



**OXFORDSHIRE  
COUNTY COUNCIL**

# **Forward Plan**

**January - April 2025  
Supplement**

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

Date Issued:  
13 January 2025



## 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

## Members of the Cabinet

<b>Cabinet Member</b>
Leader of the Council <i>Councillor Liz Leffman</i>
Deputy Leader of the Council and Cabinet Member for Climate Change Delivery & Environment <i>Councillor Dr Pete Sudbury</i>
Cabinet Member for Children, Education & Young People's Services <i>Councillor John Howson</i>
Cabinet Member for Special Educational Needs & Disabilities (SEND) Improvement <i>Councillor Kate Gregory</i>
Cabinet Member for Community & Corporate Services <i>Councillor Neil Fawcett</i>
Cabinet Member for Highway Management <i>Councillor Andrew Gant</i>
Cabinet Member for Infrastructure & Development Strategy <i>Councillor Judy Roberts</i>
Cabinet Member for Finance <i>Councillor Dan Levy</i>
Cabinet Member for Adult Social Care <i>Councillor Tim Bearder</i>
Cabinet Member for Public Health, Inequalities & Community Safety <i>Councillor Nathan Ley</i>

## The Forward Plan

### **Forward Plan January to April 2025**

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

Notice is hereby given that the item set out below for consideration by the Cabinet on 21 January 2025 is not in the Forward Plan.

#### ***Delegated Decisions by Cabinet Member for Community and Corporate Services, 21 January 2025***

##### **Approval to Begin Re-Procurement for our Microsoft Enterprise Agreement (MEA)**

The Council's current MEA expires on 28 February 2025.

The current re-procurement of the agreement will ensure the Council continues to benefit from fixed prices for Microsoft Licences for the length of the new agreement.

Decision Maker and Target Date: **Cabinet Member for Community and Corporate Services, 21 January 2025**

Key Decision: Yes

Exempt Information: No

Consultations: N/A

Report By: Executive Director of Resources and Section 151 Officer

Contact: Alastair Read, Head of IT, [Alistair.read@oxfordshire.gov.uk](mailto:Alistair.read@oxfordshire.gov.uk)

Ref: 2024/332

Anita Bradley  
Director of Law and Governance  
Oxfordshire County Council

13 January 2025

The Forward Plan

21 January 2025

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 Begin Re-Procurement for our Microsoft Enterprise Agreement (MEA)</b> <i>(Ref: 2024/332)</i></p> <p>Our current MEA expires on 28 February 2025.</p> <p>The current re-procurement of the agreement will ensure the Council continues to benefit from fixed prices for Microsoft Licences for the length of the new agreement.</p>	<p>Delegated Decisions by Cabinet Member for Community &amp; Corporate Services <i>(21 January 2025)</i></p>	<p>Yes - Revenue Expenditure &gt; £500,000</p>	<p>None</p>	<p>N/A</p>	<p>Decision maker Cabinet changed to Delegated Decisions by Cabinet Member for Community &amp; Corporate Services. Reason: Change from Cabinet to Cabinet Member</p> <p>Decision due date for Delegated Decisions by Cabinet Member for Community &amp; Corporate Services changed from 17/12/2024 to 21/01/2025. Reason: Deferred at December meeting.</p>	<p>Cabinet Member for Community &amp; Corporate Services</p>	<p>Alastair Read, Head of IT</p>	<p>Executive Director of Resources &amp; S151 Officer</p>

NEW ITEM

The Forward Plan

21 January 2025

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>Delegated Powers Report for October to December 2024</b> (Ref: 2025/010)</p> <p>To report on a quarterly basis any executive decisions taken under the specific powers and functions delegated under the terms of Part 7.1 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c)(i). It is not for Scrutiny call-in.</p>	<p>Cabinet (21 January 2025)</p>	<p>Yes</p>	<p>None</p>	<p>N/A</p>		<p>Leader</p>	<p>Colm Ó Caomhánaigh, Democratic Services Manager Tel: 07393 001096</p>	<p>Director of Law &amp; Governance and Monitoring Officer</p>