

Agenda

www.oxford.gov.uk



Value and Performance Scrutiny Committee

Date: **Monday 28 January 2013**

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;
	Councillor Val Smith	Blackbird Leys;

HOW TO OBTAIN AGENDA

In order to reduce the use of resources, our carbon footprint and our costs we will no longer produce paper copies of agenda over and above our minimum internal and Council member requirement. Paper copies may be looked at the Town Hall Reception and at Customer Services, St Aldate's and at the Westgate Library

A copy of the agenda may be:-

- Viewed on our website – mycouncil.oxford.gov.uk
- Downloaded from our website
- Subscribed to electronically by registering online at mycouncil.oxford.gov.uk
- Sent to you in hard copy form upon payment of an annual subscription.

AGENDA

Pages

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

The Quorum for this Committee is four Members and substitutes are allowed.

2 DECLARATIONS OF INTEREST

Members are asked to declare any disclosable pecuniary interests they may have in any of the following agenda items. Guidance on this is set out at the end of these agenda pages.

3 STANDING ITEM: WORK PROGRAMME AND FORWARD PLAN

1 - 22

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
The work programme needs to reflect the wishes and interests of the Committee. It is presented here and at every meeting to allow members to lead and shape their work.
Why is the item on the agenda?
To agree the lines of inquiry for forthcoming meetings and to take an overview of progress. A verbal update will be given on the Covered Market Review. Included also is the latest Forward Plan to allow the Committee to identify any decisions they may wish to pre-scrutinise.
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.

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

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
This Committee has made a number of recommendations to the City Executive Board and officers. This item reports on the outcomes from these.
Why is the item on the agenda?
<p>To present to the committee:</p> <ul style="list-style-type: none"> • The table of responses to all recommendations to date. • The full text of reports made since the last meeting, approved by the Chair and other Lead Members of the committee, and the results of these. <p>Four reports has been produced since the last meeting:</p> <ul style="list-style-type: none"> • Integrated report Qtr.2 • Procurement Strategy • Treasury Management mid year review • Local Council Tax Support Scheme <p>The full text of the reports and responses are presented.</p>
Who has been invited to comment?
Officers 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.

5 **FINANCE AND PERFORMANCE PANEL BUDGET REVIEW - UPDATE**

Contact Officer: Pat Jones, Principal Scrutiny Officer
Tel: 01865 252191, email: phjones@oxford.gov.uk

Background Information
The Budget Review Group was established to review the proposals

and principles within the Medium Term Financial Strategy and budget for robustness and deliverability.
Why is it on the agenda?
To update the Committee on the work of the Review Group with regard to the proposed 2013/17 budget.
Who has been invited to comment?
The Chair of the Review Group (Councillor Mike Rowley) and Pat Jones will update the Committee on the current position.
What will happen after the meeting?
Comments from the Committee will be passed back to the Review Group.

6 WELFARE REFORM UPDATE: DEPARTMENT FOR WORK AND PENSIONS PILOT SCHEMES

45 - 50

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

Background Information
From April 2013 Local Councils are required to agree their own Council Tax Benefit Scheme. Alongside this, proposals for major welfare reform are also being developed. The Committee has seen and commented on proposals for the Council Tax Benefit Scheme and heard details of two pilot projects linked to Direct Payments and the Local Authority role in Universal Credit.
Why is it on the agenda?
Committee asked for an update on the Direct Payments project in particular and had two specific lines of inquiry: <ul style="list-style-type: none"> • The effects on rent arrears and tenancy management. • Support and debt advice. The report also provides an update on the pilot scheme looking at the Local Authority role in Universal Credit.
Who has been invited to comment?
Councillor Ed Turner, Board Member, Finance and Efficiency, the Head of Customer Services, Helen Bishop and the Head of Finance, Nigel Kennedy.
What will happen after the meeting?
Any comments will be passed to the City Executive or Board Members.

7 LANDLORDS SURVEY RESULTS

51 - 54

Contact Officer: Ian Wright, Environmental Development
Tel: 01865 252553, email: iwright@oxford.gov.uk

Background Information
At its meeting on 27 th November 2012, the Value and Performance Scrutiny Committee received a report which provided an update on the introduction of the mandatory licensing scheme for HMOs The first stage in Oxford begun in January 2011 with the second stage in January 2012. Following the introduction the Council conducted a survey of landlords.
Why is it on the agenda?
The Committee asked to see the results of the survey of landlords in Oxford.
Who has been invited to comment?
Councillor Ed Turner, Board Member Finance and Efficiency and Ian Wright, Environmental Development.
What will happen after the meeting?
Requirements for further reporting will be reflected in the Committees work programme.

8 EQUALITIES & DIVERSITY: UPDATE REPORT

55 - 58

Contact Officer: Jarlath Brine, Equalities & Diversity Business
Partner/Apprentice Project Leader
Tel: 01865 252848, email: jbrine@oxford.gov.uk

Background Information
The Committees work programme for this year included a continuing item to monitor the Councils workforce and its match to the population of Oxford.
Why is it on the agenda?
The Committee asked for an update on the Councils work force data. The specific lines of enquiry raised by the Committee are: <ul style="list-style-type: none">• How our workforce matches to the population it serves across the equality strands• What we are doing to try to bridge any gaps and how successful are we being• What is the representation of our workforce when looked at across grade bandings and what issues does this show• Our latest recruitment data
The Committee also asked for a further update on the Councils Apprentice Scheme.

Who has been invited to comment?
Councillor Bob Price, Simon Howick (Head of Human Resources and Facilities) and Jarlath Brine (Human Resources and Facilities)
What will happen after the meeting?
Requirements for further reporting will be reflected in the Committees work programme.

9 MINUTES

59 - 64

Minutes of the meeting held on 27th November 2012

10 DATES OF FUTURE MEETINGS

The Committee is scheduled to meet on the following dates:

Wednesday 3rd April 2013

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.

This page is intentionally left blank

Value and Performance Scrutiny Committee Scrutiny

Work programme debate outcomes for 2012/2013

General Principles

After consultation with councillors the committee has agreed its programme. Topics will be considered both inside and outside of “formal committee” meetings and each topic will be led by a small group of councillors.

The focus will be on more detailed Panel work rather than formal committee meetings. The “Select Committee” principles will continue to be developed by councillors for at least one of the available committee meetings. Co-option around themes and issues for debate will be considered to enhance the expertise and views of the committee.

A Finance and Performance Panel has been set to bring together and encourage focus and expertise within the member group.

The programme remains flexible and open to reorganisation by committee. A complete review will be undertaken by the Chair and Vice-Chair in January 2013

The information that follows shows the programme divided between:

- Standing Panels
- Short Term Panels
- Detailed Review Topics
- Inquiries to be conducted at committee meetings including “select committee” style topics.

Each item is supported by interested members of the committee with one of this number taking a lead role.

Value and Performance Scrutiny Committee

Work Programme 2012/2013

Standing Panels

Topic	Area(s) for focus	Progress	Nominated councillors
Finance and Performance Panel	<p>Corporate performance against target</p> <p>Service performance against target</p> <p>Budget spending and achievement of savings</p> <p>Medium Term Financial Strategy</p> <p>Treasury Management – strategy and delivery</p> <p>Business rate changes</p> <p>The Panel will become the budget Review Group</p>	<p>Agreed meeting dates:</p> <ul style="list-style-type: none"> • 28th August at 6.00pm • 26th. November at 6.00pm • 31st. January at 6.00pm 	<p>No substitutions allowed.</p> <p>Cllrs. Mills, Rowley, Simmons and Kennedy.</p>

2

Short Term Panels

Topic	Area(s) for focus	Progress	Nominated councillors
Investment in	To consider the City's investment in youth services:	Panel to meet to agree their focus within	No substitutions

Youth Services – focus and outcomes	<ul style="list-style-type: none"> • Spending plans • Opportunities to increase investment through grants and partnership working • Targeted groups, areas and outcomes. • Measures and performance against these 	<p>the guide given by the committee.</p> <p>Panel report to CEB 12th. September on the programme start up proposals. Recommendations agreed.</p> <p>Panel need to meet to decide if they wish to take the scrutiny work further.</p>	<p>allowed.</p> <p>Cllrs. Mills, Rowley and Canning</p>
ω Recycling rates - ambition	The Council’s ambition is to increase recycling rates to 52% by 2015/16. Is this ambitious enough. What would be needed to improve on this.	<p>Look at rates and services in other urban authorities and decide if our ambition is the right one for a “great Council”.</p> <p>Panel to meet on the 23rd. November to consider proposed policy changes for domestic recycling. Supported proposals</p> <p>To move on to consider Commercial waste collection and recycling.</p>	<p>No substitutions allowed.</p> <p>Councillors Fry, Simmons and Jones.</p>

Detailed Review Topic

Topic	Area(s) for focus	Progress	Nominated councillors
-------	-------------------	----------	-----------------------

Budget Review	To review the proposals and principles within the Medium Term Financial Strategy and budget for robustness and deliverability.	<p>Review to begin in December.</p> <p>Officer and Board Member interview dates set as:</p> <ul style="list-style-type: none"> • 9th. January 6.00pm • 14th. January 6.00pm • 15th. January 6.00pm <p>Budget review underway. Update at January committee</p>	<p>No substitutions allowed.</p> <p>All members of the Finance and Performance Panel plus Cllrs. Fry and Fooks.</p>
---------------	--------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------

Committee Inquires

4

Topic	Area(s) for focus	Progress	Nominated councillors
Transition to Universal Credit	<p>Transition begins in October 2013.</p> <p>How are we planning for this in particular:</p> <ul style="list-style-type: none"> • Working assumptions and current plans. • Funding draw down and budgetary affects. • Customer Service provision – face to face inquiries and “sign posting”. • Partnerships with City Advice Agencies 	<p>September meeting initial discussion.</p> <p>Information on the effect on rent arrears and tenancy management requested for the January meeting.</p>	All committee

Council Tax Benefit scheme development	<p>What will our local scheme look like. Who are the winners and losers. What effects will this have on our budgets and what are the administration costs likely to be. What are our neighbours proposals.</p>	<p>September meeting initial discussion.</p> <p>Financial modelling for exemptions and information from other authorities considered at the November meeting. Scheme now agreed by Council.</p>	All committee
Covered Market – economic health and development	<p>Select committee debate. To consider the “economic health” of the covered market and in particular the effects of rents on the diversity of traders.</p>	<p>Select committee scheduled for January meeting.</p> <p>Briefing paper produced by the Panel at the November meeting. Scope agreed and work underway. Verbal update at January meeting. Committee agreed to extend Panel membership.</p>	Cllrs. Fooks, Van Nooijen, Clarkeson and Campbell.
HMO registration progress. Effects of the scheme on the supply of rented accommodation	<p>Progress on the implementation of the licensing scheme. Committee are particularly interested in:</p> <ul style="list-style-type: none"> • Any effects on the availability or cost of rented accommodation. • Improvements within the privately rented stock. 	<p>Report considered at the November meeting. Results of landlord and tenant survey requested by the Committee. Landlord survey available at January meeting. Tenant survey not yet happened.</p>	All committee
City Council's procurement process and	<p>To consider the Council's Procurement Strategy and its outcomes for spending with local companies.</p>	<p>September meeting initial discussion.</p> <p>Pre-scrutiny of Procurement</p>	All committee

9

their effects locally		Strategy at the November meeting. Recommendations made to CEB in December.	
Work force	How representative is our work force across the equality strands and as a match to the local population. How do we train and promote employees across the equality strands. The committee is particularly interested in the current position, areas for improvement and plans to produce better outcomes.	Report containing current data at the January meeting	All committee
Complaints monitoring report	Called from the Forward Plan by the Chair for pre-scrutiny	Item delayed in the Forward Plan. Now scheduled for the April meeting.	All committee
Parking in Parking Areas Adjacent to Parks	Call in of decision at 12 th . September CEB Reasons given for call in: <ul style="list-style-type: none"> • The impact on neighbouring areas • The balance between revenue from charges and penalties • Whether there are other factors in play which might be distorting the comparison of user numbers 	Additional meeting 5 th . November. Call in not supported but related recommendation to CEB on the 5th. December.	All committee

Value and Performance Scrutiny Committee Agenda Schedules

In addition to the items listed below each committee will have 3 standing items:

1. The work programme.
2. Report back on recommendations made.
3. Update by lead members on the work of their panels and reviews.

Dates	Slots and Items
19 th . September 2012	1. Local Council Tax Benefit Scheme development. 2. Transition to Universal Credit. 3. Procurement policies and practices and the effects on the local economy. Meeting full
5 th . November 2012	1. Parking in parking areas adjacent to parks – call in
27 th . November 2012	1. HMO registration and effects 2. Procurement Strategy. 3. Covered Market Briefing Paper. 4. Financial Modelling for Council Tax exemptions including what other authorities are doing. Meeting full
28 th . January 2013	1. Finance and Performance Panel Budget Review Update. 2. Covered Market Panel update. 3. Progress on Direct Payment pilot project <ul style="list-style-type: none"> • Effect on rent arrears and tenancy management • Support and Debt Advice 4. Workforce data and representation. 5. HMO licensing – results of landlord survey. Meeting full
3 rd . April 2013	1. Panel Report – Investment in Youth Services 2. Recycling ambitions

	3. Pre-scrutiny of the Complaints monitoring report
	4. Vacant slot

Finance and Performance Panel Agenda Schedules

Dates	Slots and Items
28 th . August 2012	<ol style="list-style-type: none"> 1. Qtr. 1 Performance against Service Targets. 2. Qtr. 1 Performance against Corporate Targets. 3. Qtr. 1 Treasury Management Performance. 5. Qtr. 1 Spending and savings 6. Business Rate Changes – likely budgetary effects
26 th . November 2012	<ol style="list-style-type: none"> 1. Combined Qtr. 2 Performance, Risk and spending report. 2. Qtr. 2 Treasury Management Performance. 3. Corporate Measures 2013/2014 4. Budget Review Planning
31 st January 2013	<ol style="list-style-type: none"> 1. Combined Qtr. 3 Performance, Risk and spending report.. 2. Qtr. 3 Treasury Management Performance. 3. Draft Treasury Management Strategy 13/14. 4. Final CEB budget proposals – consultation result.

This page is intentionally left blank

FORWARD PLAN FOR THE PERIOD FEBRUARY - MAY 2013

The Forward Plan gives information about all executive decisions (including "key decisions") the City Executive Board and Single Board Members are expected to take over the forthcoming four-month period. It also contains information about all key decisions Council officers are expected to take over the forthcoming four-month period. A "key decision", except in special or urgent circumstances, cannot be taken unless it has appeared in the Forward Plan for 28 days before the key decision is made. The Forward Plan also contains information about matters that are likely to be taken in private.

Key decisions

A key decision as defined in Regulations means an executive decision which is likely:-

“(a) To result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council’s budget for the service or function to which the decision relates; or

(b) To be significant in terms of its effects on communities living or working in an area comprising two or more wards in the council’s area.

The guidance figures for significant items in financial terms as far as the City Council is concerned is £500,000.

Private meetings

Part or the whole or some or all of the items in this Forward Plan may be taken at a meeting not open in part or in whole to the press or public one of the grounds in the Local Government (Access to Information) (Variation) Order 2006.

Making representations on matters or objections to taking matters in private

If you wish to make representations about any matter listed in the Forward Plan, or about taking any part of a matter in private then you must contact us at least 7 working days before the decision is due to be made. This can be done:-

- by email to forwardplan@oxford.gov.uk
- in writing to

William Reed
Democratic Services Manager
Town Hall
St Aldate’s Street
Oxford
OX1 1BX
Email: wreed@oxford.gov.uk
Tel.: 01865 252230

Inspection of documents

Reports to be submitted to the decision-maker together with background papers to those reports as listed in the reports are available for inspection at the offices of the Council and appear on our website www.oxford.gov.uk 5 working days prior to the date on which the decision is due to be made.

The Council's decision-making process

Further information about the Council's decision making process (including key decisions) can be found in the Council's Constitution, which can be inspected at the Council's offices or online at www.oxford.gov.uk

CITY EXECUTIVE BOARD MEMBERSHIP AND RESPONSIBILITIES

<i>Bob Price (Leader)</i>	<i>Corporate Governance and Strategic Partnerships</i>
<i>Ed Turner (Deputy Leader)</i>	<i>Finance and Efficiency</i>
<i>Colin Cook</i>	<i>City Development</i>
<i>Van Coulter</i>	<i>Leisure Services</i>
<i>Steve Curran</i>	<i>Young People, Education and Community Development</i>
<i>Mark Lygo</i>	<i>Parks and Sports</i>
<i>Scott Seamons</i>	<i>Housing</i>
<i>Dee Sinclair</i>	<i>Crime and Community Safety</i>
<i>Val Smith</i>	<i>Customer Services and Regeneration</i>
<i>John Tanner</i>	<i>Cleaner Greener Oxford</i>

NOTE: Key decisions can also be taken by Council officers.

FEBRUARY

ITEM 1:	ARISTOTLE LANE FOOTPATH OVER RAILWAY - CLOSURE
This report concerns a closure of the Aristotle Lane footpath over the railway.	
Target Date:	13 Feb 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of City Development
Contact:	Michael Crofton-Briggs mcrofton-briggs@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 2:	HOUSING ALLOCATIONS SCHEME - CONSULTATION DRAFT
This report will invite approval for the issue for consultation of a draft Housing Allocations Scheme.	
Target Date:	13 Feb 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Tom Porter Tel: 01865 252713 tporter@oxford.gov.uk
Consultation:	Approval of this report commences consultation with stakeholders.
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 3:	GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2013/14
This report will set out the recommendations from the officer grants panel for the allocation of grant funding to the community and voluntary sector from for 2013/14.	
Target Date:	13 Feb 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Young People, Education and Community Development
Is this item to be taken in public?	Yes
Report of:	Executive Director Community Services
Contact:	Julia Tomkins jtomkins@oxford.gov.uk
Consultation:	Not applicable.
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 4:	BUDGET AND MEDIUM TERM FINANCIAL STRATEGY
This report will present a Budget and Medium Term Financial Strategy for recommendation to Council.	
Target Date:	13 Feb 2013 18 Feb 2013
Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance and Efficiency Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Head of Finance
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk
Consultation:	This report will include the outcome of consultation on the December consultation Budget.
Scrutiny Committee Responsibility:	Value and Performance

ITEM 5:	CORPORATE PLAN - CONSULTATION OUTCOME
This report will consider the outcome of consultation on the refreshed Corporate Plan and recommend its adoption into the Policy Framework.	
Target Date:	13 Feb 2013 18 Feb 2013
Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Corporate Governance and Strategic Partnerships Executive Board Member for Corporate Governance and Strategic Partnerships
Is this item to be taken in public?	Yes
Report of:	Head of Policy Culture and Communications
Contact:	Peter McQuitty Tel: 01865 252780 pmcquitty@oxford.gov.uk
Consultation:	This report will contain the outcome of consultation.
Scrutiny Committee Responsibility:	Value and Performance

ITEM 6:	TREASURY MANAGEMENT STRATEGY 2013/14
This report will recommend a Treasury Management Strategy for 2013/14.	
Target Date:	13 Feb 2013 18 Feb 2013
Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance and Efficiency Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Head of Finance
Contact:	Anna Winship awinship@oxford.gov.uk
Consultation:	Not applicable.
Scrutiny Committee Responsibility:	Value and Performance

ITEM 7:	HOMELESSNESS STRATEGY - REVIEW OUTCOME
This report will review the outcome of the consultation commenced in September when the City Executive Board approved a consultation draft and will contain a Homelessness Strategy and Action Plan 2013-18 for adoption.	
Subject to the timely release of Government guidance the report may recommend changes to enable the Council to discharge its homeless duties into the private rented sector.	
Target Date:	13 Feb 2013 18 Feb 2013

Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Councillor Scott Seamons Councillor Scott Seamons
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Sheila Farley Tel: 01865 252449 sfarley@oxford.gov.uk
Consultation:	This report will contain the outcome of consultation commenced in July.
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 8:	GREEN SPACES STRATEGY - CONSULTATION OUTCOME	
This report will consider the outcome of consultation on a Green Spaces Strategy and recommend the Strategy to Council.		
Target Date:	13 Feb 2013 18 Feb 2013	
Decision Taker	City Executive Board Council	
Is this a Key Decision?:	Not Key	
Executive lead member:	Councillor Mark Lygo Executive Board Member for Parks and Sports	
Is this item to be taken in public?	Yes	
Report of:	Head of Leisure and Parks	
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk	
Consultation:	Report deals with the consultation outcome	
Scrutiny Committee Responsibility:	Communities and Partnerships	

ITEM 9:	SITES AND HOUSING PLAN	
This report will present the findings of the Planning Inspector and recommend the adoption of the Sites and Housing Plan by the Council.		
Target Date:	18 Feb 2013	
Decision Taker	Council	
Is this a Key Decision?:	Not Key	
Executive lead member:	Executive Board Member for City Development	
Is this item to be taken in public?	Yes	
Report of:	Head of City Development	
Contact:	Laura Goddard lgoddard@oxford.gov.uk	
Consultation:	Consultation was carried out at an earlier stage.	
Scrutiny Committee Responsibility:	Value and Performance	

ITEM 10:	COUNCIL TAX SETTING 2013/14	
This report will contain information on the County Council and Police precepts and recommend the level of Council Tax for 2013/14.		
Target Date:	25 Feb 2013	

Decision Taker	Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Head of Finance
Contact:	Adrian Wood Tel: 01865 252619 awood@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Value and Performance

ITEM 11:	GAMBLING POLICY - UPDATE
This report will propose adjustments to the Council's Statement of Gambling Licensing Policy	
Target Date:	19 Feb 2013 22 Apr 2013
Decision Taker	Licensing and Gambling Acts Committee Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	Julian Alison jalison@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Value and Performance

ITEM 12:	43 CHILLINGWORTH CRESCENT - TREE
This report concerns issues relating to a tree adjacent to 43 Chillingworth Crescent.	
Target Date:	Not before 1 Feb 2013
Decision Taker	Executive Board Member for Leisure Services
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Parks and Sports
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Stuart Fitzsimmons sfitzsimmons@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Communities and Partnerships

MARCH

ITEM 13:	TOWER BLOCKS - APPOINTMENT OF PROJECT MANAGER
This report will contain details of tenders received for works to the Council's tower block properties and will make a recommendation for acceptance. The report may contain a not for publication annex.	
Target Date:	21 Mar 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Councillor Scott Seamons
Is this item to be taken in public?	Yes

Report of:	Head of Corporate Property
Contact:	Chris Pyle Tel: 01865 252330 cpyle@oxford.gov.uk
Consultation:	Not applicable
Scrutiny Committee Responsibility:	Value and Performance

ITEM 14:	FINANCE, PERFORMANCE AND RISK - QUARTER 3 PROGRESS 2012/13
This report will advise on the position in relation to the Council's financial and non-financial performance and the position in relation to the Council's corporate risks.	
Target Date:	21 Mar 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Nigel Kennedy, Jane Lubbock
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk, Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk, Anna Winship awinship@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Value and Performance

ITEM 15:	COMPLAINTS MONITORING - PERIODIC REPORT
This will be the periodic report that analyses and comments on complaints received.	
Target Date:	21 Mar 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Councillor Bob Price
Is this item to be taken in public?	Yes
Report of:	Head of Customer Services
Contact:	Helen Bishop Tel: 01865 252233 hbishop@oxford.gov.uk
Consultation:	Not applicable
Scrutiny Committee Responsibility:	Value and Performance

ITEM 16:	EMPTY HOMES STRATEGY
The Council's current Empty Homes Strategy is due to expire and a revised Strategy has to be prepared. The report will present outcomes of a review of progress to date in Oxford, potential future priorities and seek permission to consult on issues arising within a Draft Empty Homes Consultation Document.	
Target Date:	21 Mar 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Melanie Mutch mmutch@oxford.gov.uk
Consultation:	This report starts a consultation process.
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 17:	FUSION LIFESTYLE ANNUAL SERVICE PLAN 2013/14
-----------------	-----------------------------------------------------

This report will ask the Board to endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2013/14.	
Target Date:	21 Mar 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Leisure Services
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
Consultation:	Not applicable.
Scrutiny Committee Responsibility:	Value and Performance

ITEM 18:	LONG TERM AFFORDABLE HOUSING FOR HOMELESSNESS PREVENTION
This report will seek approval to enter into contractual arrangements for the purpose of procuring property to which the Council can nominate for homelessness prevention.	
Target Date:	21 Mar 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Dave Scholes Tel: 01865 252636 dscholes@oxford.gov.uk
Consultation:	Not applicable
Scrutiny Committee Responsibility:	Value and Performance

ITEM 19:	15 - 19 GEORGE STREET - LEASE RESTRUCTURE
This report will seek authority for a lease restructuring for 15 – 19 George Street. The report will contain a not for publication appendix that will contain information in respect of the restructure that is commercially sensitive.	
Target Date:	Not before 1 Mar 2013
Decision Taker	Executive Board Member for Finance and Efficiency
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Head of Corporate Property
Contact:	Lucy Darnell ldarnell@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Value and Performance

APRIL

ITEM 20:	DEBT MANAGEMENT POLICY
This report will propose the adoption of a debt management policy.	
Target Date:	10 Apr 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key

Executive lead member:	Executive Board Member for Finance and Efficiency
Is this item to be taken in public?	Yes
Report of:	Head of Finance
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Value and Performance

ITEM 21:	ECONOMIC DEVELOPMENT AND GROWTH STRATEGY REFRESH - CONSULTATION
This report will present, for consultation, a revised and refreshed Regeneration Framework for Oxford (now styled the Economic Development and Growth Strategy).	
Target Date:	10 Apr 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Councillor Ed Turner
Is this item to be taken in public?	Yes
Report of:	Head of City Development
Contact:	Michael Crofton-Briggs mcrofton-briggs@oxford.gov.uk
Consultation:	Consultation will follow
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 22:	LEISURE PROVISION IN THE SOUTH OF THE CITY
This report will look at future leisure provision in the south of the City depending on forthcoming occurrences.	
Target Date:	10 Apr 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Councillor Van Coulter
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 23:	ROUGH SLEEPING AND HOMELESSNESS GRANT ALLOCATIONS
This report will recommend Communities and Local Government and Oxford City grant allocations for rough sleeping and homelessness support.	
Target Date:	10 Apr 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Nerys Parry nparry@oxford.gov.uk
Consultation:	Not applicable
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 24:	YOUTH AMBITION STRATEGY
-----------------	--------------------------------

Target Date:	10 Apr 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Young People, Education and Community Development
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
Consultation:	Key stakeholders.
Scrutiny Committee Responsibility:	Value and Performance

ITEM 25:	CONSTITUTION - 2011/12 REVIEW
This report will review the operation of the Council's Constitution during 2011/12 and propose changes to it.	
Target Date:	22 Apr 2013
Decision Taker	Council
Is this a Key Decision?:	Not Key
Executive lead member:	Councillor Bob Price
Is this item to be taken in public?	Yes
Report of:	Head of Law and Governance
Contact:	William Reed Tel: 01865 252230 wreed@oxford.gov.uk
Consultation:	Internal only
Scrutiny Committee Responsibility:	Value and Performance

MAY

BEYOND THE LIFE OF THIS PLAN

ITEM 26:	CUSTOMER CONTACT STRATEGY
<p>Oxford City Council has an aspiration to be a world-class city for everyone, delivering world-class customer service. The Council's Customer Contact Strategy was originally agreed in October 2009. It has been revised following the successful implementation of the Customer Service Centre, Shared Contact Centre and the simultaneous development of the web. The strategy is focused on putting customers' needs at the forefront, improving customer service and joining up its work across all service areas, offering a consistent quality service across the most relevant access channels for our customers. The Customer Contact Strategy sets out where we are now, where we want to be in 2015 and what the key milestones are in our journey.</p> <p>To ensure we deliver a relevant strategy for Oxford City Council, we have pulled together a strong picture of who our communities are, and used proven customer insight to inform how our customers can most easily access the services they need.</p>	
Target Date:	June 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Councillor Val Smith

Is this item to be taken in public?	Yes
Report of:	Head of Customer Services
Contact:	Helen Bishop Tel: 01865 252233 hbishop@oxford.gov.uk
Consultation:	To be undertaken as part of the drafting strategy.
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 27:	HOUSING STRATEGY ACTION PLAN 2012-16 - PERIODIC REVIEW
This report will advise on progress against the targets in the Action Plan and any changes necessary.	
Target Date:	3 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Sheila Farley Tel: 01865 252449 sfarley@oxford.gov.uk
Consultation:	Not applicable.
Scrutiny Committee Responsibility:	Communities and Partnerships

ITEM 28:	HOUSING STRATEGY REFRESH
Target Date:	4 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Sheila Farley Tel: 01865 252449 sfarley@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	Value and Performance

This page is intentionally left blank

Agenda Item 4

Value and Performance Scrutiny Committee

Results of recommendations made between June and November 2012

Financial Out turn 2011/2012			
Recommendations from the committee meeting – 25th. June			
Scrutiny Recommendation	Response	Considered by	Date
All carry forward requests are supported noting the comments in paragraph 4 of the report.	Noted	City Executive Board	4 th . July
To request that the £0.5m surplus is placed in reserves and its use considered during the up and coming budgetary process rather than earmarking it at this stage for capital.	Agreed with amendment. This money will be placed in an earmarked capital reserve. All reserves are reviewed as part of the yearly budgeting process.	City Executive Board	4 th . July
To ask Board Members and Senior Officers to consider the effects of delays in recruitment on services and plans and allow for any “catch up” required within future planning.	Agreed with amendment All service pressures have been considered. The effects of delayed recruitment are being considered as part of workforce planning.	City Executive Board	4 th . July

Treasury Management Performance 2011/2012			
Recommendations from the committee meeting – 25th. June			
Scrutiny Recommendation	Response	Considered by	Date
The Committee agree with the proposed changes to the Treasury Management Strategy for 2012/2013 to: <ul style="list-style-type: none"> • Increase the limit invested in MMFs to £20m. • Add Police Authorities to the counterparty list. 	Noted	City Executive Board	4 th . July
For the City Executive Board to keep under active review the effects of “Right to Buy” within the HRA Business Plan. In particular: <ul style="list-style-type: none"> • Income streams. • Our ability to be flexible within the funding of the capital programme to allow us to use all capital receipts from sales. 	Agreed	City Executive Board	4 th . July
Fusion Leisure Contract – 2011/2012 Performance against target			
Recommendations from the committee meeting – 25th. June			
Scrutiny Recommendation	Response	Considered by	Date
To seek confirmation via the Partnership Board that the living wage is being paid to staff and confirmation when it will also be paid to any sub-contractors working in Fusions run sites in Oxford.	Confirmation received.	Board Member for Leisure	24 th October
To see the subsidy position for each leisure centre including capital investments made.	Not agreed. See full response.	Board Member for Leisure	24 th October

To seek clarification of what share of the £1.3m surplus made by Fusion would be re-invested in the Oxford City Contract and how this would be used within leisure centres and/or services.	Not provided. See full response.	Board Member for Leisure	24 th October
To see the ideas and proposals from the Partnership Board to further increase participation with a particular emphasis on outreach work within target groups.	Provided in the Annual Service Plan.	Board Member for Leisure	24 th October
To see Fusion's suggestions on encouraging better utilisation of our centres.	Provided in the Annual Service Plan.	Board Member for Leisure	24 th October
To request that for the future participation is also shown as a percentage of the population in each postcode area and if possible to include all visitors to allow for a more meaningful comparison of the figures.	Agreed.	Board Member for Leisure	24 th October
To provide information on the various outreach projects across: <ul style="list-style-type: none"> • Cost • Objectives • Targets • Outcomes 	Agreed. Available at the yearly review by scrutiny.	Board Member for Leisure	24 th October
To request further information on the methodology used for measuring satisfaction and the process for auditing and checking the quality of the results.	Agreed with amendment. Under review at present.	Board Member for Leisure	24 th October
To raise the issue of repairs and maintenance at the Partnership Board and for standards to be monitored. To report back on how monitoring is to happen.	Agreed. See response in full text.	Board Member for Leisure	24 th October

Request that the Board Member respond to the local Ward Member for Marston on what the Council's leisure offer for residents in his ward.	Agreed.	Board Member for Leisure	24 th October
Changes to Business Rates			
Recommendations from the Finance and Performance Panel – 28th. August			
Scrutiny Recommendation	Response	Considered by	Date
The Finance and Performance Panel of the Value and Performance Scrutiny Committee felt that the levy being 82% was too high and noted that this would form part of the City Council's response to the current Government consultation.	Noted	City Executive Board	12 th . September
April to June 2012/13 – Quarter 1 Corporate Plan Performance			
Recommendations from the Finance and Performance Panel – 28th. August			
Scrutiny Recommendation	Response	Considered by	Date
To request that the indicators for a Vibrant and Sustainable economy be reviewed as the Panel felt that it was not clear if the Council's policies were sufficient enough to fully capture a vibrant and sustainable economy as it felt that only have 3 indicators were not sufficient.	Agreed	City Executive Board	12 th . September

Asset Management Plan			
Recommendations from the Asset Panel – 24th. August			
Scrutiny Recommendation	Response	Considered by	Date
Welcomed the inclusion of most of the recommendations highlighted to the Deputy Leader in March 2012 and that the latest version was clearer due to improved formatting. However it was felt that some sections did not require the amount of detail included;	Noted	City Executive Board	12 th . September
That it was not necessary to detail all of the previous achievements going back to 2009;	Refused. This was included as a response to a scrutiny recommendation and has merit as it is to show the journey taken.	City Executive Board	12 th . September
A list highlighting the changes made following the end of the consultation would be beneficial;	This is included as a list.	City Executive Board	12 th . September
The design of the document allowed for improved navigation and was presented in a professional way.	Noted	City Executive Board	12 th . September
Foreward – Page 5, final paragraph – Clarification is required on the delivery of the 112 affordable homes, how these homes will be funded and the numbers to be delivered for each of the next three years;	Agreed with amendment. Clarification on wording given.	City Executive Board	12 th . September
Section 1 – Review of 2009 Asset Management Plan, Pages 8, 9 and 10 – These are not necessary and should be removed as these relate to the previous plan;	Refused. This was included as a response to a scrutiny recommendation and has merit as	City Executive Board	12 th . September

	it is to show the journey taken.		
Section 2 – Portfolio Objectives and Overview, Page 11 – Objective 2 – The wording is unclear and would read better as “We want all our property to be efficiently managed”;	Agreed with amendment Clarification on wording given.	City Executive Board	12 th . September
Section 2, pages 11 and 12 – The tables showing Operational assets ranked by condition do not make sense and so should be removed;	Refused This is required for benchmarking	City Executive Board	12 th . September
Section 4 – Asset Strategy – A separate asset class is required to cover ‘countryside’ assets, including Port Meadow, the other SSSI’s and parks which should also be included. There is no mention of these assets in either class 4.1 or 4.10;	Agreed with amendment No change now but will consider as part on a coming asst class review.	City Executive Board	12 th . September
Section 4 – Asset Strategy – 4.2 Allotments – The first paragraph should be amended to include at the end ‘ <i>and further details will be found in the emerging Green Space Strategy</i> ’; the second paragraph should be deleted as the Green Space Strategy has not been agreed;	Agreed with amendment. Clarification provided.	City Executive Board	12 th . September
Section 4 – Asset Strategy – 4.5 Community Centres – Amend the fifth paragraph to read ‘ <i>The Council will establish occupational leases with community groups to formalise responsibilities. These leases will typically be between one and three years, noting that none size will not fit all and the Council will consider granting Community Association long-leasehold interests (or asset transfers) where the following criteria are met:</i> ’	Refused	City Executive Board	12 th . September

<p>Section 6 – Capital Programme, Page 31 – further clarification is required with regard to the paragraph titled ‘Homes and Communities Agency Affordable Homes Programme’ and S106 Planning Obligations requirement to contribute to affordable housing as this is in the process of being changed;</p>	<p>Agreed with amendment.</p> <p>Slight clarification provided.</p>	<p>City Executive Board</p>	<p>12th. September</p>
<p>Appendix 3, point 17.2 – should be amended to read <i>‘Where the Council implements rent reviews and lease renewals, it will seek to establish the highest market rental value supported by comparable evidence, to preserve the capital value and income flow of the portfolio subject to other relevant requirements of the Asset Management Strategy such as maintaining the agreed balance of uses of the Covered Market’</i>;</p>	<p>Refused</p>	<p>City Executive Board</p>	<p>12th. September</p>
<p>Appendix 3, point 19, page 51 - Tenant Associations – This should be deleted in its entirety as the meaning of the section is unclear and appears to cut across the responsibilities of the Neighbourhoods and Communities Team;</p>	<p>Agreed with amendment.</p> <p>Clarification provided on the direction of this point to Commercial Tenants</p>	<p>City Executive Board</p>	<p>12th. September</p>
<p>The following typographical errors require correcting:</p> <p>(i) Section 6, page 32 – last line of the second paragraph, delete ‘a’ and insert ‘an’ before the word amount and delete the full stop at the end of the final bullet point;</p> <p>(ii) Section 7, page 33, point 7.1 – In the final line the word ‘city’ needs correcting to ‘City’;</p>	<p>Agreed</p>	<p>City Executive Board</p>	<p>12th. September</p>

(iii) Appendix 1, page 38 – too many m’s in Emissions.			
Youth Ambition Programme Recommendations from the Youth Ambition Panel meeting 10th. September			
Scrutiny Recommendation	Response	Considered by	Date
That a clear outcome framework for this programme is set now. This should include long term aims and short term measures and targets towards those aims. This framework should provide for links to each investment made through both expectations for the individuals involved and overall.	Agreed	City Executive Board	12 th . September
That the steering arrangements for the project are concluded as a matter of urgency to allow for clear focus.	Agreed	City Executive Board	12 th . September
A minimum of a three year programme is set that has a mixture of sustainable provision and space for one off activities linked to clear need and outcomes. These principles should be pass ported into the consideration of all matched or grant funded activities that are commissioned.	Agreed	City Executive Board	12 th . September
To have robust and clear commissioning processes that ensure programme providers share our ambitions, have the skills to deliver and can demonstrate they have the pathways and trust of the communities and individuals we want them to work with.	Agreed	City Executive Board	12 th . September

Parking in Parks – Signage and Monitoring			
Recommendations from Committee 5th. November			
(1) Allocate additional funding to allow for improved signage at the car parks adjacent to parks, better explaining the charges:	Refused	City Executive Board	5 th December
(2) Continue to monitor the charges and to undertake a review within the next six months.			
Integrated report Qtr.2			
Recommendations from the Finance and Performance Panel 26th. November			
Report and comments from Director and Board Member at Appendix 1			
Scrutiny Recommendation	Response	Considered by	Date
That a review of service over spending is conducted as part of the coming budget. In particular to consider the ability of services to deliver within budget targets. If this has already been done for this information to be presented to the Panel as part of the budget review process.	Inform the Finance and Performance Panel that, should it wish to make further comments about pressures from this year as part of its scrutiny of the budget process, that it would be appreciated.	City Executive Board	5 th December
Procurement Strategy			
Recommendations from Committee 27th. November			
Report and comments from Director and Board Member at Appendix 2			
Scrutiny Recommendation	Response	Considered by	Date
(a) In order to meet the requirements of the Social Value Act 2012 the Council should	Agreed	City Executive Board	5 th December

review all new tender opportunities and include within all tender evaluation criteria a range of criteria that meets the requirements within this Act to encourage a more diverse range of organisations to be able to successfully win Council business.			
(b) That a more formal and robust environmental assessment of the impact of products and services procured by the Council should be required as part of the tender process.	Refused	City Executive Board	5 th December
(c) That the strategy as a living document should be kept under frequent review.	Agreed	City Executive Board	5 th December
Treasury Management mid year review			
Recommendations from the Finance and Performance Panel 26th . November			
Report and comments from Director and Board Member at Appendix 3			
Scrutiny Recommendation	Response	Considered by	Date
That the counterparty list and investment periods are reviewed now rather than waiting for the 2013/2014 strategy.	Noted	City Executive Board	5 th December
That the Council should have an open mind to local investments where risk could be assessed to the levels required within our strategy.	Noted	City Executive Board	5 th December

<p>Local Council Tax Support Scheme</p> <p>Recommendation from Committee 27th. November.</p> <p>Report at Appendix 4</p>			
Scrutiny Recommendation	Response	Considered by	Date
That Council notes that the Value and Performance Scrutiny Committee supported the principle of the document and in particular not reducing benefits and that overall it represented a good package going forward into the budget process.	Noted.	Full Council	17 th December

To: City Executive Board

Date: 5th. December 2012

Report of: Finance and Performance Panel

Title of Report: Integrated Report 2nd. Qtr. 2012/2013

Summary and Recommendations

Purpose of report: To present comments from the Finance and Performance Panel

Key decision? No

Scrutiny Lead Member: Councillor Rowley

Executive lead member: Councillor Turner

Policy Framework: Improve value for money and service performance.

Recommendation(s): For the City Executive Board to say if it agrees or disagrees with the following recommendation:

That a review of service over spending is conducted as part of the coming budget. In particular to consider the ability of services to deliver within budget targets. If this has already been done for this information to be presented to the Panel as part of the budget review process.

Introduction

1. The Scrutiny Finance and Performance Panel considered the Integrated Performance Report at their meeting on the 26th. November 2012. The Panel found this new style of reporting bringing together risk, performance and spending to be both helpful and informative.

2. The Panel discussed both format and content and have passed comments on the former to report authors. The Panel would like to congratulate officers on this initiative and look forward to seeing future iterations and developments.

Conclusions and Recommendations

3. The Panel was pleased to see the improvement in the overall budget position since the last quarter but noted that this is largely as a result of 2 one-off events. Service spending is over budget in some areas and this is worrying given the continued need for efficiency savings for the future. In the commentary on the overall position officers comment that “several services are overspending and are unlikely to turn this around by the end of the year” and then a little later say “efficiency savings are currently forecast to be £233k below target but it is anticipated that this will be made up over the coming months and will be delivered on target”. This seems to paint a picture of some services struggling with their budget targets without resolution and others responding flexibly to make up short falls.
4. Panel members discussed the position of the under spend produced by employees in Direct Services not joining the Pension Scheme and the longer terms consequences of this for them. The Panel has asked for further information on this.

Recommendation

That a review of service over spending is conducted as part of the coming budget. In particular to consider the ability of services to deliver within budget targets. If this has already been done for this information to be presented to the Panel as part of the budget review process.

Board Member and Director Comments

5. Comments will be made at the meeting.

Name and contact details of author:-

Pat Jones on behalf of the Scrutiny Finance and Performance Panel
Principal Scrutiny Officer
Law and Governance
Tel: 01865 252191 e-mail: phjones@oxford.gov.uk

List of background papers:

Version number: 1

City Executive Board – 5th December 2012

Integrated Report 2nd Quarter 2012/2013

Board Member and Director Comments

The latest budgeted position, as at the end of Quarter 2, is showing a favourable variance of £745k for the General Fund and £730k for the HRA.

The Council's budget monitoring process looks at the underlying causes of budget variations. Where these variations are considered to be ongoing they are included within the annual refresh of the Medium Term Financial Plan. Variations identified within the current years monitoring that have been factored into the MTFP refresh include:

- Legal services - shortfall in base budget for employee costs.
- Human Resources and Facilities Management - unachievable Town Hall income target.
- Corporate Assets - Additional investment property income.
- HRA – lower than anticipated debt financing costs.

Other variations are considered to be either one off in nature or are subject to mitigating action plans being put in place.

However, should Scrutiny as part of its review of the budget process in the New Year; wish to make comments about pressures from this year that are not taken account of in the budget and which they feel should have been, that will be appreciated.

To: City Executive Board

Date: 5th December 2012

Report of: Head of Law and Governance

Title of Report: Procurement Strategy 2013-16

Summary and Recommendations

Purpose of report: To present comments and recommendations from the Value and Performance Scrutiny Committee.

Key decision? No

Scrutiny Lead Member: Councillor Mark Mills

Executive lead member: Councillor Ed Turner

Policy Framework: Efficient and Effective Council

Report approved by:

Recommendation(s): For the City Executive Board to say if it agrees or disagrees with the following recommendations set out below:

- (a) In order to meet the requirements of the Social Value Act 2012 the Council should review **all** new tender opportunities and include within all tender evaluation criteria a range of criteria that meets the requirements within this Act to encourage a more diverse range of organisations to be able to successfully win Council business.
- (b) That a more formal and robust environmental assessment of the impact of products and services procured by the Council should be required as part of the tender process.
- (c) That the strategy as a living document should be kept under frequent review.

Introduction

- (1) The Value and Performance Scrutiny Committee at its meeting on 27th November 2012 considered the Procurement Strategy 2013-16 and were supported in the debate by Jane Lubbock, Head of Business Improvement and Technology and Nicky Atkins, Procurement Manager.

Conclusions and Recommendations

- (2) The Committee during the debate heard how the Councils large capital programme could help support local businesses, and how the strategy further added to the positive work already undertaken in reducing the Councils carbon footprint, ensuring contractors paid the living wage and increasing the number of apprenticeships offered to young people in the City. However the Committee felt that a more formal environmental assessment of the impact of products and services procured by the Council was required as part of the tender process and that as the strategy was a living document, it should be kept under frequent review.

Recommendations

- (a) In order to meet the requirements of the Social Value Act 2012 the Council should review **all** new tender opportunities and include within all tender evaluation criteria a range of criteria that meets the requirements within this Act to encourage a more diverse range of organisations to be able to successfully win Council business.
- (b) That a more formal and robust environmental assessment of the impact of products and services procured by the Council should be required as part of the tender process.
- (c) That the strategy as a living document should be kept under frequent review.

Director and Board Member Comments

Jacqueline Yates – Comments will be made at the meeting.

Councillor Ed Turner – Comments will be made at the meeting

Name and contact details of author:-

Mathew Metcalfe, Democratic and Electoral Services Officers Tel: 01865 252214 e-mail: mmetcalfe@oxford.gov.uk

List of background papers: None

Version number: 1

City Executive Board - 5th December 2012.

Procurement Strategy 2013 – 2016

Board Member and Director Comments

Recommendation (a)

The wording of recommendation (a) is agreed.

Recommendation (b)

It would be difficult to do an environmental assessment for every product and service we procure through a new contract. We do already take into account a range of environmental criteria as part of the evaluation to enable the tender evaluation panel to judge the full proposal. For products this is simpler and for many commodities we can and already do request suppliers also offer environmental alternatives.

Recommendation (c)

The strategy will be reviewed annually and updated as required to take account of any new priorities and / or legislative changes.

To: City Executive Board

Date: 5th. December 2012

Report of: Finance and Performance Panel

Title of Report: Treasury Management Mid Year Review

Summary and Recommendations

Purpose of report: To present comments from the Finance and Performance Panel

Key decision? No

Scrutiny Lead Member: Councillor Rowley

Executive lead member: Councillor Turner

Policy Framework: Sustaining Financial Stability

Recommendation(s): For the City Executive Board to say if it agrees or disagrees with the following recommendations

Recommendation 1

That the counterparty list and investment periods are reviewed now rather than waiting for the 2013/2014 strategy.

Recommendation 2

That the Council should have an open mind to local investments where risk could be assessed to the levels required within our strategy.

Introduction

6. The Scrutiny Finance and Performance Panel considered the Treasury Management Mid Year Review at their meeting on the 26th. November 2012.

7. The Panel noted the continuing difficult economic conditions and the effects of this on investment returns. Despite this the Panel was pleased to see that the budget target is forecast to be achieved.

Conclusions and Recommendations

8. The situation is difficult and is likely to remain so into the medium term. The only adjustments available to the Council to get best value from the investment pot is to have active and on-going consideration of the counterparty list and investment periods.

Recommendation 1

That the counterparty list and investment periods are reviewed now rather than waiting for the 2013/2014 strategy.

9. The Panel discussed opportunities for local investments and how these might prove more profitable than larger institutions. There was recognition of the difficulties in assessing the risk and potential profitability of these but nevertheless thought that the Council's mind should not be closed to these opportunities.

Recommendation 2

That the Council should have an open mind to local investments where risk could be assessed to the levels required within our strategy.

Board Member and Director Comments

10. Comments will be made at the meeting.

Name and contact details of author:-

Pat Jones on behalf of the Finance and Performance Panel Principal Scrutiny Officer Law and Governance Tel: 01865 252191 e-mail: phjones@oxford.gov.uk

List of background papers:

Version number: 1

City Executive Board – 5th December 2012.

Response to comments from the Finance and Performance Panel.

Treasury Management Mid Year Review

Board Member and Director Comments

In accordance with the current Treasury Management Strategy the treasury team review the counterparty list on a daily basis, using credit rating information provided by Sector, the Council's treasury management advisors. The Treasury Team also utilise an operational strategy which allows for the temporary suspension or reduction in the amounts placed with specific counterparties, following a downgrading or warning on their credit rating. This ensures that all counterparties meet the specified limits and that counterparty risk is mitigated when investment decisions are made.

On a monthly basis a review of the operational strategy and counterparties is undertaken with the Executive Director, Organisational Development and Corporate Services and the Section 151 Officer as part of the consideration of action to be taken on maturities arising in the next month.

In light of current market conditions, officers are minded to make proposals to Council in February; as part of the Strategy review; to consider investing a proportion of the Council's core cash in property, subject to an agreed rate of return being achieved. If Scrutiny is minded to recommend other types of investments it would be helpful to have these specified in order that they can be considered in terms of their Security, Liquidity and Yield.

To: Council

Date: 17th December 2012

Report of: Head of Law and Governance

**Title of Report: Council Tax Benefit Changes – Update – Scrutiny
Comments**

Summary and Recommendations

Purpose of report: To report to Council the comments of the Value and Performance Scrutiny Committee held on 27th November 2012.

Key decision? No

Scrutiny Lead Member: Councillor Mark Mills

Executive lead members: Councillors Val Smith and Ed Turner

Report approved by:

**Legal: Jeremy Thomas
Finance: Nigel Kennedy**

Recommendation(s):

That Council notes that the Value and Performance Scrutiny Committee supported the principle of the document and in particular not reducing benefits and that overall it represented a good package going forward into the budget process.

Introduction

- (1) The Value and Performance Scrutiny Committee at its meeting on 27th November 2012 received a report “Local Council Tax Support Scheme” from the Head of Customer Services along with an update on the modelling used to structure the new scheme and the exemptions offered by other local authorities in Oxfordshire.

Conclusions and Recommendations

- (2) The Committee raised concerns on possible cuts in benefits from any proposed new scheme and supported the principle of the document, in particular the effort to structure a scheme that would not reduce benefits. The Committee felt that the scheme represented a good package going forward into the budget process.

Recommendations

That Council notes that the Value and Performance Scrutiny Committee supported the principle of the document, and in particular not reducing benefits and that overall it represented a good package going forward into the budget process.

Name and contact details of author:-

Mathew Metcalfe on behalf of the Value and Performance Scrutiny Committee
Democratic and Electoral Services Officer
Law and Governance
Tel: 01865 252214 e-mail: mmetcalfe@oxford.gov.uk

List of background papers: None

Version number: 1

To: Value and Performance Scrutiny Committee

Date: 28th January 2013

Report of: Head of Customer Services

Title of Report: Welfare Reform Update: Department for Work and Pensions Pilot Schemes

Summary and Recommendations

Purpose of report: To provide an update on the Council's implementation of two pilot schemes being run in partnership with the Department for Work and Pensions. Firstly; the direct payment demonstration project and secondly piloting the local authority role in Universal Credit, testing how best to support customers impacted by a reduction in their benefits.

Executive lead member: Councillors Val Smith and Ed Turner

Recommendation(s): The Committee is recommended to:

1. Note the progress with both pilot projects.

Appendices: None

Introduction

1. The government is currently embarking on the most radical reform of Welfare seen in more than a generation. All recipients of welfare and other benefits will be affected to a greater or lesser extent. The over riding purpose of the reform agenda is to engender a sense of personal responsibility, and to encourage people to embrace a range of alternatives to improve the sustainability of their financial circumstances rather than rely solely on the receipt of benefits.
2. Universal Credit is a new unified benefit administered by the Department for Work and Pensions (DWP) for people who are looking for work or who are on a low income and of working age. The benefit will be paid directly from the DWP to the claimant, and will replace a range of benefits including income-based Jobseeker's Allowance; income-related Employment and Support Allowance; Income Support; Child Tax Credits; Working Tax Credits and Housing Benefit.

3. Universal Credit will begin to be rolled out in selected areas from October 2013 and to all areas by April 2014. Migration will initially be based on changes in the circumstances of claimants. From October 2013 only applications for Job seekers Allowance from childless adults will trigger migration to Universal Credit. Additional triggers for the full range of benefits to be included in Universal Credit will be introduced gradually over the following year. At a future date all remaining claims within an authority will be migrated en masse to Universal Credit and this process will continue until 2017. These dates will be announced in January 2013.
4. The City Council is taking part in two separate projects one testing the impact of paying benefit directly to social tenants, and the other testing a support package to help customers into work, whose benefits will reduce under the new arrangements. Participating in these projects enables us to: a) ensure early support and guidance is available to customers and vulnerable members of the community; b) inform the DWP's implementation and roll out of both Direct Payments and Universal Credit; and c) better understand the implications for future service and workforce planning.

Direct Payments Project

5. The impact of the direct payment of benefit to social sector tenants is being tested in six local authority areas across Great Britain. The other sites are Edinburgh, Shropshire, Southwark, Torfaen and Wakefield. The testing is taking place using the current benefits system and not within the single benefits system of Universal Credit that is proposed. The projects are investigating a range of issues to provide protection for landlords and tenants including:
 - different levels of support social sector tenants may need to move to direct payment of housing benefit, such as advice on managing personal finances and budgeting
 - the exemptions that need to be in place for direct payments
 - payment switch-back to the landlord if a tenant falls into arrears
 - the support to help tenants in arrears to return to direct payments
 - early intervention switch-back of benefit before arrears reach trigger points
6. Each site has been asked to include 2000 tenants in their project. In Oxford we are in partnership with GreenSquare Housing Association. Oxford City has allocated 1600 tenants to the project, and GreenSquare 400 tenants. The current analysis of the City Council's 1600 tenants is as follows:

Description	No. of Tenants
Total number of Oxford City Council tenants assessed for Direct Payments to date	1581
Total number of non responders to date, despite telephone calls and visits	19
Tenants on the Direct Payments Scheme	1370

Tenants who have moved out of the area or moved off Housing Benefit	119
Tenants who are very high risk, and will be excluded completely from the project and possibly from Universal Credits	20
Tenants with support and/or financial issues	72

7. Further funding has been secured from the DWP to employ a Temporary Tenancy Sustainment Officer as part of the pilot to work with the tenants identified as requiring support. This post has been funded for three months and has just started. The situation will then be reviewed and if appropriate we will apply for further funding.
8. Across the 6 direct payment project sites 6,220 tenants were being paid their housing benefit directly by the end of the first four payment periods. Against a total level of rent charged of £7,692,844 for the period, payment collection rates stood at 92%. Across the different areas payment levels varied from 88% to 97%, demonstrating the range of support being tested. The comparable payment collection rate for Oxford City Council is 95.18%. The Oxford project also has the largest number of tenants being paid directly out of all of the sites. A total of 369 tenants have had their benefit payments switched back to their landlords. In Oxford City 127 cases have been switched back to payment directly to the Council as landlord, of these 25 cases are ready to revert to direct payment again after Christmas.

Universal Credit: Piloting the Local Authority Role

9. Oxford City Council has been selected as one of 12 pilots set up to inform the roll out and delivery of Universal Credit. Councils were asked to submit bids across a number of different areas; including helping people into work, digital inclusion and reducing fraud. Oxford's proposal focussed on how we can support people into work, and remove barriers to work by making the best use of available resources both inside the Council and from external partners.

Other pilots are being run by:

- Bath and North East Somerset Council
- Birmingham City Council
- Caerphilly County Borough Council
- Dumfries and Galloway Council
- London Borough of Lewisham
- Melton and Rushcliffe Borough Councils (as a partnership)
- Newport City Council
- North Dorset District Council
- North Lanarkshire Council
- West Dunbartonshire Council
- West Lindsey District Council

Two further pilots by Oldham Council and Wigan Council will be run as part of the Pathfinder preparations.

10. Oxford City's project focuses on supporting people who stand to lose most both from the changes to Housing Benefit as well as the introduction of the benefit cap. A dedicated manager and key worker have been appointed to, a) proactively engage with identified clients and assist them in sourcing and take advantage of appropriate support to enable them to move into work or increase their hours of work, and b) to review the type of support available from the third sector to inform the Council's future commissioning strategy.
11. These pilots will not just help the DWP design how Universal Credit is implemented, but it will help the Council understand how it should incorporate this activity into the business, and what it will mean in terms of workforce planning for our 45 benefits staff.
12. In addition, the learning from this project will help shape the scope and scale of the advice commissioned by the Council from the third sector, as well as the development and delivery of the Council's financial inclusion strategy. This will ensure a co-ordinated approach that underpins and is complementary to the organisation's front line service design once Universal Credit is implemented.
13. Initially the project will seek to work with:
 - Claimants affected by the benefit cap (in Oxford this affects circa 210 families with a potential loss of £1.0m); and
 - Claimants who stand to lose 25% of their benefit as a result of the new under occupancy regulations (bedroom tax). This is circa 130 council tenants. The number of private tenants is not yet known as not all information has been made available from the housing associations, expectations are that the number would mirror that for council tenants.

There will be a variety of interventions including group workshops, one-to-one training and advice. The key worker will recommend and arrange support from a range of partner organisations. Once the person moves into work we will continue to provide support to ensure their position is sustainable.

14. A brief summary of the nature of support expected to be provided is outlined below:
 - **Job Centre Plus**
 - Assisting job searches
 - Finding appropriate work related activity
 - Employment advice

 - **CAB and other advice agencies**
 - Money advice
 - Financial training - Not just coping with debt but being able to manage larger sums of money monthly rather than weekly

- **Work Clubs**
 - Preparing people for work, e.g. CV writing, interview techniques
 - Finding employment opportunities
 - ICT training for using internet for on-line banking, making self service applications, etc

 - **Housing advice**
 - Negotiating rent
 - Finding alternative accommodation, helping customers to downsize
 - Helping customers move and assistance with costs

 - **County Council**
 - Liaison with the Thriving Families team

 - **Business Sector**
 - Coaching and mentoring
 - Identification of new employment opportunities
15. The Manager started work with the City Council on 2nd January 2013 and the Key Worker began work on 10th December. Both of these posts will be for one year. The Key Worker has already started making contact with the customers highlighted for inclusion in this project, and has a script in place to ensure a standardised approach to getting claimants engaged highlighting the support that could potentially be made available.
16. Governance for the project includes:
- A member reference group, including members of the most affected wards in the district has been set up to oversee the direction of the project and to assist in shaping the Council's thinking about how it should respond to the welfare reform changes after the pilot has finished.
 - An operational project board which includes a representative from the Department for Work and Pensions, Management representative from Oxford Job Centre Plus, Oxfordshire County Council, and Oxford City Council Housing Service. This meeting is managed and chaired by Helen Bishop.
 - The project budget, objectives and evaluation criteria have been agreed and the financing arrangements are in place with the DWP.
17. Initial meetings with third sector organisations have been very positive in that they are pleased that the City Council is being proactive in understanding what the issues are likely to be for all stakeholders at an early stage and involving all parties. We have started to glean from these organisations the type of advice and support available, and how best to access it. The organisations are keen to assist with the project but have cautioned that they can not automatically put people from the pilot to the top of their waiting lists.

The Benefits Service operates quarterly advice session for both the advice sector and Housing Associations that operate with the City Council's area. These sessions have been utilised to ensure all parties are kept up to date with:

- benefit changes, and in particular the effect of the benefit cap and under occupancy regulations
- the City Council's plans to address the above
- the progress and issues arising out of both the Direct Payment and Universal Credit Pilots we are participating in.

18. The Oxford Welfare Advice Group is preparing to bid for Big Lottery Fund Advice Services Transition Funding, which will provide funding over a 2 year period. Funding will be awarded where the advice sector demonstrates a collaborative approach across the sector and early intervention for the community in a sustainable way. The City Council will be involved in the development of this bid.

Name and contact details of author:-

Name Helen Bishop
Job title Head of Customer Services
Service Area Customer Services
Tel: 01865 252233 e-mail: hbishop@oxford.gov.uk

List of background papers: None

Version number: 1.1

To: Value and Performance Scrutiny Committee

Date: 28th January 2013 **Item No:**

Report of: Head of Environmental Development

Title of Report: Landlord's Survey Results

Summary and Recommendations

Purpose of report: To update the committee on the results of a survey of landlords with regard to the impact of the HMO Licensing Scheme in Oxford

Report Approved by: Head of Environmental Development

Finance: Paul Swaffield

Legal: Jeremy Franklin

Policy Framework: Meeting Housing Need

Recommendation(s): Members are asked to note the contents of the report and suggest other ways of promoting the take up of landlord services.

Introduction

1. It has proved difficult to obtain data on some aspects of HMO Licensing and Article 4 planning controls but an opportunity arose to use the Student Consultancy, which is a programme of learning and development activities for University of Oxford students, to explore this further. It provides a free consultancy service to local businesses, charities and community organizations in return for employability skills training and work experience opportunities.

2. It was agreed that they would carry out a 10 minute telephone survey of HMO landlords who were HMO Licence holders and ask for their responses on the impact of Article 4 planning controls, rent levels, the availability of HMOs and their knowledge of existing Council services aimed at helping landlords.

Sample size

3. We were keen for a large number of landlords to be included but due to a variety of reasons only 30 landlords were contacted by the Student Consultancy to take part in the survey. Ideally, we wanted the survey to reflect the ethnicity of landlords in the sector (e.g. Asian landlords form 25% of all HMO licence holders) and this was achieved.

4. Of the 30 landlords surveyed, 17 people owned 5 or less properties, 6 owned 6 to 10 properties and 7 owned more than 20 properties.

Planning Controls

5. There was widespread knowledge of the Article 4 planning controls introduced by the Council in February 2012, with 29 out of 30 (97%) landlords being aware of the new powers. The effects of the planning controls had been felt by 21 out of 29 landlords (72%) with a further 14 out of 28 (50%) expecting the powers to impact on their future plans to either add properties or move between renting to sharers or families.

6. The level of knowledge about Article 4 indicates that the landlords contacted were very well informed about Council policies that may impact on their business.

Rent levels

7. Just over two thirds of landlords (20 out of 30) had increased their rents since January 2011. 15 out of 21 (71%) said the reasons were both to take advantage of market rents and recover HMO licence fees.

8. It is no surprise to find that rents have gone up and it would appear that landlords are increasing rents to take advantage of market conditions at least as much as they are increasing them to recover the cost of HMO licence fees.

Availability of HMOs

9. A total of 20 out of 29 landlords (69%) had not reduced the number of HMOs they operated, but 9 out of 29 (31%) landlords responded that they had reduced the number of HMOs in their portfolio. The cost of the licensing fee was stated as being the primary reason for 7 of the landlords reducing the number of HMOs they owned.

10. This does not mean that 31% of HMOs are being lost to the market as the figure does not take into account new HMOs (previously unknown) nor the portfolio of individual landlords. In addition, the use of rented accommodation, particularly at the smaller end of the HMO market has swung from HMO use to family let depending on the availability of tenants. It may be that these properties will now become fixed in one rental sector or the other, but either way the properties will not be lost to the private rented sector.

Impact of HMO Licensing

11. When asked whether they believed HMO licensing had improved HMO standards for tenants in Oxford, 13 out of 28 (46%) believed they had improved either a little or a lot, but 15 out of 28 (54%) stated that there had been no improvement in their opinion. This view is at odds with the fact that over 90% of HMOs require additional work to comply with minimum statutory standards.

12. Given the highly negative position taken by many landlords prior to the introduction of HMO Licensing, the fact that nearly half of them believe it has improved conditions for tenants is welcome.

Knowledge of Council Services

13. As well as the website, the Council provides a Tenancy Relations Officer (TRO) service providing advice to landlords and tenants, an annual Landlord's Forum and sends a quarterly newsletter to landlords. Awareness of the newsletter was very high, as indicated by 18 out of 19 (95%) landlords and knowledge of the Forum was good with 13 out of 19 (70%) landlords being aware of the event. However only 6 out of 19 (32%) landlords knew that the TRO service was also available to help landlords with tenancy issues. This is clearly an area where further promotion of our services is required.

Conclusions

14. It is difficult to draw definitive conclusions from the survey as the sample size was so small and the survey was carried out in the first full year of the scheme. In addition the only landlords surveyed were those known to us through HMO Licensing. However the results do point to a loss of some HMOs from the market (whilst the rental market continues to grow) and that planning restrictions are impacting on landlords abilities to create new HMOs. The link of HMO Licensing to higher rents is less clear, as market conditions are the main drivers for increasing rents.

15. It would be worthwhile carrying out another more detailed survey in the future when all HMOs in the city have been licensed.

16. There is work to be done in promoting the take up of our services to landlords, particularly around the use of our Tenancy Relations Service. This service will be promoted to landlords via the newsletter and the Landlord's Forum, both of which enjoy high awareness amongst landlords.

Recommendations

17. Members are recommended to:

- (a) note the contents of this report
- (b) suggest other ways of promoting the take up of landlord services

Name and contact details of author:

Ian Wright
Environmental Development
01865 252553
iwright@oxford.gov.uk

Background papers: None
Version number: 1.0

This page is intentionally left blank

To: Value and Performance Scrutiny Committee

Date: 28th January 2013 **Item No:**

Report of: Simon Howick
Head of Human Resources and Facilities

Title of Report: Equalities & Diversity: Update report

Summary and Recommendations

Purpose of report:

To summarise the progress being made by the Council in increasing the diversity of its workforce

Report approved by: Councillor Bob Price

Recommendation(s):

Members are asked to:

- 1. Note the steps already undertaken and those planned to increase the diversity of the Council's workforce**
- 2. Note the encouraging trends made in the numbers of BME applicants for Council vacancies since 2011**

1. Introduction

- 1.1 The equalities report in March 2012 focused on the Council's accreditation as an "Achieving" authority under the Equality Framework for Local Government (EFLG) and the Council's Corporate Equalities Scheme (updated in 2012) set out an action plan to build on the good work already undertaken. This update report covers the work implemented from April 2012 with specific regard to the commitment to increasing the diversity of our workforce contained within the Corporate Equality Scheme Action Plan.
- 1.2 The Council publishes an Annual Workforce Equalities Report (AWER) shortly after the end of each financial year which will give more detail to the summary below.

2. What we look like in 2012: key data

2.1 The Council has maintained a stable workforce (averaging 1200) during a period of significant economic austerity and financial constraints placed on local authorities. The diversity of the workforce has remained largely consistent during this period, with the gender split remaining roughly 65.5 % Male/ 34.5% Female (principally due to a large direct services business area), and a small increase in BME staff at 6.1%. Disabled staff account for 9/1% of the workforce. The 2012 AWER is available on the Council's website.

2.2 The highlight data from the 2011/ 2012 AWER describes an organisation making progress in attracting more applications from BME communities, but we still need to see higher appointment rates once applicants have been short listed in order to increase our workforce diversity at a greater rate. BME applications almost doubled from 404 in 2010/ 2011 to 794 - 17% of all applications. There were 21 new starters from BME groups representing over 10 % of all new starters which is an improvement. The introduction of on line recruitment in October 2012 through the iTrent system has seen this trend continue, with over a quarter of all applicants from BME groups since October (29%) and 10% appointed overall. Although the overall proportion of BME staff is increasing this is still some way short of reflecting the likely census picture of around 25% of city residents from BME groups. However, the Council has implemented some positive action initiatives in 2012 which are making an impact including:

- Targeted recruitment at underrepresented communities - the recent administrative and trades apprenticeship cohort were recruited under the criteria of living within city postcodes (effectively OX1-OX5) and falling within the 16-19 age range. As part of this successful campaign 50% of the appointed administrative apprentices came from BME communities. In addition, as part of the trades apprentice recruitment, a positive action approach to the interview process was implemented where all BME candidates were guaranteed an interview followed by feedback on their performance.
- Other targeted recruitment such as the Trainee Solicitor role where applications were encouraged from under-represented groups within the city.
- Meeting members of the BME community to build an understanding of what barriers there might be in applying to work, or working for the Council
- Commissioning a 'You Tube' video to myth-bust some of the negative perceptions there may be about working at the Council
- Continuing our regular monthly Work Club which provides opportunities for candidates to get advice on applying for jobs, interview skills, etc. Many of the attendees are from diverse communities.

2.3 Other initiatives planned across the next 3 months include:

- Canvas our BME staff about what it's like to work here and how we can overcome any barriers

- To increase the number of posts where speaking a second language is an “occupational requirement” or desirable criteria as this is likely to open up more posts for BME applicants.
 - To review the Work Club and establish practical links with the new community work clubs in Barton, Littlemore and BBL. From March 2013 the HR team will join these community-based Work Clubs to assist in delivering employability and soft/ communication skills workshops.
 - To find a model to provide “job ready” workshops for city partnership schools; we have already instigated contacts with careers staff at an East Oxford school to progress ideas around delivering employability workshops and group mentoring involving current apprentices, as well as producing a guide to careers at the Council
 - To consider targeted professional development for BME staff through exploring the benefits of affiliating to groups such as the Network for Black Professionals (www.nbp.org.uk) and/or commissioning an in-house Personal Effectiveness Positive Action training workshop from an external provider (www.copeforequality.co.uk).
 - To consider targeted professional for women, facilitating competition for senior management roles.
 - Develop the potential of iTrent reports to run headline equalities assessments by each recruitment campaign; this has been in place since October 2012 but further refinements are being made to enable the production of a single trend report summarising all protected characteristics (available for Heads of Service to monitor on a quarterly basis as an aid to service planning).
 - To make available literacy/ numeracy and ESOL courses providing additional support for existing staff to facilitate greater confidence and career development.
- 2.4 An analysis of the current recruitment data shows positive movements in key areas. With successful annual re-accreditation against the Two Ticks criteria (positive about disabled people - originally gained in 2010) the Council has put in place a central budget to fund any reasonable adjustments for disabled staff, and has seen the numbers of disabled staff growing from 7.4% to 9.1%. This is as a result of both an improved attendance management policy (with training delivered to all managers) and improved occupational health support, both of which have made more staff confident to declare themselves as having a disability under the Equality Act.
- 2.5 Oxford reflects a typical age profile for local government, with 55.4% of staff falling within the 40-49 age groups. The encouraging trend is that 50% of all new starters in 2011/ 2012 were under 35 and that staff under 39 now comprise 37% of the workforce. The continued commitment to apprenticeships will assist this trend.

3. Broader Equality Actions 2012/ 2013

- 3.1 The Oxford Living Wage commitment of £8.01 has been seen as groundbreaking, with Oxford one of 11 accredited local authorities nationally. The current pay negotiations (subject to a ballot of all trade union members) have built in the aspiration to increase the Oxford Living Wage to £8.64 in October 2013 (after an initial 1.5% increase in April 2013). The current pay proposals would provide an incremental

increase for all staff on the bottom point of each grade; positively impacting 489 staff. This is a significant step as the largest numbers of BME staff are represented across bands 4-7 and will benefit directly from this uplift.

- 3.2 Tackling educational inequalities and other new medium term budget commitments such as securing funding for an apprentice cohort to be recruited every two years from 2014, will ensure longer term support for and an opportunity to help underrepresented communities.

4. Financial Implications

- 4.1 There are no additional financial implications

5. Legal Implications

- 5.1 The Council needs to ensure it meets the Public Sector Equality Duty and this continues to be reflected in the Corporate Equality Scheme

6. Conclusion

- 6.1 The Council will continue to recruit and retain a workforce at an appropriate accelerated rate that better reflects the local community. By continually reviewing and refining our approach – and taking action – we will build better understanding as to why applications from specific groups might fail or indeed why they are not applying in the first place. Using targeted recruitment and working directly with schools, community based work clubs and other partners will help move use towards our aspiration

Name and contact details of author: Jarlath Brine

List of background papers: None

Version number: 1

VALUE AND PERFORMANCE SCRUTINY COMMITTEE

Tuesday 27 November 2012

COUNCILLORS PRESENT: Councillors Mills (Chair), Rowley (Vice-Chair), Abbasi, Fooks, Gotch, Haines, McCreedy, Simmons, Van Nooijen and Darke.

OFFICERS PRESENT: Mathew Metcalfe (Democratic and Electoral Services), Pat Jones (Principal Scrutiny Officer), Nicky Atkin (Business Improvement), Helen Bishop (Head of Customer Services), Sarah Claridge (Trainee Democratic and Electoral Services Officer), Nigel Kennedy (Head of Finance), Ian Wright (Environmental Development) and Jane Lubbock (Head of Business Improvement)

24. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillors Anne-Marie Canning, James Fry (Councillor Roy Darke attended as a substitute), Pat Kennedy and Sajjad Malik.

25. DECLARATIONS OF INTEREST

There were no declarations of interest made.

26. STANDING ITEM: WORK PROGRAMME AND FORWARD PLAN

The Head of Law and Governance submitted a report (previously circulated and now appended) updating the Committee on the work programme for the current year.

Pat Jones from Law and Governance introduced. She informed the Committee that the Finance and Performance Panel had met on 26th November 2012 and she briefing explained the Panels recommendations it would be submitting to the City Executive Board.

Councillor Fooks said that she would like to see reports from the Finance and Performance Panel submitted to the Value and Performance Scrutiny Committee. In response Councillor Rowley said that with the work on the budget being undertaken by the Panel, to bring a report to the January 2013 meeting of the Value and Performance Scrutiny Committee was possible, but could mean that interviews with Directors might not take place, as these dates had already been set.

Councillor Rowley further suggested the option of co-opting councillors Fooks and Van Nooijen onto the Finance and Performance Panel.

The Committee agreed:

- (a) That Councillors Jean Fooks and Oscar Van Nooijen be co-opted onto the Finance and Performance Panel;

- (b) To support the various recommendations being submitted to the City Executive Board on 5th December 2012 and Full Council on 17th December 2012.

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

The Head of Law and Governance submitted a paper (previously circulated, now appended) which detailed recommendations made from the Vale and Performance Scrutiny Committee and its Panels to the City Executive Board, between June and November 2012 and where available the responses received.

The Committee was informed of the response from the Board Member for Leisure, Councillor Van Coulter to the Fusion Leisure Contract 2011-2012 which the Committee considered at its meeting on 25th June 2012.

The Committee was also informed of the recommendation/comments from its meeting on 5th November 2012 when it considered a call-in of the City Executive Board decision concerning the review of parking in car parks adjacent to parks. The recommendations/comments would be forwarded to the City Executive Board for its meeting on 5th December 2012.

The Committee agreed to note the position.

28. COUNCIL TAX BENEFIT CHANGES - UPDATE

The Head of Customer Services submitted a report and note (previously circulated, now appended). The report detailed information on the new Local Council Tax Support Scheme, the modelling used and the exemptions offered by the other local authorities in Oxfordshire. This information had been requested by the Value and Performance Scrutiny Committee at its meeting on 19th September 2012.

Helen Bishop, Head of Customer Services attended the meeting and introduced the report and briefing paper. Councillor Turner as the Board Member, also attended and informed the Committee that the City Executive Board had accepted the recommendations and included a 50% levy on properties empty for 24 months or more.

The Committee discussed the report and asked a number of questions.

The Committee agreed to recommend Council notes that the Value and Performance Scrutiny Committee supported the principle of the document and in particular not reducing benefits and that overall it represented a good package going forward into the budget process.

29. HOUSES IN MULTIPLE OCCUPATION (HMO) LICENSING - UPDATE

The Head of Environmental Development submitted a report (previously circulated), the purpose of which was to update the Committee on the progress and impact of the introduction of the Housing in Multiple Occupation (HMO) Scheme in Oxford. The report was in response to the issue being part of the Committees work programme.

Ian Wright, Environmental Development, attended the meeting and introduced the report and updated the Committee by stating that 2589 applications had so far been received. That Officers were ahead of corporate performance indicators and would exceed the target and that in excess of 100 cases had been investigated, with 12 going to Court. He further added that the reputation of the scheme in Oxford was high across the country with authorities such as Birmingham City Council and Bournemouth Council visiting officers. Officers were also undertaking a survey of landlords and it was very much hoped that a survey would also be conducted with tenants in the HMO/Private Rented Sector.

In response to questions concerning landlords and tenants, Ian Wright said that it was up to landlords to decide on what type of tenant they let their properties to.

Councillor Fooks was surprised at the number of HMO's that failed on fire precautions. In response Ian Wright said that the council used national guidance on the fire safety precautions that were required.

Councillor Simmons felt that the scheme was a "brilliant scheme" but was concerned that rents had increased because of it and this would lead to poor quality accommodation being the only accommodation available to families on restricted incomes. In response Councillor Turner said that the Administration was concerned that there could be an increase in the number of poorer quality properties being available to families.

The Committee agreed:

- (a) To thank Ian Wright and Councillor Turner for attending the meeting;
- (b) To request that the outcomes of the Landlord Survey and the Tenants Survey be submitted when available to the Value and Performance Scrutiny Committee.

30. COVERED MARKET SCRUTINY REVIEW: NEXT STEPS

Councillors Jean Fooks and Oscar Van Nooijen submitted a report (previously circulated, now appended) which updated the Committee on the progress of the Covered Market Review Panel work in following the Committees lines of inquiry into the economic health of the Covered Market in preparation for a Select Committee debate.

Councillor Van Nooijen presented the report and thanked Officers for their support plus Councillors Benjamin, Campbell and Clarkson. He said that the situation regarding the Covered Market was complicated and the Panel felt that the issue could not be rushed and felt that a longer period would lead to better scrutiny. He added that the Panel wished to undertake pre-scrutiny of the emerging new strategy and the Panel wanted to target its efforts in further

convincing the trader that the Council supported them. Councillor Fooks added her support to Councillors Van Nooijens comments.

The Committee agreed:

- (a) To extend the Panels brief to encompass:
 - (i) Pre-Scrutiny and engagement with the developing Covered Market Strategy and Leasing Strategy;
 - (ii) Work to engage with representatives of the Covered Market traders' Association;
 - (iii) Review the leasing decision in respect of the unit formerly occupied by Palm's Delicatessen;
 - (iv) Consideration of comparative data from similar markets elsewhere.
- (b) To invite Councillors Benjamin, Campbell and Clarkson to be part of a future Panel;
- (c) That the Review Panel would report on progress at the January 2013 meeting of the Value and Performance Scrutiny Committee with a full report to follow before the end the programme.

31. PROCUREMENT STRATEGY 2013-2016

The Head of Business Improvement and Technology submitted a report (previously circulated, now appended) prior to it being submitted to the City Executive Board on 5th December 2012. The report detailed the Council's new Procurement Strategy 2013-2016, which the City Executive Board was being asked to approve.

Jane Lubbock and Nicky Atkin attended the meeting and presented the report.

Councillor Turner also attended the meeting and said that the capital programme was very large and the money in this could do a lot to support the local economy.

Councillor Simmons was concerned that every tender that the Council did could be subject to a "Community Right to Challenge". In response Jane Lubbock said that this allowed an organisation to approach the Council at any stage. This could trigger the Council to have to market test, but it did not give the organisation the right to take over the service.

The Committee agreed:

- (a) To recommend the City Executive Board
 - (1) That in order to meet this new requirement the Council should review all new tender opportunities and include within all tender evaluation criteria a range of criteria that meets the requirement of the Social Value Act 2012 to encourage a more diverse range of organisations to be able to successfully win Council business.

- (2) That a more formal environmental assessment of the impact of products and services procured by the Council should be required as part of the tender process.
- (3) That the strategy as a living document should be kept under frequent review.
- (b) To thank Jane Lubbock, Nicky Atkin and Councillor Turner for attending the meeting.

32. MINUTES

The Committee agreed to approve:

- (a) Minutes (previously circulated) of the meeting held on 19th September 2012
- (b) Minutes (previously circulated) of the special meeting held on 5th November 2012.

33. DATES OF FUTURE MEETINGS

The Committee noted that's its next meeting would be on Monday 28th January 2013 at 6.00pm in the Town Hall.

The meeting started at 6.00 pm and ended at 7.50 pm

This page is intentionally left blank