

# Agenda

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## Scrutiny Committee

Date: **Tuesday 4 February 2014**

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Time: **6.00 pm**

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

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For any further information please contact:

**Pat Jones**

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Email: [lstock@oxford.gov.uk](mailto:lstock@oxford.gov.uk)

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# Scrutiny Committee

## Membership

<b>Chair</b>	<b>Councillor Mark Mills</b>	Holywell;
<b>Vice-Chair</b>	<b>Councillor Gill Sanders</b>	Littlemore;
	<b>Councillor Mohammed Abbasi</b>	Cowley Marsh;
	<b>Councillor Mohammed Altaf-Khan</b>	Headington Hill and Northway;
	<b>Councillor Jim Campbell</b>	St. Margaret's;
	<b>Councillor Van Coulter</b>	Barton and Sandhills;
	<b>Councillor Roy Darke</b>	Headington Hill and Northway;
	<b>Councillor James Fry</b>	North;
	<b>Councillor Ben Lloyd-Shogbesan</b>	Lye Valley;
	<b>Councillor Craig Simmons</b>	St. Mary's;
	<b>Councillor Val Smith</b>	Blackbird Leys;
	<b>Councillor Louise Upton</b>	North;

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## AGENDA

Pages

### 1 APOLOGIES FOR ABSENCE

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 WORK PROGRAMME AND FORWARD PLAN

1 - 28

Contact Officer: Pat Jones, Principal Scrutiny Officer, Tel: 01865 252191  
Email: [phjones@oxford.gov.uk](mailto:phjones@oxford.gov.uk)

#### Background Information

The Scrutiny Committee operates within a work programme which has been set for the year 2013-2014.

The programme will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Committee.

In addition, the Forward Plan is attached so that the Committee can decide if it wishes to pre-scrutinise any item.

#### Why is it on the agenda?

This report allows Committee to:

- Hear updates from Lead Members.
- Consider forward agendas and issues.

In particular the Committee is asked to note:

- A verbal update will be given by Tim Sadler on the on-going post flood operational review.
- A verbal update will be given by Councillor Darke on the Flooding Panel.
- The Budget Review Report from the Finance Panel will be circulated before the meeting.
- An additional item has been called from the Forward Plan concerning Educational Attainment.
- Members of the Covered Market Review Panel who are not Committee members may attend to contribute to the discussion on this item.

Who has been invited to comment?
Pat Jones, Principal Scrutiny Officer, will present the work programme, answer questions and support the Committee in its decision making.
What will happen after the meeting?
The work programme will be updated and republished.

#### 4 REPORT BACK ON RECOMMENDATIONS

29 - 40

Contact Officer: Pat Jones, Principal Scrutiny Officer, 01865 252191  
email: [phjones@oxford.gov.uk](mailto:phjones@oxford.gov.uk)

Background Information
The Committee makes a number of recommendations to Officers and decision makers. This item allows Committee to see the result of recommendations since the last meeting and the cumulative results of all its recommendations.
Why is it on the agenda?
The results of recommendations to CEB in December 2013 on: <ul style="list-style-type: none"> <li>• Community Engagement Plan;</li> <li>• Young People who are NEAT;</li> <li>• Housing Strategy refresh (Housing Panel)'</li> <li>• Treasury Management Quarter 2 (Finance Panel)</li> </ul> are the latest items on the list.
Who has been invited to comment?
Pat Jones, Principal Scrutiny Officer will present the item.
What will happen after the meeting?
Any comments or follow up from the Committee will be included in the work programme.

## 5 EDUCATIONAL ATTAINMENT PROGRAMME - PROGRESS

41 - 48

Contact Officer: Anna Wright (Education Advisor) 07415 099245 email: [akwright@oxford.gov.uk](mailto:akwright@oxford.gov.uk)

<b>Background Information</b>
<p>The City Council has made an on-going investment into the educational attainment of City Primary Schools. This investment is supporting school leadership and a teaching programme, KRM.</p> <p>This report outlines progress and outcomes so far and will be presented to the City Executive Board on 12<sup>th</sup> February.</p>
<b>Why is it on the agenda?</b>
<p>The Scrutiny has a Panel working in this area and the Panel Lead Member, Councillor Campbell, has asked for this item to be presented here for pre-scrutiny.</p>
<b>Who has been invited to comment?</b>
<p>Anna Wright (Education Advisor) and Councillor Pat Kennedy (Board Member for Education, Crime and Community Safety) have been invited to attend the meeting, present the update report, and answer questions.</p>
<b>What will happen after the meeting?</b>
<p>Any comments and recommendations will be presented to CEB and the Board Member.</p>

## 6 COVERED MARKET - FINAL PANEL REPORT

49 - 116

Contact Officer: Sarah Claridge (Democratic Services Officer), 01865 252402, email; [sclaridge@oxford.gov.uk](mailto:sclaridge@oxford.gov.uk)

<b>Background Information</b>
<p>The Scrutiny Panel has completed its investigations, during which it:</p> <ul style="list-style-type: none"><li>• Consulted market traders;</li><li>• Visited markets in London and Bristol;</li><li>• Interviewed Officers and Board Members</li></ul> <p>The Panel delayed its report back to the Committee in order that it could consider the Retail Group's proposals and see the results of consultation.</p>

Why is it on the agenda?
<p>This is the final report from the Covered Market Panel. The Committee is asked to decide the recommendations it wishes to make to the City Executive Board on 12<sup>th</sup>. February.</p> <p>Also attached for information is the City Executive Board response to the Retail Groups proposals which have been subject to consultation. This report will be considered at the City Executive Board on 12<sup>th</sup> February.</p> <p><b>The Retail Groups report into the Covered Market will be circulated as a supplement.</b></p>
Who has been invited to comment?
<p>The Panel will present its findings to the Committee. The Lead Member is Councillor Campbell.</p>
What will happen after the meeting?
<p>Any Committee's agreed recommendations will be presented to the Board Member and City Executive Board on the 12<sup>th</sup>. February.</p>

## 7 EMPLOYMENT ANALYSIS - BME GROUPS

Contact Officer: Jarlath Brine (Organisational Development and Learning Advisor, Equalities and Apprenticeships); 01865 252131, email [jbrine@oxford.gov.uk](mailto:jbrine@oxford.gov.uk)

Background Information
<p>Performance measure BV017a concerns the percentage of BME employees within the Council.</p> <p>At its November meeting, the Committee asked for further details on some performance indicators, this being one. As a result a new line of enquiry was opened.</p>
Why is it on the agenda?
<p>At the last meeting the Committee considered information on the success of applicants for jobs from BME groups. In an effort to better understand the employment prospects of individuals from these groups, the Committee asked to see analysis of the reasons applicants fail at each stage of the process (shortlisting and appointment).</p> <p><b>Report to follow as a supplement.</b></p> <p>In addition the Committee asked to see the following:-</p>

- The Talent Management Strategy proposals.
- A review of the essential criteria in entry level jobs.

These 2 items will be available at the April meeting.

Who has been invited to comment?

Jarlath Brine, Organisational Development and Learning Advisor, Equalities and Apprenticeships.

What will happen after the meeting?

Any comments or recommendations will be presented as decided by the Committee.

## 8 PERFORMANCE MONITORING - QUARTER 3

117 - 120

Contact Officer: Pat Jones, Principal Scrutiny Officer, Tel 01865 252191, [phjones@oxford.gov.uk](mailto:phjones@oxford.gov.uk)

Background Information

The Scrutiny Committee set a small Panel of members to consider the available performance measures and select two sets, linked to the scrutiny programme, for monitoring on a quarterly basis.

The sets were to be considered by the Housing Panel and the Scrutiny Committee. The attached table includes the selection for the Scrutiny Committee.

Why is it on the agenda?

These tables represent performance at the end of Quarter 3. The Panel was able to find and select measures that related to the following priorities of the Committee:

- Youth Ambition.
- Reducing Emissions.
- Participation in Healthy Activities.
- Improved Recycling.
- Great Customer Contact
- Empowerment.
- Corporate Health.

Who has been invited to comment?

Pat Jones, Principal Scrutiny Officer, will present the report. Any detailed information required by the Scrutiny Committee will be requested and service measures will attend the next available meeting.

What will happen after the meeting?

Any recommendations will be made to the Board Member or the next available City Executive Board.

If the Committee wishes to question Service Officers on performance, the officers concerned can be invited to a future meeting.

**9 MINUTES**

121 - 126

Minutes of the meeting held on 3<sup>rd</sup> December 2013 attached.

**10 DATES OF FUTURE MEETINGS**

The following dates have been agreed:-

4<sup>th</sup> March 2014  
1<sup>st</sup> April 2014



## **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.

<sup>1</sup> 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.

