



**OXFORDSHIRE  
COUNTY COUNCIL**

# **Forward Plan**

**March - June 2024  
Supplement**

Liz Leffman  
Leader of the Council  
County Hall, Oxford OX1 1ND

Date Issued:  
12 February 2024



## The Cabinet's Forward Plan: Introduction

This Forward Plan outlines the decisions which are expected to be made over the coming four-month period by or on behalf of the County Council's Cabinet. **NB Also included, for ease of reference, are items for the current month.**

The Plan is arranged in Committee date order, Cabinet or Delegated Decision by Cabinet Member. (The members and their portfolios are listed in the table on the next page.) Each entry briefly describes the subject and scope of the decision; indicates the "target date" on which the decision is expected to be taken and by whom (eg whether the full Cabinet or an individual Cabinet Member); what documents (normally a report by an officer) are expected to be considered; and contact details for the officer(s) dealing with the matter. The Annex is in Cabinet Member portfolio order.

Where consultation is being carried out prior to the decision being taken, the principal consultees are specified. The method of consultation will normally be by letter or – where the views of the wider public are to be sought – by press coverage, supplemented by local notices if the decision affects a particular area. Other methods, such as exhibitions, opinion surveys, community forums etc, may be used to supplement these.

The lists include any "key decisions" - those which are "significant" under the terms of government regulations. In general, a key decision may not be taken unless notice of it has been included in the Forward Plan. More detailed information on what is a key decision can be found in the Council's Constitution on the Council's website.<sup>1</sup> This can also be inspected at County Hall.

However, the Council has decided that Oxfordshire's Forward Plan should include all those matters which are expected to come before the Cabinet in the period of the Plan, whether or not they may give rise to key decisions.

If any key decisions are expected to be taken by officers within the Plan period under powers delegated by the Cabinet, these are included in the Plan.

Unless of a confidential nature, reports and other documents for any meeting can be inspected, from approximately a week before the meeting, at County Hall and online<sup>2</sup>. Copies can be supplied on request, at a charge to cover copying costs.

### Making Representations about Forward Plan Items

Anyone who wishes to make representations about a particular matter listed in the Plan should send their comments so as to reach the County Council at least a week before it is due to be considered. Comments should be either:

Posted to "Forward Plan", Law & Governance (Democratic Services), Corporate Services, County Hall, Oxford OX1 1ND, delivered in person to the same address or e-mailed to [forward.plan@oxfordshire.gov.uk](mailto:forward.plan@oxfordshire.gov.uk).

There is also a facility for making a short address to the Cabinet or Cabinet Member in person. The deadline for any request to do this is 9.00 am on the working day before the matter is due to be considered. A form is available from Democratic Support Team, Law & Governance (Democratic Services), (contact as above, or telephone Oxford 810806) or online<sup>3</sup>.

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<sup>1</sup> [Decision Making including Key Decisions](#) – Main Menu > About your Council > Meetings > The Constitution > Part 2, Article 12 – Decision Making

<sup>2</sup> [Agendas, Minutes & Reports](#) – Main Menu > About your Council > Meetings > Browse Committee Papers

<sup>3</sup> [Get Involved in Meetings](#) – Main Menu > About your Council > Meetings > Get involved in meetings



## **Forward Plan March to June 2024**

### **Access to Information Procedure Rules Paragraph 15 General Exception**

Notice is hereby given that the items set out below for consideration by the Cabinet Member for Infrastructure & Development Strategy on 22 February 2024 are not in the Forward Plan.

#### ***Delegated Decision by Cabinet Member for Infrastructure & Development Strategy, 22 February 2024***

##### **Approval to enter into Agreements - Witney High Street and Market Square Enhancement Scheme**

Approval of delegated authority to enter into all forthcoming contracts and other such agreements for delivery of the Witney High Street and Market Square Enhancement Scheme.

Decision Maker and Target Date: **Cabinet Member for Infrastructure & Development Strategy, 22 February 2024**

Key Decision: Yes

Exempt Information: No

Consultations: N/A

Report By: Corporate Director: Environment & Place

Contact: Nick Howdle-Smith, Project Manager  
nick.howdle-smith@oxfordshire.gov.uk

Ref: 2024/007

## The Forward Plan

### **Approval to enter into Agreements - Middleton Stoney Road Active Travel Scheme**

To delegate authority to the Corporate Director of Environment and Place in consultation with the Head of Legal and Deputy Monitoring Officer to negotiate and complete all contracts and agreements which are required in relation to delivery of the Middleton Stoney Road Active Travel scheme

Decision Maker and Target Date: **Cabinet Member for Infrastructure & Development Strategy, 22 February 2024**

Key Decision: Yes

Exempt Information: No

Consultations: N/A

Report By: Corporate Director: Environment & Place

Contact: Owen Bentley, Project Manager (Active Travel Delivery)  
Owen.bentley@oxfordshire.gov.uk

Ref: 2024/033

Anita Bradley  
Director of Law & Governance and Monitoring Officer  
Oxfordshire County Council

12 February 2024

The Forward Plan

**NEW ITEMS**

**Cabinet Meetings**

**19 March 2024**

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p><b>IT and Digital Innovation Strategy 2024-2029</b> <i>(Ref: 2024/032)</i></p> <p>Final approval of the IT Innovation and Digital Strategy for 2024-29 covering the principles, deliverables, benefits and outcomes for innovation and technology, in support of the councils priorities.</p>	<p>Cabinet <i>(19 March 2024)</i></p>	<p>Yes - Capital Expenditure &gt;£1m</p>	<p>None</p>			<p>Cabinet Member for Community &amp; Corporate Services</p>	<p>Tim Spiers, Director of IT, Innovation, Digital &amp; Transformation Tel: 07753 243223</p>	<p>Executive Director: Resources</p>

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p><b>Final Report &amp; Next Steps - Strategic Active Travel Network</b> (Ref: 2024/034)</p> <p>The SATN is a Countywide network of Active Travel routes containing both new and existing alignments. The purpose of this programme is to fill the gaps between more detailed routes/network plans (e.g., LCWIPs) and to identify strategic long-distance connections. This will inform a future route development and help prioritise resources. A final report detailing a) a desire line network (straight lines) b) potential alignments in need of further optioneering. It also contains a list of recommendations on</p>	<p>Cabinet (19 March 2024)</p>	<p>Yes - Affects more than 1 division</p>	<p>None</p>			<p>Cabinet Member for Transport Management</p>	<p>David Calonge, Transport Planner (Active Travel)</p>	<p>Corporate Director Environment &amp; Place</p>



The Forward Plan

how to proceed with the programme. In order to do so, we ask Cabinet to approve the report.								
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**Cabinet Member for Infrastructure & Development Strategy**

**22 February 2024**

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p><b>Approval to enter into Agreements - Witney High Street and Market Square Enhancement Scheme</b> (Ref: 2024/007)</p> <p>This report seeks to ensure authority is in place to enter into all forthcoming contracts and other such agreements for delivery of the Witney High Street and Market Square Enhancement Scheme.</p>	Delegated Decisions by Cabinet Member for Infrastructure & Development Strategy (22 February 2024)	Yes - Capital Expenditure >£1m	None			Cabinet Member for Infrastructure and Development Strategy	Nick Howdle-Smith	Corporate Director Environment & Place

The Forward Plan

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p><b>Approval to enter into Agreements - Middleton Stoney Road Active Travel Scheme</b> <i>(Ref: 2024/033)</i></p> <p>To delegate authority to the Corporate Director of Environment and Place in consultation with the Head of Legal and Deputy Monitoring Officer to negotiate and complete all contracts and agreements which are required in relation to delivery of the Middleton Stoney Road Active Travel scheme</p>	<p>Delegated Decisions by Cabinet Member for Infrastructure &amp; Development Strategy <i>(22 February 2024)</i></p>	<p>Yes - Capital Expenditure &gt;£1m</p>	<p>None</p>	<p>N/A</p>		<p>Cabinet Member for Infrastructure and Development Strategy</p>	<p>Owen Bentley, Project Manager (Active Travel Delivery)</p>	<p>Corporate Director Environment &amp; Place</p>

The Forward Plan

**DEFERRED ITEMS**

**23 April 2024**

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p><b>Modern Slavery Policy</b> <i>(Ref: 2024/002)</i></p> <p>Raising awareness and visibility of our newly-written Modern Slavery Policy.</p>	Cabinet <i>(23 April 2024)</i>	No	None		Decision due date for Cabinet changed from 19/03/2024 to 23/04/2024. Reason: Further work required	Leader	Serin Gioan, Policy Officer	Chief Executive

**21 March 2024**

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p><b>Oxford: Howard Street and Silver Road - proposed amendment to a residents parking place to accommodate cycle access and proposed on carriageway cycle parking</b> <i>(Ref: 2024/006)</i></p> <p>A reduction in the length of a residents</p>	Delegated Decisions by Cabinet Member for Transport Management <i>(21 March 2024)</i>	No	None	Standard traffic scheme consultation	Decision due date for Delegated Decisions by Cabinet Member for Transport Management changed from 22/02/2024 to 21/03/2024. Reason: Further work required	Cabinet Member for Transport Management	Anthony Kirkwood, Principal Engineer - Traffic & Road Safety Tel: 07392 318871	Corporate Director Environment & Place

The Forward Plan

parking place at Howard Street is required to accommodate safe cycle access from Flower Lane and additionally the provision of on carriageway cycle parking at Silver Road								
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**21 March 2024**

Item to be considered	Decision Maker	Key Decision (yes/no)	Exempt Information	Consultation	Reason for Amendment (if any)	Cabinet Member	Contact Officer	Report by
<p><b>Cowley Centre East CPZ amendments - 2023</b> (Ref: 2023/ 341)</p> <p>To seek approval for minor changes to the permit scheme implemented in 2021</p>	Delegated Decisions by Cabinet Member for Transport Management (21 March 2024)	No	None	Standard traffic scheme consultation	Decision due date for Delegated Decisions by Cabinet Member for Transport Management changed from 22/02/2024 to 21/03/2024. Reason: Further work required	Cabinet Member for Transport Management	Vicki Neville, Technical Officer, Parking Management Tel: 07917 921437	Corporate Director Environment & Place