

BBLPC Agenda Item Proposal Tracker

This is a working document. Proposals are not council business until Full Council agrees them. The order builds the council's foundations first: getting to know each other, then communications, then consulting the community on a strategy, then a consultant-led Neighbourhood Plan.

Item	Date received	Amendment received	Requester	Area	Proposal	Current position	Relevant policies	Changes being proposed	Points to resolve	Actions to take	Resources required	Priority
1	18 Sep 2026	None	Clr Newman	Strategy	Informal councillors' session with OALC	Date to be agreed at the 20 Oct training. Meeting: agreed as the top priority. Collect councillors' skills, interests and CVs to set up the committees and working groups. Clr Newman suggested the first Tuesday in November (3 Nov). OALC offered to find a facilitator.	1. No decisions at informal sessions 2. Data Protection Policy s3, s6	1. New informal session	1. Outcomes come back to Full Council sessions 2. CVs and skills are personal data: tell councillors why they're collected and how long they're kept; store in council systems (DP Policy s3, s6)	1. Find a room for the session and find out the cost	1. Room hire	1 – Top priority Early November
2	18 Sep 2026	23 Sep: chaser	Clr Newman	Communications	New working group for website, social media, video and surveys	On hold until the 20 Oct training. Clerk to set up a new council Facebook page. Meeting: agreed priority after the informal session. Set up Facebook and Instagram first, then the website. Communications working group ToR to be drafted first.	1. Social Media Policy 2. Communication Policy 3. Data Protection Policy	1. New working group 2. Councillors involved in communications	1. Publishing stays with the Clerk (Communication Policy s4; Social Media Policy 4.1) unless council grants posting access by resolution (Social Media Policy 4.2) 2. Needs clerking support or can this be delegated to councillors?	1. Council decides if it wants this 2. OALC drafts ToR 3. Find a room for the meetings and find out the cost per meeting	1. OALC drafting time 2. Room hire 3. Reserves: website £8,000, video £6,000, engagement £5,000	2 – Communications Set up quickly
3	7 Sep 2026	None	Clr Henson	Communications	Councillor-led social media posts, approved by the Clerk	With OALC for the 20 Oct training. Meeting: Facebook page is a quick hit for the Clerk now.	1. Social Media Policy 4.2 and s5 2. Communication Policy	1. Social Media Lead role 2. Add Instagram 3. Comments on, with councillor moderators	1. Most of it fits our policy 2. Instagram needs Full Council approval after a risk assessment (Social Media Policy s5). Comments and councillor moderators need a policy change, as comments are disabled as standard (s5, s10)	1. Clerk to create the new Facebook page 2. OALC checks it against our policies 3. Council decides	1. Clerk's time approving posts? 2. No cost	2 – Communications Set up quickly
4	23 Jun 2026	None	Clr Newman	Data protection	Resident news email list and photos at events	Breakthrough Communications advice received. Meeting: Clerk to put buying a council camera on a future agenda. Photos only of people who come to the council stall, asking permission each time; the leaflet explains how photos are used; parent or guardian permission for children (Social Media Policy s7 says 'especially of minors').	1. Data Protection Policy 2. Social Media Policy s7 3. Privacy Notice 4. IT Policy s4, s8 5. DP Policy s13 (processors)	1. New mailing list 2. Event photos	1. Old NP list can't be reused 2. Council device only; consent needed 3. Privacy Notice doesn't yet list event photos or a resident mailing list: add purpose, lawful basis and retention before starting 4. Mailchimp is a data processor: needs a written contract and UK transfer safeguards (DP Policy s13)	1. Clerk to draft a photo procedure and consent leaflet 2. To Full Council	1. Mailchimp 2. Council device	2 – Communications Set up quickly
5	17 Jun 2026	1. 5 Jul: revised 2. 22 Jul: LGR paper	Clr Newman	Strategy	Re-establish the Strategic Aims Working Group on the council's direction	Postponed in June. Waiting for the strategy session. Meeting: important but not urgent, as LGR is paused for a year. Start in the new year. Community plan idea parked for now.	1. FR 5.15–5.16 (working groups have no spending power) 2. Communication Policy 3D 3. Note: SO 4 covers committees, not working groups	1. New working group 2. SWOT workshop	1. Can only recommend, not spend 2. CIL now separate (item 6)	1. Strategy session first 2. Council decides if it wants this 3. OALC drafts ToR 4. Find a room for the meetings and find out the cost per meeting	1. OALC drafting time 2. Room hire 3. Reserve: £1,500	3 – Strategy Consult the community once channels are set up
6	14 Oct 2026	None	Clerk	Finance	CIL awarding policy and a separate CIL working group	CIL received from Oxford City Council. No awarding policy yet.	1. CIL Regulations 2010 2. Grant Awarding Scheme 3. Risk Register	1. New CIL policy 2. New CIL working group	1. Group recommends; council awards 2. Must meet CIL spending rules 3. Annual CIL report must be published by 31 Dec for each year CIL is received (CIL Regs reg 62A); check 2024-25 report was published 4. Unspent CIL can be reclaimed by the city council after 5 years (reg 59E) 5. Risk Register 4A rates CIL as high risk	1. Clerk to write to Oxford City Council 2. OALC drafts ToR; Clerk to draft the policy 3. To Full Council 4. Find a room for the meetings and find out the cost per meeting	1. OALC drafting time 2. CIL funds held	4 – CIL After community consultation

Item	Date received	Amendment received	Requester	Area	Proposal	Current position	Relevant policies	Changes being proposed	Points to resolve	Actions to take	Resources required	Priority
7	24 Sep 2026	None	Cllr Newman	Neighbourhood Plan	Two consultants suggested for the Neighbourhood Plan	On 28 April 2026 Full Council resolved unanimously (FC6/26) to appoint a qualified planning consultant and seek quotes, following professional advice from SLCC and ONPA. The plan is therefore consultant-led, with councillors involved throughout. Councillors can also propose consultants to be invited to quote. Clerk's advice: a fresh start, with a specialist-led community engagement programme designed from the outset to meet examination standards (MHCLG Neighbourhood Planning Roadmap 2026; Locality guidance). Stage 1 was informal engagement: it reached a limited range of residents, was not designed to be representative, and its data handling has not yet been confirmed as compliant (data collection paused, 28 Apr 2026). As resolved, the appointed consultant will evaluate Stage 1 as part of their commission, not as a separate paid review. Until then, Stage 1 material should be treated as background only, not as the basis for the plan. Next steps: brief to Full Council once the committee terms of reference are agreed, then quotes or formal tender depending on value.	1. FR 5.6–5.8, 5.11, 5.13 2. SO 18 (incl. 18(c)(ii) no lobbying) 3. Code of Conduct 6.4.4 and s7 (interests) 4. DP Policy s6, s15, s17 5. NP Working Group ToR	1. Appoint the two suggested consultants without wider competition	1. The two suggested consultants can be invited, but more must be found: at least 3 quotes over £3,000 (FR 5.8); formal tenders from at least 3 suppliers over £60,000 (FR 5.6) 2. Over £30,000: advertise on Contracts Finder and publish the award (FR 5.7) 3. Can't be split into smaller contracts to avoid these rules (FR 5.11) 4. Avoiding competition is not a reason to waive the rules (FR 5.13) 5. Anyone proposing a consultant declares any personal connection (Code of Conduct s7): consultants must not lobby (SO 18(c)(ii)) 6. Data Protection Impact Assessment before any resident survey; data stays in council systems (DP Policy s6, s15, s17) 7. Risk Register item 11 to be updated	1. Clerk to write the brief 2. Clerk to identify further consultants to invite alongside the two suggested 3. Quotes or formal tender, depending on the estimated value of the whole plan 4. Full Council chooses 5. Find a room for the meetings and find out the cost per meeting	1. Consultant for the whole plan 2. NP reserve: £6,000 a year	5 – Neighbourhood Plan Follows the strategy; consultant-led
8	24 Aug 2026	None	Cllr Newman (OALC suggestion)	Staffing	Employ a second member of staff	Not discussed yet. £30,000 already set aside. Meeting: job description depends on what the groups do and how often they meet. Neighbourhood Plan kept separate, so two staff may be needed.	1. FR 11.3 (pay set by council), FR 1.7 (commitments over £5,000) 2. SO 19 3. FR 11.8 if interim staff	1. New committees clerk post	1. Depends on the new ToRs and how often groups meet 2. Business case needed first	1. Agree the ToRs first: OALC drafts them (Nov–Dec) 2. Work out meetings and hours: 25 hours a month (see Costs tab) 3. Find rooms for the committee meetings and find out the cost per meeting 4. Set aside the budget in the 2027-28 draft budget, including room hire and equipment (Nov) 5. Clerk drafts the job description and person specification, including the split of duties between the Clerk and the committees clerk (Dec) 6. Agree what the Council will offer: pay grade (FR 11.3), Local Government Pension Scheme membership, holiday, working from home allowance, expenses and training (Dec–Jan) 7. Equipment: laptop, screen, software licences, council email account and file access, in line with the IT Policy (Dec–Jan) 8. Adopt disciplinary and grievance procedures before employing anyone (OALC or SLCC model) 9. Business case to Full Council: ~~improving job description~~	1. Reserve: £30,000 new staff 2. Reserve: £2,000 staff costs 3. Equipment: laptop, screen, software 4. Room hire for committee meetings 5. Employer pension contributions	6 – Staffing After the terms of reference
9	17 Jun 2026	1. 22 Jul: simpler ToR 2. 18 Sep: use current ToR	Cllr Newman	Staffing	Change the Staffing Committee's terms of reference	Committee formed in September under the current ToR. Meeting: committee ToRs to go to a future agenda once ready, aiming for January.	1. Staffing ToR FC0072/21 2. SO 19 3. FR 5.16	1. Cover all staff 2. Add contractors 3. Remove the mentor safeguard?	1. Managing contractors is the Clerk's role under the FR and SO, not the committee's 2. Keep the mentor safeguard 3. Current ToR refers to old Standing Order numbers (29.2, 6.C/D): update in the new ToR	1. Council agrees budget for OALC to draft new ToR 2. New ToR to Full Council 3. Find a room for the meetings and find out the cost per meeting	1. OALC drafting time 2. Training budget or reserves	6 – Staffing No staff yet

Plan and timeline

Quick hits (now)

What	Who	Item
Set up the new council Facebook page	Clerk	3
Write to Oxford City Council asking what CIL can be spent on	Clerk	6
Confirm the position from the meeting resolution with Cllr Webb posting on FB, and start a posting register	Clerk	3
Agree a date for the councillors' strategy session at the 20 Oct training	Chair / OALC	1

Timeline

When	What	
Tue 20 Oct	OALC roles and responsibilities training; councillors can raise questions on these proposals; agree a date for the strategy session	
Tue 27 Oct	Full Council: tracker circulated for information; council agrees the approach set out here; Clerk to obtain quotes from OALC or another qualified adviser; councillors register interest in the groups	
November	Informal councillors' session to share skills and interests (Cllr Newman suggested Tue 3 Nov); Full Council appoints the adviser; terms of reference drafting begins; Events Committee brings next year's events and budget	

November	Draft terms of reference circulated to councillors to review for the January meeting.	
January 2027	Full Council approves the terms of reference that are ready; meeting numbers, room hire and clerking hours reported; committees clerk business case; budget and precept set	
February 2027	Full Council appoints the committees clerk and agrees the Neighbourhood Plan tender brief	
March – April 2027	New groups start meeting; Neighbourhood Plan tender	

Agreed priorities

Priority	What	Item
1	Informal councillors' session: get to know each other and collect skills, interests and CVs for the committees and working groups	1
2	Communications: Facebook and Instagram, website, communications working group, mailing list, photo procedure and council camera	2, 3, 4
3	Strategy: consult the community once the communication channels are up	5
4	CIL: awarding policy and working group, after community consultation	6
5	Neighbourhood Plan: consultant-led, as resolved by Full Council on 28 Apr 2026. Follows the strategy; brief agreed by council, then competitive quotes or formal tender under FR 5.6–5.8	7
6	Staffing: committees clerk once the terms of reference are agreed; Staffing Committee ToR	8, 9

New actions from the meeting

What	Who	Item
Circulate the tracker to all councillors as a PDF; comments by email before Tue 20 Oct	Clerk	All

Agree a date for the informal councillors' session at the 20 Oct training	Chair / OALC	1
Put buying a council camera on a future agenda	Clerk	4
Draft the Neighbourhood Plan consultant brief and find further consultants, so at least three are invited alongside the two suggested (FR 5.6–5.8). Full Council decides. Consultant-led, as resolved on 28 Apr 2026	Clerk	7
Note: OALC advice is partly covered by membership; above that, £35 an hour plus VAT	Clerk	2, 5, 6, 9

Costs: committees and working groups

Estimated hours for the committees and working groups proposed so far. Meeting numbers are estimates and will be confirmed when each group's terms of reference are agreed. The Clerk prepares and issues every agenda (Standing Order 15(b)(i)). The committees clerk attends the meeting, takes the minutes and follows up actions. Room hire is costed at 2.5 hours per meeting (7pm to 9.30pm) at £25 an hour. Full Council stays with the Clerk and is not included.

Committee / group	Status	Tracker item	Meetings a year	Clerk duties	Clerk hours per meeting (low)	Clerk hours per meeting (high)	Committees clerk duties	Committees clerk hours per meeting (low)	Committees clerk hours per meeting (high)	Clerk hours a year (low)	Clerk hours a year (high)	Committees clerk hours a year (low)	Committees clerk hours a year (high)	Room hours per meeting	Room hire rate (£ an hour)	Room hire a year (£)	Notes
Events Committee	Existing	–	12	Prepare and issue the agenda	1	2	Attend the meeting, take the minutes, follow up actions	5	7	12	24	60	84	2.5	£25.00	£750.00	1. Meets as needed, when the committee asks for an agenda 2. 12 is the most it would meet in a year 3. Currently clerked in full by the Clerk 4. Minutes move to the committees clerk once appointed
Staffing Committee	Existing	9	1	None – councillors prepare the agenda	0	0	None	0	0	0	0	0	0	2.5	£25.00	£62.50	1. Meets once a year for the Clerk's appraisal 2. Councillors prepare the agenda and notes 3. To be set out in the updated terms of reference
Communications Working Group	Proposed	2, 3	12	Prepare and issue the agenda	1	2	Attend the meeting, take the minutes, follow up actions	5	7	12	24	60	84	2.5	£25.00	£750.00	1. Monthly 2. Agreed priority
Strategic Aims Working Group	Proposed	5	12	Prepare and issue the agenda	1	2	Attend the meeting, take the minutes, follow up actions	5	7	12	24	60	84	2.5	£25.00	£750.00	1. Monthly 2. Starts in the new year, after the informal councillors' session
CIL Working Group	Proposed	6	4	Prepare and issue the agenda	1	2	Attend the meeting, take the minutes, follow up actions	5	7	4	8	20	28	2.5	£25.00	£250.00	1. Frequency not yet known 2. Quarterly used as a placeholder until the terms of reference are agreed
Line management of the committees clerk	New	8		Supervise and support the committees clerk (2 hours a month)	2	2	None	0	0	0	0	0	0	0	£25.00	£0.00	1. Counted as 12 months, not meetings 2. Line management sits with the Clerk under the Clerk's job description
Neighbourhood Plan	Separate project	7	12	Prepare and issue the agenda (when the group meets)	1	2	Attend the meeting, take the minutes, follow up actions	5	0	12	24	60	0	0	£25.00	£0.00	1. Meetings not yet counted 2. The Clerk issues the agenda for any council Neighbourhood Plan group (SO 15(b)(i)) 3. The consultant's own workshops and engagement events do not need a council agenda 4. Hours to be assessed once the consultant's programme is known
Total a year			53							52	104	260	280			£2,562.50	Meetings a year in column D (excludes line management). Room hire total is for the budget.
Per month										4.3	8.7	21.7	23.3			£213.54	
Per week										1	2	5	5.4			£49.28	