

Agenda

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Scrutiny Committee

Date: **Monday 10 November 2014**

Time: **6.00 pm**

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

For any further information please contact:

Jennifer Thompson

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If you would like help to understand this document please call Jennifer Thompson in advance of the meeting.

Scrutiny Committee

Membership

Chair	Councillor Craig Simmons
	Councillor Tom Hayes
	Councillor Mohammed Altaf-Khan
	Councillor Farida Anwar
	Councillor Van Coulter
	Councillor Roy Darke
	Councillor James Fry
	Councillor Sam Hollick
	Councillor David Henwood
	Councillor Ben Lloyd-Shogbesan
	Councillor Louise Upton

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AGENDA

PART ONE PUBLIC BUSINESS

Pages

1 APOLOGIES FOR ABSENCE (18:00)

The Quorum for the Committee is four and substitutes are permitted.

2 DECLARATIONS OF INTEREST (18:01)

Members are asked to declare any disclosable pecuniary interest 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 UPDATES FROM SCRUTINY PANELS (18:02)

For chairs of the Housing and Finance Standing Panels to update the Scrutiny Committee on their work.

Brief updates on the work of review panels established by the Scrutiny Committee are included in the work programme but Lead Members may also wish to provide a verbal update to the Committee.

The next Housing Standing Panel is scheduled for 10 December 2014

The next Finance Standing Panel to be held in public is scheduled for 21 January 2015. The first Budget Scrutiny session is scheduled for 11 December 2014

4 DISCRETIONARY HOUSING PAYMENTS - MONITORING REPORT (18:05)

1 - 8

Contact Officer: Paul Wilding, Programme Manager – Revenue and Benefits
Tel: 01865 252461
Email: pwilding@oxford.gov.uk

Background Information
Discretionary Housing Payments may be awarded when a Local Authority considers that a claimant requires further financial assistance towards housing costs, and is in receipt of a qualifying social security benefit.
Why is it on the agenda?
The Scrutiny Committee requested regular monitoring reports in order to monitor progress, the last of which was in May 2015 .

Who has been invited to comment?
Councillor Susan Brown and Paul Wilding have been invited to attend to answer the Committee's questions.

5 COMMUNITY ENGAGEMENT PLAN 2014-17 - CONSULTATION RESULTS AND ANALYSIS (18:35)

9 - 34

Contact Officer: Sadie Paige, Consultation Officer
 Tel: 01865 252250
 Email: spaige@oxford.gov.uk

Background Information
<p>The Community Engagement Plan provides a framework for how the City Council engages with residents and communities.</p> <p>The Scrutiny Committee considered the Community Engagement Plan at pre-consultation stage in December 2013 and the final strategy in June 2014.</p>
Why is it on the agenda?
<p>At its meeting in June, the Scrutiny Committee made four recommendations. This report provides a response to the following recommendation:</p> <ul style="list-style-type: none"> - To provide a table that shows how all comments received during the consultation on this Policy Statement have been handled. <p>A further update item is scheduled for 2 March 2015 to address the remaining recommendations.</p>
Who has been invited to comment?
<p>Sadie Paige has been invited to present this report and answer questions.</p>

6 INDIVIDUAL VOTER REGISTRATION (19:00)

35 - 38

Contact Officer: Martin John, Electoral Services Manager
 Tel: 01865 252518
 Email: mjohn@oxford.gov.uk

Background Information
<p>Previously, one person in every household was responsible for registering everyone who lives at that address. Under individual</p>

electoral registration, each person is now required to register to vote individually.

Why is it on the agenda?

In December 2013 the Scrutiny Committee resolved that:

That the Principal Electoral Services Officer updates the Committee on:

- The progress towards the implantation of IER in 2014 and how funding, following a successful bid to the Cabinet Office to increase voter registration within IER was to be spent.
- The annual update (cavass) of the electoral register.

Who has been invited to comment?

Martin John has been invited to attend the Committee.

7 **STATEMENT OF COMMUNITY INVOLVEMENT 2014 REVIEW (19:25)**

Report to follow.

Contact Officer: Lyndsey Beveridge, Senior Planner

Email: lbeveridge@oxford.gov.uk

Background Information

The City Executive Board on 17 November will be asked to agree to publish the draft Statement of Community Involvement for public consultation.

Why is it on the agenda?

The Scrutiny Committee has asked for this item to be included on the agenda for pre decision scrutiny.

Who has been invited to comment?

Lyndsey Beveridge and Adrian Roche, Team Leader for Planning Policy, have been invited to answer the Committee's questions.

8 **WESTGATE COMMUNITY INFRASTRUCTURE LEVY (19:50)**

Contact Officer: Michael Crofton-Briggs, Head of City Development

Tel 01865 252360

Email: mcrofton-briggs@oxford.gov.uk

Background Information
<p>The City Executive Board on 19 November 2014 will be asked to:</p> <ol style="list-style-type: none"> 1. Recommend to Council to give a capital grant to the Westgate Alliance of £1,134,000 in two phases of £567,000 each (50% in Q1 2016/17 and 50% in Q1 2017/18). 2. Delegate to the Executive Director of Regeneration and Housing responsibility to complete an appropriate legal agreement in conjunction with the Council's Monitoring Officer and Section 151 Officer.
Why is it on the agenda?
<p>The Scrutiny Committee has asked for this item to be included on the agenda for pre decision scrutiny.</p>
Who has been invited to comment?
<p>Michael Crofton-Briggs will attend to answer the Committee's questions.</p>

9 PERFORMANCE MONITORING - QUARTER 2 (20:15)

47 - 50

Contact Officer: Neil Lawrence, Performance Improvement Manager
 Tel: 01865 252542
 Email: nlawrence@oxford.gov.uk

Background Information
<p>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.</p> <p>The sets are to be considered by the Scrutiny Committee and the Housing Panel. The attached table includes the selection for the Scrutiny Committee.</p>
Why is it on the agenda?
<p>For the Scrutiny Committee to monitor progress against selected performance measures. These tables represent performance at the end of Quarter 2.</p>
Who has been invited to comment?
<p>This report is provided for the Scrutiny Committee's information and consideration. Any additional information required by the Committee can be requested to be made available for a future meeting.</p>

Contact Officer: Andrew Brown, Scrutiny Officer

Tel: 01865 252230

Email: abrown2@oxford.gov.uk

Background Information
<p>Indicative agenda schedules for future Scrutiny Committee meetings are set out in section 5 of the Scrutiny Work Programme.</p> <p>The latest Forward Plan is included which outlines decisions to be taken by City Executive Board or Council.</p>
Why is it on the agenda?
<p>The work programme will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Committee.</p> <p>Members are also asked to select which Forward Plan items they wish to pre-scrutinise, considering the following criteria:</p> <ul style="list-style-type: none"> - <i>Is the issue controversial / of significant public interest?</i> - <i>Is it an area of high expenditure?</i> - <i>Is it an essential service / corporate priority?</i> - <i>Can Scrutiny influence and add value?</i> <p>A maximum of three items for pre-scrutiny will normally apply.</p>
Who has been invited to comment?
<p>Andrew Brown, Scrutiny Officer, can support the Committee in its discussion.</p>

11 INEQUALITIES PANEL - TERMS OF REFERENCE (20:30)

79 - 80

Contact Officer: Andrew Brown, Scrutiny Officer
Tel: 01865 252230
Email: abrown2@oxford.gov.uk

Background Information
At its meeting on 6 October, the Scrutiny Committee agreed to a proposal to establish an Inequalities Review Panel. The committee discussed the need to narrow the scope of this review and requested that the panel meet to re-fine its terms of reference before reporting back to the Committee for approval.
Why is it on the agenda?
For the Committee to agree and comment on the refined terms of reference.
Who has been invited to comment?
Andrew Brown can support the Committee in its discussion.

12 BUDGET SCRUTINY - TERMS OF REFERENCE AND TIMETABLE (20:35)

81 - 84

Contact Officer: Andrew Brown, Scrutiny Officer
Tel: 01865 252230
Email: abrown2@oxford.gov.uk

Background Information
The Finance Panel carry out the annual scrutiny of the Council's draft budget and medium term financial strategy. The Panel agreed the scope and timeline of the upcoming review at its meeting on 8 October.
Why is it on the agenda?
For information and comment.
Who has been invited to comment?
Andrew Brown can support the Committee in its discussion.

13 REPORT BACK ON RECOMMENDATIONS (20:40)

85 - 92

Contact Officer: Andrew Brown, Scrutiny Officer
Tel: 01865 252230,
Email: abrown2@oxford.gov.uk

Background Information
Scrutiny has asked to be regularly updated on the progress of recommendations. Since the last Scrutiny Committee meeting, recommendations and executive responses relating to the following items have been added to the tracker: <ul style="list-style-type: none">- Draft Culture Strategy 2015-2018- Towards Mental Health and Wellbeing
Why is it on the agenda?
For members to monitor executive responses to scrutiny recommendations. Members may wish to revisit these issues to review the implementation and effectiveness of any actions taken.
Who has been invited to comment?
Andrew Brown can support the Committee in its discussion.

14 MINUTES (20:45)

93 - 98

Minutes from 6 October 2014

Recommendation: That the minutes of the meeting held on 6 October 2014 be APPROVED as a true and accurate record.

15 DATES OF FUTURE MEETINGS (20:47)

Meetings are scheduled as followed:

8 December 2014
19 January 2015
3 February 2015
2 March 2015
23 March 2015
5 May 2015

All meetings begin at 6pm.

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.

*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.