

FORWARD PLAN

November 2016 – January 2017

Published on: 28/09/16

What is the Forward Plan?

The Forward Plan gives information about all the decisions (key and non-key) that the City Executive Board (CEB) is expected to take over the next year. For completeness, the Forward Plan also includes important decisions which will be taken by the full Council.

The Forward Plan provides an indicative date for matters to be considered by CEB. Where possible, CEB will keep to the dates shown, however, it may be necessary for some items to be rescheduled.

The Forward Plan is published on the Council's website on the first working day of the month. However, it is subject to regular revision and new issues or changes to existing issues will be posted on the website as soon as they are known.

The Forward Plan includes:

- a short description of the decision to be made
- who will make the decision
- when the decision will be made
- details of the planned consultation with local people and other stakeholders
- contact details for further information

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.

Inspection of documents

The agenda papers (including the reports and background papers) for CEB meetings are available 5 working days before the meeting on the council website:

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

The Forward Plan is available to view at the Town Hall.

Private meetings

The majority of the decisions taken by the CEB are made in the "open session" of a meeting when the press or public have the right to attend. However, some or all, of the information supporting decisions in the Forward Plan may be confidential and as such it will be taken in the "private session" a meeting when the press or public are excluded. Items that will be taken in "private session" 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:

T: 01865 252191

Email: cityexecutiveboard@oxford.gov.uk

The Council's decision-making process

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
Bob Price, Council Leader	Corporate Strategy and Economic Development
Ed Turner, Deputy Leader	Finance, Asset Management and Public Health
Susan Brown	Customer and Corporate Services
Alex Hollingsworth	Planning and Regulatory Services
Pat Kennedy	Young People, Schools and Skills
Linda Smith	Leisure, Parks and Sport
Mike Rowley	Housing
Dee Sinclair	Community Safety
Christine Simm	Culture and Communities
John Tanner	A Clean and Green Oxford

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

KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

ITEM 1:	HOUSING IMPROVEMENT AGENCY CONTRACT AWARD ID: I011842
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.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt - Commercially Sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board Executive Director for Regeneration and Housing
Executive Lead Member	Housing
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

ITEM 2:	ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK ID: I012328
A solar panel installation programme for council properties funded through a community-benefit model.	
May 2016: Decision on hold due to changing national policy on Feed In Tariffs. The position will be review in February 2017 following an EU decision on solar panel import tariffs which may favourably impact the viability of the scheme.	
October 2015: On 15 October 2015 the City Executive Board resolved to:	
<ol style="list-style-type: none"> 1. Grant project approval to fit solar panels on Council-owned housing stock in the manner described in this report; 2. 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 3. Agree 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. 	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	N/A

Decision Taker	Chief Executive
Executive Lead Member	Climate Change and Cleaner Greener Oxford
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

ITEM 3:	AWARD OF GOODS & SERVICE CONTRACT: TO DELIVER ASPHALT AND AGGREGATES ID: I014320
To seek delegation to the Executive Director, Community Services authority to award a contracts to deliver: Asphalt and Aggregates to the Council	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt -
Will this decision be preceded by any form of consultation?	None
Decision Taker	Executive Director for Community Services
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Executive Director for Community Services
Report Contact	Graham Bourton, Head of Direct Services gbourton@oxford.gov.uk

REPORTS TO CEB AND COUNCIL

CEB 17 NOVEMBER 2016

ITEM 16:	ANNUAL MONITORING REPORT (AMR) 2015/16 ID: I012651
This is the City Council's 12th AMR to assess the effectiveness of planning policies contained within Oxford's Local Development Plan.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation. This is a factual report.
Decision Taker	City Executive Board
Executive Lead Member	Planning and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Rebekah Knight, Planner Tel: 01865 252612 rknight@oxford.gov.uk

ITEM 17:	COMMUNITY INFRASTRUCTURE LEVY – NEIGHBOURHOOD FUNDS TOWARDS PEDESTRIANISATION OF QUEEN STREET ID: I015238
Approval for expenditure of CIL Neighbourhood portion on scheme for Queen Street Public Realm	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any	

form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member	Planning and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Lorraine Freeman, Development Funding Officer lofreeman@oxford.gov.uk

ITEM 18:	DIGITAL STRATEGY ID: I014934
Sets out the City Council's vision and strategy for delivering a world-class digital city across the key themes of: Digital Leadership; Digital by Design; Inclusion; Customer in Control; Supporting Business Growth; and Collaboration, supported by an action plan to articulate how the strategy will be delivered.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Consultation taking place during August/September with key stakeholders including digital networks, Oxford Strategic Partnership, business community and other public sector partners
Decision Taker	City Executive Board
Executive Lead Member	Customer and Corporate Services
Lead Executive Director	Head of Business Improvement
Report Contact	Neil Lawrence, Digital Development Manager nlawrence@oxford.gov.uk

ITEM 19:	SAFEGUARDING LANGUAGE SCHOOL STUDENTS ID: I014835
Update on safeguarding arrangements for foreign language students studying in Oxford.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Community Safety
Lead Executive Director	Executive Director for Community Services
Report Contact	Richard Adams, Community Safety & Resilience Manager Tel: 01865 252283 rjadams@oxford.gov.uk

ITEM 20:	RIGHT TO BUY RETENTION FUNDING ID: I014800
Seeks approval for alternative mechanisms to use Right to Buy Retention Funding to avoid having to return any such funding to Department for Communities and Local Government (DCLG).	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000

Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board Council
Executive Lead Member	Finance, Asset Management and Public Health, Housing
Lead Executive Director	Head of Financial Services
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk, Alan Wylde, Housing Development & Enabling Manager Tel: 01865 252319 awylde@oxford.gov.uk

ITEM 21:	REVIEW OF PARLIAMENTARY BOUNDARIES 2018 ID: I015276
The report will detail the proposals from the Boundary Commission and the comments of the party groups on the City Council.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	The three party groups on the Council will be consulted via their respective leaders. This will take place from late-September to mid-October.
Decision Taker	City Executive Board
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Chief Executive
Report Contact	Martin John, Electoral Services Manager Tel: 01865 252518 mjohn@oxford.gov.uk

ITEM 22:	SUSTAINABLE ENERGY ACTION PLAN (SEAP) FOR OXFORD ID: I011844
On 29 September 2014 Council agreed to support the Covenant of Mayors initiative and authorised the Lord Mayor to sign the Covenant adhesion form. By signing up to the Covenant of Mayors the Council committed to submit a Sustainable Energy Action Plan (SEAP) for the City of Oxford. The SEAP does not set any new targets but estimates our baseline emissions in 2005 and captures the actions and policies that the Council and its partners are implementing to reduce carbon emissions. These actions will help to meet the Council's target of reducing carbon emissions by 40% by 2020 across the whole city. 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.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes - Stakeholder workshops took place in February 2016
Decision Taker	City Executive Board

Executive Lead Member	Climate Change and Cleaner Greener Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

ITEM 23:	COMMERCIAL WASTE COLLECTION CAPACITY ID: I014726
The Council is reaching its commercial wastes collection capacity and requires an additional recycling collection vehicle and operational crew. This report requests the funding for this.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Part exempt -
Will this decision be preceded by any form of consultation?	Between Direct Services Waste & Recycling Operations and Finance Business Partners.
Decision Taker	City Executive Board Council
Executive Lead Member	Councillor John Tanner
Lead Executive Director	Head of Direct Services
Report Contact	Ashley Buttress, Waste Operations Co-ordinator Tel: 07824384247 abuttress@oxford.gov.uk, Stuart Pohler, Recycling & Waste Operations Manager Tel: 07824 384 247 spohler@oxford.gov.uk

COUNCIL 5 DECEMBER

ITEM 24:	OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS: OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP ID: I015278
To update Council on the work of the Oxfordshire Local Enterprise Partnership for the year.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Matthew Peachey, Economic Development Manager Tel: 01865 252021 mpeachey@oxford.gov.uk

CEB 15 DECEMBER 2016

ITEM 25:	BUDGET 2017/2018 ID: I014683
<p>A new Budget for the period 2017/2018.</p> <ul style="list-style-type: none"> · The pre-consultation draft report will be submitted to CEB in December 2016. The post-consultation draft report will be submitted to CEB in February 2017 · The Budget will be submitted to Council for adoption in February 2017. 	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes - public consultation
Decision Taker	City Executive Board City Executive Board Council
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Section 151 Officer
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 26:	CORPORATE PLAN 2017/2018 ID: I014717
<p>A new Corporate Plan for the period 2017/2018</p> <ul style="list-style-type: none"> · The pre-consultation draft report will be submitted to CEB in December 2016. The post-consultation draft report will be submitted to CEB in February 2017 · The Asset Management Plan will be submitted to Council for adoption in February 2017. 	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes public consultation
Decision Taker	City Executive Board City Executive Board Council
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Assistant Chief Executive
Report Contact	Caroline Green, Assistant Chief Executive cgreen@oxford.gov.uk

ITEM 27:	SUSTAINABILITY STRATEGY 2017 ID: I015077
<p>The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation.</p> <p>CEB April 2017: To report on the public consultation process and present the final Sustainability Strategy to the Board. CEB to recommend that Council approve the final Sustainability Strategy 2017.</p>	

Council April 2017 – Council to approve Sustainability Strategy 2017	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	6 weeks Online public consultation required
Decision Taker	City Executive Board City Executive Board Council
Executive Lead Member	A Clean and Green Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Mai Jarvis, Environmental Quality Team Manager Tel: 01865 252403 mjarvis@oxford.gov.uk

ITEM 28:	TREASURY MANAGEMENT STRATEGY 2017/18 ID: I014416
Treasury Management Strategy for 2017/2018, including prudential indicators.	
<ul style="list-style-type: none"> • The pre-consultation draft report will be submitted to CEB in December 2016. • The post-consultation draft report will be submitted to CEB in February 2017 • Submitted to Council for adoption in February 2017. 	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board City Executive Board Council
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

ITEM 29:	TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2016/17 ID: I014684
This performance monitoring report on the Treasury Management Strategy: Annual Report and Performance 2016/17 is submitted twice a year:	
<ul style="list-style-type: none"> · Dec 2016– the position at the 30 September 2016 (Half Year) · Sept 2017 – the position at 31 March 2017 (Full Year) 	
This Performance monitoring report is submitted twice a year to cover: the position at 30 September (Half Year) and 31 March (Full Year)	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000

Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board City Executive Board
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Section 151 Officer
Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

ITEM 30:	FEASIBILITY STUDY FOR THE DEVELOPMENT OF A SITE FOR A TRANSFER STATION FOR RECYCLED MATERIAL ID: I012199
To present a feasibility study for the development of a site to operate a Council managed transfer station for City collected co-mingled recyclables, green waste, street arisings and engineering works spoil.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt - Commercially Sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	A Clean and Green Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Geoff Corps, Cleaner Greener Services Manager gcorps@oxford.gov.uk, Fiona Piercy, Partnership & Regeneration Manager Tel: 01865 252185 fpiercy@oxford.gov.uk