

Agenda

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Value and Performance Scrutiny Committee

Date: **Wednesday 19 September 2012**

Time: **6.00 pm**

Place: **St Aldate's Room, Town Hall**

For any further information please contact:

Pat Jones, Principal Scrutiny Officer

Telephone: 01865 252191

Email: phjones@oxford.gov.uk

Value and Performance Scrutiny Committee

Membership

Chair	Councillor Mark Mills	Holywell;
Vice-Chair	Councillor Mike Rowley	Barton and Sandhills;
	Councillor Mohammed Abbasi	Cowley Marsh;
	Councillor Anne-Marie Canning	Carfax;
	Councillor Jean Fooks	Summertown;
	Councillor James Fry	North;
	Councillor Michael Gotch	Wolvercote;
	Councillor Mick Haines	Marston;
	Councillor Pat Kennedy	Lye Valley;
	Councillor Sajjad Malik	Cowley Marsh;
	Councillor Stuart McCready	Summertown;
	Councillor Craig Simmons	St. Mary's;
	Councillor Oscar Van Nooijen	Hinksey Park;

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AGENDA

Pages

- 1 **APOLOGIES FOR ABSENCE AND AND SUBSTITUTIONS**
- 2 **DECLARATIONS OF INTEREST**
- 3 **DATES OF FUTURE MEETINGS**

The Committee is asked to consider rearranging the dates of its future meetings to provide a better "fit" with the dates of the City Executive Board.

Original date	Proposed date	CEB link date
Monday 5 th November 2012	Tuesday 27 th November 2012	Wednesday 5 th December 2012
Monday 28 th January 2013	Tuesday 29 th January 2013	Wednesday 6 th February 2013
Monday 25 th March 2013	Thursday 3 rd April 2013	Wednesday 10 th April 2013

4 **STANDING ITEM: WORK PROGRAMME**

1 - 8

Pat Jones, Principal Scrutiny Officer, Tel: (01865) 252191,
Email phjones@oxford.gov.uk;

Mathew Metcalfe, Democratic and Electoral Services Officer, Tel: (01865)
252214,
Email: mmetcalfe@oxford.gov.uk

Background information
At the last meeting the committee considered its work programme for the year 2012/2013. The report attached outlines the results of this debate. The work programme needs to reflect the wishes and interests of the Committee and so will be presented at every meeting to allow members to lead and shape their work.
Why is the item on the agenda?
To allow committee to be updated on progress since the last committee meeting and to agree the lines of inquiry for forthcoming

meetings.
The committee is also asked to agree that Councillor Kennedy joins the Finance and Performance Panel to fill the space left by Councillor Fry.
Who has been invited to comment?
The Principal Scrutiny Officer, will present the work programme and answer questions from the Committee.
What will happen after the meeting?
The Chair and Vice-Chair will continue to monitor the Committee's work programme and report to future meetings.

5 STANDING ITEM: REPORT BACK ON THE COMMITTEE'S RECOMMENDATIONS TO THE CITY EXECUTIVE BOARD AND ON MATTERS OF INTEREST TO THE COMMITTEE

9 - 42

Contact Officer: Mathew Metcalfe, Democratic and Electoral Services Officer
 Tel: (01865) 252214, email: mmetcalfe@oxford.gov.uk

Background information
Committee and its Panels have made a number of recommendations to City Executive Board and officers since the last meeting. This item reports on the outcomes from these.
Why is the item on the agenda?
To present to the committee the full text of reports approved by the Chair and other Lead Members of the committee and the results of the recommendations made. Reports have been presented on: <ul style="list-style-type: none"> • Budget out-turn 2011-2012. • Treasury Management Performance 2011-2012. • Fusion Leisure Contract 2011 – 2012. • Changes to Business Rates. • Quarter 1 Corporate Plan Performance. • Asset Management Plan.
Who has been invited to comment?
The Democratic Services Officer will go through the outcomes and answer questions.
What will happen after the meeting?
Any further follow up will be pursued within the work programme.

6 ARRANGEMENTS FOR THE LOCAL COUNCIL TAX BENEFIT SCHEME

43 - 50

Contact Officer: Helen Bishop
Tele: 01865 252233, email: hbishop@oxford.gov.uk

Background Information
<p>From April 2013 Local Councils are required to agree their own Council Tax Benefit Scheme. It was agreed in the work programme for 2012/2013 to scrutinise arrangements for this.</p> <p>This report also contains information for the next item on the agenda: Welfare Reform - Universal Credit</p>
Why is it on the agenda?
<p>This report has been produced in response to committees lines of inquiry which are:</p> <ul style="list-style-type: none">• What processes is the Council going through to plan for our scheme.• What does our claimant base look like and what are the largest challenges being faced.• What will the local scheme look like?• Will there be any winners/losers with these arrangements.• What effects will this scheme have on the Councils budgets and in particular the administration costs.• What are neighbouring authorities doing.
Who has been invited to comment?
<p>Helen Bishop (Head of Customer Services) and Councillor Val Smith (Board Member for Customer Services) will be available to answer the Committees questions.</p>
What will happen after the meeting?
<p>Any comments made by the committee will be reported to the City Executive and the requirements for further reporting will be reflected in the Committees work programme.</p>

7 TRANSITION TO THE UNIVERSAL CREDIT

Contact Officer: Helen Bishop, Head of Customer Services
Tele: 01865 252233, email: hbishop@oxford.gov.uk

Background Information
<p>The Welfare Reform Act introduces changes to the benefit system that have been well reported. The Committee asked to scrutinise our preparation for this both financially and in supporting claimants.</p>

Information is presented in the second half of the report on the previous item – Local Council Tax Scheme.
Why is it on the agenda?
Information is presented in response to the committees lines of inquiry: <ul style="list-style-type: none"> • What are the Councils working assumptions and current plans. • How is the Council planning for the funding draw down and budgetary effects? • What is the planning for managing the Customer Service provision such as face to face inquires, telephone inquires and “sign posting” particularly as the administration grant is withdrawn. • How are we working through our partnerships with city Advice Agencies to support residents who need it?
Who has been invited to comment?
Helen Bishop (Head of Customer Services) and Councillor Val Smith (Board Member Customer Services) will be available to answer the committee’s questions.
What will happen after the meeting?
Any comments made by the committee will be reported to the City Executive and the requirements for further reporting will be reflected in the committees work programme.

8 LOCAL PROCUREMENT

Contact Officer: Jane Lubbock, Head of Business Improvement and Technology, Tel: 01865 252218, email: jlubbock@oxford.gov.uk

Background Information
It was agreed in the work programme for 2012/2013 to consider the extent of the Councils local procurement in support of the local economy and the potential to do more.
Why is it on the agenda?
Information is presented in response to the committees of inquiry: <ul style="list-style-type: none"> • What are the Councils policies on local procurement and how does the Council make sure these are delivered. • What procurement does the Council do locally and what is its value. • How much is the value of local procurement by the Council as a proportion of the Councils overall spending. • What is the potential for the Council to do more?
Committee should note that a new Procurement Strategy is scheduled to be presented to the City Executive Board in

December. Details of this are not included here.
Who has been invited to comment?
Jane Lubbock, Head of Business Improvement and Technology will be available to answer the Committee's questions.
What will happen after the meeting?
Any comments made by the committee will be reported to the City Executive and the requirements for further reporting will be reflected in the committees work programme.

9 MINUTES

53 - 60

Minutes of the meeting held on 25th June 2012.

DECLARING INTERESTS

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licences for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

¹ Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

