2016 - PROVISIONAL REPORTS

<b>ITEM 32:</b>	<b>REVIEW OF OLDER PERSONS ACCOMMODATION /REVIEW OF SHELTERED HOUSING</b> ID: I010356	
Approve outcomes of review, including future of some of the stock		
<b>Is this a Key Decision?</b>	Yes - It is significant in terms of its effect on communities living or working in an area comprising two or more wards	
<b>Is this item open or exempt to the public?</b>	Open	
<b>Will this decision be preceded by any form of consultation?</b>	None	
<b>Decision Taker</b>	City Executive Board	
<b>Executive Lead Member:</b>	Housing	
<b>Report Owner:</b>	Head of Housing and Property	
<b>Report Contact:</b>	Frances Evans, Housing Strategy & Performance Manager fevans@oxford.gov.uk	

<b>ITEM 33:</b>	<b>ALLOCATION OF HOMELESSNESS PREVENTION FUNDS</b> ID: I012816	
To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy		
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000	
<b>Is this item open or exempt to the public?</b>	Open	
<b>Will this decision be preceded by any form of consultation?</b>		
<b>Decision Taker</b>	City Executive Board	
<b>Executive Lead Member:</b>	Housing	
<b>Report Owner:</b>	Head of Housing and Property	
<b>Report Contact:</b>	Nerys Parry, Housing Services nparry@oxford.gov.uk	

<b>ITEM 34:</b>	<b>DESIGN SUPPLEMENTARY PLANNING DOCUMENT - DRAFT</b> ID: I011613	
The Design SPD will set out planning guidance for the design of new buildings in Oxford considering particularly local context. This meeting will be to approve the draft for public consultation.		
<b>Is this a Key Decision?</b>	Not Key	
<b>Is this item open or exempt to the public?</b>	Open	
<b>Will this decision be preceded by any form of consultation?</b>	Yes- public consultation	
<b>Decision Taker</b>	City Executive Board	
<b>Executive Lead Member:</b>	Corporate Strategy and Economic Development	
<b>Report Owner:</b>	Head of Planning and Regulatory Services	

<b>Report Contact:</b>	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk
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<b>ITEM 35:</b>	<b>HEADINGTON NEIGHBOURHOOD PLAN ID: I012135</b>
To approve submission of the draft Headington Neighbourhood Plan for 6 week consultation	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	6 week consultation
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Planning, Transport and Regulatory Services
<b>Report Owner:</b>	Executive Director for Regeneration and Housing
<b>Report Contact:</b>	Executive Director for Regeneration and Housing

<b>ITEM 36:</b>	<b>NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- ADOPTION ID: I011611</b>
To recommend adoption of the North Oxford Victorian Suburb Conservation Area Appraisal.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Planning, Transport and Regulatory Services
<b>Report Owner:</b>	Head of Planning and Regulatory Services
<b>Report Contact:</b>	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

## CEB 14 APRIL 2016 - PROVISIONAL REPORTS

## COUNCIL 18 APRIL 2016 - PROVISIONAL REPORTS

<b>ITEM 37:</b>	<b>CONSTITUTION REVIEW ID: I004734</b>
An annual report to propose any required changes to the constitution.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	Council
<b>Executive Lead Member:</b>	Corporate Strategy and Economic Development
<b>Report Owner:</b>	Head of Law and Governance
<b>Report Contact:</b>	Emma Griffiths, Law and Governance Tel: 01865 252208 egriffiths@oxford.gov.uk

<b>ITEM 38:</b>	<b>REGULATION OF INVESTIGATORY POWERS ACT 2000 ID: I004596</b>
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To report the Council's application of its powers under the Regulation of Investigatory Powers Act 2000.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	Council
<b>Executive Lead Member:</b>	Crime, Community Safety and Licensing
<b>Report Owner:</b>	Head of Law and Governance
<b>Report Contact:</b>	Jeremy Franklin, Law and Governance jfranklin@oxford.gov.uk

<b>ITEM 39:</b>	<b>SUSTAINABLE ENERGY ACTION PLAN (SEAP) ADOPTION ID: I011844</b>
We became signatories of the European Commission's Covenant of Mayors in September 2014 and are required to adopt a Sustainable Energy Action Plan in order to meet at least a 20% reduction in carbon emissions by 2020. This report will request approval of our aims, objectives and emission reduction target for the City and adoption of the action plan attached to the Sustainable Energy Strategy.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Climate Change and Cleaner, Greener Oxford
<b>Report Owner:</b>	Executive Director for Community Services
<b>Report Contact:</b>	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

## ANNUAL COUNCIL - MAY 2016

To include any reports from CEB

## CEB JUNE 2016 - PROVISIONAL REPORTS

<b>ITEM 40:</b>	<b>APPOINTMENT OF OUTSIDE BODIES 2016/17 ID: I012458</b>
To appoint Council representatives to outside bodies and charities.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Corporate Strategy and Economic Development
<b>Report Owner:</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact:</b>	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

## CEB JULY 2016 - PROVISIONAL REPORTS

## COUNCIL - JULY 2016

To include any reports from CEB

### CEB SEPTEMBER 2016 - PROVISIONAL REPORTS

<b>ITEM 41:</b>	<b>ANNUAL MONITORING REPORT (AMR) 2015/16 ID: I012651</b>
This is the City Council's twelfth AMR to assess the effectiveness of planning policies contained within Oxford's Local Development Plan.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	No consultation. This is a factual report.
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member:</b>	Planning, Transport and Regulatory Services
<b>Report Owner:</b>	Executive Director for Regeneration and Housing
<b>Report Contact:</b>	Rebekah Knight Tel: 01865 252612 rknight@oxford.gov.uk

## COUNCIL - SEPTEMBER 2016

To include any reports from CEB

<b>ITEM 42:</b>	<b>STATEMENT OF GAMBLING LICENSING POLICY 2016 REVISION ID: I011840</b>
To approve the draft Statement of Gambling Licensing Policy 2016 for consultation	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	Yes
<b>Decision Taker</b>	Council
<b>Executive Lead Member:</b>	Crime, Community Safety and Licensing
<b>Report Owner:</b>	Head of Community Services
<b>Report Contact:</b>	Julian Alison, Licensing Team Leader jalison@oxford.gov.uk

### CEB OCTOBER 2016 - PROVISIONAL REPORTS

<b>ITEM 43:</b>	<b>DEVELOPMENT OF NEW CEMETERY SITE ID: I011508</b>
Update on options for new cemetery site within South Oxfordshire Council boundary.	
<b>Is this a Key Decision?</b>	Yes - It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board

<b>Executive Lead Member:</b>	Leisure, Sport and Events
<b>Report Owner:</b>	Head of Community Services
<b>Report Contact:</b>	Trevor Jackson, City Leisure and Parks Tel: 01865 252363 <a href="mailto:tjackson@oxford.gov.uk">tjackson@oxford.gov.uk</a>

## **CEB NOVEMBER 2016 - PROVISIONAL REPORTS**

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