

# **Forward Plan**

## **August - November 2013**

***Ian Hudspeth***

Leader of the Council  
County Hall, Oxford OX1 1ND

*Date Issued: 4 July 2013*



**OXFORDSHIRE  
COUNTY COUNCIL**



## 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 according to the responsibility areas of the various members of the Cabinet. (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.

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. A timetable for all the decisions listed in the Plan appears in an Annex at the end of 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 & Culture (Democratic Services), Chief Executive's Office, County Hall, Oxford OX1 1ND or
- 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 & Culture (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

## Members of the Cabinet

<b>Cabinet Member</b>	<b>Main Areas of Responsibility</b>
<i>Leader of the Council</i> Councillor Ian Hudspeth	Strategy; corporate and community leadership; strategic communications; major external partnerships; regional issues; economic development  Oxford City Council liaison and Oxford City Local Strategic Partnership
<i>Deputy Leader of the Council</i> Councillor Rodney Rose	Internal management; HR & industrial relations; strategic rail; fire control; Emergency Planning  West Oxfordshire District Council liaison and West Oxfordshire Local Strategic Partnership
<i>Cabinet Member for Adult Social Care</i> Councillor Mrs Judith Heathcoat	Adult Social Care  Vale of White Horse District Council liaison and Vale of White Horse Local Strategic Partnership
<i>Cabinet Member for Business &amp; Customer Services</i> Councillor Nick Carter	Customer Services; Communications; ICT; support to SME's; Property
<i>Cabinet Member for Children, Education &amp; Families</i> Councillor Melinda Tilley	Education and Statutory Lead member for Children's Services
<i>Cabinet Member for Community Services</i> Councillor Lorraine Lindsay-Gale	Registration service, library service, Coroner's service; adult learning; cultural services; tourism
<i>Cabinet Member for Environment</i> Councillor David Nimmo Smith	Strategic planning with Oxfordshire; minerals strategy; waste management; environment management; transport  South Oxfordshire District Council liaison and South Oxfordshire Local Strategic Partnership
<i>Cabinet Member for Finance</i> Councillor Arash Fatemian	Finance
<i>Cabinet Member for Policy Co-ordination</i> Councillor Louise Chapman	Policy co-ordination; Fire & rescue; Trading Standards; equalities; localities; community cohesion
<i>Cabinet Member for Public Health &amp; the Voluntary Sector</i> Councillor Hilary Hibbert-Biles	Public Health and voluntary and community sector  Cherwell District Council liaison and Cherwell Local Strategic Partnership

# The Forward Plan

## ***CABINET MEMBER: LEADER OF THE COUNCIL***

### ***KEY DECISIONS***

#### **City Deal Negotiation Document**

To seek approval for the City Deal Negotiation Documents prior to submission and presentation to Ministers.

*Decision Maker and Target Date:* **Cabinet, 17 September 2013**

*Key Decision:* Yes – Affects more than 1 division

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Deputy Director for Environment & Economy - Strategy & Infrastructure Planning

*Contact:* Tom Flanagan, Service Manager - Planning & Transport Policy Tel: (01865) 815691 Ref: 2013/101

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### ***NON-KEY DECISIONS***

#### **Delegated Powers of the Chief Executive - July 2013**

To report on a quarterly basis any executive decision taken by the Chief Executive under the specific powers and functions delegated to her under the terms of Part 7.4 of the Council's Constitution – Paragraph 1(A)(c)(i). It is not for scrutiny call in.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Head of Law & Culture

*Contact:* Sue Whitehead, Committee Services Manager Tel: (01865) 810262 Ref: 2013/028

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#### **Delegated Powers of the Chief Executive - October 2013**

To report on a quarterly basis any executive decision taken by the Chief Executive under the specific powers and functions delegated to her under the terms of Part 7.4 of the Council's Constitution – Paragraph 1(A)(c)(i). It is not for scrutiny call in.

*Decision Maker and Target Date:* **Cabinet, 15 October 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Head of Law & Culture

*Contact:* Sue Whitehead, Committee Services Manager Tel: (01865) 810262 Ref: 2013/082

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**CABINET MEMBER: DEPUTY LEADER OF THE COUNCIL**

**KEY DECISIONS**

**Flood Risk Management Strategy**

To seek members approval of the draft Flood Risk Management Strategy prior to formal public consultation.

*Decision Maker and Target Date:* **Cabinet, 17 September 2013**

*Key Decision:* Yes – Affects more than 1 division

*Exempt Information:* None

*Consultations:* District and Key Stakeholders

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Steve Smith, Highways & Transport Service Manager Tel: (01865) 810435 Ref: 2013/079

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**East-West Rail Local Contributions**

To agree the terms of a formal agreement on local contributions for East-West Rail over a 15-year period from 2014, ahead of OCC entering into the agreement with Buckinghamshire County Council and the Department for Transport by October 2013.

*Decision Maker and Target Date:* **Cabinet, 17 September 2013**

*Key Decision:* Yes – Affects more than one division and revenue expenditure > £500,000

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Deputy Director for Environment & Economy - Strategy & Infrastructure Planning

*Contact:* Tom Flanagan, Service Manager - Planning & Transport Policy Tel: (01865) 815691 Ref: 2013/100

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**NON-KEY DECISIONS**

**Corporate Plan Performance Report for the 4th Quarter 2012**

Quarterly Performance Monitoring report.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* County Council Management Team

*Contact:* Alexandra Bailey, Research & Major Programmes Manager Tel: (01865) 816384 Ref: 2013/004

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## **Staffing Report - Quarter 1 - 2013**

Quarterly staffing report providing details of key people numbers and analysis of main changes since the previous report.

*Decision Maker and Target Date:* **Cabinet, 17 September 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Head of Human Resources

*Contact:* Sue Corrigan, Strategic HR Manager Tel: (01865) 810280

Ref: 2013/053

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## ***CABINET MEMBER: ADULT SOCIAL CARE***

### ***KEY DECISIONS***

#### **Adult Social Care Management System**

To seek approval for the business case to go out for full procurement of a new adult social care management system in preference to the earlier Cabinet decision (June 2011) to upgrade our existing system.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* Yes – Capital Expenditure >£1m

*Exempt Information:* Yes - Category 3 - commercially sensitive - Annex

*Consultations:* N/A

*Report By:* Deputy Director - Adult Social Care

*Contact:* Lindsay Russell, ICT Business Services Manager Tel: (01865) 816239

Ref: 2013/057

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#### **Care Home Fees**

To decide the way forward following consultation on the agreed proposals.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* Yes – Affects more than one division and revenue expenditure > £500,000

*Exempt Information:* None

*Consultations:* Consultation with providers

*Report By:* Director for Social & Community Services

*Contact:* Andrew Colling, Quality & Contracts Manager Tel: (01865) 323682

Ref: 2012/174

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## **Joint Carers Strategy**

To seek endorsement of the joint Carers Strategy which sets the direction for meeting the needs of the county's carers.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* Yes – Affects more than 1 division

*Exempt Information:* None

*Consultations:* Via the Public Involvement Network. Open 10 December 2012 until 1 February 2013. Results to be published by 1 June 2013

*Report By:* Director for Social & Community Services

*Contact:* Alan Sinclair, Lead Commissioner for Older People Tel: (01865) 323665 Ref: 2013/023

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## **Contributions Policy**

To seek approval for a revised charging policy for adult social care.

*Decision Maker and Target Date:* **Cabinet, 17 September 2013**

*Key Decision:* Yes – Affects more than one division and revenue expenditure > £500,000

*Exempt Information:* None

*Consultations:* Stakeholders via focus groups, E-consultation and targeted consultation with those directly affected.

*Report By:* Deputy Director - Adult Social Care

*Contact:* Sarah Fogden, Finance Business Partner (Adult Social Care) Tel: 07557 082613, Ben Threadgold, Strategy Manager Tel: (01865) 328219 Ref: 2013/037

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## **NON-KEY DECISIONS**

NIL



## **CABINET MEMBER: BUSINESS & CUSTOMER SERVICES**

### **KEY DECISIONS**

#### **Revised Space Standards for Schools**

To seek to modify the current policy documents (The Primary and Secondary School Briefs) to enable reduced space standards for schools to become approved policy.

*Decision Maker and Target Date:* **Cabinet, 17 September 2013**

*Key Decision:* Yes – Affects more than 1 division

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Deputy Director for Environment & Economy - Strategy & Infrastructure Planning

*Contact:* Tom Flanagan, Service Manager - Planning & Transport Policy Tel: (01865) 815691 Ref: 2013/102

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### **NON-KEY DECISIONS**

#### **Future Direction of Oxfordshire Customer Services and School Facing Services**

To report to Cabinet on the outcomes and recommendations following the review of existing services and delivery models.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* No

*Exempt Information:* Yes - Category 3 - commercial sensitive information - Annex

*Consultations:* N/A

*Report By:* Deputy Director - Oxfordshire Customer Services

*Contact:* Andy Ball, Programme Manager Tel: (01865) 323221

Ref: 2013/080

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## **CABINET MEMBER: COMMUNITY SERVICES**

### **KEY DECISIONS**

#### **Museums Service Collections Development Policy**

The Museums Service current Acquisition & Disposal Policy does not meet the new Accreditation Standard requirements. This report submits the new Collection Development policy for approval and recommends the transfer of an item from the collection to the National Trust.

*Decision Maker and Target Date:* **Cabinet Member for Community Services,  
16 September 2013**

*Key Decision:* Yes – Affects more than 1 division

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Head of Law & Culture

*Contact:* Karen Warren, Cultural Services Manager Tel: (01865) 323580

Ref: 2013/103

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### **NON-KEY DECISIONS**

NIL

## **CABINET MEMBER: CHILDREN, EDUCATION & FAMILIES**

### **KEY DECISIONS**

#### **Expansion of Wolvercote Primary School, Oxford to 1.5 Form Entry**

If objections received, final decision on proposed expansion of Wolvercote Primary School to 1.5 form entry with admission number of 45 from September 2014.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* Yes – Capital Expenditure >£1m

*Exempt Information:* None

*Consultations:* Statutory Notice published

*Report By:* Director for Children's Services

*Contact:* Diane Cameron, School Organisation Officer Tel: (01865) 816445

Ref: 2013/085

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## **Expansion of St Joseph's Catholic (VA) Primary School, Oxford to 2 Form Entry**

If objections received, final decision on proposed expansion of St Joseph's Catholic (VA) Primary School to 2 form entry with admission number of 60 from September 2014.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* Yes – Capital Expenditure >£1m

*Exempt Information:* None

*Consultations:* Statutory Notice published

*Report By:* Director for Children's Services

*Contact:* Diane Cameron, School Organisation Officer Tel: (01865) 816445

Ref: 2013/087

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## **Placement Strategy for Children In and On the Edge of Care**

To endorse placement strategy and preparatory survey work.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* Yes – Capital Expenditure >£1m

*Exempt Information:* None

*Consultations:* Professional colleagues and schools

*Report By:* Director for Children's Services

*Contact:* Matthew Edwards, Corporate Parenting Manager Tel: (01865) 323098

Ref: 2013/035

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## **NON-KEY DECISIONS**

### **Alteration of Hill View Primary School's Lower Age Limit in Order to Establish Nursery Provision**

If no objections received, final decision required on this proposal.

*Decision Maker and Target Date:* **Cabinet Member for Children, Education & Families, 15 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Statutory Notice

*Report By:* Director for Children's Services

*Contact:* Debbie Rouget, Early Years & Childcare Sufficiency & Access Manager Tel: (01865) 810617

Ref: 2013/060

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### **Alteration of St Peter's CE (VA) Primary School (Cassington) Lower Age Limit in Order to Establish Nursery Provision**

If no objections are received, final decision required on this proposal.

*Decision Maker and Target Date:* **Cabinet Member for Children, Education & Families, 15 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Statutory Notice

*Report By:* Director for Children's Services

*Contact:* Debbie Rouget, Early Years & Childcare Sufficiency & Access  
Manager Tel: (01865) 810617 Ref: 2013/062

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### **Expansion of Queensway Primary School, Banbury to 2 Form Entry**

If objections received, decision on whether to approve publication of a statutory notice in order to expand the school from September 2014 on a permanent basis.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Public consultation (Stage One)

*Report By:* Director for Children's Services

*Contact:* Diane Cameron, School Organisation Officer Tel: (01865) 816445  
Ref: 2013/046

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### **Expansion of Watchfield Primary School to 2 Form Entry**

If objections are received, decision on whether to proceed to publish a Statutory Notice.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Stage One Public Consultation

*Report By:* Director for Children's Services

*Contact:* Diane Cameron, School Organisation Officer Tel: (01865) 816445  
Ref: 2013/059

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## **Home to School Transport Policy**

Whether to approve a new OCC Home to School Transport policy, following a consultation.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Public consultation

*Report By:* Director for Children's Services

*Contact:* Neil Darlington, Service Manager - Admissions & Transport Tel: (01865) 815844 Ref: 2013/089

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## **Edward Feild Nursery School - Provision to Close and Provide Alternative Early Years Provision**

If no objections received following Statutory Notice, to determine whether to close Edward Field Nursery School.

*Decision Maker and Target Date:* **Cabinet Member for Children, Education & Families, 9 September 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Statutory consultation

*Report By:* Director for Children's Services

*Contact:* Debbie Rouget, Early Years & Childcare Sufficiency & Access Manager Tel: (01865) 810617 Ref: 2013/090

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## **Edward Feild Nursery School - Proposal to Close and Provide Alternative Early Years Provision**

If objections received following Statutory Notice, to determine whether to close Edward Field Nursery School.

*Decision Maker and Target Date:* **Cabinet, 17 September 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Statutory consultation

*Report By:* Director for Children's Services

*Contact:* Debbie Rouget, Early Years & Childcare Sufficiency & Access Manager Tel: (01865) 810617 Ref: 2013/091

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## **Financial Contribution towards the University Technical College Project in Didcot**

To seek Cabinet approval for the funding of a number of facilities to be shared subsequently with the co-located 11-16 school.

*Decision Maker and Target Date:*     **Cabinet, 17 September 2013**

*Key Decision:*                     No

*Exempt Information:*     None

*Consultations:*                 N/A

*Report By:*     Director for Children's Services

*Contact:*     Roy Leach, School Organisation & Planning Manager Tel: (01865) 816458  
Ref: 2013/107

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## **Strategy for Expanding Primary and Secondary School Provision in the Grove and Wantage Area**

To approve the strategy, following public consultation.

*Decision Maker and Target Date:*     **Cabinet, 15 October 2013**

*Key Decision:*                     No

*Exempt Information:*     None

*Consultations:*                 Public consultation

*Report By:*     Director for Children's Services

*Contact:*     Diane Cameron, School Organisation Officer Tel: (01865) 816445  
Ref: 2013/106

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## **Progress Report on CLA and Leaving Care**

To note progress and issues in relation to the Children and Young People in the Council's care.

*Decision Maker and Target Date:*     **Cabinet, 19 November 2013**

*Key Decision:*                     No

*Exempt Information:*     None

*Consultations:*                 N/A

*Report By:*     Director for Children's Services

*Contact:*     Matthew Edwards, Corporate Parenting Manager Tel: (01865) 323098  
Ref: 2013/096

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**CABINET MEMBER: ENVIRONMENT (INCLUDING TRANSPORT)**

**KEY DECISIONS**

**Local Transport Plan 3 : Update for Consultation**

To approve updated Plan for public consultation.

*Decision Maker and Target Date:* **Cabinet, 15 October 2013**

*Key Decision:* Yes – Affects more than 1 division

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Deputy Director for Environment & Economy - Strategy & Infrastructure Planning

*Contact:* Tom Flanagan, Service Manager - Planning & Transport Policy Tel: (01865) 815691 Ref: 2013/019

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**NON-KEY DECISIONS**

**Tree Management Policy - Refresh of Existing Policy to Reflect Changes in the Local Environment**

To seek approval to the revised policy.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 25 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Growth & Infrastructure Scrutiny Committee

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Steve Smith, Highways & Transport Service Manager Tel: (01865) 810435 Ref: 2013/020

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**Cotswolds AONB Management Plan 2013-2018**

To formally endorse the Management Plan.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 25 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Key Stakeholders

*Report By:* Deputy Director for Environment & Economy - Strategy & Infrastructure Planning

*Contact:* Victoria Fletcher, Historic & Natural Environment Team Leader Tel: (01865) 815420 Ref: 2013/075

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## **Proposed Parking Restrictions, Mallards Way, Bicester**

To seek approval to proceed.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 25 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Key Stakeholders and Local Residents

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083 Ref: 2013/064

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## **Proposed Disabled Persons Parking Places - Various Sites in Oxford City and Cherwell**

To seek approval to proceed.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 25 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Key Stakeholders and Local Residents

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083 Ref: 2013/065

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## **Proposed Zebra Crossing - Reading Road, Wallingford**

To seek approval to proceed.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 25 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Key Stakeholders and Local Residents

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083 Ref: 2013/066

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## **Proposed Parking Restrictions - Burford Road/Moor Avenue, Witney**

To seek approval to proceed.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 25 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Key Stakeholders and Local Residents

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083 Ref: 2013/070

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## **Proposed Parking Restrictions - Limborough Road, Wantage**

To seek approval to proceed.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 25 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Key Stakeholders and Local Residents

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083 Ref: 2013/072

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## **Proposed 40mph Speed Limit and Other Traffic Orders - B4100 Bicester Eco-Town**

To seek approval to proceed.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 25 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Key Stakeholders and Local Residents

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083 Ref: 2013/076

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## **Street Sweeper Exemption**

To seek an exemption from the Contract Procedure Rules.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 25 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Finance, Legal Procurement

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Andrew Pau, Strategic Manager - Waste & Transport Tel: (01865) 815867 Ref: 2013/104

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## **Consideration of Objections to Experimental Traffic Regulation Order - Parking in Shiplake**

To seek approval to proceed.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 12 September 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Key Stakeholders and Local Residents

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083 Ref: 2013/068

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## **Consideration of Objections to Experimental Traffic Regulation Order - Banned Turns on A40 Risinghurst**

To seek approval to proceed.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 12 September 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Key Stakeholders and Local Residents

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083 Ref: 2013/069

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## **London Road, Headington - Proposed Improvements and Bus Lane**

To seek approval to proceed.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 12  
September 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Key Stakeholders and Local Residents

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Jim Daughton, Highways & Transport Service Manager Tel: (01865)  
815083 Ref: 2013/074

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## **Proposed Parking Restrictions - Various Locations, Kidlington and Gosford**

To seek approval to proceed.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 12  
September 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Key Stakeholders and Local Residents

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Jim Daughton, Highways & Transport Service Manager Tel: (01865)  
815083 Ref: 2013/071

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## **Proposed Minor Changes to Divinity Road and Magdalen Road (North) CPZs**

To seek approval to proceed.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 12  
September 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Key Stakeholders and Local Residents

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Jim Daughton, Highways & Transport Service Manager Tel: (01865)  
815083 Ref: 2013/073

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## **Proposed Amendments to Residents Parking Scheme - Abingdon**

To seek approval to proceed.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 12  
September 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* Key Stakeholders and Local Residents.

*Report By:* Deputy Director for Environment & Economy - Commercial & Delivery

*Contact:* Jim Daughton, Highways & Transport Service Manager Tel: (01865)  
815083 Ref: 2013/017

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### ***CABINET MEMBER: FINANCE***

#### ***KEY DECISIONS***

NIL

#### ***NON-KEY DECISIONS***

### **2013/14 Financial Monitoring & Business Strategy Delivery Report - May 2013**

Financial report on revenue and capital spending against budget allocations, including virements between budget heads.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Assistant Chief Executive & Chief Finance Officer

*Contact:* Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981

Ref: 2013/002

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### **Treasury Management 2012/13 Outturn**

To review Treasury Management activity in 2012/13 in accordance with the CIPFA code of practice.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Assistant Chief Executive & Chief Finance Officer

*Contact:* Greg Ley, Financial Manager - Pension Fund Investments Tel: (01865) 323978  
Ref: 2013/027

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### **Impact of the 2015/16 Central Government Spending Round**

To update Cabinet on the 2015/16 Central Government spending round.

*Decision Maker and Target Date:* **Cabinet, 16 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Assistant Chief Executive & Chief Finance Officer

*Contact:* Lorna Baxter, Deputy Chief Finance Officer Tel: (01865) 323971  
Ref: 2013/105

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### **Service & Resource Planning Report for 2014/15 - 2017/18 - September 2013**

To provide background and context to the service and resource planning process for 2014/15 – 2017/18.

*Decision Maker and Target Date:* **Cabinet, 17 September 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Assistant Chief Executive & Chief Finance Officer

*Contact:* Lorna Baxter, Deputy Chief Finance Officer Tel: (01865) 323971  
Ref: 2013/051

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## **2013/14 Financial Monitoring & Business Strategy Delivery Report - July 2013**

Financial report on revenue and capital spending against budget allocations, including virements between budget heads.

*Decision Maker and Target Date:* **Cabinet, 17 September 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Assistant Chief Executive & Chief Finance Officer

*Contact:* Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981

Ref: 2013/092

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## **2013/14 Financial Monitoring & Business Strategy Delivery Report - August 2013**

Financial report on revenue and capital spending against budget allocations, including virements between budget heads.

*Decision Maker and Target Date:* **Cabinet, 15 October 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Assistant Chief Executive & Chief Finance Officer

*Contact:* Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981

Ref: 2013/081

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## **Treasury Management Mid Term Review (2012/13)**

To provide a mid term review of Treasury Management activity in 2012/13 in accordance with the CIPFA code of practice.

*Decision Maker and Target Date:* **Cabinet, 19 November 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Assistant Chief Executive & Chief Finance Officer

*Contact:* Greg Ley, Financial Manager - Pension Fund Investments Tel:  
(01865) 323978

Ref: 2013/097

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**CABINET MEMBER: POLICY CO-ORDINATION**

**KEY DECISIONS**

NIL

**NON-KEY DECISIONS**

**Oxfordshire Fire & Rescue Service - Community Risk Management Plan - Draft Action Plan 2014-2015**

To seek approval of the draft Community Risk Management Plan – Fire & Rescue.

*Decision Maker and Target Date:* **Cabinet Member for Policy Co-ordination, 9 September 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Chief Fire Officer

*Contact:* Matt Carlile, Business & Improvement Manager Tel: (01865) 855211  
Ref: 2013/108

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**Response Standards Report**

To:

- (a) note the contents of the report regarding the response standards 2012/13; and
- (b) request the Chief Fire Officer to report back to the Cabinet Member for Policy Co-ordination on the response standards for 2013/14.

*Decision Maker and Target Date:* **Cabinet Member for Policy Co-ordination, 4 November 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Chief Fire Officer

*Contact:* Nigel Wilson, Assistant Chief Fire Officer Tel: (01865) 855206  
Ref: 2013/099

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## **CABINET MEMBER: PUBLIC HEALTH & THE VOLUNTARY SECTOR**

### **KEY DECISIONS**

#### **Village Hall and Community Centre Grants 2013/14**

The County Council's grant scheme for the improvement of village halls and other community buildings is administered by the Oxfordshire Rural Community Council (ORCC). This report summarises applications received and recommends allocations from the grant fund for 2013/14.

*Decision Maker and Target Date:* **Cabinet Member for Public Health & the Voluntary Sector, 4 September 2013**

*Key Decision:* Yes – Affects more than 1 division

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Head of Law & Culture

*Contact:* Karen Warren, Cultural Services Manager Tel: (01865) 323580

Ref: 2013/050

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### **NON-KEY DECISIONS**

#### **Chill Out Fund 2013/14 - July 2013**

To consider applications received (if any) from the Chill Out Fund.

*Decision Maker and Target Date:* **Cabinet Member for Public Health & the Voluntary Sector, 24 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Youth, Engagement & Opportunities - Service Manager

*Contact:* Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager  
Tel: (01865) 810649

Ref: 2013/055

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### **Chill Out Fund 2013/14 - September 2013**

To consider applications received (if any) from the Chill Out Fund.

*Decision Maker and Target Date:* **Cabinet Member for Public Health & the Voluntary Sector, 4 September 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Youth, Engagement & Opportunities - Service Manager

*Contact:* Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager

Tel: (01865) 810649

Ref: 2013/056

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### **Chill Out Fund 2013/14 - October 2013**

To consider applications received (if any) from the Chill Out Fund.

*Decision Maker and Target Date:* **Cabinet Member for Public Health & the Voluntary Sector, 16 October 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* None

*Report By:* Youth, Engagement & Opportunities - Service Manager

*Contact:* Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager

Tel: (01865) 810649

Ref: 2013/083

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### **Chill Out Fund 2013/14 - November 2013**

To consider applications received (if any) from the Chill Out Fund.

*Decision Maker and Target Date:* **Cabinet Member for Public Health & the Voluntary Sector, 27 November 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* N/A

*Report By:* Youth, Engagement & Opportunities - Service Manager

*Contact:* Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager

Tel: (01865) 810649

Ref: 2013/098

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## Timetable for Decisions listed in this Plan

*For further details of the decisions see the corresponding item and reference number in the main part of the Plan. July 2013 items included for ease of reference.*

### Cabinet - 16 July 2013

- **Delegated Powers of the Chief Executive - July 2013** 2013/028  
*Sue Whitehead, Committee Services Manager Tel: (01865) 810262*
- **Corporate Plan Performance Report for the 4th Quarter 2012** 2013/004  
*Alexandra Bailey, Research & Major Programmes Manager Tel: (01865) 816384*
- **Adult Social Care Management System** 2013/057  
*Lindsay Russell, ICT Business Services Manager Tel: (01865) 816239*
- **Care Home Fees** 2012/174  
*Andrew Colling, Quality & Contracts Manager Tel: (01865) 323682*
- **Joint Carers Strategy** 2013/023  
*Alan Sinclair, Lead Commissioner for Older People Tel: (01865) 323665*
- **Future Direction of Oxfordshire Customer Services and School Facing Services** 2013/080  
*Andy Ball, Programme Manager Tel: (01865) 323221*
- **Expansion of Wolvercote Primary School, Oxford to 1.5 Form Entry** 2013/085  
*Diane Cameron, School Organisation Officer Tel: (01865) 816445*
- **Expansion of St Joseph's Catholic (VA) Primary School, Oxford to 2 Form Entry** 2013/087  
*Diane Cameron, School Organisation Officer Tel: (01865) 816445*
- **Placement Strategy for Children In and On the Edge of Care** 2013/035  
*Matthew Edwards, Corporate Parenting Manager Tel: (01865) 323098*
- **Expansion of Queensway Primary School, Banbury to 2 Form Entry** 2013/046  
*Diane Cameron, School Organisation Officer Tel: (01865) 816445*
- **Expansion of Watchfield Primary School to 2 Form Entry** 2013/059  
*Diane Cameron, School Organisation Officer Tel: (01865) 816445*

## The Forward Plan

- **Home to School Transport Policy** 2013/089  
*Neil Darlington, Service Manager - Admissions & Transport Tel: (01865) 815844*
- **2013/14 Financial Monitoring & Business Strategy Delivery Report - May 2013** 2013/002  
*Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981*
- **Treasury Management 2012/13 Outturn** 2013/027  
*Greg Ley, Financial Manager - Pension Fund Investments Tel: (01865) 323978*
- **Impact of the 2015/16 Central Government Spending Round** 2013/105  
*Lorna Baxter, Deputy Chief Finance Officer Tel: (01865) 323971*

### Cabinet - 17 September 2013

- **City Deal Negotiation Document** 2013/101  
*Tom Flanagan, Service Manager - Planning & Transport Policy Tel: (01865) 815691*
- **Flood Risk Management Strategy** 2013/079  
*Steve Smith, Highways & Transport Service Manager Tel: (01865) 810435*
- **East-West Rail Local Contributions** 2013/100  
*Tom Flanagan, Service Manager - Planning & Transport Policy Tel: (01865) 815691*
- **Staffing Report - Quarter 1 - 2013** 2013/053  
*Sue Corrigan, Strategic HR Manager Tel: (01865) 810280*
- **Contributions Policy** 2013/037  
*Sarah Fogden, Finance Business Partner (Adult Social Care) Tel: 07557 082613, Ben Threadgold, Strategy Manager Tel: (01865) 328219*
- **Revised Space Standards for Schools** 2013/102  
*Tom Flanagan, Service Manager - Planning & Transport Policy Tel: (01865) 815691*
- **Edward Feild Nursery School - Proposal to Close and Provide Alternative Early Years Provision** 2013/091  
*Debbie Rouget, Early Years & Childcare Sufficiency & Access Manager Tel: (01865) 810617*
- **Financial Contribution towards the University Technical College Project in Didcot** 2013/107  
*Roy Leach, School Organisation & Planning Manager Tel: (01865) 816458*

## The Forward Plan

- **Service & Resource Planning Report for 2014/15 - 2017/18 - September 2013** 2013/051  
*Lorna Baxter, Deputy Chief Finance Officer Tel: (01865) 323971*
- **2013/14 Financial Monitoring & Business Strategy Delivery Report - July 2013** 2013/092  
*Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981*

### Cabinet - 15 October 2013

- **Delegated Powers of the Chief Executive - October 2013** 2013/082  
*Sue Whitehead, Committee Services Manager Tel: (01865) 810262*
- **Strategy for Expanding Primary and Secondary School Provision in the Grove and Wantage Area** 2013/106  
*Diane Cameron, School Organisation Officer Tel: (01865) 816445*
- **Local Transport Plan 3 : Update for Consultation** 2013/019  
*Tom Flanagan, Service Manager - Planning & Transport Policy Tel: (01865) 815691*
- **2013/14 Financial Monitoring & Business Strategy Delivery Report - August 2013** 2013/081  
*Kathy Wilcox, Principal Financial Manager Tel: (01865) 323981*

### Cabinet - 19 November 2013

- **Progress Report on CLA and Leaving Care** 2013/096  
*Matthew Edwards, Corporate Parenting Manager Tel: (01865) 323098*
- **Treasury Management Mid Term Review (2012/13)** 2013/097  
*Greg Ley, Financial Manager - Pension Fund Investments Tel: (01865) 323978*

### Cabinet Member for Community Services - 16 September 2013

- **Museums Service Collections Development Policy** 2013/103  
*Karen Warren, Cultural Services Manager Tel: (01865) 323580*

### **Cabinet Member for Children, Education & Families - 15 July 2013**

- **Alteration of Hill View Primary School's Lower Age Limit in Order to Establish Nursery Provision** 2013/060  
*Debbie Rouget, Early Years & Childcare Sufficiency & Access Manager Tel: (01865) 810617*
- **Alteration of St Peter's CE (VA) Primary School (Cassington) Lower Age Limit in Order to Establish Nursery Provision** 2013/062  
*Debbie Rouget, Early Years & Childcare Sufficiency & Access Manager Tel: (01865) 810617*

### **Cabinet Member for Children, Education & Families - 9 September 2013**

- **Edward Feild Nursery School - Provision to Close and Provide Alternative Early Years Provision** 2013/090  
*Debbie Rouget, Early Years & Childcare Sufficiency & Access Manager Tel: (01865) 810617*

### **Cabinet Member for Environment - 25 July 2013**

- **Tree Management Policy - Refresh of Existing Policy to Reflect Changes in the Local Environment** 2013/020  
*Steve Smith, Highways & Transport Service Manager Tel: (01865) 810435*
- **Cotswolds AONB Management Plan 2013-2018** 2013/075  
*Victoria Fletcher, Historic & Natural Environment Team Leader Tel: (01865) 815420*
- **Proposed Parking Restrictions, Mallards Way, Bicester** 2013/064  
*Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083*
- **Proposed Disabled Persons Parking Places - Various Sites in Oxford City and Cherwell** 2013/065  
*Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083*
- **Proposed Zebra Crossing - Reading Road, Wallingford** 2013/066  
*Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083*

## The Forward Plan

- **Proposed Parking Restrictions - Burford Road/Moor Avenue, Witney** 2013/070  
*Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083*
- **Proposed Parking Restrictions - Limborough Road, Wantage** 2013/072  
*Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083*
- **Proposed 40mph Speed Limit and Other Traffic Orders - B4100 Bicester Eco-Town** 2013/076  
*Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083*
- **Street Sweeper Exemption** 2013/104  
*Andrew Pau, Strategic Manager - Waste & Transport Tel: (01865) 815867*

### Cabinet Member for Environment - 12 September 2013

- **Consideration of Objections to Experimental Traffic Regulation Order - Parking in Shiplake** 2013/068  
*Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083*
- **Consideration of Objections to Experimental Traffic Regulation Order - Banned Turns on A40 Risinghurst** 2013/069  
*Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083*
- **London Road, Headington - Proposed Improvements and Bus Lane** 2013/074  
*Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083*
- **Proposed Parking Restrictions - Various Locations, Kidlington and Gosford** 2013/071  
*Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083*
- **Proposed Minor Changes to Divinity Road and Magdalen Road (North) CPZs** 2013/073  
*Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083*
- **Proposed Amendments to Residents Parking Scheme - Abingdon** 2013/017  
*Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083*

### **Cabinet Member for Policy Co-ordination - 9 September 2013**

- **Oxfordshire Fire & Rescue Service - Community Risk Management Plan - Draft Action Plan 2014-2015** 2013/108  
*Matt Carlile, Business & Improvement Manager Tel: (01865) 855211*

### **Cabinet Member for Policy Co-ordination - 4 November 2013**

- **Response Standards Report** 2013/099  
*Nigel Wilson, Assistant Chief Fire Officer Tel: (01865) 855206*

### **Cabinet Member for Public Health & the Voluntary Sector - 24 July 2013**

- **Chill Out Fund 2013/14 - July 2013** 2013/055  
*Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager Tel: (01865) 810649*

### **Cabinet Member for Public Health & the Voluntary Sector - 4 September 2013**

- **Village Hall and Community Centre Grants 2013/14** 2013/050  
*Karen Warren, Cultural Services Manager Tel: (01865) 323580*
- **Chill Out Fund 2013/14 - September 2013** 2013/056  
*Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager Tel: (01865) 810649*

### **Cabinet Member for Public Health & the Voluntary Sector - 16 October 2013**

- **Chill Out Fund 2013/14 - October 2013** 2013/083  
*Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager Tel: (01865) 810649*

### **Cabinet Member for Public Health & the Voluntary Sector - 27 November 2013**

- **Chill Out Fund 2013/14 - November 2013** 2013/098  
*Ruth Ashwell, Youth, Engagement & Opportunities - Service Manager Tel: (01865) 810649*



## **Forward Plan July - October 2013**

### **Notice of an Additional Item for the Cabinet Member for Environment Agenda**

Notice is hereby given that the item set out below for consideration by the Cabinet Member for Environment on 25 July 2013 is not in the Forward Plan.

The decision on this matter needs to be taken by the Cabinet Member for Environment on 25 July 2013 because the current contract ends in September 2013 and arrangements need to be put in place to continue the provision of these services. If this is not achieved County Council could be exposed to a loss of service provision which would have a financial and reputational impact.

#### ***Cabinet Member for Environment, 25 July 2013***

### **Approval for Exemption from Contract Procedure Rules to Continue the Provision of the Household Waste Recycling Centre and Landfill Facility at Ardley**

To seek approval under delegated decision and in accordance with the Council's Contract Procedure Rules Exemption Procedure to allow the Council to extend a contract with Viridor Ltd to continue the provision of the household waste recycling centre and landfill facility at Ardley.

*Decision Maker and Target Date:* **Cabinet Member for Environment, 25 July 2013**

*Key Decision:* No

*Exempt Information:* None

*Consultations:* County Solicitor, County Procurement Manager, E&E  
Finance Business Partner

*Report By:* Director for Environment & Economy

*Contact:* Trevor Askew, Service Manager – Operational Client Contract Management Tel: (01865) 323678/Andrew Pau, Strategic Manager – Waste & Transport Tel: (01865) 815867 Ref: 2013/110

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Peter Clark  
County Solicitor  
County Hall, Oxford OX1 1ND

5 July 2013





## **Forward Plan July - October 2013**

### **Access to Information Procedure Rules Paragraph 16 Special Urgency**

Notice is hereby given that the item set out below for consideration by Cabinet on 16 July 2013 is not in the Forward Plan.

The decision on this matter needs to be taken by Cabinet on 16 July 2013 because there is a significant risk that the Council would not be able to complete the deal until the end of September at the earliest increasing service delivery risk and getting very close to the winter season. A decision in July limits the Council's exposure to any further extended period of uncertainty.

#### ***Cabinet, 16 July 2013***

#### **Highways Contract – Buy Out of Atkins Highways by Skanska**

Approve in principle to transfer the Highways Contract from Atkins to Skanska subject to VEAT notices, indemnities and Parent Company Guarantee being in place to mitigate the risk to Council.

Approve to delegate the decision on the proposed transfer of the performance of the Highways Contract from Atkins to Skanska to the Chief Executive in consultation with the Director for Environment & Economy along with Cabinet Member for Environment and County Solicitor.

*Decision Maker and Target Date: **Cabinet, 16 July 2013***

*Key Decision: Yes – Affects more than one division and revenue expenditure >£500,000*

*Exempt Information: Yes - Category 5 - Legal Privilege - Annex*

*Consultations: N/A*

*Report by: Director for Environment & Economy*

*Contact: Mark Kemp, Deputy Director for Environment & Economy – Commercial & Delivery Tel: (01865) 815845 Ref: 2013/111*

Peter Clark  
County Solicitor  
County Hall, Oxford OX1 1ND

11 July 2013