

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.

Appendix 2

Case Studies for Discretionary Housing Payment Report to Scrutiny

Case Study 1 (Benefit Cap, Employment Outcome)

The Welfare Reform Team contacted the customer due to the application of the Benefit Cap, and arranged a meeting. At the meeting the customer went through her options and set out a plan for the future to sustain her tenancy. This was focused on helping the customer with basic work and job searching skills so she could find employment, and help with housing because issues with the landlord were preventing the customer focusing on long term solutions.

A DHP was awarded with conditions to seek employment and to engage with our partner organisations. The customer started working with Skills Training UK and engaging with employment support. The customer stayed engaged for the 9 months that followed, improving her skills and employability over this period, even after going through a period of uncertainty when she had a dispute with her landlord. At the 3 monthly reviews the conditions were updated and changed to recognise the improving work prospects. After 9 months the customer found part time work as a receptionist and qualified for working tax credit exempting her from the Cap. The customer was found not to qualify for extended Housing Benefit payments so the DHP was awarded for a further month to cover her rent as she waited for her first wage slip.

Case Study 2 (Bedroom Tax, Debt, Employment Outcome)

The customer was referred to the Welfare Reform Team by a Rent Advisor after the customer had built up arrears of £1,000. They were affected by the bedroom tax and at risk of eviction. A caseworker met with the customer to discuss her long-term options and a DHP claim. A DHP award was made with conditions set over a 2 month period due to the customer having a history of failing to engage. These were to agree an arrangement on the rent account to bring down the arrears, to seek to increase her income by finding work and working with our partners to support her into work.

Shortly afterwards she made the arrangement on the arrears and started working with the Blackbird Leys job club to support her job search. At the 2 months mark she had made satisfactory progress and the DHP was extended for a further 3 months. The job club worked with the customer to produce a good CV and covering letter, improved her interview skills and confidence, and even drove the customer around employers to drop in CVs. The customer has now started work as a carer after the job club helped her with an application. She no longer claims housing benefit so is not affected by the bedroom tax. Her arrears have now halved and she is secure in her tenancy.

Case Study 3 (Bedroom Tax, Ongoing DHP).

The customer was referred to the Welfare Reform Team from the contact centre in January after calling about the impact of the Bedroom tax which meant she was

losing 25% of her Housing Benefit. The customer has a long history of both serious physical and mental illness, and has no support from carers or social services at the present time.

A case worker has been in regular contact with the customer over the year to ensure she is coping and not falling into arrears. She required intensive support, mainly down to suffering with memory loss and extreme anxiety, needing frequent face-to-face meetings and at some point's daily phone conversations. This was mainly spent reassuring her that she was not falling into arrears, committing fraud (by applying for DHP), or reminding her what was happening.

A DHP was awarded for 6 months and then renewed for 6 months to cover her rent shortfall. The long term options for the customer have been discussed but have failed to find a long term suitable solution - she can't move from the property due to support networks and adaptations, she also would not be able to cope with a lodger due to her mental health, and is likely never to be able to work.

In addition to this other welfare reforms have affected the customer. She transferred from Incapacity Benefit to ESA in June, which added to her distress as she didn't understand her situation, and again she turned to the Council for support. Finally in July she was written to by the Direct Payment Demonstration Project to move her to direct Housing Benefit payments. This caused a panic attack and the need for a meeting. A Welfare Reform Officer helped her fill in the letter detailing why she could not deal with direct payments, and she was exempted from the project.

The customer remains in frequent contact with her designated Council Officer but is secured in her property with DHP paying her rental shortfall until the next financial year. She is now being supported by her brother with her financial affairs.

Case Study 4 (Bedroom Tax, Team work, Downsize)

In May 2014 this customer was struggling to pay his rent when he was affected by the 'bedroom tax', finding himself with a 25% reduction in his Housing Benefit. Falling into rent arrears and battling with increasingly challenging mental health issues, Mr X was entering a spiral of troubles. When a Rent Officer noticed these issues, he contacted the Welfare Reform Team for advice.

Working together with the Council's tenancy sustainment, housing and rent teams, the Welfare Reform Case Worker introduced the option of downsizing. Working together, the officers supported the customer by awarding a DHP and helped him start bidding on smaller properties.

The Welfare Reform Case Worker took responsibility to ensure there was clear communication between officers so everyone knew exactly what support the customer was receiving. Not only did this make the support efficient, it meant he received consistent advice, despite being supported by four separate teams from the council. The customer successfully moved into a smaller property on 18th August 2014, is no longer affected by the bedroom tax and has been given a fresh start.

Appendix One

Legislative framework and Internal process

Legislative background

1. Discretionary Housing Payments (DHP's) are monies allocated by local authorities under legislation set out in the Child Support, Pensions and Social Security Act 2000 and The Discretionary Financial Assistance Regulations 2001 (SI2001/1167). In summary, the funds can be used to meet eligible rent for people already in receipt of Housing Benefit. The customer must make an application for the payment, and the Council must consider the applicants financial need if an award is to be made. In effect, the fund allows some local discretion to meet the needs that are not covered by the national Housing Benefit Scheme.

2. DHP is not a sustainable solution for people who have a shortfall between their Housing Benefit and rent costs. To this end the policy provides for awards to be: a) limited to three months in duration in most cases and b) for conditionality to be applied to the majority of awards.

3. The policy also makes provision for awards to be withdrawn if conditionality is not met. It is intended that any conditionality is designed to promote effective financial management, help support people into work, and or assist with reducing rent liability. Examples provided in the policy include attending work related coaching and seeking assistance to manage debts.

DHP Process

4. The key determination in making a DHP award is whether someone is able to afford their HB shortfall, and this is done with reference to a detailed income and expenditure form which the customer fills in. The officer assessing the application will go back to the customer with any queries about the income and expenditure before making a decision.

5. When making an award, one or more conditions will usually be applied requiring the customer to take some specific actions in order to find a sustainable solution to their problem. The conditionality will relate to finding work, finding affordable accommodation and/or reducing expenditure.

6. Conditionality related to finding work usually requires engaging with one of our partners to deal with the barriers to work, provide access to training or ultimately find work. Our main partners are Prospect (formerly known as Skills (Training) UK), Jobcentre Plus, Aspire, Crisis Skylight and the CAB. They are helping customers overcome barriers of debt, security of tenure, lack of skills, perceived lack of employability and access to affordable childcare.

7. Conditionality relating to finding affordable accommodation involves registering on the housing list and bidding for properties, or actively participating in the mutual exchange scheme. Conditionality relating to reducing expenditure will

involve obtaining debt advice, or taking action to reduce specific items of excessive expenditure identified on the Income & Expenditure form.

8. Customers are made aware that awards are for a short, defined period and may be cancelled if the agreed actions are not undertaken and that repeat awards will not be made if conditionality has not been met. Awards are normally made for three months but each case is determined on its own merits.

9. Repeat applications may be made but will only be awarded if the conditions attached to the first award have been met. Customers requesting a repeat award must also have an interview with the person assessing their application. More repeat awards have been made in the second half of the year as initial awards have expired. Many customers have multiple support needs, and for such people short awards of 4-6 weeks are typically made. This is to allow them to deal with one issue at a time. Earlier in the year, providing such people with multiple actions to undertake in one go, led to a failure in many of the actions being achieved.

To: Scrutiny Committee

Date: November 2014

Item No:

Report of: Head of Customer Services

Title of Report: A report on the monitoring of Discretionary Housing Payments

Summary and Recommendations

Purpose of report: To provide an update on the monitoring and expenditure of the Discretionary Housing Payments budget.

Report Approved by:

Finance:

Legal:

Policy Framework: Efficient, Effective Council

Recommendation(s): To note the spend on Discretionary Housing Payments to 30th September 2014

APPENDICES:

Appendix 1 – Legislative background and process

Appendix 2 – Customer Case Studies

INTRODUCTION

1. On 12 June 2013 The City's Executive Board agreed a new Discretionary Housing Payment (DHP) policy. This policy was reviewed by the Scrutiny Committee at its meeting of 4 June 2013. One of the recommendations of the Committee was that they be involved in the on-going monitoring arrangements regarding the implementation of the DHP policy, and that reports be brought back to the Committee on a regular basis. This report provides the position for the end of September 2014.
2. The aim of the new DHP policy is to support people to find long term solutions to the reduction in their benefits. By applying conditions to awards that are made, recipients work towards finding a sustainable solution so they do not require ongoing DHP payments in the longer term.

- Appendix 1 details the internal process for dealing with DHP's as well as outlining the legislative background.

SUMMARY OF EXPENDITURE

- Oxford City Council's DHP grant for 2014/15 is £514,496. Community Housing have made a further £100,000 available to increase the total amount to £614,496.
- At the end of September 2014, there had been 521 DHP awards made from 636 applications received, resulting in expenditure of £210,494. As many of these awards run beyond the end of September the amount of committed expenditure is £260,494. The projected expenditure for the end of the year is £524,605. The table below shows the breakdown of these awards by the different welfare reforms.

Reason for Award	No. of Awards	Amount
Benefit Cap	155	£166,208.80
Bedroom Tax	223	£47,767.06
LHA Restriction	141	£38,812.72
Combination of reforms	3	£4,295.22
Other*	22	£3,410.28
Total	544	£260,494.08

* "Other" relates to cases where the reason for application is not due to the reform of the benefits system.

- At the same time last year actual expenditure was £144,450 and committed expenditure £203,317. The main reason for the difference is the amount awarded to people affected by the Benefit Cap. The Cap was introduced in July 2013 so there was a reduced amount of expenditure on DHP for this reason in 2013/14 compared to the current year.

Longer term cases

- DHP is a short term measure to assist customers whilst they are supported to find sustainable solutions to their Housing Benefit shortfall. However, there are a number of customers who have been in receipt of DHP for longer periods. For example, some people affected by the Benefit Cap are a long way from the job market, with multiple barriers to work, and for some people impacted by the Bedroom Tax work may not be a realistic option and there is little suitable alternative accommodation. There are 102 households which have received repeat DHP awards over the last 18 months. The table below provides

a breakdown of these cases. To support these cases on an annual basis would cost £205,000.

Reason for application	Number of cases	Committed expenditure
Bedroom Tax	56	£24,583.42
Benefit Cap	39	£106,746.50
LHA	6	£4,622.22
Other	1	£404.76
Total	102	£136,356.90

Outcomes

8. So far this year there have been 114 cases where a DHP has been awarded and on expiry no further award has been made. Analysis of a representative sample of 50 cases has been conducted to understand the reasons for this. The most common outcome is that the customer has moved into work (20 cases) which is the most beneficial outcome for the customer. The table below shows the outcomes for the other cases.

Outcome	Reason for DHP	Number of cases
Found Work	Bedroom Tax	6
	Benefit Cap	11
	LHA	3
Exempting/Additional benefit applied for	Benefit Cap	4
	LHA	1
Not known, customer didn't reapply	Bedroom Tax	1
	Bedroom Tax	2
Other	Benefit Cap	1
	LHA	2
	LHA	2
Moved house	Bedroom Tax	5
Reached pension age	Bedroom Tax	2
Non dependant moved in	Bedroom Tax	2
Failed to meet previous conditions	Bedroom Tax	1
Family paying shortfall	Bedroom Tax	1
Took a lodger	Bedroom Tax	1
Mutual Exchange	Bedroom Tax	1
Non-dependant paying shortfall	Bedroom Tax	1
Stopped engaging	Benefit Cap	1
Tenant evicted	Benefit Cap	1
Went to university	LHA	1

Declined applications

9. There have been 115 unsuccessful applications so far this year. The most common reason for turning down an application is because the customer is judged to be able to afford the rental shortfall. There are 25 cases where there was no shortfall which suggests that the customer didn't really understand what they were applying for. We have worked with internal and external partners to ensure that they are aware of what DHP can be used for. The table below summarises the other reasons for turning down applications.

Reason for refusal:	
Income exceeds	36
Failed to meet conditions of previous award	6
Unwilling to accept conditions of award	8
No rent shortfall	25
Ineligible rent costs	3
Expensive rent	1
Failed to supply requested information	23
No longer affected by Welfare Reform	4
DHP would not sustain tenancy	3
Top-up payment provided by Housing	2
No long term plan to reduce reliance on DHP	2
Customer has no HB entitlement	2

10. Appendix 2 consists of four case studies which demonstrate the work undertaken to support DHP recipients, and the outcomes that are achieved.

Name and contact details of author:

Paul Wilding
Revenues & Benefits Manager
01865 252461
pwilding@oxford.gov.uk

Background papers:

Version number: 0.2

To: Scrutiny Committee

Date: 10 November 2014

Report of: Head of Policy, Culture and Communications.

Title of Report: Draft Community Engagement Plan 2014 – 17 Consultation Results and Analysis

Summary

Purpose of report: This report presents the results of consultation on the draft Community Engagement Plan and shows how the comments received have been handled.

Key decision *No*

Executive lead members: Cllr Bob Price, Corporate Strategy, Economic Development and Planning; Cllr Christine Simm, Culture and Communities

Report author: Sadie Paige

Policy Framework: Corporate Plan – Strong, Active Communities

Background

The consultation period was December 20th 2013 to March 31st 2014.

47 individuals submitted their feedback on-line using the eConsult portal and four group submissions were received by email. One of the email submissions has been entered in eConsult; the other three did not fit within the survey template and have been kept separate. The eConsult comments will be covered in Part 1, while the email submissions will be covered in Part 2.

Profile of on-line responders

58% of the respondents who provided gender information were female (26) compared the Oxford Census 2011 data of 15+ age group (51%). 100% of the respondents who provided ethnicity information were White (39) compared the Oxford Census 2011 data of 15+ age group (80%).

The breakdown of the respondents who provided their age information is presented below. The table shows that the age groups (19- 44) are under-represented and the age groups (45- 74) are over-represented, when compared to the demographic profile of Oxford

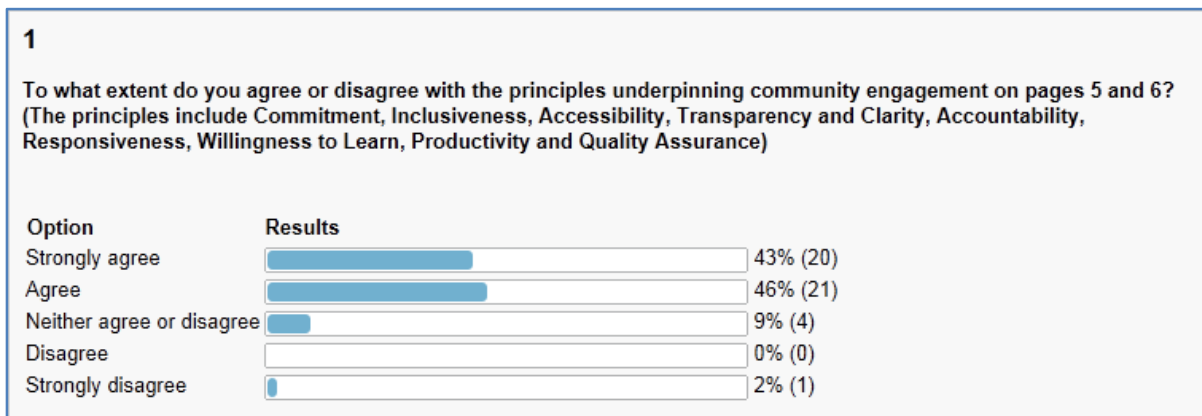
residents as a whole. There were no responses from people under 19 or over 74, although 24% and 5% respectively of Oxford residents fall into those age ranges.

age range	count	%	Oxford %
19-24	1	2.5%	14.9%
25-44	7	17.5%	31.9%
45-59	18	45.0%	14.2%
60-74	14	35.0%	9.4%

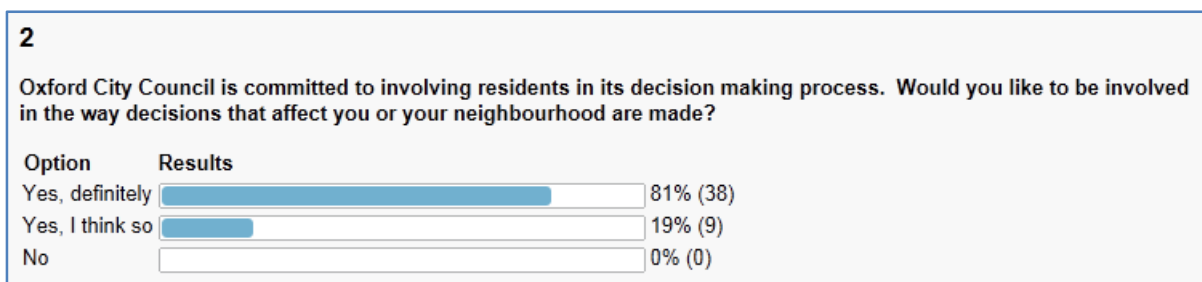
Comments have been reproduced verbatim i.e. typos have not been corrected.

Part 1 Feedback from eConsult

This covers each survey question in turn: the responses given by the consultees and how the responses have been handled. Many of the questions gave consultees the opportunity to provide free-form comments. In these cases the comments are presented in the left hand column of a table and a description of how they were handled in the right hand column.



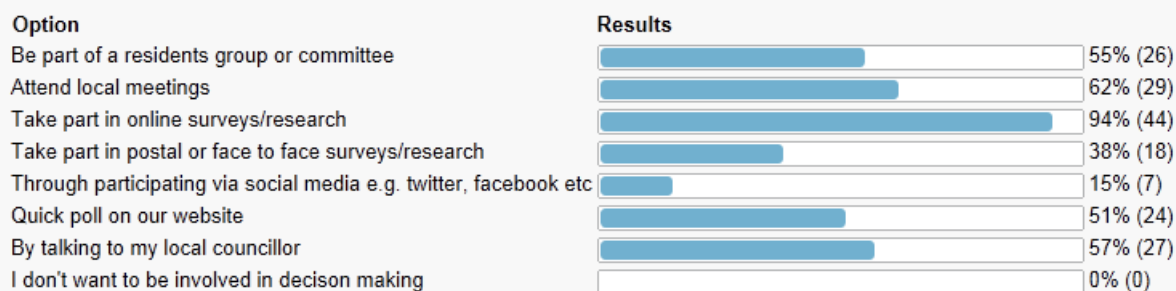
89% of responders agree or strongly agree with the principles. This level of support for the principles of engagement contributed to the decision to re-structure the Policy Statement around the principles. However, based upon comments from later questions, changes have been made to the definitions of some of the principles.



Although this result is not surprising, it does mean that we were getting considered feedback. In other words, if 100% people had selected “No”, the responses to subsequent questions would have been less valuable to shaping the final Community Engagement Policy Statement.

3

In what ways would you like to get involved in making decisions about your neighbourhood?



The responses show that people want a variety of ways of getting involved in local decision making – both on-line and face to face. This has informed the new community engagement principle of Flexibility. Although fewer than 15% of respondents selected social media, it has been proposed that the development of the use of social media and digital technologies in community engagement will be pursued as a way of being more accessible to young people. (Note that 80% of respondents to this survey are aged 45 or above.)

For Q3 three additional ways of getting involved were suggested:

Comment	Action
By being allowed access to planning applications	This comment has been passed to an officer in the City Development team, who is making improvements to the City Council's Planning website. It has also been passed to the officer who is updating the Statement of Community Involvement (in Planning). The responder will be invited to take part in website and SCI improvements.
Direct contact from Council staff wherever specialist advice is required	Service Areas have lists of subject matter experts who are routinely invited to provide input, so perhaps this is a blind spot. I will contact this respondent directly and add to our list of subject matter experts.
Participatory budgeting; alternate reality games	This will be added to the Consultation Toolkit.

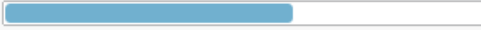
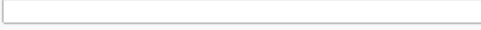



4

Do you feel there are barriers to getting involved in the decision making process?



5

If yes, what are those barriers?

Option	Results
Lack of time	 60% (21)
Language barrier	 0% (0)
Lack of information to make an informed decision	 54% (19)
Don't have access to a computer / the internet	 0% (0)
Physical barrier (unable to get to organised events)	 6% (2)

Not surprisingly “Lack of time” is a big barrier to getting involved. We will be exploring the possibility of conducting quick polls on the City Council’s website, and this requirement has been passed to the Business Improvement team. In addition, we will continue to challenge consultations that require the reading of big documents, whilst recognising that “Lack of information to make an informed decision” was also a big barrier. All consultations are required to have a named point of contact with email address and phone number, which will hopefully help to address this problem. Consultations are assessed as part of an approval process, and the assessment criteria will be more clearly aligned to the revised principles of community engagement. The principle of Inclusiveness and Accessibility recognises that alternative methods of involvement need to be provided to people who are not able to attend organised events.

For Q5 the following additional barriers/comments were noted.

The analysis of these comments highlighted both the importance of the principles of community engagement and the need to be applying them more rigorously. The principles were reviewed for clarity and relevance, and the revised Community Engagement Plan (to be called the Community Engagement Policy Statement) was re-structured around these principles.

Barrier	Commentor Action
Unable to get actual replies to questions	All consultations are required to have a named point of contact with email address and phone number. Our principle of Transparency and Clarity states that sufficient information must be available to consultees.
timing of meetings: at dinnertime. Why not have a few late morning or afternoon meetings?	This is an on-going challenge. Our principle of Accessibility requires that we carefully consider the timing and location of community involvement events.
The East Area Parliament was so successful that the Labour Group got rid of it.	The Community Engagement Policy Statement develops the “Engaging Our Communities” themes set out in the Council’s Corporate Plan 2014-18; this does not include local parliaments.
Resistance to expertise external to the Council and poor accountability.	All Service Areas have a list of key stakeholders and subject matter experts so this may be an omission. The individual will be contacted to address the comment. Our principle of Transparency and Clarity requires that we hold ourselves better to account for the publication of results and decisions.

residents comments are often a 'box ticking' exercise without being taken seriously.	Our principle of Transparency and Clarity requires that we hold ourselves better to account for the publication of results and decisions, to demonstrate that feedback is taken seriously. In support of this a new performance measure has been put in place.
Cynicism about being taken seriously; nothing changes so whats the point culture; not informed	
A perception that our comments are not taken seriously.	
Lack of serious response to citizen inputs.	
Reluctance or inability to fully understand issues.	It is hoped that through the application of Transparency and Clarity (including the analysis of feedback and development of policies etc.) issues can be understood.
MENTAL HEALTH	Our principle of Inclusiveness and Accessibility require that we use the appropriate method of engagement. Oxfordshire Mind and Oxford Mental Health Users Group have been invited to register with the City Council's consultation portal, and a request to publicize consultations through their newsletters will be made.
Meetings not always well publicised and local opinion is often ignored even when given	I will review the meetings mentioned in the Community Engagement Policy Statement and contact all the meeting owners. They will be reminded of the Principles of Community Engagement.
Long reports, or too many not of particular interest, would tend to put me off.	On some occasions long reports are required to provide enough information for residents who want to be involved in making decisions, but in line with the principle of Inclusion and Accessibility, we try to keep this to a minimum and provide summary reports where possible.
Lack of information about what decisions are being made and how to best input into the process	I will contact the respondent. Perhaps the Policy Statement / website needs to be clearer.
Council will not allow access to planning documents	See response to same comment in Q3 above
As part of the boating community I see consultation going on with little representation sort.	We will add the Boating Community to our list of Residents' Groups that are invited to consultations.

6

In your view, are there particular areas and/or services where we should engage with you more often?

The "No" or "N/A" replies are not presented here.

In response to this question consultees have identified which services/areas they would like more frequent engagement, as well as making comments about how they would like to be involved. The "which" comments have been fed back to the relevant service provider (whether within or beyond the City Council), while the "how" comments have been used to define the Principles of Community Engagement.

Engage more often	Comment or Action
Yes, wherever the Council is attempting decisions where expertise in the community is better qualified e.g. specialist ecologists and naturalists.	Add to contact database
working with like-minded residents and councillors to improve the community and environment for people living in Oxford City Central.	No specific action taken
We want to ensure that Rose Hill and Ifley new-build houses and public buildings are well insulated and use their roof space for pv panels to the maximum extent. We can work with the Low Carbon Hub to put out share offers for pv panels on public buildings such as schools. We have already secured the agreement of the City Council to cover the new Community Centre for Rose Hill with pv panels.	No specific action taken
Voluntary community group issues, anti-social behaviour. Changes or issues which impact on children, young people and young people with impairments	The Oxford residents' satisfaction survey which covers anti-social behaviour will, from autumn 2014, involve a broader section of the population. Children and Young Peoples' Plan will be reviewed in the context of this feedback.
Views of older people who have difficulty with mobility.	Our inclusiveness principle (of Community Engagement) requires that the opportunities to participate in decision making are not limited to the able-bodied.
Use of pavements, vide the debacle over locating cycle racks near St Andrews school in Headington. The use and abuse of pavements by cyclists. Designation of uses for shops.	The principle of flexibility means that such decisions should be made with the input of impacted parties. Illegal cycling on the pavement should be brought to the attention of Thames Valley Police. If planning permission is required, then any change of use must be approved. The process is detailed in the Statement of Community Involvement.
Traffic and road use. Business rents and rates. Planning decisions.	Traffic and road use is the responsibility of the County Council, although we use the annual resident satisfaction survey as a broad measure of traffic related issues, and have in some cases secured funding to make improvements. Business rates are set by central government but there is an appeal process outlined on the City Council's website . Planning decisions are required

	to follow statutory consultation guidelines. Our “feedback” principle ensures that responders are apprised of results and decisions made.
There is no point in 'engaging' with communities unless the communities are listened to - something which the City council seem PROUD NOT to do. IE the huge opposition to the closure of Temple Cowley Pools, and the refusal of councillors and officers to listen.	On page 5 of The Community Engagement Policy Statement 2014 – 17, the Council’s position is clarified: “Community engagement supports, informs and improves decision-making by elected councillors, but it does not replace it; the responsibility for the final decision on any issue that involves the Council’s resources rests with the city’s elected councillors.”
The proposal mentions Oxford and its residents what it doesn't mention is that Oxford services Oxfordshire as the main destination and shopping destination. Oxfordshire residents should be consulted on things such as the redevelopment of the Westgate centre and the Botley road because the protestors who tend to be residents of the city do not represent the people from the surrounding area who have to travel into the city to access the facilities that are not available in the rural towns and villages of Oxfordshire.	This is a very good point. It is addressed through our Inclusiveness principle, and we are now being more attentive to this geographic dimension to inclusion. This point will be raised at the County (Oxfordshire) Consultation Officers’ Group meeting in November.
The communication between the city council front line staff (for example the repairs team) and the contact admin staff (the call centre) seems to get very confused and often leads to the wrong worker being sent to the wrong job (electrician instead of plumber). this costs time and money. Direct contact between tenant and the repairs team is needed.	This customer feedback has been communicated to the Repairs Team.
provision of pedestrian and bicycle paths.	There is an opportunity to comment on pavements in the annual resident satisfaction, but this is slightly different and will be taken up with the Cleaner Greener Board.
pre school care, libraries	These services are the responsibility of the County Council, although libraries will be included in our next annual resident satisfaction survey.
Practical, local stuff like work being done in our immediate area that misses a problem that locals could have identified to be sorted efficiently at the same time as other work. Good work being done with consultation / engagement at a more strategic level - now try using more local knowlege at the practical level	There is a Report It capability on the Council’s website, but I wonder if some of our thinking on how to use the web might also help make improvements here.
Planning..	The feedback has been provided to the Planning department; they are currently reviewing their Statement of Community Involvement

Planning, Transport, HMO development	See above for planning. Consultation on transport is generally led by the service provider (e.g. Network Rail), but it is included in the scope of Planning Documents created by the Planning Department (in consultation with the public). There are several HMO consultations carried out each year; we are now paying close attention to the inclusion of tenants as well as landlords.
Planning decisions. Retention of green space.	See above for planning decisions. It is possible for residents to provide input on green spaces either through our annual resident satisfaction survey, or as part of consultation on specific site developments.
PEOPLE WITH DISABILITIES NEED TO BE GIVEN MORE INFO SO THEY CAN ENGAGE	See Q4 above
Oxford City could do more to counter Oxfordshire County's policies which continually prioritise commuters and tourists over local residents (e.g. Headington traffic 'improvements'). Local open meetings should be held as people are more likely to drop in to their local community centre / hall than take the time to fill in online consultations. Also, people ask more questions face to face and a more acceptable solution is often reached. It is very easy to ignore online / social media comments (offensive Tweeting being a good example) and people don't see Council business as 'social' until a policy has been implemented and individuals are adversely affected.	The responder will be contacted for improvement suggestions.
Matters regarding funding/finance, and its impact on reducing services.	This is covered in our annual Budget Consultation
Many.	No comment
local transport: bus and coach schedules, bus and coach stops. HMOs: poor external upkeep. While it is comforting to know that licensed HMOs are basically safe for their occupants and nearby residents, many of them look decidedly decrepit from the street, and the letting agents leave signs up long after new tenancy agreements have been signed.	Consultation on transport is generally led by the service provider (e.g. Stagecoach), but there is the opportunity to provide feedback through the Oxford residents' survey, in which case the comments are passed to the local transport liaison officer at the County Council. Good point – for HMO consultations “local residents” will be considered as impacted parties.
local history	This is covered in our on-going Heritage Plan consultations
Litter collection/recycling.	This is covered in our annual

	resident satisfaction survey.
It is a great pity that so little was done to engage with local residents over the plans for the Castle Mill development. The general policy in favour of growth appears to have been decided upon without proper consultation.	The Goodstadt Report has highlighted areas for improvement and they are being implemented. This includes the review of the Statement of Community Involvement.
in short the boating community is often overlooked as I've heard recently perceived in relation to the JLHT /OCCP canal project.	This responder will be contacted directly.
How to solve the housing crisis in Oxford!	This is one of the top priorities of the City Council and there will be substantial investment over the next few years.
Housing - location and number of multi occupations (high level of private rented in city and getting higher) Street furniture and layout - makes a direct impact on experience of being in a neighbourhood Leisure services - Temple Cowley Pool is still a thorn in the side of any kind of consultation and leaves a bad taste after all the petitions etc. that had so many respondents on them City Centre events to balance the positive and the negative	Planning permission is now required for housing of multiple occupants. Page 5 of The Community Engagement Policy Statement 2014 – 17, clarifies the Council's position: "Community engagement supports, informs and improves decision-making by elected councillors, but it does not replace it; the responsibility for the final decision on any issue that involves the Council's resources rests with the city's elected councillors."
grants given to community groups, e.g. music services, pegasus theatre	The Culture Strategy is being revised and will go out for consultation in October/ November 2014.
General experience of the parts of Oxford which I frequently use, pass through, see, or value - i.e. not just the buildings immediately adjacent to or in sight from my own home. In my case, this would mean all the alternative N-S routes from Grandpont to the areas around St Giles Church and Jericho, Port Meadow and Univ Parks, and the railway and bus stations: not only via St Aldates, Cornmarket and St Giles, but also via the footbridge and New Inn Hall St, or by car via Oxpens; or via Turl St or Radcliffe Square and Parks Road and Keble Road,	The responder will be contacted to advise best way to keep informed of these types of consultation.
Decisions that affect the living environment. At the moment, decisions are taken for the Community without resident consultation surveys.	Our resident satisfaction survey covers these topics.
Controversial planning decisions	See above for comments that relate to improvements in Planning
Bus transport from north to south oxford, avoiding the walk along Cornmarket	The County Council is responsible for the Transport Strategy.
At the moment it is unclear what are the areas where you are engaging people and how this happens. It would be	This responder will be contacted directly. Possible

great to have a more comprehensive approach or a way in which people could easily access information about the decisions that are being made and how to best input into them.	review of the Policy Statement.
All topics	No comment
More engagement in Donington, and other small pockets of deprivation. More engagement with private tenants. More engagement with older people through elderly-led (and controlled) organisations, rather than younger people claiming to represent us. More continuous local engagement, rather than separate consultations. More engagement through online community networks. More engagement with participation professionals, rather than assuming Oxford knows best.	This covers and provides suggestions for meeting our Flexibility and Inclusiveness principles.
Planning, housing development, traffic, parking	These are all topics of regular consultation – the responder will be contacted directly.

7

In your view, are there particular areas and/or services where you think we should engage with you less often?

For Q7 23 people responded “no” and others had the following comments

Engage less often	Comment or Action
Politics	No comment
Loads, like the success of the East Area Parliament which threatened the Labour Group, so it was done away with. So it seems to me that the only consultation that this council wants is badly attended meetings with people going to them who have no views. And if the council have something to hide - like the Roger Dudman Way planning application - then the public are misled.	The principles included in the Community Engagement Policy Statement and the review of the Statement of Community Involvement are intended to address this perception.
Less printed material posted	The Council aims to minimise the amount of printed material, but recognises that some residents do not have a computer or internet access.
Crime - let TVP and the experts deal with this I dn't feel as if I engage with services often at all as an owner occupier in East Oxford	The antisocial behaviour information that is collected as part of our community safety survey is used by Thames Valley Police and the Community Safety Partnership.
Fewer council newsletters: instead fund hyperlocal independent newsheets and blogs.	This feedback has been sent to the Council's Communication Team Lead.
Consultation should be relevant and meaningful at all times, i.e. don't ask everyone's opinion on everything or they will stop contributing. Also, local residents are just that. We are not 'stakeholders', 'customers' or any other such fatuous term of appeasement. The NHS is a Council stakeholder, I am not.	We make a distinction between stakeholders and residents in our decision-making process. In many cases the stakeholders will be involved in developing options, which then go for broader consultation with the general public.

8

Is there anything else you like to see included in the Community Engagement Plan 2014-2017?

For Q8 seven people answered “no” and the following replies were submitted by others:

Other comments	Responseor Action
<p>Yes. Mention is made of engaging those who may not be engaged due to barriers of language. Whilst this is right - this must be by ensuring that the people affected are given opportunities to learn the English language - otherwise we risk ghettos.</p>	<p>We will do this by making sure that, where feasible, surveys are tick box and in plain English. We are also exploring the idea of filling in surveys as part of an English language course.</p>
<p>Whoever is running this consultation should watch this TED talk, particularly point 1, from the beginning to minute 2 approx) http://www.ted.com/talks/dave_meslin_the_antidote_to_apathy.html</p>	<p>Yes, it makes a good point well.</p>
<p>We hope that community renewable energy plans will be on the list.</p>	<p>Community led energy projects are a good example of community empowerment and will be added to the next revision of the Community Engagement Policy Statement.</p>
<p>Undertaking to publish results of surveys/opinion polls</p>	<p>This is encompassed in our principle of Feedback. Results of surveys are now published on our consultation portal within 8 weeks of closing.</p>
<p>THERE NEEDS TO BE MORE INFORMATION IN LOCAL NEWS LETTER'S AS A LOT OF OLDER PEOPLE DO NOT HAVE A COMPUTER'S LET ALONE INTERNET</p>	<p>Currently information about consultations that are of immediate concern are included in local newsletters. We can explore extending this to include broader consultations.</p>
<p>There needs to be mention of how the City Council plans to engage with students. It is repeatedly mentioned that students make up a larger than average proportion of the city's population and yet the document makes no reference to how the Council plans to engage with this section of its population! From Oxford University Student Union Vice-President (Charities and Community)</p>	<p>I met with Dan Tomlinson and this has been added to the revised version. We are now actively contacting the Student Union on topics of interest.</p>
<p>Some ACTION to enable people to be listened to by councillors. Access to all planning applications in hard copy.</p>	<p>Contact information for City Councillors is available on www.oxford.gov.uk. This will be included in the revised version.</p>

	The planning department is reviewing its Statement of Community Involvement and will be consulting later in 2014.
Report corrective action to resolve issues brought up by local residents... and how long it takes them to be resolved..	This is beyond the scope of the Community Engagement Policy Statement, but I will explore the idea of making performance targets and actuals more visible.
priory list. creating an agenda to create a top 5 or 10 list of things that people really would like.	This is done partly through our resident satisfaction survey and partly through the annual budgeting process.
<p>Outline Response from Oxford Green Party</p> <p>Consulting over the Xmas/New Year period was unfortunate and is likely to lead to a poor response rate to this important consultation.</p> <p>Our views on consultation are well known. Using the terminology in the draft plan, our views are that the Council is extremely poor at consulting residents. On planning, it does the statutory minimum consultation in most cases. And even where there is a clear opposition to its plans (for example, St Clement's Car Park redevelopment and the demolition of Temple Cowley Pool), it ignores the views of the majority. The abolition of area committees is a case in point. Despite a majority vote by residents in favour of retaining local powers and budgets, the Council pressed ahead and abolished them anyway. They represented a means by which local residents could be 'Empowered'.</p> <p>The reliance of the creation of Neighbourhood Fora in the Plan is unfortunate. These would seem to have few advantages and many disadvantages. they are in no way a substitute for the powers that were previously delegated to the now abolished Area Committees.</p> <p>As acknowledged in the report, the Area Fora are now 'talking shops' with no clear reporting in to the Council's decision making processes. They have no support (for example, minutes are only taken if Councillors agree to write them). So, we believe that the Council needs to be enhancing its engagement with local residents not relying on existing structures.</p> <p>The Council should return to full Area Committees with delegated powers; and improve its consultation processes more generally.</p> <p>Oxford Green Party c/o 41 Magdalen Road OX4 1RB</p>	<p>The consultation period was extended until end March 2014.</p> <p>The Statement of Community Involvement is currently being revised by the City Planning department and will go out for public feedback later in 2014.</p> <p>The draft will be informed by lessons learnt from projects such as those mentioned here.</p> <p>The decision regarding Area Committees is a political one, and beyond the scope of the Community Engagement Policy Statement</p>
No. This draft plan seems well thought out and it will come down to implementation details, on which I hope we will have	Thanks

an opportunity to comment in due course.	
No. It looks sound.	Thanks
no, I think its' well written and comprehensive	Thanks
More inclusion of Oxfordshire residents as opposed to residents of the city of Oxford.	This point was made and covered above in Q6
Just continue to consult,inform and communicate with the local community.	Thanks
I might have missed it but didnt' see much by way of leisure service provision ? Not just facilities but activities generally - more emphasis on well being for everyone meaning a commitment to the arts and to sports (in the widest sense) provision. Lots of research from Joseph Rowntree Trust and others about benefits of active leisure in older age and during periods of economic stress, So possibly engagement via the arts generally like in the Rose Hill example for instance - connecting with people while they are engaged in other activity which is pleasing and purposeful. Also open spaces and engagement on the multi use of parks etc - dog owners versus sports etc.	The Community Engagement Plan did not cover specific services, but we do gather feedback on leisure and parks services through the resident satisfaction survey as well as venue-specific surveys. The comments here relate to the Culture Strategy which will go for consultation later in 2014.
I believe local opinion is not given the importance it deserves	We aim to demonstrate that this is <u>not</u> the case by publishing results of consultations and how they have shaped decisions.
How to provide good, affordable local housing.	The Community Engagement Plan did not cover specific services, but we do gather feedback on housing concerns through the resident satisfaction survey as well as housing-specific surveys.
Effective Area committees where residents can express views and have a valid vote.	This is a political decision that's outside the control of the owners of the Community Engagement Plan.
a way to address the lack of consultation offered to the boating community when decisions are made that effect them.	The responder will be made aware of our eConsult portal.
A statutory consultation meeting of residents in a local hall upon sensitive issues.	Our principle of Flexibilityrequires that we evaluate each of our consultation events and ensure that the most appropriate form of engagement is followed, and for sensitive issues we do convene meetings for locally impacted residents.
A provision for all resident-based groups within Oxford to meet together, say twice a year, so that we can share our thoughts, observations, and concerns. I note the availability of social media, but this something not everyone has access to.	This is an interesting idea, but not in our plans. A smaller scale alternative would be to invite your local councillor to a residents' group meeting.

<p>A key to effective consultation is outcomes. Local residents, myself included, often feel our participation was in vain as comments appear to be ignored, glossed over or paid lip service to, at best. I appreciate not all comments and suggestions can be accommodated, but evidence of some modification to plans / policies based on local opinion would be a big boost.</p>	<p>This is a recurring theme throughout this consultation, and one which we are taking very specific action to address. In addition to our new principle of Feedback, we now have a performance measure that holds officers to account for publishing results of consultations.</p>
<p>A dedicated group for people with disabilities</p>	<p>This is an interesting idea, it is not in our current plans, but will be explored as part of next year's plan development.</p>
<p>I will describe this in more detail in a separate e-mail, as there is so much Oxford could do to catch up with Bristol, Bonn, Bremen, Porto Alegre, Milan, New England town meetings and other leading exponents of e-democracy, citizen participation and citizen control.</p>	<p>Thanks</p>

Part 2 Feedback received via email

1. From David Newman and the Oxfordshire Green Party

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31 Mar. 2014

Draft Community Engagement plan

I am responding to your consultation on the Draft Community Engagement plan on behalf of the Oxfordshire Green Party. The Green Councillors group have asked me, as an expert on e-participation, to write this response.

Since moving to Oxford 2 years ago, I have been disappointed in the gap between the way public consultations are carried out here, and best national and international practice.

5. Principles of community engagement

Since the first question in your online questionnaire asks about the principles on p. 5-6, I will first respond to those. The list of principles is good, but could be extended. Categories reflecting sets of values on which professionals judge public consultations are listed at <http://www.e-consultation.org/Theory> and explained in Value Conflicts in e-Participation (Newman, 2006). The categories found were:

- A) Honesty and transparency
- B) Facilitation (of process)
- C) Citizen participation in decision-making
- D) Structure (of activities)
- E) Impact
- F) Stakeholders/participants involvement
- G) Feedback
- H) Relevance (to problem or people)
- I) Preparation
- J) Support for constitutional goals
- K) Feasibility and sustainability
- L) Fidelity
- M) Security

□

Some of these evaluation categories concern the processes of consultation, that will form part of the forthcoming action plan. However, there are principles not listed in the Draft Community Engagement Plan.

⑩ Honesty is joined with transparency, making sure that there is no manipulation of the process or outcome (e.g. when an apparently objective reason is given to justify a politically biased choice).

⑩ The constitutional goals include democratic ones, aimed at reversing declining democratic participation. With turnouts of 30% in local elections, and small responses to consultations, this is an important goal. But increasing democracy does not appear to be an aim of Oxford City Council, at least in this document.

⑩ Citizen participation in decision-making is a very important criterion for both consultees and researchers in public participation. Yet it is explicitly excluded in the context of these principles.

The argument that the Council operates within the context of a representative democracy is spurious. There is a long tradition of citizen involvement in local government through consultation and partnership processes, separate from the representative role of councillors. We do not have to choose just between representative and direct democracy. The literature on democratic theories and practice includes many other alternative ways of achieving democratic governance, such as deliberative democracy, and networked governance (where decisions emerge from interactions between stakeholders). (J. Morison & Newman, 2001; John Morison, 2004).

Citizen engagement requires the sharing of power. It is limited sharing, but it still means that neither councillors nor officials, let alone the Cabinet, can make all decisions on their own. If there is no way for citizens to at least influence or modify decisions, then there will be no participation. The best consultations as reported by our focus groups of consultees in the north and south of Ireland (Fagan, Newman, McCusker, & Murray, 2006)□,

'... giving people a voice, better decision making, more informed decision making. More I suppose... a sense of participation and control over their own lives and things that are important for them, you know? That's the theory of why we need to do it...'

□It is the control over your own lives that drives deep engagement, with good feedback as a minimum to get any engagement. From the perspective of the consulters, it is this deep engagement that reveals the experiential knowledge needed to make better-informed decisions. It is a common complaint of officials that they do not have enough relevant information to make decisions that avoid unanticipated consequences. Yet to transfer knowledge from of a mother taking her children to school to a Permanent Secretary requires the consulter to humble himself before her practical knowledge. In knowledge management terms, perceived status is a barrier to knowledge transfer.

Yet in Oxford, citizen and community input has often been ignored. Take for example the large numbers of people who have signed petitions to save Temple Cowley Pools. Each time, the petitions have been rejected by a whipped vote of councillors. There has not even been the reasoned justification that official bodies give when rejecting the recommendations of citizens' juries. Raw power has over-ridden reasoned argument. In the past there are many occasions when council leaders have not shown a willingness to learn (principle 7) or a commitment to make a genuine attempt to understand and incorporate other opinions even when they conflict with the existing point of view (principle 1).

We welcome the principles listed in this document, but not the context which can hinder their honest application in community engagement.

Based on the broader feedback, presented in Part 1 above, the Community Engagement Plan has been restructured and renamed. This is because many of the comments alluded to way that the City Council engages local residents in decision making, and as a result the principles of community engagement have come to the fore... they will drive the way that we

manage our community engagement. To strengthen this focus the number of principles was, in fact, reduced.

While recognising that it is highly desirable, it is not a specific aim of the Community Engagement Policy Statement to increase democratic participation. That said, our principle of Accessibility and Inclusiveness is aimed at ensuring that as broad a group as possible of residents are made aware of, and are invited to participate in decision making. We are exploring the use of social media and new technologies as ways of achieving that.

6. Methods of community engagement

The ladder of participation model is a shortened form of Arnstein's ladder.

8	Citizen Control	Degree of citizen power
7	Delegated Power	
6	Partnership	
5	Placation	Degree of tokenism
4	Consultation	
3	Informing	
2	Therapy	Non-participation
1	Manipulation	
0	Coercion	

Note that consultation is a degree of tokenism, not of citizen power. It is important that Oxford City does not limit itself to the lower levels of this ladder, but devolve power on local issues to local citizens, just as it would like central Government to devolve more power to the council.

We agree, as stated on p. 7, that effective engagement means identifying the kinds of participant (not audience) that need to be involved at each stage of the process on any given issue. However, the consult stage starts too late in the process. It is possible to consult people before any analyses, alternatives or decisions are made. In particular, it is possible to find out what people's needs are, and what problems they want the council to help them solve. In other words, public participation in agenda setting. See http://www.e-consultation.org/guide/index.php/Technology_matching_for_E-consultation. (J. Morison & Newman, 2001) and http://www.e-consultation.org/guide/index.php/Technology_classification (D. Newman et al., 2007). These show how far thinking on participation has advanced since David Wilcox's 1994 guide.

During consultation it was recognised that the Ladder of Participation was not an appropriate metaphor for the Council's aspirations for Community Engagement, and that we should take a flexible ("horses for courses") approach to consultation - this is reflected in our new Flexibility principle. New methods of engagement have been added to the Toolkit, including Co-Production, Participatory budgeting and alternate reality games.

Our principle of Transparency aims to ensure that consultation takes place before decisions are made.

7. Inform

There are ways community groups can make use of council data to answer their own questions, so it is important to make as much council data openly available for manipulation by computer programs (using RDF on the semantic web, not PDFs).

Agreed. This currently managed through our Social Research Officer and the Statistics About Oxford website
http://oxford.gov.uk/PageRender/decC/Statistics_about_Oxford_occw.htm

8. Research

It is important to make good use of research in decision-making. So we agree wholeheartedly with the importance of the two kinds of research mentioned here. Add to that the usefulness of community involvement in this research, by supporting research collaborations with community groups, and school and university students.

9. Consult

As mentioned above, consultation can start much earlier, in agenda setting, not just as a final rubber stamp to approve or reject fully formed plans. Indeed, some of the most interesting forms of consultation involve community design, as happens in participatory mapping sessions in developing countries, or some neighbourhood planning forums, where people gather to make maps showing current usage of land, and possible new uses.

Although Oxford City Council has a well-established consultation process, it is rather traditional, and falls short of the state of the art of Bristol City Council, Bonn and Bremen in Germany, participative budgeting in Porto Alegre, the use of online discussion forums to bring people from neighbouring municipalities together around Milan, or many of the practices discussed in the annual e-democracy conferences in Austria or even Prescott's Local E-Democracy project.

When Bristol City consults on parks, it gives people the chance to be a park warden for a day. Councillor Sam Hollick ran a participatory budgeting exercise, asking Holywell residents to decide on how to distribute his allocated small project budget. New York

The Community Engagement Policy Statement presents a high-level overview of the Council's consultation process. It should be noted that all projects start with data gathering and gathering the opinions of stakeholders, using a range of methods, and again we have a variety of approaches to consultation as described in the Consultation Toolkit. That said, we are grateful for the suggestions provided above!

10. Collaborate

Since the analysis of problems, the development of alternative options, and the ranking of solutions are part of any decision-making process, or indeed, of all learning processes (David R Newman, Johnson, Webb, & Cochrane, 1997), it is disingenuous to say these are not decision-making forums. The point is to make the most effective use of collaborations and partnerships in different stages of decision-making processes: and then to not ignore all this work when the final formal decision is made. We need decisions based on data, information and knowledge, not raw power.

The Area Forums could be a great opportunity for citizen design of locally appropriate solutions, rather than sticking to one size fits all models across the city. But they will not deeply engage citizen participation (both in number and time), until they have devolved powers to make and implement decisions on local issues. And it is notable that many Area Forums hardly ever meet, despite the claim that the council provides an area support officer to organise and publicise meetings.

There was a local model that worked, that of Area Committees, with devolved power to make decisions on local issues. A serious commitment to community engagement requires and equally serious commitment to community decision-making power over the issues that affect them locally.

A community partnership could do more than an area forum, but here there are two problems to overcome:

1. To involve a diverse range of groups within the area, rather just those friendliest to the council. The lists of groups represented look rather like "the usual suspects".
2. Areas of greatest need may be large, like the ones identified, or pockets of deprivation inside areas that on average are in less need. Community partnerships need to be set up to deal with these pockets of deprivation.

There is not much resident involvement so far. When tenants representatives criticised the council, they were replaced by people who never criticise the council. Community Associations are in dispute

with the Council, as they have been offered tenancy agreements with so many conditions they could easily lose their premises. There is a pattern of the Council acting as the master of Oxford, dictating terms, not humbly serving their masters, the people of Oxford. Collaboration needs to be as equals with the powerless, not just with the powerful in the Oxford Strategic Partnership.

We agree that there is a need to involve stakeholders and impacted residents in different stages of the decision-making process. The options that the dialogue generates and the feedback on those options is provided to the ultimate decision makers.

11. Empower

This part of the document has too many limitations, as if the Council wants to avoid any empowerment of citizens. Contrast that to New York City, who invited in America Speaks to organise a meeting of 6000 New Yorkers to decide on what to do with the Twin Towers site. There were 600 tables of 10 people, all having facilitated conversations, with their points fed by computer to a team of who picked out common ideas and positions, which all the tables then voted on. By the end, they knew that the people of New York wanted new tall skyscrapers, so they changed the city plans for the site.

There are lots of benefits for localising power. This plan should not try to prevent that, but instead take risks, do trials, and evaluate the results.

The Council recognises the value of people being involved in decisions that directly affect their lives. In August 2014, training on Coproduction was trialled. This method of consultation will be added to the Consultation Toolkit with links to training materials.

12. Next steps

One important next step is for Oxford City Council to become a corporate member of the Consultation Institute, and then send the top officers, and the Executive on courses to learn about the benefits of effective participation.

The two Consultation Officers are members of the Consultation Institute, and we are working with Finance to get budget in place for corporate membership.

Yours Sincerely,

Dr. David Newman

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2. Email submission from Oxford Civic Society.

January 2014

Response to the Draft Community Engagement Plan 2014-2017

Overall comments

Thank you for inviting the Oxford Civic Society to comment on the Draft Community Engagement Plan 2014-2017.

The overall message that we glean from this report is 'more of the same'. We presume, therefore, that there is no ambition to change or develop engagement processes, and it is considered there is limited need to improve them. Is this the unstated intent? We recognise that local authorities are under severe financial constraints, but nevertheless we would expect to see statements about the 'direction of travel'.

The draft plan is structured around the widely accepted 'ladder of participation' model; inform, research, consult, collaborate, empower. Picking up key points on some of these 'rungs':

- We are pleased to note that some weaknesses in **consultation** processes are recognised – specifically inclusiveness and accessibility to the consultation process and a need to improve consultation feedback. It is not stated how this will be done (although the document states in Section 1 that this is a how rather than a what plan).
- **Collaboration**, in our opinion, is the 'rung' where greatest returns can be made. Indeed we suspect this is also the view of the authors of this plan, as most 'column inches' are devoted to the topic. We are very surprised not to see more information on the future of Neighbourhood Partnerships and Neighbourhood Planning. We develop this point below.
- We do suspect there are more opportunities for **empowerment** if there is the will. We recognise this is not easy, and often not appropriate for democratic and accountability reasons. But, there is clearly no (political) intent to devolve decision making below the City level. We agree that decisions must be made by properly representative bodies, but surely there is scope for some devolution to areas / wards. The old 'area committees' had certain strengths in this respect although we are not advocating a return to them as previously constituted because there were clearly weaknesses, especially in the way they handled planning applications.

There is no evidence in the document about how good or poor community engagement currently is. Have any measures been made? With respect to **consultation**, for example, we suspect many residents would say this is poor – there is cynicism that consultations are window dressings.

We note and applaud the City's ambitions for strong active communities (*Corporate Plan 2013-2017: communities that are socially cohesive and safe, and citizens who are actively engaged in pursuing their own well-being and that of their communities*). We recognise that the Draft Engagement Plan is about engagement with decision making. It does not cover the important topics of community building and mutual support between citizens. But we think a linkage between decision making and community building should

be recognised. Stronger communities will engage more with the City's decision making processes. Building stronger communities and supporting community engagement in decision making are mutually supportive.

We also note that planning consultations are not included in this paper, as the subject is covered elsewhere. We suggest the process for planning consultations should at the very least be recognised in the engagement plan as we suspect the public's poor regard to planning consultations reflects badly on all attempts by the City Council to consult, however well they are carried out.

Specific comments

Section 1 (Executive summary)

We note it is the intent of the Community Engagement Plan to set out how engagement will be done. We consider that the document will be strengthened if it incorporates more 'how' actions.

Section 4 (Understanding our communities)

We note that in areas of deprivation the capacity for community involvement is lower than in more affluent areas. This is clearly true. The document states that it contains a plan for how Oxford City Council will address this imbalance. We are not convinced this is adequately covered.

Section 5 (Principles of community engagement)

We note the nine 'principles underpinning community engagement'. Points 5 and 6 (accountability and responsiveness) are particularly important. We suspect residents have a poor view about the Council's performance here. We urge that the plan includes some actions to improve these processes.

Section 7 (Inform)

We are puzzled about the statement 'informing residents is also achieved through Neighbourhood Forums'. We have seen no evidence of the City engaging with Neighbourhood Forums to do this (assuming this is referring to Neighbourhood Forums as set up under the Localism Act).

Section 9 (Consult)

We are pleased to note that the City recognises the need to improve inclusiveness and accessibility (paragraph 6), and accountability and responsiveness (paragraph 7). There are no statements about how this will be achieved.

Section 10.1 (Collaborate – Area Forums)

Area Forums are not successful. There seems to be recognition that this is the case, but no stated intent to improve them. We understand a review of Area Forums was carried out about two years ago. Was a report published?

Section 10.2 and 10.6 (Collaborate – Community Partnerships and Neighbourhood Plans)

We applaud the City's work in developing Community Partnerships. They seem to be showing some successes.

In comparison, the section on Neighbourhood Planning is very bland. It gives no indication of how they might be embraced, or indeed any willingness to embrace them. And we are puzzled by the statement the 'Council's preference is to start with Community Planning'. What is meant by that? The phrase 'Community Planning' is not defined.

There is no mention of Community Infrastructure Levy (CIL). We suggest the document should contain statements about how CIL will support community engagement and

community empowerment. Indeed, the relationship of CIL policy to both Community Partnerships and Neighbourhood Forums could helpfully be developed.

The impact of the Localism Act on community engagement structures and processes is omitted from the plan, although surely it is of relevance (and is likely to continue to be of relevance after the next general election, whichever colour of government is in power). An LGiU policy briefing (January 2014) is timely in this respect. See extract below.

Section 10.7 (*Collaborate – Oxford Strategic Partnership*)

We note there is recognition that there are weaknesses in the OSP process. But the document contains highly generalised statements about what will be done to address the weaknesses.

Section 11 (*Empower*)

As previously stated, we agree that empowering people at community level is not easy and is often not appropriate, but we would like to see an intent to devolve some powers to Councillor-led bodies at a local area level and a consideration of how more powers might be devolved to community groups and other agencies.

We note there is no mention of Parishes. We assume the Council does not support the concept of creating more city parishes, although they do provide an element of local area empowerment. We think this is a subject worth exploring.

We also note (and this surely is not contentious) that there is no mention of helping communities help themselves. Perhaps this is not seen as being of relevance to decision making.

Section 12 (*Next Steps*)

This section of the plan could usefully be strengthened and clarified. For example, we are unclear what is meant by a 'system for evaluating community engagement activities'.

Recommendations

The following provides some ideas about how, in our view, the document might be developed. This is largely a distillation of the comments made above.

1. More detail would be helpful about how community engagement will be done.
2. There should be some recognition of the importance of planning consultations and the development of active communities.
3. Something should be said on how accountability and responsiveness (5.5 and 5.6) will be improved.
4. There should be recognition of the value of communities helping themselves, and how this will be encouraged.
5. Devolution of powers to area / ward level should be considered.
6. There should be a recognition of the relevance of CIL to community engagement.
7. There is scope for developing area structures across the city, building on the Community Partnerships and Neighbourhood Forums already in place. This might enable a greater degree of local collaboration and even empowerment. It would have implications on the workings of the area forums, perhaps replacing them, and the role of councillors as decision makers. (See LGiU paper)
8. The statement on 'next steps' should be clearer and measurable.

Richard Bradley (on behalf of the Oxford Civic Society)
01865 762418 | 07802 215517

Dear Richard,

Thank you for your comments in response to our consultation on the Community Engagement Plan and for the LGiU Policy Briefing. I just wanted to briefly respond to your comments and let you know about changes made to the Plan following consultation. If you have further questions please contact me

Following consultation three main changes have been made to the Community Engagement Plan: it has been restructured and renamed, and the principles have been redefined

1. Restructure

The revised version has been restructured around the principles of engagement. Feedback supported the principles of engagement and highlighted areas for improvement which have been aligned to the principles. This structure will help us to more rigorously apply our principles to community engagement.

The Ladder of Participation helped in the preparation of the draft Plan and it is used to analyse consultations and other community engagement activities on an on-going basis. However, it was not a useful metaphor for the Council's community engagement ambition...we do not aim to be operating on the top 'rung' of the Ladder; rather we aim to utilise the most appropriate method of engagement according to the situation. This is the essence of our new principle of "Flexibility". In support of this, new collaborative engagement techniques (such as co-production, participatory budgeting) are being added to the Consultation Toolkit.

The consultation feedback had many comments related to planning. As the local planning authority Oxford City Council is required to have a Statement of Community Involvement (CSI), which covers the detail of Neighbourhood Planning, CIL and the management of planning applications, to mention a few of your concerns. The CSI is currently being updated and will be out for public feedback later this year. In the meanwhile I have passed all related comments to the officer in charge of the CSI review, and endeavour to ensure that the points raised are covered.

2. Redefinition of the principles

Following the decision to structure the revised Plan around the principles, we made sure that they were "fit for purpose". They have been reduced in number (so that adhering to the principles is more manageable), redefined (there were fuzzy lines between some of them), and new ones added (following national guidelines and in support of the overall plan).

As an example of how the redefined principles are being used, all public involvement activities are being assessed for compliance with the principles. In response to a recurring theme we have introduced a new service area

performance measure - it holds us to account for the timely publication of consultation results and action plans.

3. Re-name

Based upon feedback and the decision to elevate the importance of the principles, the Plan has been re-named the Community Engagement Policy Statement. As you pointed out it does not set out an ambition or direction of travel for community engagement - which might be expected of a plan – rather it sets out our principles of community engagement.

That said, we do recognise the need to make improvements and will use the principles as the driving force – as mentioned briefly above we are now measuring our ability to publish consultation results within two months of the closing date, and I hope that this measure is just the first step on the road to measuring, setting targets and improving.

Where next for neighbourhood planning and management – opportunities and challenges for local government

7 January 2014

Selected extracts:

What is our 'vision and values' for community and neighbourhood planning and management in our area? There are a number of 'models' that might be important in this process – for instance:-

- community and neighbourhood empowerment as democratic and governance-related processes – e.g. through encouraging town and parish councils; or area/local committees and assemblies with a democratic mandate/accountability;
- community and neighbourhood empowerment as a service model – either commissioning and/or providing some specific local services;
- community and neighbourhood empowerment as an influencing model – through advocacy, mobilisation, processes like neighbourhood planning, but with other bodies beyond the council;
- mixed models of the above plus other roles and functions

How do local solutions and initiatives fit in with wider council and partner structures and processes – and are there any knock-on consequences of adopting different solutions in different local areas (e.g. for neighbouring communities)?

Whilst it makes sense for the council to work through these issues/questions, systematically, they can anticipate that there will be bottom-up pressures locally, and some top-down pressures from government, that may determine how any council perspective plays out in practice.

Lessons from NCBs and neighbourhood planning to date have tended to confirm the questions above as relevant and reasonable. More generally, though, neighbourhood planning and management are long-run processes. These processes have been shown to deliver significant benefits in local involvement and ownership, and can often produce valuable ideas for local improvement. However, they require considerable upfront investment (e.g. in evidence gathering, consultation, capacity building, business case formulation, and negotiation).

However, were an integrated approach to be pursued (and if it could be resourced), at one extreme, this most local of devolution might provide a particularly 'close to home' mirror on fundamental issues raised by localism and centralism – postcode lotteries, exclusive and inclusive character of communities, 'NIMBY charters' etc. For instance, it is noteworthy for neighbourhood planning, that only six areas have been designated across the twenty most deprived LA areas, with 15 of the 20 having NO neighbourhood planning activity. For the twenty least deprived LAs, there have been 49 designations, and only six LAs with no activity.

In conclusion, all local authorities are likely to have to engage actively in major neighbourhood planning and management exercises over 2014/15 and beyond.

For full document see <http://www.lgiu.org.uk/briefing/where-next-for-neighbourhood-planning-and-management-opportunities-and-challenges-for-local-government-2/>

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To: Scrutiny Committee

Date: 10th November 2014

Report of: Head of Law and Governance

Title of Report: Individual Electoral Registration - Update

Summary

Purpose of report: To update the Committee on progress to implement Individual Electoral Registration in Oxford.

Key decision: No

Executive lead member: Councillor Price

Report author: Martin John

Policy Framework: n/a

Background

At its meeting on 3rd December 2013 the Scrutiny Committee requested a report to update it on the work being undertaken to successfully implement Individual Electoral Registration in Oxford.

What action have we taken?

Phase one: July – October 2104

1. Electoral Services and the Communications team implemented a local advertising campaign which ran alongside the national campaign run by the Electoral Commission.
2. This included designing and the distributing leaflets and posters to a wide range of partner organisations, bus stop and sides of bus

advertising, a banner ad on the Oxford Mail and Times website, etc.. This campaign cost around £12,000 but we reached agreement with the other districts in Oxfordshire and shared the costs between us.

Phase two: September – December 2014

3. Most of the focus in the summer/autumn has been on students both because they are a large percentage of potential electors and they are less likely to register themselves under the new system.
4. We have been in contact with University representatives since summer 2013 and with both student unions.
5. The Universities provide us with lists of students resident in halls. This information can no longer be used to place them on the register – we must contact each student and ask them to register individually. We have:
 - sent an ITR to every student;
 - worked with the universities and colleges on the best way to reach and remind students;
 - work with Students' Unions and National Union of Students to raise awareness, including via student societies;
 - promote IER at registration events during Freshers' and 'returners' weeks;

Partnership working

6. We are working with internal partners (e.g. CAN team, Tenant involvement, Customer Contact Centre) using their contacts and channels of communication to extend our community reach.
7. We are using these and other contacts to build relationships with community groups and voluntary organisations to promote IER to hard-to-reach groups, new residents, home movers and vulnerable groups.
8. We will visit community events, residential care homes, advice centres and family centres. We are working with local schools and colleges and are planning to participate in CANs Schools Democracy Roadshow later this year.
9. We have also worked with councillors asking them to identify 'hard to reach' groups in their wards, or groups of electors they felt were at risk of being excluded or under-represented.

10. After the publication of the register on 30th November we will continue to work to identify potential electors and get them registered. We are investigating the possibility of carrying out a “mini-canvass” in early spring in order to make sure that the register is accurate as possible as we move towards the 2015 General election in May.

Recommendation

The Committee is asked to note the report and make any comments.

Name and contact details of author:-

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Job title: Electoral Services Manager

Service Area: Law and Governance

Tel: 01865 252518 e-mail: mjohn@oxford.gov.uk
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List of background papers: *None*

Version number: 1

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To: City Executive Board

Date: 19th November 2014

Report of: Head of City Development

Title of Report: Westgate and Community Infrastructure Levy.

Summary and Recommendations

Purpose of report: To consider a proposed financial contribution to the Westgate Alliance towards the public realm works associated with the Westgate development.

Key decision Yes

Executive lead member: Councillor Bob Price

Policy Framework: Corporate Plan - Vibrant and Sustainable Economy, West End Area Action Plan – more attractive spaces.

Recommendation(s):

- 1. To recommend to Council to apply Community Infrastructure Levy receipts to the value of £1,134,000 in two phases of £567,000 each (50% in Q1 2016/17 and 50% in Q1 2017/18) in order to fund public realm works that fall outside the site covered by the planning application for the Westgate redevelopment scheme .**
- 2. To 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.**

CONTEXT

1. The Westgate outline planning permission is accompanied by only a limited planning condition (Section 106) agreement that primarily relates to on-site provisions. The off- site infrastructure impacts of the development are to be considered in the context of the Community Infrastructure Levy (CIL) that will be paid by the applicant in phases once development commences. The exact scale of the CIL liability is calculated at the time of the Reserve Matter permission. It is anticipated that it will be in the region of £4.2 million.
2. This Reserve Matter application provides the details of public realm improvements that the Westgate Alliance proposes to carry out as part of its development. The application also identified in this design those public realm improvements considered advantageous beyond the application boundary. However, there will be no planning obligation on the applicants to carry out this work as part of the development.
3. In the normal course of events now that CIL is operational as City Council policy it falls to the City and County Council's to consider what infrastructure is needed to mitigate the impact of developments across the City. The process is then for the City Council, as the sole recipient of CIL payments, to confirm in its Capital programme what infrastructure paid for by CIL it will commit to provide in the coming years in consultation with the County Council.
4. Officers have been working with the Westgate Alliance on plans to use some of the CIL money that will be paid to the City Council by the Alliance to undertake public realm improvements adjacent to the development but falling outside the application site. This report seeks City Executive Board approval for this in principle and to recommend to Council that this is included In the Capital Programme for payments in 16/17 and 17/18.

PROPOSAL

5. The proposal is to make a payment of £1,134,000 from the £4.3 million CIL payment that will be paid to the City Council by the Westgate Alliance and that this sum should be used to improve the public realm at the following locations:
 - Bonn Sq, from the middle of Queen Street north to the margin of the Square
 - Castle St and Norfolk Street, the western pavement.
 - Infilling the underpass ramp on the west side of Castle Street by County Hall.
 - Pennyfarthing Place, by St Ebbes Church, including the link to St Ebbes St
6. The full cost of the public realm works at Westgate both within and beyond the application site is £8.5 million, of which the CIL contribution would be £1,134,000. This sum would not be made available until the

Alliance has made its CIL payments to the City Council. These fall due at roughly £1.1m a time in Q4 14/15, Q4 15/16, Q4 16/17 and Q4 17/18. It is proposed in the light of the timetable for development and the public realm works that the CIL contribution would be made in two tranches of £567,000 each in Q1 16/17 and Q1 17/18.

Receipt of CIL	Payment of Grant
2014/15 Q4 - £1.1m	-
2015/16 Q4 - £1.1m	-
2016/17 Q4 - £1,1m	2016/17 Q1 - £0.567m
2017/18 Q4 - £1.1m	2017/18 Q1 - £0.567m

7. The purpose of the CIL is to provide funding for the infrastructure elements of new developments across the City.
8. If the City Council were not to fund these works through CIL some important areas around the Westgate development would remain in their current state and would damage the overall quality and success of the development and its integration/ relationship with the rest of the City centre. In particular there could be an unattractive gap in the public realm between the existing Bonn Square and the threshold of Westgate and the subway ramps by County Hall would not be filled in leaving an unattractive 'hole' adjacent to the prominent approach to the City centre from the station and the West. Another area is Pennyfarthing Place by St Ebbes Church and Sainsbury. This small area is currently rather 'down and heel' but could be made attractive and inviting. It too has the potential to be an important pedestrian route approach from the East and the bus stops on St Aldates via Pembroke Street. The City Council is the ground landlord for the development site and through the Development Agreement with the Westgate Alliance will benefit financially from the success of the scheme.
9. The proposed mechanism is for the City Council to give a grant to the applicant towards its costs for the infrastructure works as listed above.
10. The Westgate Alliance, County Council and City Council have signed a detailed Highways Agreement (S278) prior to the grant of the outline planning permission. This specified in considerable detail the nature of the works on the public highway to be carried out by the Alliance, together with the provision of payment of County Council costs to oversee the works and commuted sums at 9% to cover the liabilities for maintenance. It is considered that this Highway Agreement provides the City Council with an appropriate level of confidence that the proposed works to the public realm, for which the grant is requested, will be carried out satisfactorily.

11. It is proposed that the City Executive Board should agree in principle to make a financial contribution to the works to the public realm falling outside the red line of the application site by means of a capital grant of £1,134,000 in two payments to the Westgate Alliance. This would need to be confirmed by Council in its Capital Budget which will also agree CIL Infrastructure projects over the next 4 years. There will be a suitable legal agreement to give effect to this proposal between the parties.

Level of risk

12. The proposal is to give a grant to the Westgate Alliance, which will bear of the full risks for the public realm works involved.

Climate change / environmental impact.

13. There are no implications directly flowing from this report. However, the Westgate Alliance's design concept for the public realm seeks to integrate the new development into the character of the City centre, enabling the pedestrianised area to be extended

Equalities impact.

14. As above, there are no implications directly flowing from this report. However, the Westgate Alliance's design concept for the public realm seeks to enable extensive pedestrian flows around and through their development including for all those with mobility impairments.

Financial implications

15. As explained in the body of the report above, the finance involved would be available in the Council's capital programme once it is in receipt of the CIL cash payments. The proposal is to phase the payments to 50% in Q3 2014/15 and 50% in Q2 2015/16.
16. Each year a four-year rolling plan of CIL expenditure will be drawn up and approved as part of the City Council's annual budget discussions. This process commences with the 15/16 budget round. At the current time CIL receipts remain at a modest level (approximately £155k), but by the start of the 15/16 financial year sufficient funds should have accumulated to begin to release some CIL monies towards infrastructure projects. Liability notices have been issued alongside planning permissions for £1.3 m. The first Westgate instalment is also expected around the turn of the financial year.
17. A first draft CIL programme has been prepared and discussed with the County Council. Agreed priority projects are identified in the draft programme, the aim being to draw up a programme that is realistically deliverable within the likely CIL funding available, utilising matched funding opportunities wherever possible. Preferred and contingency

projects have been identified as well to allow for the possibility that other sources of funding may be obtained for some projects; that CIL receipts may turn out to be higher than forecast; or that some projects may slip due to other factors. The draft programme is sketchier for the later years.

18. This draft CIL Programme (attached as an appendix) indicates that there is scope to progress all City Council priority infrastructure projects together with making this contribution towards these public realm works at Westgate.

Legal Implications.

19. It is proposed that a suitable legal agreement is drawn up between the City Council and Westgate Alliance in order to safeguard the interests of the City Council and ensure that the money is only paid across to the Westgate Alliance at the appropriate stages and if not used will be returned to the City Council.

Name and contact details of author:-

Name: Michael Crofton Briggs
Job title: Head of City Development
Service Area / Department: City Development
Tel: 01865 2360 e-mail: mcrofton-briggs@oxford.gov.uk

List of background papers:

Appendix 1: CIL receipts
Appendix 2: Draft CIL Programme

Version number: 4

Appendix 1 - CIL Receipts October 2014

£

Total £ - Liability notice sent	£1,329,669.96
Net excl Relief (expected or confirmed)	£1,102,319.96
Total demand notices sent	£154,865.00
Total CIL received	£154,865.00

**Appendix 2- draft
CIL programme
2015/16-2018/19**

Project		Priority	Cost Total Cost of project (£k)	2014/15 CIL ask this year (£k)	2015/16 Q1 CIL ask this quarter (£k)	2015/16 Q2 CIL ask this quarter (£k)	2015/16 Q3 CIL ask this quarter (£k)	2015/16 Q4 CIL ask this quarter (£k)	2016/17 CIL ask this year (£k)	2017/18 CIL ask this year (£k)	2018/19 CIL ask this year (£k)
Park End Street walking, cycling and public realm improvements, including changes to junction with New Road as part of Queen Street pedestrianisation	County	High	2015		250	250	250	250			
Westgate library improvements – as identified in LGF bid	County	Medium	8000						1000		
Enabling works for pedestrianisation of Queen Street	County	High	TBC							1000	
Relocation of coach parking	County	High	TBC							1000	
Eastern Arc transport improvements	County	High	TBC								1000
Expansion of schools serving Northern Gateway	County	High	TBC								TBC
Develop new burial space	City	High	1600		100	100	100	100	200		
Improvements to Horspath athletics track/ sports ground	City	High	800					50	450		
Oxford Spires Academy Gym	City	High	650				200				
Quarry pavilion/community centre	City	Medium	1200				100	100			
Pavilions programme/other sport and recreation – programme tbc	City	Medium	TBC							TBC	TBC
Community centres - Barton improvement, Blackbird Leys redevelopment, Donnington redevelopment, Florence Park development, Headington development - programme tbc	City	Medium	TBC							TBC	TBC

Western conveyance channel (project development costs)	shared / third party	High	125000				500		500		
Seacourt P&R expansion and access improvements – as identified in LGF bid	shared / third party	High	4365						1600		
Westgate area public realm improvements	shared / third party	Medium	2880						625	625	
Forecast income for strategic projects (80% of total)				320	1220	340	340	340	2240	2240	2240
Projected total expenditure				0	350	350	1250	400	4375*	2625 (+TBC)	1000 (+ TBC)
Contingency - Other schemes from the Connections to Oxford station package as identified in the LGF bid	County	High	18700		TBC	TBC	TBC	TBC	TBC	TBC	
Contingency - Eastern Arc transport improvements	County	High	TBC							TBC	TBC
Contingency - Park and Ride expansion	County	High	TBC								TBC
Contingency - Quarry pavilion/community centre	City	Medium	1200					400			
Contingency - East Oxford Project	City	Medium	TBC					200			
Contingency - additional Westgate area public realm improvements	shared / third party	Medium	2880							500	
Total of contingency projects				0	0	0	0	600 (+TBC)	TBC	500 (+TBC)	TBC

* Further discussion will be needed to agree a programme for 16/17 that matches the expected income. At the moment there are a number of important projects scheduled for CIL funding that year

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Agenda Item 9

Performance Summary Scrutiny Committee

Trends compare relative performance with

Prd: previous month

Prev Year End: previous March

Green = target met
Amber = within tolerance
Red = outside tolerance

Sep-2014

Year on Year: the same period from the previous year

Measure		Owner	Result 2013/14	Latest Data		Year End Target 2014/15	Trends			Comments
Ref	Description			Target	Result		Prd	Prev Year End	Year on Year	

Cleaner Greener Oxford

ED003	ED003: The number of enforcements carried out as a result of environmental offences	Richard J Adams	1,757 Number	420 Number	758.00 Number	900 Number				Drop in S46s but increase in warning letters. The students return have led to more bins on the street, side waste and mispresentation.
ED004	ED004: The % of OxFutures programme milestones met	Jo Colwell	100%	100 %	100%	100 %				
NI195b	NI195b Percentage of streets with detritus levels falling below Grade B (YTD)	Geoff Corps	2.02%	3.00%	4.22%	3.00%				Year to date 20 of 474 streets inspected were below grade B. In September None of the 79 streets inspected were below grade B

Corporate Health

BIT021	BIT021: Number of CIPS licensed practitioners in Service Areas	Caroline Wood	0 Number	0 Number	0 Number	18 Number				There are 35 delegates enrolled on the first two cohorts. The programme continues to receive positive feedback from delegates. However, whilst raising the profile of Procurement, there has been a significant increase in referrals being made to the central team which is having a negative impact on resource. This is attributed to delegates realising that past procurements may not be completely compliant with Contract Rules and best practice. A third cohort is now planned for early 2015 to take into accounts the teams capacity in relation to its heavy work programme.
BIT022	BIT022: Level of efficiency savings, income generation identified through service reviews and process/system improvement projects	Jan Heath	£391,400	£110,000	£98,000	£330,000				Further cashable efficiencies identified but awaiting validation and projects currently underway are expected to achieve targets by year-end.
CH001	CH001: Days lost to sickness	Simon Howick	7.90 days	3.50 days	3.12 days	7.00 days				
BV016a	BV016a: Percentage of employees with a disability	Simon Howick	8.81%	9.50%	8.51%	10.00%				There has been a large upturn in recent recruitment, with 17 staff new starters in September. The number of disabled staff has reduced by 1 which accounts for the slight overall % drop against the total headcount.
BV017a	BV017a: Percentage of black and ethnic minority employees	Simon Howick	7.0%	7.5%	6.9%	8.0%				The BME headcount has risen by 3 staff members in the last month (3/ 17 new appointments). The overall rate of BME applications against the all those received is slightly down and stands at 16.29% for the April-September period.

Empowerment

LG002	LG002: Achieve the electoral registration rate target	Jeremy Thomas	95.48%	96.00%	96.00%	96.00%				
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Great Customer Contact

**Performance Summary
Scrutiny Committee**

Trends compare relative performance with

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Red = outside tolerance

Prd: previous month

Prev Year End: previous March

Sep-2014

Year on Year: the same period from the previous year

Measure		Owner	Result 2013/14	Latest Data		Year End Target 2014/15	Trends			Comments
Ref	Description			Target	Result		Prd	Prev Year End	Year on Year	
BIT019a	BIT019a: BIT019a: The level of self-service transactions that are carried out using the Council's website	Jane Lubbock	Not Recorded	41,662 Number	46209.00 Number	83,325 Number				The Connect system that allows customers to view their Council Tax and/or Business Rates bill online and view their account 24/7 is now available on the website. Therefore these online transactions can now contribute to the monthly statistics which helped us to stay above target for the month.
CS001	CS001: The % of customers satisfied at their first point of contact	Helen Bishop	79.00%	77.00%	80.00%	77.00%				Performance on overall satisfaction has remained constant for the past few months and is currently at target. Individually in September, face to face satisfaction was 58% (decrease from 53% in August), telephone was 92% (same as August) and web was 43% (decrease from 47% in August).
PC027	PC027: Increase the Number of people engaging with the Council's social media accounts	Chris Lee	48,551 Number	55,000 Number	58,720 Number	61,000 Number				
CS003	CS003: Customers getting through first time on Councils Main Service lines	Helen Bishop	93.13%	95.00%	93.12%	95.00%				Performance has improved as a result of the increased focus on delivering more training (out of hours) and by recruiting 4 agency staff to help cover whilst annual leave was high over the summer months.
CS004	CS004: Enquiries resolved by customer service centre without hand off	Helen Bishop	93.10%	90.00%	91.90%	90.00%				Due to technical issues, it is not possible to report on this measure for September. The cumulative figure for last month has been carried forward.

Improve Recycling

NI191	NI 191 The Kg of waste sent to landfill per household (YTD)	Geoff Corps	421.03 kgs	214.98 kgs	207.54 kgs	430.00 kgs				In Sept, the residual waste per household was 33.53 kg; this is 0.77 kg higher than Sept 2013 (32.76 kg). YTD this is 6.26 kg down on last year. This is expected for this time of year.
NI192	NI192 Household waste recycled and composted (YTD)	Geoff Corps	44.8%	44.3%	46.8%	45.0%				The overall recycling rate for Sept is 45.67%, which is higher than in Sept 2013 which was 44.18%. Garden waste participation and tonnage continues to be high.

Participation in Healthy Activities in the most deprived wards

**Performance Summary
Scrutiny Committee**

Trends compare relative performance with

Green = target met
Amber = within tolerance
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Prd: previous month

Prev Year End: previous March

Sep-2014

Year on Year: the same period from the previous year

Measure		Owner	Result 2013/14	Latest Data		Year End Target 2014/15	Trends			Comments
Ref	Description			Target	Result		Prd	Prev Year End	Year on Year	
NI008	NI008 The % increase in the number of adults taking part in sport as measured by Sport England's Active People Survey	Ian Brooke	29.0%	26.0%	29.3%	27.6%				Sport England's Active People survey is an annual survey (December) that measures the percentage increase in numbers of adults taking part in regular sport, an interim result is also published in June. The result shown is the full result of 29.3% which places Oxford City in the top 10% of all districts within the Country and is a 8.6% increase from the baseline figure of 20.7 which was recorded in 2005/6
LP106	To increase participation at our leisure centres by target groups	Ian Brooke	-9%	3 %	7%	3 %				Greater than 15,700 more visits year to date when compared to the same period in 2013/14.
LP120	The number of individual people participating in the City Exercise on Referral scheme	Ian Brooke	143 Number	50 Number	73 Number	140 Number				73 referrals received in the reporting period 2014/15.

Reduce Emissions

ED002	ED002: The reduction in the city council's carbon footprint	Paul Robinson	565 Tonnes	170 Tonnes	165.00 Tonnes	478 Tonnes				Town Hall toilets upgrade completed (LEDs, Heat recovery and high efficiency hand driers) est 2tCO2/year saving. Salix case for Horspath Browns Bros LED lighting upgrade being finalised. Sheltered Housing LED upgrade progressing - Knights House and George Moore next for LED upgrades.
LP008	To reduce the use of utilities in Leisure facilities	Ian Brooke	3 Kgs CO2	2 Kgs CO2	3 Kgs CO2	2 Kgs CO2				Carbon projects continue to be delivered in 2014/15. Transition to the new pool has been longer than planned and delay in closure of two inefficient facilities has impacted on reducing carbon emissions further.

Youth Ambition

BI002a	BI002a: The number of training places and jobs created through Council investment projects and other activities	Jane Lubbock	287 Number	344 Number	389.00 Number	400 Number				24 new jobs and 1 new apprentice employed at Blackbird Leys competition pool site brings total so far this year up to 389.
BI002b	BI002b: The number of Council apprentices created through Council investment for those who live in Oxford	Simon Howick	21 Number	22 Number	26.00 Number	22 Number				21 Local apprentices and 5 non local apprentices working directly for Oxford City Council. An increase of 4 for September.

**Performance Summary
Scrutiny Committee**

Trends compare relative performance with

Green = target met
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Prd: previous month

Prev Year End: previous March

Sep-2014

Year on Year: the same period from the previous year

Measure		Owner	Result 2013/14	Latest Data		Year End Target 2014/15	Trends			Comments
Ref	Description			Target	Result		Prd	Prev Year End	Year on Year	
LP119	The number of young people accessing youth engagement projects and activities outside school hours	Ian Brooke	5,844 Number	4,000 Number	4007.00 Number	5,250 Number				The programme is continuing to perform well and the summer has been a good period. We have partially added in the YA funded figures. The current breakdown is Youth Voice 141 YA Funded 258 Holiday Activities 1217 Positive Futures 208 CSAF 885 Free Swimming Lessons 59 Free Swimming Card Holders 916 Streetsports 323 Giving a total of 4007
PC019	PC019: To achieve results for Oxford city schools that are 10% above the national average for KS2 by April 2015	Anna Wright	62.0%	68.0%	62.0%	74.0%				Review of education attainment is currently underway. This is a proxy result as the real results will not be known until late 2014
PC004	PC004: Grow level of active participation in dance through programme of events	Claire Thompson	5,956 Number	1,080 Number	5,576 Number	7,000 Number				

Scrutiny Work Programme 2014 - 2015

This programme represents the work of Scrutiny, including panel work and Committee items. The work programme is divided under the following headings:

1. Standing Panels
2. Review Panels in progress
3. Potential Review Panels (to be established if and when resources allow)
4. Items for Scrutiny Committee meetings
5. Draft Scrutiny Committee agenda schedule
6. Items called in and Councillor calls for action
7. Items referred to Scrutiny by Council

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1. Standing Panels

Topic	Area(s) for focus	Nominated councillors (no substitutions allowed)
Finance Panel – All finance issues considered within the Scrutiny Function.	See appendix 1	Councillors Simmons (lead), Darke, Fooks and Fry
Housing – All strategic and landlord issues considered within the Scrutiny Function.	See appendix 2	Councillors Hollick (lead), Sanders and Wade Co-opted Member – Linda Hill

2. Review panels in progress

Topic	Scope	Progress	Next steps	Nominated councillors
Thames Water investment to improve flooding and sewerage	To continue engagement with Thames Water Utilities (TWU) at a senior level to ensure delivery of the agreements reached.	Catchment study publically launched and a press statement issued in advance.	Contact made with TWU to establish governance structure. Panel briefing on study to be arranged.	Councillors Darke (lead) Pressel, Thomas and Goddard
Oxford Standard Panel	To give advice to the City Executive Board on the content and definition of the Oxford Standard for Council properties.	The Scrutiny Committee on 6 October endorsed the report and provided comment.	Final report due to go to the City Executive Board in December.	Joint Charing; Housing Panel and Tenant Scrutiny Group
Tacking Inequality	To review how the City Council contributes to combatting harmful inequality in Oxford, and whether there is more that could reasonably be done. Aims are: -To understand of the scale, reasons and impact of inequality -To identify specific areas where the Council can make the most difference. -To make deliverable, evidence-based recommendations, co-produced with citizens or stakeholders where possible.	The panel met on 13 October to discuss its terms of reference and identify next steps and possible witnesses. Review of background documents completed. Contact made with internal and external witnesses and partner orgs. The next panel meeting is scheduled for 24 November. Witnesses have been invited.	Panel to consider evidence and possible lines of inquiry and begin to identify areas of focus. The Policy Team will provide a paper before 24 November that pulls together the different activities that the City Council is currently involved in to reduce inequality.	Councillor Coulter (lead), Gant, Lloyd-Shogbesan and Thomas
Recycling rates	To review of recycling and waste data rates, and consider community incentives and other recycling initiatives.	Continuation of previous panel which reported in July 2014. Meeting held on 8 October to consider bid for incentive funding.	Panel to visit depot and consider waste and recycling data in Feb 2015 (date TBC).	Councillor Fry (lead), Simmons and Hayes

3. Potential Review Panels – to be established when resources allow

Topic	Area(s) for focus	Nominated councillors
Budget Scrutiny	Annual review of budget proposals. Scope considered by Finance Panel on 8 October and included in Scrutiny Committee paperwork on 10 November for information.	Finance Standing Panel Members
Support for the local economy	<ul style="list-style-type: none"> - How City Council policies on planning and licensing affect the local economy, including aspects such as the restrictions on changes of use. - How more can be done to ensure that local businesses are aware of all kinds of support available, including City Deal Funding. - What a small cross-section of businesses, from large to small, and from across the City, feel are the biggest barriers to success locally (and just as important, how many of these barriers are amenable to action by the City Council). 	Councillors Fry (lead), Benjamin, Darke
Cycling	Scope to be determined. Panel to consider area(s) of focus which could include: <ul style="list-style-type: none"> • Review cycling funding including City and County Council contributions. • Explore progress against sought outcomes and value for money achieved. 	Councillors Wolff, Upton, Pressel and Hayes

Indicative scrutiny review timeline 2014-2015 (does not include ad hoc review panels)

Review	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
Budget Scrutiny											
Inequalities											
Cycling											
Support for the local economy											

	Scoping
	Evidence gathering and review
	Reporting

4. Items for Committee meetings (in no particular order)

Topic	Area(s) for focus	Lead and other Councillors
Discretionary Housing Payments	Quarterly updates on spending profiles within a framework agreed by the Committee.	Councillor Coulter
Performance monitoring	Quarterly report on a set of Corporate and service measures chosen by the Committee.	Councillors Altaf-Khan, Coulter, Darke & Simmons
Educational attainment investment	To consider the academic progress and key stage results at schools operating the KRM model compared to those not.	Councillors Altaf-Khan, & Hayes & Thomas
Fusion Lifestyle contract performance	Regular yearly item agreed again by the Committee to consider performance against contract conditions.	Councillor Simmons
Research on the effects of welfare reform	To consider research into the impact of welfare reforms in the City.	Councillor Coulter
Clean streets	To receive an update on the City Council's approach to keeping Oxford streets clean from graffiti, detritus, littering and waste.	TBA
Living Wage	To review how the living wage is enforced through procurement contracts	TBA
New controls over anti-social behaviour	To receive an update on the City Council's changing approach to anti-social behaviour.	TBA
Low Carbon Oxford	To receive an update on the progress of this scheme and plans to progress the low carbon agenda in Oxford.	TBA
Community and Neighbourhood services	To review aims, activities and outcomes; grant distribution; community centres and associations; volunteering; Neighbourhood plans; how better on-going engagement can be established with different communities.	TBA
Activities for older residents and preventing isolation	To receive an update on services and activities for over 50s, with a focus on preventing isolation.	TBA
Individual voter registration	To receive an update on changes to electoral registration and to monitor how the City Council is maximising registration.	TBA
Taxi Licencing	To review rules and processes; to understand driver issues.	TBA
Forward Plan items	To consider issues to be decided by the City Executive Board.	N/A

5. Draft Scrutiny Committee Agenda Schedule

Date (all 6pm, St. Aldate's Room)	Agenda Item	Lead Member; Officer(s)
10 November 2014	<ol style="list-style-type: none"> 1. Discretionary Housing Payments 2. Individual voter registration 3. Consultation and Engagement 4. Statement of Community Involvement 2014 Review 5. Westgate Community Infrastructure Levy 6. Performance monitoring – quarter 2 7. Budget Scrutiny proposal 	Cllr Susan Brown; Paul Wilding Jeremy Thomas, Martin John Sadie Paige Lyndsey Beveridge, Adrian Roche Michael Crofton-Briggs Neil Lawrence Andrew Brown
8 December 2014	<ol style="list-style-type: none"> 1. Research into the local impact of Welfare Reform 2. Corporate Peer Challenge Action Plan 3. Clean Streets 4. Banking Services Provider 	Paul Wilding Cllr Price; Peter Sloman Douglas Loveridge Cllr Turner, Anna Winship
19 January 2015	<ol style="list-style-type: none"> 1. New Council controls over anti-social behaviour 2. Educational Attainment 	Richard Adams Pat Kennedy; Val Johnson
3 February 2015	<ol style="list-style-type: none"> 1. Performance monitoring – quarter 3 	Neil Lawrence

	<ul style="list-style-type: none"> 2. Cycle City 3. Community and Neighbourhood services 4. Activities for older residents and preventing isolation 	<p>Jo Colwell</p> <p>Ian Brooke</p> <p>Vicki Galvin and Luke Nipen</p>
2 March 2015	<ul style="list-style-type: none"> 1. Consultation and Engagement 2. Living Wage 3. Taxi licensing 	<p>Sadie Paige</p> <p>Simon Howick</p> <p>Julian Alison</p>
23 March 2015	<ul style="list-style-type: none"> 1. Low Carbon Oxford 2. Inequalities Panel report 	<p>John Copley</p> <p>Cllr Coulter</p>
5 May 2015	<ul style="list-style-type: none"> 1. Recycling rates 	<p>Geoff Corps</p>

6. Items called in and Councillor calls for action

None

7. Items referred to Scrutiny by Council

None

Appendix 1 - Finance Panel work programme 2014-15

Items for Finance Panel meetings

Suggested Topic	Suggested approach / area(s) for focus
Budget Scrutiny	Review of the Council's medium term financial strategy.
Budget monitoring	Regular monitoring of projected budget outturns through the year.
Treasury Management	Scrutiny of the Treasury Management Strategy and regular monitoring of Treasury performance.
Capital process	To receive an update on the implementation of the Capital Gateway process.
Maximising European funding	To consider how the City Council can maximise funding opportunities; invite local MEPs to contribute to the discussion.
Municipal bonds	To receive an update on the establishment of a municipal bonds agency.
Local financing	To consider whether there is a case for the City Council to generating capital financing locally through bonds or crowd-funding.
Ethical investment	To monitor the City Council's approach to implementing an ethical investment policy.
Council tax exemptions	To receive an update on the financial implications of different types of exemptions.

Draft Finance Panel agenda schedule

Date and room (all 5,30pm)	Agenda Item	Lead Member; Officer(s)
21 January 2015, St Aldate's Room	1. Capital programme process review update	David Edwards, Stephen Clarke, Nigel Kennedy
	2. Budget Scrutiny – recommendation areas agreed	Cllr Simmons
5 February 2015, St Aldate's Room	1. European funding	Anneliese Dodds MEP; others TBC
	2. Budget monitoring – quarter 3	Nigel Kennedy
	3. Treasury Management Strategy 15/16	Anna Winship
	4. Budget Scrutiny – report finalised	Cllr Simmons

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Meetings closed to the public:

Date and room (all 5,30pm)	Agenda Item	Lead Member; Officer(s)
11 December 2014, Plowman Room	1. Review of draft budget	Nigel Kennedy
12 January 2015, Plowman Room	1. Budget Scrutiny – Community Services	Cllr Turner; Tim Sadler
13 January 2015, Plowman Room	1. Budget Scrutiny – Organisational Development and Corporate Services	Cllr Turner; Peter Sloman, Jackie Yates
14 January 2015, Plowman Room	1. Budget Scrutiny – Housing	Cllrs Turner & Seamons; Stephen Clarke
	2. Budget Scrutiny – City Regeneration	Cllrs Turner & Seamons; David Edwards
3 February 2015, St. Aldate's Room	1. Review of published budget report	Nigel Kennedy

Appendix 2 - Housing Panel work programme 2014-15

Items for Housing Panel meetings

Suggested Topic	Suggested approach / area(s) for focus
Performance monitoring	Regular monitoring of performance measures for Estates Regeneration, Housing Supply and Welfare Reform and Housing Crisis.
Housing Strategy	Review headline priorities and sought outcomes in Housing Strategy at draft stage, and the action plan post-consultation.
Increasing the provision of affordable housing	Monitoring of performance measures; scrutiny of the Housing Business Plan and the Housing Strategy; consider alternative options e.g. pre-fabs and 'pods'; possible review topic.
Homelessness	Monitoring of performance measures; scrutiny of the Housing Business Plan and Housing Strategy; pre-scrutiny of homelessness grant allocations; possible review topics.
Rent arrears	Monitoring of performance measures; bi-annual update reports.
STAR survey results	Monitoring of results.
Tackling under-occupancy	Report on efforts to tackle under-occupancy; consider in rent arrears reports.
Oxford Standard	To receive a progress update on the delivery of the Oxford Standard through the Asset Management Strategy and Action Plan, including an update on work to improve thermal efficiency in the Council's housing stock.
Private sector licencing	Update report on the scheme; consider views of landlords and PRS tenants.
Unlawful dwellings	A report on the City Council's approach to tackling illegal dwellings e.g. beds in sheds, given that funding ends in April 2015.
Repairs exemptions policy	To scrutinise proposed changes to the current policy.
De-designation of 40+ accommodation	Update report on the final phase of de-designating 40+ accommodation (expected in April 15).
Sheltered Housing	To contribute to and monitor the customer profiling survey of residents in sheltered accommodation and how this data should inform future provision.
Fuel Poverty	To receive an update on the City Council's approach to the issue of Fuel Poverty. Commission/review research; consider during other items; possible review topic.
Supporting people	Verbal updates on the joint commissioning of housing support services.

Draft Housing Panel Agenda Schedules

Date, room and time	Agenda Item	Lead Member; Officer(s)
10 December, Plowman Room, 5pm (TBC)	<ol style="list-style-type: none"> 1. Sheltered Housing 2. Aids and Adaptions Policy 3. Exemption policy 	<p>Gary Parsons; Alison Dalton</p> <p>Stephen Clarke</p> <p>Gary Parsons; Nicola Griffiths</p>
22 January 2015, Plowman Room, 5pm	<ol style="list-style-type: none"> 1. Star Survey Results 2. Fuel Poverty 	<p>Gary Parsons</p> <p>Deborah Haynes</p>
4 February 2015, St Aldate's Room, 5.30pm	<ol style="list-style-type: none"> 1. Unlawful dwellings 2. Tackling under-occupancy 	<p>Ian Wright</p> <p>Bill Graves</p>

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Meetings closed to the public:

Date, room and time	Agenda Item	Lead Member; Officer(s)
15 January 2015, Plowman Room, 5.30pm	<ol style="list-style-type: none"> 1. Budget Scrutiny - Housing 	<p>Cllrs Turner & Seamons; Stephen Clarke</p>

FORWARD PLAN FOR THE PERIOD NOVEMBER 2014 - MAY 2015

The Forward Plan gives information about all decisions the City Executive Board (CEB) is expected to take and significant decisions to be made by Council or other Council committees over the forthcoming four-month period. It also contains information beyond this in draft form about decisions of significance to be taken in the forthcoming year.

What is a Key decision?

A key decision is an executive decision which is likely:-

- To result in the council incurring expenditure of more than £500,000 or
- To be significant in terms of its effects on communities living or working in an area comprising of two or more wards.

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 decision is made.

Private meetings

Some or all, of the information supporting decisions in the Forward Plan may be taken at a meeting not open in part, or in whole to the press or public. Items that contain confidential information that will be excluded from the public are marked in this plan and the reason for doing so given.

If you object to an item being taken in private, or if you wish to make representations about any matter listed in the Forward Plan, then please contact Democratic Services at least 7 working days before the decision is due to be made. This can be done by emailing cityexecutiveboard@oxford.gov.uk or writing to:

Democratic Services
St Aldate's Chambers
St Aldate's Street
Oxford OX1 1DS

Inspection of documents

Reports to be submitted to the decision-maker and background papers to those reports are available for inspection at the Council offices and will appear on our website <http://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

The agenda papers for CEB meetings are available five working days before the meeting on the council website.

Further information about the Council's decision making process can be found in the Council's Constitution, which can be inspected at the Council's offices or online at <http://www.oxford.gov.uk>

City Executive Board Membership and Responsibilities

City Executive Board Member	Portfolio
Bob Price, Council Leader	Corporate Strategy, Economic Development and Planning
Ed Turner, Deputy Leader	Finance, Asset Management and Public Health
Susan Brown	Customer Services and Social Inclusion
Mark Lygo	Sports, Events and Parks
Pat Kennedy	Educational Attainment and Youth Ambition
Mike Rowley	Leisure Contract and Community Partnership Grants
Dee Sinclair	Crime and Community Response
Scott Seamons	Housing and Estate Regeneration
Christine Simm	Culture and Communities
John Tanner	Cleaner, Greener Oxford, Climate Change and Transport

CEB 19 NOVEMBER 2014

ITEM 1:	STATEMENT OF COMMUNITY INVOLVEMENT 2014 REVIEW ID: I010033
The Statement of Community Involvement (SCI) is a statutory document that sets out how the Council will involve the community and others in planning decisions. It covers development control, policy, and design/conservation decisions. The current SCI was adopted in 2006 (reviewed in 2009) so it is now due to be reviewed to ensure it remains up to date.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Lyndsey Beveridge Tel: 01865 25 2482 lbeveridge@oxford.gov.uk

ITEM 2:	TREASURY MANAGEMENT REPORT FIRST HALF OF YEAR 2014/15 ID: I009445
Report detailing the Council's Treasury Management Performance for the first half of the year 2014/15	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board Council
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Finance Head of Business Improvement and Technology
Report Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 3:	WESTGATE COMMUNITY INFRASTRUCTURE LEVY ID: I010037
This is asking the Council to agree to make a financial contribution to the Westgate Alliance towards the public realm works associated with the Westgate development that fall outside the red line of the planning application site.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Michael Crofton-Briggs Tel: 01865 252360 mcrofton-briggs@oxford.gov.uk

OFFICER EXECUTIVE DECISIONS FOR NOVEMBER 2014

ITEM 4:	REDEVELOPMENT OF FRIDESWIDE SQUARE PROJECT ID: I008876
Redevelopment of Frideswide Square in partnership with Oxfordshire County Council.	
Frideswide Square: Consultation response	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Decision Taker	Executive Director of City Regeneration and Housing Executive Director of Community Services
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	David Edwards Tel: 01865 252394 dedwards@oxford.gov.uk Tim Sadler Tel: 01865 252101 tsadler@oxford.gov.uk

ITEM 5:	AWARD OF CONTRACT FOR A NEW TELEPHONY SOLUTION. ID: I009808
<p>The Council currently has</p> <ul style="list-style-type: none"> • Numerous contracts with BT for line rental and call costs • A contract with Vodafone for mobiles. This contract ends later this month and can be extended on a monthly basis. • Various line contracts with Virgin • A Mitel for our switchboard system which has a two year remaining life span <p>The Council's annual telephony spend is approx. is £270k a year and many staff have access to more than one voice device solution.</p> <p>Organisations are moving to providing staff with a single voice device solution depending on their role and work requirement. This supply market is now fairly mature and a number of Councils are already implementing this solution and achieving financial savings .</p> <p>The likely new contract value over 5 years will exceed the £500k threshold so I will require CEB approval to award this contract.</p> <p>The City Executive Board resolved on 10 September 2014 to give project approval and delegated authority to the Director of Organisational Development and Corporate Services to award a new telephony contract.</p>	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive Information
Decision Taker	Executive Director of Organisational Development and Corporate Services
Executive Lead Member:	Finance, Asset Management and Public Health <input type="checkbox"/>
Report Owner:	Executive Director of Organisational Development and Corporate Services
Report Contact:	Jane Lubbock Tel: 01865 252708

ITEM 6:	COMMISSIONING ADVICE SERVICES 2015-18 ID: I009633
<p>The report sets out the process for re-commissioning advice services linking the required outcomes to those in the Financial Inclusion Strategy.</p> <p>On 10 September 2014, the City Executive Board resolved that the identification of the priority area to be included in the service specification together with the associated outcomes and measures are delegated to the portfolio holder for Customer Services and Social Inclusion and the Head of Customer Services to agree with the commissioned advice agencies prior to 1 October 2014.</p>	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Decision Taker	Customer Services and Social Inclusion, Head of Customer Services
Executive Lead Member:	Customer Services and Social Inclusion
Report Owner:	Head of Customer Services; Head of Community Services
Report Contact:	Helen Bishop Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 7:	DEVELOPMENT OF THE NEW ROSE HILL COMMUNITY CENTRE ID: I010054
<p>The proposed development of the new Rose Hill Community Centre will commence upon the appointment of a building contractor. Tenders were submitted on the 8th September with a view to awarding the contact week commencing 22nd September 2012.</p> <p>The value of this contract will be in excess of £500,000.</p>	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive information
Decision Taker	Regeneration and Major Projects Service Manager
Executive Lead Member:	Culture and Communities, Finance, Asset Management and Public Health
Report Owner:	Regeneration and Major Projects Service Manager Executive Director of Community Services
Report Contact:	Jane Winfield Tel: 01865 252551 jwinfield@oxford.gov.uk

COUNCIL 1 DECEMBER 2014

ITEM 8:	ASSET MANAGEMENT PLAN REFRESH 2014-15 ID: I009892
<p>Short refresh of the current Asset Management Plan 2011-14 to extend the document through to end of 2015 ahead of a new Plan for 2016-20</p>	

Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board Council
Executive Lead Member:	Finance, Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Mike Scott Tel: 01865 252138 mwscott@oxford.gov.uk

ITEM 9:	LEASEHOLDER PAYMENT OPTIONS FOR MAJOR WORKS ID: I009294
Report to identify and select the preferred repayment options to be made available to dwelling leaseholders with regards to rechargeable major repairs undertaken by the Council to their block of flats.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board Council
Executive Lead Member:	Housing and Estate Regeneration <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Finance, Head of Housing and Property
Report Contact:	David Watt Tel: 01865 252182 dwatt@oxford.gov.uk

ITEM 10:	MEMBERS ALLOWANCES SCHEME ID: I010056
To present the advice of the independent remuneration panel to Council and for Council to agree a new allowance scheme for 2015 – 2018.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Decision Taker	Council
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of Law and Governance
Report Contact:	Emma Griffiths Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 11:	POLLING PLACES REVIEW ID: I010058
To report the findings of a statutory review of polling places	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Decision Taker	Council
Executive Lead Member:	
Report Owner:	Head of Law and Governance
Report Contact:	Martin John Tel: 01865 252518 mjoh@oxford.gov.uk

SPECIAL CEB 3 DECEMBER 2014

ITEM 12:	SALE OF TEMPLE COWLEY SWIMMING POOL ID: I010164
To review the bids interested in purchasing the Temple Cowley Pool site.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt Commercially sensitive information
Decision Taker	City Executive Board
Executive Lead Member:	Leisure Contract and Community Partnership Grants
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Jane Winfield Tel: 01865 252551 jwinfield@oxford.gov.uk

CEB 17 DECEMBER 2014

ITEM 13:	AIDS AND ADAPTATIONS POLICY ID: I010042
<p>The document defines who is eligible for support under the aids and adaptations policy, and any limitations. The aim of this policy is to provide a cost effective service taking into account the health and well-being of the tenant and the household.</p> <p>The policy takes into account the following corporate and service priorities:</p> <ul style="list-style-type: none"> Corporate Priorities Meeting Housing Needs Housing Strategy Objectives Meet the Housing Needs of Vulnerable Groups Support Sustainable Communities 	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Housing and Property
Report Contact:	Stephen Clarke Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 14:	BANKING SERVICES PROVIDER ID: I009800
To appoint a new bank to provide banking services for the Council	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Contains information relating to the financial affairs of the Council
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health

Report Owner:	Head of Finance
Report Contact:	Anna Winship Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 15:	BUDGET 2015/16 ID: I010205
Draft Budget and medium term Financial Plan	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board Council
Executive Lead Member:	Finance, Asset Management and Public Health□□□□
Report Owner:	Head of Finance
Report Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 16:	CREATION OF A PANEL TO MANAGE THE COUNCIL'S INVESTMENT PORTFOLIO ID: I010348
To create a panel of members with the delegated power to make decisions on the Council's Investment Portfolio	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Executive Director of City Regeneration and Housing
Report Contact:	Jane Winfield Tel: 01865 252551 jwinfield@oxford.gov.uk

ITEM 17:	PURCHASE OF ST ALDATE'S CHAMBERS ID: I010346
To make an offer for the purchase of the Council offices at 13 St Aldates.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercial affairs of the Council.
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Nick Twigg ntwigg@oxford.gov.uk

ITEM 18:	DISCRETIONARY RATES RELIEF FOR BUSINESSES POLICY ID: I010158
Review of the Council's Discretionary Rates Relief for Businesses policy	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area

	comprising two or more wards
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board Council
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Customer Services
Report Contact:	Tanya Bandekar Tel: 01865 252281 tbandekar@oxford.gov.uk

ITEM 19:	CORPORATE BIODIVERSITY STRATEGY ID: I010031
This Strategy will set out how the Council aims to fulfil its duties under the Natural Environment and Rural Communities Act 2006.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Cleaner, Greener Oxford, Climate Change and Transport
Report Owner:	Head of Environmental Development
Report Contact:	Mai Jarvis Tel: 01865 252403 mjarvis@oxford.gov.uk

ITEM 20:	CORPORATE PLAN 2015-19 ID: I010162
Draft of the Corporate Plan 2015-19 for consultation	
Draft Budget and Corporate Plan available for consultation in December 2014.	
Approval of Full Council in February 2015.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board Council
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of Policy Culture and Communications
Report Contact:	Peter McQuitty Tel: 01865 252780 pmcquitty@oxford.gov.uk

ITEM 1:	DATA PROTECTION POLICY REFRESH ID: I006767
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Business Improvement and Technology Executive Director of Organisational Development and Corporate Services

Report Contact	Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk Lucy Neville Tel: 01864 2086 lneville@oxford.gov.uk
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ITEM 22:	DRAFT DIAMOND PLACE SUPPLEMENTARY PLANNING DOCUMENT (SPD) ID: I009631
The draft Diamond Place SPD will be in the form of a development brief intended to guide future development of the Diamond Place/Ewert House site in Summertown. The SPD expands on Policy SP14 in the Sites and Housing Plan 2011-2026, which sets out the uses permitted on the site.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Sarah Harrison Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 23:	EXEMPTION POLICY FOR REPAIRS ID: I010046
The Exemption Policy for Repairs is being updated to better reflect the needs of tenants through more comprehensive targeting support.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Housing and Property
Report Contact:	Nichola Griffiths Tel: 01865 252 336 ngriffiths@oxford.gov.uk

ITEM 24:	HORSPATH ROAD SPORTS PAVILION - REMODELLING OPTIONS ID: I008107
This report will review the options for remodelling the Horspath Road sports pavilion and for improving sports provision at Horspath Road.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Sports, Events and Parks
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 25:	INTEGRATED PERFORMANCE REPORTS 2014/15 ID: I009810
To provide an update of the forecast financial out-turn, the performance of services and the risks faced by the authority. Quarter 1- based on information as at 30th June 2014. Quarter 2- based on information as at 31 st October 2014	

Quarter 3- based on information as at 31st January 2015	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board Council
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Finance Head of Business Improvement and Technology
Report Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 2:	LEISURE & WELLBEING STRATEGY ID: I009355	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards	
Is this item open or exempt to the public?	Open	
Decision Taker	City Executive Board	
Executive Lead Member:	Leisure Contract and Community Partnership Grants	
Report Owner:	Head of Leisure, Parks and Communities	
Report Contact	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk	

ITEM 27:	LOCAL DEVELOPMENT SCHEME ID: I010035	
To adopt the Local Development Scheme		
Is this a Key Decision?	Yes	
Is this item open or exempt to the public?	Open	
Decision Taker	City Executive Board	
Executive Lead Member:	Corporate Strategy, Economic Development and Planning	
Report Owner:	Head of City Development	
Report Contact:	Rona Knott Tel: 01865 252157 rknott@oxford.gov.uk	

CEB 28 JANUARY 2015

ITEM 28:	BARTON - ACQUISITION OF AFFORDABLE PROPERTY ID: I006432	
To update CEB on progress towards acquiring the affordable (social rented) housing from Barton Oxford LLP as part of the Barton Development. Also to seek explicit approval for the purchase of the phase 1 affordable housing comprising of 95 homes.		
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000	
Is this item open or exempt to the public?	Part exempt Information relating to the business affairs of the Council	
Decision Taker	City Executive Board	

	Council
Executive Lead Member:	Executive Board Member for Housing Finance, Asset Management and Public Health,
Report Owner:	Head of Housing and Property
Report Contact:	Stephen Clarke Tel: 01865 252447 sclarke@oxford.gov.uk □ □ Alan Wylde Tel: 01865 252319 awylde@oxford.gov.uk

ITEM 29:	ORGANISATIONAL DEVELOPMENT STRATEGY ID: I010160
A refresh of the strategy	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of Human Resources and Facilities
Report Contact:	Simon Howick Tel: 01865 252547 showick@oxford.gov.uk

CEB 11 FEBRUARY 2015

ITEM 3:	CAPITAL STRATEGY ID: I010207
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board Council
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Finance
Report Contact	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 31:	HOUSING STRATEGY 2015-2018 ID: I009802
The Draft Housing Strategy sets out the priorities for the next three years, with a new action plan to help deliver these priorities. Approval is being requested to consult on the draft strategy on a wider basis.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration □ □
Report Owner:	Head of Housing and Property
Report Contact:	Gary Parsons Tel: 01865 252711 gparsons@oxford.gov.uk

ITEM 32:	GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2015/2016 ID: I009804
This report will set out the recommendations for the allocation of grant funding to the community and voluntary sector from 01.04.15.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Leisure Contract and Community Partnership Grants
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Julia Tomkins Tel: 01865252685 jtomkins@oxford.gov.uk

ITEM 33:	THE CULTURE STRATEGY 2015-18 ID: I009798
The 2015-2018 Culture Strategy includes the vision and priorities for the Culture team's delivery and investment. It plays an important role in developing partnerships, enhancing cultural provision for Oxford's communities, and highlighting the Council's commitment to cultural regeneration and economic development. CEB will be asked to approve the Draft Culture Strategy so it can go out for public consultation. The Strategy will be revised following this consultation, at which point CEB will be asked to approve and adopt the revised Culture Strategy 2015-18.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Culture and Communities, Sports, Events and Parks <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Policy Culture and Communications
Report Contact:	Ceri Gorton Tel: 01856 252829 cgorton@oxford.gov.uk

ITEM 4:	TREASURY MANAGEMENT STRATEGY 15/16 ID: I010203
Is this a Key Decision?	
Yes	
Is this item open or exempt to the public?	
Open	
Decision Taker	City Executive Board Council
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Finance
Report Contact	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk

COUNCIL 18 FEBRUARY 2015

ITEM 5:	RESERVES AND BALANCES REPORT ID: I010209
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Decision Taker	Council
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Finance
Report Contact	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 6:	COUNCIL TAX SETTING ID: I010211
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Decision Taker	Council
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Finance
Report Contact	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk

CEB 11 MARCH 2015 PROVISIONAL REPORTS

ITEM 37:	DISCRETIONARY HOUSING PAYMENT POLICY ID: I009095
Review of the City Council's current policy in light of reduced funding	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Social Inclusion
Report Owner:	Head of Customer Services
Report Contact:	Paul Wilding Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 38:	HOMELESSNESS GRANTS ALLOCATION ID: I008005
This report will recommend the allocation of the Preventing Homelessness Grant and the Council's monies relating to homelessness services.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	
Decision Taker	City Executive Board

Executive Lead Member:	Executive Board Member for Housing
Report Owner:	Head of Housing and Property
Report Contact:	Nerys Parry nparry@oxford.gov.uk

CEB 1 APRIL 2015 PROVISIONAL REPORTS

ITEM 39:	APPOINTMENT OF OUTSIDE BODIES 2015/16 ID: I010171
To appoint Council representatives to outside bodies and charities.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of Law and Governance
Report Contact:	Sarah Claridge Tel: 01865 252402 sclaridge@oxford.gov.uk

ITEM 40:	ENERGY AND WATER MANAGEMENT PLAN ID: I010350
To ensure clear roles, responsibilities and controls in place to reduce energy and water consumption and costs in Council buildings and operations; to embed the use of whole life costing approach to decisions making	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Cleaner, Greener Oxford, Climate Change and Transport
Report Owner:	Head of Environmental Development
Report Contact:	John Copley Tel: 01865 252386 jcopley@oxford.gov.uk

ITEM 41:	ENVIRONMENTAL DEVELOPMENT ENFORCEMENT POLICY ID: I003111
Refresh the current enforcement policy to take account of government guidance and corporate priorities.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Councillor John Tanner□□
Report Owner:	Head of Environmental Development
Report Contact:	John Copley Tel: 01865 252386 jcopley@oxford.gov.uk

ITEM 42:	FUSION LIFESTYLE - ANNUAL SERVICE PLAN 2015/16 ID: I010167
The report presents Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2015/2016	
Is this a Key Decision?	Yes

Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Leisure Contract and Community Partnership Grants
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Lucy Cherry Tel: 01865 252707 lcherry@oxford.gov.uk

ITEM 43:	OXFORD STATION REDEVELOPMENT ID: I010169
Economic Strategy for the redevelopment of the Oxford Railway Station	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Michael Crofton-Briggs Tel: 01865 252360 mcrofton-briggs@oxford.gov.uk

ITEM 44:	EXPENS DELIVERY STRATEGY ID: I009224
3/7/2014 The report provides an update on progress on delivery of the Expens regeneration project and asks for approval for the budget to move it forward.	
1/4 / 2015 To confirm the business partners for the Expens re-development.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board Council
Executive Lead Member:	Finance, Asset Management and Public Health Corporate Strategy, Economic Development and Planning
Report Owner:	Executive Director of City Regeneration and Housing Head of City Development
Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk Michael Crofton-Briggs Tel: 01865 252360 mcrofton-briggs@oxford.gov.uk

ITEM 45:	SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULT POLICY ID: I008658
10/2/2014: This report will represent the independent review of the outcome of its self-assessment of its Safeguarding Children arrangements.	
1/4/2015: To review and refresh the policy and procedures	
Is this a Key Decision?	Not Key

Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Educational Attainment and Youth Ambition Finance, Asset Management and Public Health
Report Owner:	Head of Policy Culture and Communications
Report Contact:	Val Johnson Tel: 01865 252209 vjohanson@oxford.gov.uk

COUNCIL 13 APRIL 2015 PROVISIONAL REPORTS

ITEM 46:	CONSTITUTION REVIEW 2015/16 ID: I010173
An annual report to propose any required changes to the constitution.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Decision Taker	Council
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of Law and Governance
Report Contact:	Jeremy Thomas Tel: 01865 252224 jjthomas@oxford.gov.uk , Emma Griffiths Tel: 01865 252208 egriffiths@oxford.gov.uk

CEB 13 MAY 2015 PROVISIONAL

ITEM 47:	PRIVATE SECTOR HOUSING POLICY ID: I010352
To set out the future priorities and areas of intervention in the private rented and owner-occupied residential sectors in Oxford.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Environmental Development
Report Contact:	John Copley Tel: 01865 252386 jcopley@oxford.gov.uk

ITEM 48:	CITY CENTRE REPORT 2015 ID: I010354
City Centre Report 2015	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board
Executive Lead Member:	Crime and Community Response
Report Owner:	Head of Environmental Development
Report Contact:	John Copley Tel: 01865 252386

	jcopley@oxford.gov.uk
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ITEM 49:	SHELTERED HOUSING REVIEW	
	ID: I010356	
Approve outcomes of review, including future of some of the stock		
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards	
Is this item open or exempt to the public?	Open	
Decision Taker	City Executive Board	
Executive Lead Member:	Housing and Estate Regeneration	
Report Owner:	Head of Housing and Property	
Report Contact:	Gary Parsons Tel: 01865 252711 gparsons@oxford.gov.uk	

ANNUAL COUNCIL 18 MAY 2015

ITEM 50:	APPOINTMENT OF COMMITTEES FOR THE YEAR 2015/16	
	ID: I010361	
To appoint Councillors to Council Committees for 2015/16		
Is this a Key Decision?	Yes	
Is this item open or exempt to the public?	Open	
Decision Taker	Council	
Executive Lead Member:		
Report Owner:	Head of Law and Governance	
Report Contact:	Pat Jones phjones@oxford.gov.uk	

Inequalities Review Panel – terms of reference

The Inequalities Review Panel met for the first time on 13 October to agree its terms of reference.

Present:

Cllr Van Coulter (lead member)

Cllr Andrew Gant

Cllr David Thomas

Andrew Brown (Scrutiny Officer)

Apologies:

Cllr Ben Lloyd-Shogbesan

Purpose of review panel:

To review how the City Council contributes to combatting harmful social and economic inequality in Oxford, and whether there is more that could reasonably be done.

The central aims of the review are:

- To understand the scale, reasons and impact of inequality in Oxford.
- To identify specific areas where the City Council can make the most difference in combatting inequality.
- To make deliverable, evidence-based recommendations that are co-produced with local citizens or stakeholders where possible.

This review should also involve:

- Identifying other studies that are currently taking place.
- Understanding the public sector equality role, how this is applied in practice and whether more could be done.
- Drawing on the views and experience of local professionals and non-statutory organisations.
- Seeking external expert perspectives that may challenge conventional thinking.
- Identifying gaps in provision or in partnership working where there are opportunities for the City Council to take a leadership role.

This review won't involve:

- Commissioning new academic or statistical research.
- Duplicating the work of other agencies such as Oxfordshire Clinical Commissioning Group.
- Focusing on areas where the City Council currently has little influence e.g. Children's Centres.

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To: Scrutiny Committee

Date: 10 November 2014

Report of: Scrutiny Finance Panel Chair

Title: Scrutiny Review of the Medium Term Financial Strategy (MTFS) 2015-19

Summary and Recommendations

Purpose of report: To propose to the Panel an outline scope and timetable for review of the MTFS for 2015 to 2019.

Key decision: No

Scrutiny Lead Member: Councillor Simmons

Policy Framework: Effective, Efficient Council

Recommendation(s):

1. Comment on and agree the focus for the scrutiny budget review.
2. Comment on and agree the process timetable.

Introduction

1. The draft budget and MTFS is scheduled to be agreed at the City Executive Board (CEB) meeting on 17 December 2014. The paperwork for this meeting will be published by 9 December 2014.
2. The budget proposals are currently being developed via a review of all the grant assumptions, savings and efficiencies, challenges, pressures, reserves and contingencies agreed in the MTFS in February 2014. The Head of Finance has advised that this exercise will involve a more detailed review of base budgets than in previous years.
3. As in previous years, it is proposed that the scrutiny review process will begin once the consultation budget and MTFS is advertised for consultation.

Scope and Timetable

4. The Chair recommends that the focus for the Panel is:
 - Policy and schemes for allocating contingencies and earmarked reserves,

- Assumptions for grants and corporate challenges,
 - Robustness of savings and efficiencies,
 - Estimates for current and new income streams,
 - Budget pressures and link to current spending,
 - All proposals within the HRA and Business Plan,
 - Whether the budget proposals support the City Council's Corporate Plan.
5. The Chair recommends that the Panel follow the process used in previous years, the outline and timing of this process is detailed in Appendix 1.
6. The timetable in Appendix 1 does not allow the final report to go to the City Executive Board via the Scrutiny Committee. Instead it consults all scrutiny councillors at the questioning and final report stages. This is acceptable within the operational arrangements agreed by the Scrutiny Committee. The Scrutiny Committee will have an opportunity to discuss and agree the budget scrutiny process at its meeting on 10 November 2014.

Name and contact details of author:-

Name: Andrew Brown on behalf of the Chair of the Finance Scrutiny Panel

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Service Area: Law and Governance

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List of background papers: None

Version number: 1

Appendix 1 – Budget Scrutiny timetable

Stage	What happens	Date
Draft budget published	Consultation budget published in City Executive Board paperwork for 17 December meeting.	9 December 2014 (by 5pm)
Scrutiny Members consulted	Request to all Scrutiny Councillors to highlight issues for consideration by the Finance Panel. Housing Panel members asked to consider HRA business plan and to contribute to Housing questions at Housing Panel meeting.	10 December 2014
Initial meeting to identify additional information and questions	Finance Panel members consider the information presented in the consultation budget, all officer bids, budget monitoring for 2014/15, and data on contingencies and decide: <ul style="list-style-type: none"> • Extra information required • Questions 	11 December 2014
Information requests sent	Request for answers and information sent out to the organisation for response.	By 15 December 2014
City Executive Board meeting	Consultation Budget considered by City Executive Board.	17 December 2014
Budget Scrutiny session 1	Scrutiny of Community Services budget with Executive Director and appropriate Board Members.	12 January 2015 at 5.30pm
Budget Scrutiny session 2	Scrutiny of Organisational Development and Corporate Services budget with Executive Director, Chief Executive and appropriate Board Members.	13 January 2015 at 5.30pm
Budget Scrutiny session 3	Scrutiny of Housing and City Regeneration with Executive Director and appropriate Board Members. Housing Panel members invited for Housing discussion.	15 January 2015 at 5.30pm
Draft recommendations agreed	Finance Panel members consider evidence gathered and agree draft recommendations. Other Scrutiny Members are invited to attend.	21 January 2015 at 5.30pm (Finance Panel meeting)
Scrutiny report drafted	Scrutiny report drafted around agreed recommendation areas.	21 January to 5 February 2015
Final Budget Report	Final Budget Report published in the paperwork for the 11 February	3 February 2015 (by

published	City Executive Board meeting.	5pm)
Final review meeting	Finance Panel Members consider any significant changes in the published Budget Report.	3 February 2015
Final changes to Budget Scrutiny report	Any changes made following the final review meeting.	4 February 2015
Report out to Board Member for comment	Opportunity for Board Member to consider recommendations and make comment before consideration at the City Executive Board.	5 February 2015
Report circulated to all Scrutiny Members	Report circulated to all Scrutiny Councillors for consideration as it can't be formally agreed at a Scrutiny Committee Meeting.	5 February 2015
Budget Scrutiny report finalised	Finance Panel agree Budget Scrutiny Report.	5 February 2015 (Finance Panel meeting)
Budget Scrutiny report published	Panel report published as a supplement to the City Executive Board paperwork for 11 February CEB.	6 February 2015
Scrutiny report presented to City Executive Board	Councillor Simmons to present the scrutiny report.	11 February 2015 CEB meeting
Scrutiny report and budget report considered by Council	Councillor Simmons to present the scrutiny report.	18 February 2015 Council meeting

Scrutiny Recommendation Tracker 2014-15

Towards Mental Health and Wellbeing – Scrutiny Committee 13 October				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the establishment of the Member Challenge Panel for Mental Health and Wellbeing does not divert officer resources away from other Member Services such as Scrutiny. Consideration should be given to whether a budget bid is required to support this new Member Panel.	Y	I would anticipate this challenge panel being member led, and operating for the most part informally, rather than drawing upon extensive officer support.	Cllr Turner / Val Johnson	March 2015
2. That the Action Plan is updated and elaborated upon to include progress made against actions that are due.	Y	These are sensible comments on how to develop the action plan, and we had certainly hoped to update and monitor it.	Cllr Turner / Val Johnson	March 2015
3. That resources required to deliver the Action Plan are fully identified and costed, so that any bids for additional resources can be made as part of the current budget setting process.	Y		Cllr Turner / Val Johnson	March 2015
4. That consideration is given to the role of ethnic minority groups and faith leaders in supporting mental health and wellbeing in Oxford, and to how these can be included in the action plan.	Y		Cllr Turner / Val Johnson	March 2015
5. That consideration is given to how the action plan supports the mental health and wellbeing of service personnel and veterans, and to whether more focus on these specific groups is required.	Y		Cllr Turner / Val Johnson	March 2015

Culture Strategy 2015-18 – Scrutiny Committee 6 October				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the Culture Strategy presents the fullest picture of Oxford's cultural offering, including cultural experiences that the City Council is not directly involved in.	Y	The Strategy is focused on cultural offerings and experiences that the Council supports (by funding or partnership working) or delivers. There's no reason why we can't explore these links.	Cllr Simm / Peter McQuitty	Feb 2015
2. That the Culture Strategy sets out how City Council functions such as licencing and planning can play an important role in supporting culture.	Y	Yes	Cllr Simm / Peter McQuitty	Feb 2015
3. That the list of organisations invited to contribute to the Culture Strategy is shared with elected members, so that they can make any further suggestions.	Y	Yes. Happy for this to be shared with anyone else members think would be helpful.	Cllr Simm / Peter McQuitty	Feb 2015
4. That consideration is given to how the City Council can encourage visitors to spend more time in Oxford, and to whether increasing visitor length of stay should be made a priority in the Culture Strategy.	Y	This will be considered by Experience Oxfordshire, who are funded by the City Council, and included in their Service Level Agreement. It will also be considered in the action plan under priority one; Support the sustainability of Oxford's cultural sector and improve the skills and diversity of the city's current and future creative workforce.	Cllr Simm / Peter McQuitty	Feb 2015
Budget Monitoring 2014/15 – Quarter 1 – Finance Panel 4 September				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
6. That urgent action is taken to avoid a loss of subsidy relating to the	Y	Extra action is already being taken, looking at training and processes. The	Cllr Turner / Helen Bishop	Y

overpayment of benefits.		threshold is more stringent this year due to the removal of Council Tax benefit from this calculation.		
7. If necessary to avoid slippage, a flexible approach should be taken to spending the £2m investment in Homelessness Property Acquisitions in 2014/2015. This could include investing in social housing instead.	In part	Note sentiment but other uses are likely to take longer.	Cllr Turner	N/A
8. The premises for the heavy vehicle testing facility should be flexible enough that it can be used for other purposes in the event that the testing facility is not successful.	Y	The facility is expected to be successful.	Cllr Turner	March 2015
9. The capital programme should be a red risk in performance reports until the new capital gateway process proven to be effective.	N	Risks are measured using the Risk Management Framework agreed by Council.	Cllr Turner	N/A

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Treasury Management – Finance Panel 4 September

Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That consideration is given to how the capital process can be made more flexible so that approved projects can be brought forward to mitigate slippage elsewhere in the programme.	In part	Noted. Where possible a flexible approach will be taken. Changes to the capital programme have to be agreed by Council.	Cllr Turner	N/A

Oxfordshire Growth Board - Scrutiny Committee 23 June

Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. For the Terms of Reference to explicitly set out that meeting agendas and	Y	This suggestion will be referred to the Board	Cllr Price	Dec 2014

minutes will be publicly available and that access to meetings will be possible for Councillors and members of the public.				
Community Engagement Policy Statement - Scrutiny Committee 23 June				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
10. To provide a clear statement in the principles on the ambition for engagement focusing on depth as well as breadth.	Y	Merged with recommendation 3.	Cllrs Price&Simm; Sadie Paige	N/A
11. To provide information on the engagement ambitions set for all consultations during the last year, what was achieved and how this fits with the principles set within the Policy Statement.	Y	To provide this information for all consultations would be a huge piece of work so a sample will be used instead, together with a forward-looking approach.	Cllrs Price&Simm; Sadie Paige	Verbal update on progress expected on 10 Nov 14. Full response to follow.
12. To suggest to the Scrutiny Committee an up and coming engagement/empowerment exercise that can act as a pilot study to demonstrate the effectiveness of the principles within this report.	Y	Two consultations identified as candidates for the pilot as per CEB suggestion. Project brief created for the pilot, which includes the objectives, and a reporting template.	Cllrs Price &Simm; Sadie Paige	2 March 15
13. To provide a table that shows how all comments received during the consultation on this Policy Statement have been handled.	Y	Expected at 10 November Scrutiny Committee meeting.	Cllrs Price &Simm; Sadie Paige	10 Nov 14
End of Year Integrated Report – 2013-2014 - Scrutiny Committee 23 June				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N
2. The Committee supports the purchase	Y	Noted (£250k has been earmarked for	Cllr Turner;	N

<p>of the Iffley Road building as an asset of value to the community and recognises that negotiations are on-going. There is a gap between the asking price and the money available and the City Executive Board is asked to do what it can within reasonable value for money criteria to secure the purchase of this property.</p>		<p>acquisition of property).</p>	<p>Nigel Kennedy; Jane Lubbock</p>	
<p>3. To consider the contingency available to support homelessness in light of county proposals for implementing cuts in the Supporting People and if underspends from 13/14 should be maintained within this budget.</p>	<p>N</p>	<p>Current level of contingency considered to be sufficient.</p>	<p>Cllr Turner; Nigel Kennedy; Jane Lubbock</p>	<p>N/A</p>
<p>Fusion Lifestyle Performance 2013-2014 - Scrutiny Committee 23 June</p>				
<p>Additional information requested</p>	<p>Agreed Y/N</p>	<p>Outcome</p>	<p>Lead Member & Officer</p>	<p>Implemented Y/N</p>
<p>Facility running costs It was agreed at the June meeting in 2013 that the running costs of the facilities would be shown including all capital investment and loan cost in the next report. This hadn't been done.</p> <p>Performance outside of expectations Members asked how poor performance was addressed and asked to see the issues raised and the actions/penalties taken over the last year.</p>	<p>N/A</p>	<p>Information papers considered by Scrutiny Committee on 2 September.</p> <p>Meeting offered to Chair to discuss finance investment financing.</p>	<p>Cllr Rowley; Lucy Cherry</p>	<p>Y</p>

<p>Publicity Campaign An issue was raised concerning literature used to highlight the Active Women Campaign. The images used were considered to be too stereotypical and gendered. The Committee asked that this issue be taken up with Sports England who run this national campaign.</p> <p>Views of non-card users at facilities The Committee asked to see any information on the views and experiences of non-card users.</p> <p>Falling attendance amongst young people The Committee were concerned to see this and wanted some more detailed data and information to understand more fully the reasons behind it and whether it was a particular set of circumstances or a trend.</p> <p>Information excluded from the public The Committee heard a complaint from a member of the public that the information provided outlining the running costs to the Council of each Leisure Facility should be made public because if the Council was still running these centres then the information would be available publically. The Committee heard that this was commercial information but asked that this</p>				
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<p>exclusion is reconsidered by Fusion.</p>				
<p>Investment financing Members were interested in why the City Council financed investment spending that Fusion Lifestyle was originally required to finance, and in how much this saved the partnership.</p>				

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SCRUTINY COMMITTEE

Monday 6 October 2014

COUNCILLORS PRESENT: Councillors Simmons (Chair), Coulter, Altaf-Khan, Anwar, Henwood, Hollick, Lloyd-Shogbesan, Upton, Pressel and Hollingsworth,

BOARD MEMBERS PRESENT: Councillor Susan Brown (Customer Services and Social Inclusion), Councillor Pat Kennedy (Educational Attainment and Youth Ambition) and Councillor Scott Seamons (Housing and Estate Regeneration)

OFFICERS PRESENT: Peter McQuitty (Head of Policy, Culture and Communications), Val Johnson (Policy Team Leader), James Pickering (Welfare Reform Manager), Pat Jones (Committee and Member Services Manager), Andrew Brown (Scrutiny Officer) and Sarah Claridge (Committee and Member Services Officer)

23. APPOINTMENT OF CHAIR

Cllr Coulter was appointed chair in Cllr Simmons absence.

24. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Hayes, Cllr Fry (substitute Cllr Pressel) and Cllr Darke (substitute Cllr Hollingsworth)

25. DECLARATIONS OF INTEREST

There were no declarations of interest.

26. OXFORD STANDARD REPORT

The Committee and Member Services Manager presented the Joint Panel's report on the Oxford Standard. Currently the standard of maintenance of council housing is set to achieve the government's Decent Homes Standard, however tenants and councillors wished for a more ambitious standard to be set in Oxford. The Joint Panel has made several recommendations that will embed the Oxford Standard into the developing Asset Management Plan.

The review was conducted by the Housing Panel alongside a panel of Council Tenants. The Scrutiny Committee is asked to comment on the report which will be presented to the City Executive Board in December 2014, alongside the Asset Management Strategy.

Cllr Simmons arrived and took the chair.

Cllr Scott Seamons, Board Member for Housing and Estate Regeneration spoke on the Joint Panel's recommendations. He agreed in principle with all of the recommendations, but said that there was some budget implication that needed to be considered.

The Committee went through the panel's recommendations and made the following comments

Recommendations 1 and 2: Agreed

Recommendation 3: Board Member will review the financial implication but noted that heating and energy efficiency were important –and will set a minimum standard.

In terms of the environment – more work is needed to consult with tenants and determine what they want i.e. cycle provisions etc. Cllr Seamons assured the Committee that a process is in place to progress this work.

Recommendation 4: The Council has lots of information regarding the condition of the housing stock and will review the priorities based on this information.

Recommendation 5: Agreed

Recommendation 6: Agreed that better communication with tenants was needed to explain proposed maintenance programme. It was important to manage the process and define the procedures clearly to tenants.

Recommendation 7: Agreed in principle

Recommendation 8: Need to make the maintenance programme easy and efficient to manage. Encourage tenants to do basic maintenance. Consider the whole life costs of the properties

The Housing Panel have requested 6 monthly progress reports on the action plan.

The Housing and Finance Standing Panels will be reviewing the HRA business plan in a joint meeting later this year as part of the Budget Scrutiny review.

27. EDUCATIONAL ATTAINMENT INVESTMENT

The Head of Policy, Culture and Communications submitted a report (previously circulated now appended) detailing the progress made in schools involved in the Council funded Educational Attainment programme.

Councillor Kennedy, Board Member for Educational Attainment and Youth Ambition presented the report. She explained the main challenges the programme was facing was staff turnover, which required new staff to be re-trained and new Head teachers withdrawing from the KRM programme. However she highlighted that the KRM programme was successful when fully implemented - KRM maths results are substantially above the national average.'

Schools can choose to opt out of the programme, as there cannot be a binding agreement either to join the programme or to adopt it for a minimum period.

It was pointed out that the data in Appendix 1 was misleading as it shows the progress made since the start of the programme in 2012 – however most schools didn't start the programme till April 2013.

The Committee asked how attainment was measured, and heard that this is mostly through SATs and KRM tests.

The Committee would like to have more commentary on why schools chose to leave the programme and the reasons why schools chose not to join.

A further progress report which will include future options, up to date results and moderated SATs will be presented to the Committee in December 2014.

28. OXFORD CITY COUNCIL'S EUROPEAN SOCIAL FUND PROJECT

The Welfare Reform Manager and Cllr Brown, Executive Member for Benefits and Social Inclusion presented the report (previously circulated, now appended) which detailed the Council's project to encourage customers affected by the benefit cap back into work. This project is targeted at people living in the private rental sector which is a group the council has not done a lot of engaging with before. It is funded by the European Social Fund.

The Committee welcomed the initiative and requested that any knowledge learnt in engaging with people in the private rental sector be shared across the Council.

This programme does not include housing association tenants.

It is a retrospective report as the funding has already been secured, but approval from CEB is needed as the value of the work exceeds £500,000.

29. TOWARDS MENTAL WELLBEING AND COMMUNITY RESILIENCE IN OXFORD.

The Policy Manager presented the report (previously circulated, now appended) which detailed the proposed action plan for how the Council will support the mental wellbeing of its staff and members. Most of the actions in the plan can be completed within existing budgets.

The Committee went through the action plan and made the following comments: Backbench councillors should be appointed onto the Mental Health and Wellbeing Challenge Panel. However, the Committee raised a concern that this new panel will need officer support which may result in resources being diverted away from other member support services such as Scrutiny.

There were a few actions that hadn't been costed and these needed to be worked out before the budget process started in December 2014.

The Committee felt that service personnel and veterans are important groups who should not be overlooked in efforts to improve mental health and wellbeing in Oxford.

The Committee suggested that the role of ethnic minority groups and faith leaders could also be considered and set out in this action plan.

The Committee agreed not to monitor the implementation of the action plan as this would duplicate the work of the challenge panel.

30. CULTURE STRATEGY 2015-18

The Head of Policy, Culture and Communications presented the report (previously circulated now appended) which detailed the revised Culture Strategy 2015-18. The strategy outlines the Council's vision and priorities in

regards to culture and the arts. The strategy's priorities have been carefully aligned with the Art's Council's objectives to make seeking funding easier.

The Committee made the following comments:

- The Committee felt that the Culture Strategy does not provide the fullest picture of the City's cultural offering. For example, cultural events missing from the strategy included the Oxford Literary Festival, Lieder Festival and the Oxford Punt Festival.
- There needs to be a focus on making sure cultural venues don't shut. Council needs to offer support to cultural venues through the planning and licensing regimes, and this should be reflected in the strategy.
- A request was made to see the list of arts organisations the Council held. The Head of Policy, Culture and Communications will circulate and members are asked to add any missing organisations.
- It was noted that very little was mentioned about Oxfordshire County Council's contribution to the arts. It was agreed that the chair of Scrutiny would send a letter to the County seeking comment on the draft Culture Strategy.
- The Committee felt that extending the time that visitors and tourists spend in Oxford is crucial to maximising the economic benefits to the City, and that more thought should be given to how to encourage longer stays.

An evaluation report will be presented in April 2015.

31. UPDATES FROM STANDING PANELS AND REVIEW PANELS

The Standing Panels are meeting this week, there was nothing to report.

The Committee reviewed its list of new review panels and agreed to reduce the list to four:

Budget Scrutiny – Finance Standing Panel

Tackling Inequalities – Cllrs Coulter, Lloyd-Shogbesan, Thomas and Gant

Support for the local economy – Cllrs Fry, Benjamin and Darke

Cycling – Cllrs Wolff, Upton and Pressel.

Growing a Low Carbon Economy and Community Engagement would be dropped but the work of last year's Recycling panel would continue as this requires minimal officer support.

The Committee believe they don't have enough officer resources to provide adequate scrutiny work. They would like a budget bid to be made for additional scrutiny support.

32. FORWARD PLAN

The Committee decided to pre-scrutinise the following reports:

Banking Services Provider

Statement of Community Involvement 2014 Review

Westgate Community Infrastructure Levy

33. PROPOSAL TO ESTABLISH AN 'INEQUALITIES' REVIEW PANEL

The Committee discussed the need to narrow the scope of the Inequalities Panel. Child poverty and widening health inequalities are big issues and it will be difficult for the panel to add value if the scope is not narrowed. The panel will meet to re-fine its scope and terms of reference and report back to the Committee for approval.

Joseph Roundtree Trust is offering resources for research work into child poverty. The Scrutiny Officer will explore this and report back to the Committee.

34. REPORT BACK ON RECOMMENDATIONS

Noted

35. MINUTES

The Committee resolved to confirm as a correct record the minutes of the meeting held on 2 September 2014.

36. DATES OF FUTURE MEETINGS

The next meeting will be held on 10 November. The Chair offered his apologies; the Vice-Chair will chair the meeting.

37. MATTERS EXEMPT FROM PUBLICATION

Noted

The meeting started at 6.00 pm and ended at 8.35 pm

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