

FORWARD PLAN

March 2017 – September 2017

www.oxford.gov.uk



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.

Each item on the Forward Plan shows either a provisional or confirmed date for when it will be considered by CEB. Where possible, report authors will keep to the dates shown, however, it may be necessary for some provisional 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
Lindsay Cane	Acting Head of Law and Governance / Monitoring Officer
Patsy Dell	Head of Planning and Regulatory

REPORTS TO CEB

OXFORD CITY HOUSING LIMITED SHAREHOLDER MEETING - MARCH 2017

ITEM 9: ID: I015540	OXFORD CITY HOUSING LIMITED (OCHL) – BUSINESS PLAN 2017/18 Report Status: Provisional: Decision reliant on another action or process
<p>This report presents the first annual Business Plan of Oxford City Housing Limited (OCHL) – a wholly owned subsidiary of Oxford City Council. The Business Plan details the strategic objectives and commercial projections for the company.</p> <p>The Business Plan is presented to the Shareholder (executive members of the Council nominated to undertake its shareholder powers) for noting and comment only.</p> <p>Future Business Plans and progress statements will be presented to the Shareholder on an annual basis.</p>	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Fully exempt - Information which is subject to any obligation of confidentiality.
Will this decision be preceded by any form of consultation?	
Decision Taker	Oxford City Housing Limited - Shareholder Committee March 2017
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	David Watt, Finance Business Partner Tel: 01865 252182 dwatt@oxford.gov.uk , Alan Wylde, Housing Development & Enabling Manager Tel: 01865 252319 awylde@oxford.gov.uk

CEB 6 APRIL 2017

ITEM 10: ID: I014716	SAFEGUARDING REPORT 2017/18 Report Status: Confirmed Council: Confirmed
<p>An annual report to monitor the progress made on Oxford City Council's Section 11 Self-assessment Action Plan 2016-2017 and to approve the Action Plan for 2017-2018.</p>	
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 6 Apr 2017 Council July 2017

Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Assistant Chief Executive
Report Contact	Val Johnson, Policy and Partnerships Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

ITEM 11: ID: I013240	WATERWAYS PUBLIC SPACE PROTECTION ORDER Report Status: Confirmed
To update the Board on the outcome of phase one of the consultation process and proposals for the way forward.	
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?	Public consultation completed.
Decision Taker	City Executive Board 6 Apr 2017
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 12: ID: I013718	OXFORD FLOOD ALLEVIATION SCHEME Report Status: Provisional: Awaiting further information, advice or input
<ul style="list-style-type: none"> To update Members on the Oxford Flood Alleviation Scheme; To request approval to revise Oxford City Councils' project contribution; To request delegated authority to Executive Director of Community Services, in consultation with the Heads of Financial Services and Law and Governance, to be able to enter a funding agreement with Environment 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?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board 6 Apr 2017
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Executive Director for Community Services
Report Contact	Helen Vaughan-Evans, Northway & Marston Flood Scheme Project Manager hvaughanevans@oxford.gov.uk

CEB 11 MAY 2017

ITEM 16: ID: I014682	FUSION LIFESTYLE'S ANNUAL SERVICE PLAN 2017/18 Report Status: Confirmed
The report will recommend that the City Executive Board endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2017/18.	

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?	No
Decision Taker	City Executive Board 11 May 2017
Executive Lead Member	Leisure, Parks and Sport
Lead Executive Director	Head of Community Services
Report Contact	Lucy Cherry, Leisure and Performance Manager Tel: 01865 252707 lcherry@oxford.gov.uk

ITEM 17: ID: I016206	OXFORD RAILWAY STATION SUPPLEMENTARY PLANNING DOCUMENT (SPD) Report Status: Provisional: Awaiting further information, advice or input.
To seek approval to consult on the draft Oxford Railway Station Supplementary Planning Document (SPD).	
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 11 May 2017
Executive Lead Member	Planning and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Fiona Piercy, Regeneration Programme Director Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 18: ID: I016207	GRENOBLE ROAD - HOUSING DEVELOPMENT Report Status: Provisional: Awaiting further information, advice or input
To request delegated authority to submit a planning application for Grenoble Road.	
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 11 May 2017
Executive Lead Member	Planning and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	David Edwards, Executive Director City Regeneration and Housing Tel: 01865 252394 dedwards@oxford.gov.uk

ITEM 19: ID: I015539	CITY CENTRE STRATEGY Report Status: Provisional: Decision needs further consideration or information
To approve the City Centre Strategy which aims to <ul style="list-style-type: none"> • create and promote a strong investment proposition by informing the future role and direction of the city centre • facilitate ongoing dialogue with those involved in the management and future of the city centre • provide a framework for collaboration and action • assist in the allocation of resources and prioritise actions 	
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 11 May 2017
Executive Lead Member	Planning and Regulatory Services, Corporate Strategy and Economic Development
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Fiona Piercy, Regeneration Programme Director Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 20: ID: I016214	COMMUNITY LEASES Report Status: Provisional: Decision needs further consideration or information
This report requests CEB to agree an approach to community leases	
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?	None
Decision Taker	City Executive Board 11 May 2017
Executive Lead Member	Culture and Communities
Lead Executive Director	Head of Community Services
Report Contact	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

CEB 15 JUNE 2017 - SPECIAL MEETING

ITEM 22: ID: I014947	LOCAL PLAN PREFERRED OPTIONS Report Status: Confirmed
Progress of the review of the Local Plan	
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	Public consultation

form of consultation?	
Decision Taker	City Executive Board 15 Jun 2017
Executive Lead Member	Planning and Regulatory Services
Lead Executive Director	Head of Planning and Regulatory Services
Report Contact	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

CEB 20 JUNE 2017

ITEM 23: ID: I014713	APPOINTMENT OF OUTSIDE BODIES 2017/2018 Report Status: Confirmed
To appoint Council representatives to outside bodies and charities for the year 2017/18.	
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?	Yes - Outside Bodies, Members
Decision Taker	City Executive Board 15 Jun 2017
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Acting Head of Law and Governance
Report Contact	Catherine Phythian, Committee Services Officer Tel: 01865252402 cphythian@oxford.gov.uk

ITEM 24: ID: I011611	NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- FINAL Report Status: Provisional: Awaiting further information, advice or input
To approve the North Oxford Victorian Suburb Conservation Area Appraisal following public consultation.	
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?	Public consultation in Spring 2017
Decision Taker	City Executive Board 20 Jun 2017
Executive Lead Member	Planning and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Gill Butter, Conservation and Urban Design Officer gbutter@oxford.gov.uk

ITEM 25: ID: I012213	MONITORING GRANTS ALLOCATED TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2016/17 Report Status: Confirmed
To monitor progress and report achievements resulting from those grant allocated to Community and Voluntary Organisations 2016/17	
Is this a Key Decision?	Yes
Is this item open or exempt to the	Open -

public?	
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board 20 Jun 2017
Executive Lead Member	Culture and Communities, Customer and Corporate Services
Lead Executive Director	Executive Director for Community Services
Report Contact	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

CEB 18 JULY 2017

ITEM 26: ID: I015164	REFURBISHED OF BARTON COMMUNITY CENTRE Report Status: Provisional: Decision needs further consideration or information
Approval to undertake refurbishment works including the creation of the new doctor surgery.	
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?	The local community have already been consulted on what they would like to see in an improved centre. Further consultation on the design detail will take place in October but will not affect the contract award
Decision Taker	City Executive Board 18 Jul 2017
Executive Lead Member	Leisure, Parks and Sport
Lead Executive Director	Head of Community Services
Report Contact	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

CEB 15 AUGUST 2017 - PROVISIONAL

CEB 19 SEPTEMBER 2017

ITEM 27: ID: I015324	COMMISSIONED ADVICE STRATEGY 2018-2021 - PROGRESS REPORT Report Status: Provisional: Awaiting further information, advice or input.
To update the Board on the progress made in developing a new commissioned advice strategy during 2017/18	
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?	To be discussed with advice organisations the Council currently funds in October.

Decision Taker	City Executive Board 19 Sep 2017
Executive Lead Member	Customer and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 28: ID: I015275	EAST OXFORD COMMUNITY CENTRE - IMPROVEMENT SCHEME Report Status: Provisional : Decision needs further consideration or information
To present an improvement scheme for the East Oxford Community Centre following public consultation.	
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?	Public Consultation
Decision Taker	City Executive Board 19 Sep 2017
Executive Lead Member	Culture and Communities
Lead Executive Director	Executive Director for Community Services
Report Contact	Vicky Trietline, Development Project Management Surveyor Tel: 01865 529881 vtrietline@oxford.gov.uk

ITEM 29: ID: I013443	MUSEUM OF OXFORD DEVELOPMENT TRUST - FUNDRAISING PROGRESS Report Status: Provisional: Awaiting further information, advice or input
September 2017: To update the Board on the development trust's fundraising progress and whether a charity trust is a suitable model for the museum	
Jan 2017: The report sets out arrangements for establishing a development trust for the Museum of Oxford. The development trust will enable the museum to receive funding from sources for which Oxford City Council would not normally be eligible.	
Development trusts sit alongside the body for which they are fundraising and are different from a charitable trust whose purpose is to the service itself.	
The development trust will enable the Museum of Oxford to raise funds to supplement investment in its redevelopment already committed by Oxford City Council and the Heritage Lottery Fund.	
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 19 Sep 2017
Executive Lead Member	Culture and Communities
Lead Executive Director	Head of Community Services
Report Contact	Peter McQuitty, Corporate Lead - Culture & the Arts Tel: 01865 252780 pmcquitty@oxford.gov.uk

ITEM 30: ID: I016330	MUSEUM OF OXFORD HIDDEN HISTORIES PROJECT Report Status: Provisional: Awaiting further information, advice or input
To seek project approval for the Museum of Oxford Hidden Histories Project	
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 19 Sep 2017
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Head of Community Services
Report Contact	Helen Vaughan-Evans, Northway & Marston Flood Scheme Project Manager hvaughanevans@oxford.gov.uk

ITEM 31: ID: I015077	SUSTAINABILITY STRATEGY 2017 Report Status: CEB: Provisional: Decision needs further consideration or information Council: Provisional: Decision needs further consideration or information
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.	
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.	
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 19 Sep 2017 Council 2 Oct 2017
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 32: ID: I015283	QUARTERLY INTEGRATED PERFORMANCE 2017/18 - Q1 Report Status: Confirmed
These reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2017/18 and may include recommendations on consequential changes to the budget:	

· Q1, 30 June 2016 – report in September 2017	
· Q2, 30 September 2016 - report in December 2017	
· Q3, 31 December 2016 - report in March 2018	
· Q4, 31 March 2017- report in June 2018	
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 19 Sep 2017 City Executive Board 19 Dec 2017 City Executive Board 20 Mar 2018 City Executive Board 19 Jun 2018
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Head of Financial Services
Report Contact	Anna Winship, Management Accountancy Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 33: ID: I014684	TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2016/17
	Report Status: Confirmed
The Treasury Management Performance Report 2016/17 is submitted twice a year:	
· Dec 2016– the position at the 30 September 2016 (Half Year)	
· Sept 2017 – the position at 31 March 2017 (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 19 Sep 2017
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Head of Financial Services
Report Contact	Bill Lewis

This page is intentionally left blank