

Agenda

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Scrutiny Committee

Date: **Tuesday 2 September 2014**

Time: **6.00 pm**

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

For any further information please contact:

Sarah Claridge, Committee Services Officer

Telephone: 01865 252402

Email: sclaridge@oxford.gov.uk

As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

Scrutiny Committee

Membership

Chair	Councillor Craig Simmons
Vice Chair	Councillor Tom Hayes
	Councillor Mohammed Altaf-Khan
	Councillor Farida Anwar
	Councillor Van Coulter
	Councillor Roy Darke
	Councillor James Fry
	Councillor Sam Hollick
	Councillor Ben Lloyd-Shogbesan
	Councillor Gill Sanders
	Councillor Val Smith
	Councillor Louise Upton

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AGENDA

Pages

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 WORK PROGRAMME AND FORWARD PLAN

1 - 22

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

Background Information
<p>The Scrutiny Committee operates within a work programme which has been set for the 2014/15 council year</p> <p>This programme will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Committee.</p> <p>A long-list of suggested future items and review topics is also included.</p>
Why is it on the agenda?
<p>In particular the Committee is asked to consider:</p> <ul style="list-style-type: none">- Which suggested future scrutiny items / reviews should be a priority.- Which suggested future scrutiny items / reviews should not be a priority.- Whether any salient issues or topics are missing from the work programme.
Who has been invited to comment?
<p>Andrew Brown, Scrutiny Officer will present the work programme, answer questions and support the Committee in its decision making.</p>

4 UPDATE FROM STANDING PANELS

For the Chairs of the Housing and Finance Standing Panels to update the Committee on their work

The next Finance Standing Panel is scheduled for 4 September
The next Housing Standing Panel is scheduled for 9 October

5 REPORT BACK ON RECOMMENDATIONS

23 - 26

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

Background Information
The Committee makes a number of recommendations to officers and decision makers. This item allows Committee to see the results of recommendations since the last meeting and the cumulative results of all scrutiny recommendations.
Why is it on the agenda?
<p>An update on recommendations made during the following Scrutiny Committee items on 23 June:</p> <ul style="list-style-type: none">• Community Engagement Plan• Integrated Performance Report for 2013/14 - quarter 4• Fusion Lifestyle Performance 2013-14 (see item 6) <p>Members may wish to follow up on any agreed recommendations that are not on track to be implemented within expected timescales.</p> <p>Where recommendations were not agreed, Members may wish to consider reviewing whether any identified issues are on-going, or whether alternative proposals for addressing these have been effective.</p>
Who has been invited to comment?
Andrew Brown, Scrutiny Officer, can advise the Committee on progress made in implementing agreed recommendations.

6 UPDATE PAPER - FUSION LIFESTYLE - CONTRACT PERFORMANCE 2013/2014

27 - 32

Contact Officer: Ian Brook, Head of Leisure, Parks and Communities
Tel 01865 252705, ibrook@oxford.gov.uk

Background Information
To report back to the Committee following questions asked on this item at the June meeting.
Why is it on the agenda?
<p>A briefing paper is attached providing further information on:</p> <ul style="list-style-type: none">• Faculty running costs• Managing poor performance• Publicity campaigning

- Views of non-card users at facilities
- Falling attendance among young people
- Information excluded from the public

Please note that further information regarding the City Council financing investment spending has also been requested and will be circulated separately to Members once this is available.

Who has been invited to comment?

This is a paper for information, any further comments or questions can be picked up outside of the Committee meeting.

7 PERFORMANCE MONITORING - QUARTER 1 2014/15

33 - 36

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

Background Information

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

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

Why is it on the agenda?

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

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

Members may wish to focus on measures that were below target in quarter 1 and seek assurances that these will be achieved by year end, or where this is not likely to be the case, that there are satisfactory reasons why.

Who has been invited to comment?

Neil Lawrence, the City Council's Performance Improvement Manager has been invited to assist the Committee with this discussion. Any detailed information required by the Committee can be requested to be made available for a future meeting.

8 OXFORDSHIRE GROWTH BOARD

37 - 46

Contact Officer: David Edwards, Executive Director of City Development and Housing

Tel 01865 252394, dedwards@oxford.gov.uk

Background Information
<p>The City Executive Board on 10 September will be asked to:</p> <ul style="list-style-type: none">• Approve the City Council becoming a member of the Oxfordshire Joint Growth Board, and the terms and conditions appended to the report.• Appoint the Leader of the Council as the City Council's representative on the Board and any other Executive Member as substitute, to be determined by the Leader of the Council.
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> <p>Members may wish to consider issues around governance and accountability of this partnership board and to feed in any views or comments to the City Council's proposed representative on this board.</p>
Who has been invited to comment?
<p>Councillor Price, David Edwards and Michael Crofton-Briggs have been invited to attend to present their report and answer the Committee's questions.</p>

9 BUSINESS IN THE COMMUNITY

47 - 54

Contact Officer: Simon Howick, Head of Human Resources and Facilities

Tel 01865 252547 showick@oxford.gov.uk

Background Information
<p>The City Executive Board on 10 September 2014 will be asked to:</p> <ul style="list-style-type: none">• Endorse the connection with Cherwell School and the arrangements described within the report.
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> <p>Members may wish to explore what outcomes the City Council is seeking to achieve, how success will be measured and how City Council staff will be supported in mentoring Year 10s and Year 12s at Cherwell School.</p>

Who has been invited to comment?
Councillor Price and Simon Howick have been invited to attend to present this item and answer the Committee's questions.

10 MINUTES

55 - 60

Minutes from 23 June 2014

Recommendation: That the minutes of the meeting held on 23 June 2014 be APPROVED as a true and accurate record.

11 DATES OF FUTURE MEETINGS

Meetings are scheduled as followed:

- 6 October 2014
- 10 November 2014
- 8 December 2014
- 19 January 2015
- 3 February 2015

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.

Scrutiny Work Programme 2014 - 2015

This programme represents the work of Scrutiny, and is divided between those items to be considered at:

- Full Committee Meetings – draft agenda schedules at the end of this document
- Standing Panels
- Review Panels in progress
- Potential Review Panels (to be established when resources allow)

The programme also lists:

- Decisions called in
- Councillor calls for action
- New items suggested for scrutiny by councillors or residents

Full Committee Meetings

Topic	Area(s) for focus	Progress	Lead and other Councillors
Discretionary Housing Payments	Issue carried forward from 13/14 Work Programme. Quarterly updates on spending profiles within a framework agreed by the Committee. Committee commented on the under spending of the DHP budget in 13/14 and wanted to see more outreach work in the private rented sector.	First spending report scheduled for November when there should also be a greater degree of certainty about future funding levels. Scrutiny Committee to receive mid and end of year reports. Housing Panel may wish to consider having a standing item.	Lead: Councillor Coulter.
Performance monitoring	Quarterly report on a set of Corporate and service measures chosen by the Committee.	Panel agreed changes to measures. Q1 report to be considered at September Committee and Housing Panel meetings.	Councillors Altaf-Khan, Simmons, Coulter & Darke.
Effects of the City's investment	Issue carried forward from 13/14 Work Programme.	Members may want to attempt to form another partnership with a KRM school.	Lead Member: No lead

in education attainment at primary level.	To consider the academic progress and key stage results at schools operating the KRM model compared to those not.	Decision to be taken when key stage results considered in October. KRM report to be signed off on 17 September. This can be considered on 6 October alongside the KS2 results.	Councillors Altaf-Khan, & Thomas. No Labour nomination. Consider Jim Campbell as a co-optee.
Enfranchisement and Empowerment	Report produced by a Scrutiny Review Group focusing on the civic engagement of 3 specific minority groups in Oxford. Report from officers on Review Group recommendations awaited before presentation to City Executive Board.	Original brief achieved. Members may wish to consider a piece of work around Individual Voter Registration.	Lead Member: Councillor Darke.
Fusion Lifestyle Contract	Regular yearly item agreed again by the Committee to consider performance against contract conditions.	Report taken at the June 2014 meeting on performance during 2013/14. A number of requests for extra information have been made to the Board Member and an update paper is coming to the committee for consideration on 2 September.	Lead Member: None set.
Research commissioned on the effects of welfare reform	To identify and consider local issues (e.g. 25% child poverty, health referrals e.g. for malnutrition), impact of welfare reforms on these issues and how to improve prevention.	Committee to consider terms of reference.	Lead Member: Councillor Coulter.
Any item called from the Forward Plan for pre decision scrutiny.	To consider and comment on issues to be decided by the City Executive Board.	Community Engagement Policy - November Business in the Community- September Oxfordshire Growth Board – September Towards Mental Wellbeing and Community Resilience– Postponed to October Leaseholder payment options for major works – Postponed to October	Lead: Councillor Simmons.

Standing Panels

Topic	Area(s) for focus	Nominated councillors (no substitutions allowed)
Housing – All strategic and landlord issues considered within the Scrutiny Function.	<ul style="list-style-type: none"> • Performance monitoring (housing measures) • To be agreed 	Lead: Councillor Smith. Co-opted Member – Linda Hill Councillors Hollick, Sanders and Wade
Finance Panel – All finance issues considered within the Scrutiny Function.	<ul style="list-style-type: none"> • Budget Scrutiny • Quarterly budget monitoring • “Proper Body” for scrutiny of the Treasury Management Strategy and Function. • Capital process 	Lead: Councillor Simmons. Councillors Fry, Fooks and Darke.

ω Potential Review Panels – to be taken when resources allow (no particular order)

Topic	Area(s) for focus	Nominated councillors
Budget Scrutiny	Review of budget proposals. Scope to be agreed by Finance Panel in October.	Finance Standing Panel Members
Council Tax exemption, are these being applied and managed consistently.	Suggestion made last year but not started by the Committee. Councillor Simmons has begun some work outside of the Committee. Scope to be agreed	Lead: Councillor Simmons

Items Called in and Councillor Calls for Action

None

Item referred to Scrutiny by Council:

Peer review report (LGA challenge process)

Review Panels in progress

Topic	Scope	Progress	Nominated councillors
Thames Water investment to improve flooding and sewerage issues in the City.	<p>Issue carried forward from 13/14 Work Programme.</p> <p>To continue engagement with TWU at a senior level to ensure delivery of the agreements reached.</p>	<p>Panel members during May 14 met with TWU and obtained agreement to bring forward a whole area study of the condition of Oxford's sewerage system.</p> <p>The governance of this process and subsequent investment would be monitored and challenged via an Expert Group and a Steering Group including Members from the Scrutiny Panel and City Council Officers.</p>	<p>Lead: Councillor Darke</p> <p>Councillors Pressel, Thomas.</p> <p>Liberal Democrat Member to be notified</p>
Oxford Standard Panel ➤	<p>To give advice to the City Executive Board on the content and definition of the Oxford Standard for all Council properties.</p> <p>Based on available data to outline the timeframe within which it would be reasonable to deliver this standard.</p> <p>To use the experience and views of tenants and members when delivering the decent homes standard to comment on the process of this delivery.</p>	<p>Data from the stock condition survey considered by the Group.</p> <p>Broader tenant consultation underway.</p> <p>Report to be complete in time to feed into the asset Management strategy at CEB in October.</p>	<p>Housing Standing Panel members plus the Tenant Scrutiny Group</p> <p>Joint Chairing</p>

New suggestions from Councillors or Residents

Key questions to consider when prioritising committee items

- *Is the issue controversial / of significant public interest?*
- *Is it an area of high expenditure?*
- *Is it an essential service / corporate priority?*
- *Can Scrutiny influence and add value?*

Suggested additions to the Scrutiny work programme	Suggested issue / area(s) for focus	Suggested approach
Street trading	Review Street Traders Policy; consider issues on Cornmarket.	Review Panel
Taxi licensing	To monitor rules, processes, taxi driver issues (e.g. 3 MOTs per year); taxi costs.	Review Panel
Engagement with BME communities	Consider how the council engages with BME communities, seek to address particular problems that are faced by ethnic groups in our city, and act as a point of engagement for BME communities to improve how the council represents and serves them.	Review Panel
Renewable energy generated on Council owned buildings and land	To investigate how we could increase the amount of renewable energy generation on council owned land and buildings, towards both meeting our climate obligations and generating revenue for the council.	Review Panel
Low carbon economy / low carbon City Council	What can we learn from other cities in Europe including twin cities such as Bonn. Explore how to promote a low carbon City Council.	Review Panel
Support for the local economy	To investigate what support the City Council could usefully provide to local businesses. Seek to improve the City Council's relationships with local traders and their satisfaction with us. Additionally, some work around helping smaller local businesses access City Deal funding would be useful.	Review Panel
Cycling safety and increasing cycling take-up	Explore how the City Council can make cycling more attractive; how do we influence the County County and how are any cycling budgets spent.	Review Panel
Food poverty in Oxford	Review current statutory and non-statutory provision; funding; usage (e.g. of food banks); referral processes; reasons for referral; explore the roles of the City Council and its contributions to both causing and mitigating against food poverty in Oxford; consider how policy and expenditure could be adjusted to improve outcomes.	Review Panel
Tackling fuel poverty	To explore how the City Council is working to minimise the instances of fuel poverty in	Review Panel

	Oxford.	
Tackling inequalities	To consider how the council can proactively tackle inequality in Oxford, including pay inequality as well as resulting social, housing and health inequalities.	Review Panel
Combatting loneliness	What is the role of the City Council in combatting loneliness and is there more we can do.	Review Panel
Tackling child poverty	What is the City Council's role in tackling child poverty and what do we already do; is there more that could be done to reduce child poverty.	Review Panel
Potential conflicts of priorities for City Council departments.	Business as usual vs. external contract work e.g. in parks – is the balance right?	Review Panel
Disability	Review and consider issues around disability provision through Council services.	Review Panel
Mental Health Services	Review Mental Health services in Oxford	Oxfordshire Joint Health Overview & Scrutiny Committee
Electoral registration changes	To monitor how we are managing the changes and maximising registration.	Scrutiny Committee item
Highways contract	To review and monitor effectiveness of current arrangement.	Scrutiny Committee item
Carbon and natural resources board	An update on the work of this cross-party board.	Scrutiny Committee item
Community & Neighbourhood Services	To look at aims, activities and outcomes post service re-organisation and how they are bettering the lives of citizens; grant distribution; community centres and associations; volunteering; process to take neighbourhood plans through consultation, examination and referendum; approval process for neighbourhood forums.	Scrutiny Committee item
Pavilions and sports bookings	Availability and provision of pitches, user satisfaction.	Scrutiny Committee item
Culture and Communication	To review the policy and the work of the Culture and Communication service	Scrutiny Committee item
Living Wage	To review how the living wage is enforced through procurement contracts	Scrutiny Committee item
Graffiti	To review the City Council's approach to cleaning graffiti up on residents' and Council properties, and how efficiency resources are distributed between this and other activities such as litter-picking.	Scrutiny Committee item
Anti-social behaviour policy	To review and scrutinise the City Council's approach to anti-social behaviour	Scrutiny Committee item
European funding	Is the City Council maximising Oxford's benefit from European funding.	Finance Panel review
Municipal Bonds	To explore the benefits and dis-benefits of the issuance of municipal bonds to finance capital expenditure.	Finance Panel review

Increasing the provision of affordable housing	Consider the merits of different options available to maximise the provision of affordable housing and minimise the upward pressure on rents, including through planning policy, purchasing existing housing to boost the council housing stock, and other options.	Housing Panel review
Homelessness	To review homelessness pathways and highlight any issues and pressures. To explore the impact of cuts to the Supporting People's Budget.	Housing Panel review
Houses of Multiple Occupation (HMO) licensing	To review concerns raised by tenants and landlords about the operation of the current licensing scheme. To consider the current arrangements and possible improvements, including whether there is merit in proposing a wider licensing scheme in order to meet housing needs and improve living conditions and the treatment of tenants.	Housing Panel review
Tackling under-occupancy in Council properties	To explore the extent of under-occupancy and the impact of the bedroom tax on under-occupancy.	Housing Panel review
Bedroom tax	To explore the impact of the bedroom tax on people's management of finances.	Housing Panel review
Enforcement of tenancy agreements	How well does the City Council deal with tenants who breach the terms of their tenancy e.g. by engaging in ASB, drug dealing etc.	Housing Panel item
Rent arrears	Review the City Council's management of rent arrears	Housing Panel item
The Great Estates Programme	An update on how the City Council is aiming to provide high-quality estates through regeneration and the Great Estates Policies, including tower block refurbishment.	Housing Panel item
Implementation of the action plan on health and housing	To review progress made.	Housing Panel item
Beds in Sheds	Update on the Beds in Sheds project.	Housing Panel item
Repairs exemptions policy	Changes to rules around free repair and decorating entitlements.	Housing Panel item
Housing Strategy	Review the City Council's 3 year housing plan.	Housing Panel item
Planning changes	How we are dealing with planning changes in Oxford e.g. how do building control monitor people building extensions without planning permission? Feasibility and desirability of planning changes, in particular violations by people building extension that don't need permission.	Housing Panel item
Home insulation / Energy efficiency in the City Council's housing stock	Provision of better insulation, what support is available (e.g. Green Deal), is there a business case for borrowing to insulate homes.	Housing Panel item
Standards in new build housing	What the City can and can't do given that government is restricting its ability to enforce standards.	Housing Panel item

Draft Agenda Schedules

Scrutiny Committee

Date(<i>all 6pm, St. Aldate's Room</i>)	Agenda Item	Lead Member; Officer(s)
2 September 2014	<ol style="list-style-type: none"> 1. Update paper: Fusion Lifestyle contract performance 2013-14 2. Performance Monitoring – quarter 1 3. Oxfordshire Growth Board 4. Business in the Community - Working in Partnership 	<p>N/A</p> <p>Neil Lawrence</p> <p>Cllr Price; David Edwards</p> <p>Cllr Price; Simon Howick</p>
6 October 2014	<ol style="list-style-type: none"> 1. Oxford Standard Panel Report 2. Educational attainment investment 3. Towards mental wellbeing and community resilience in Oxford 	<p>Cllr Smith</p> <p>Cllr Pat Kennedy; Anna Wright</p> <p>Cllr Turner; Val Johnson</p>
10 November 2014	<ol style="list-style-type: none"> 1. Consultation and Engagement – interim update report 2. Performance monitoring – quarter 2 3. Discretionary Housing Payments 	<p>Sadie Paige</p> <p>Neil Lawrence</p> <p>Cllr Susan Brown; Paul Wilding</p>
8 December 2014		
19 January 2015		
3 February 2015	<ol style="list-style-type: none"> 1. Performance monitoring – quarter 3 	Neil Lawrence
2 March 2015	<ol style="list-style-type: none"> 1. Consultation and Engagement 	Sadie Paige
23 March 2015		
5 May 2015		

Finance Panel

Date, room and time	Agenda Item	Lead Member; Officer(s)
4 September 2014, Plowman Room, 5.30pm	1. Treasury Management Annual Report	Cllr Turner; Anna Winship
	2. Treasury Management performance – quarter 1	Cllr Turner; Anna Winship
	3. Budget monitoring – quarter 1	Bill Lewis
8 October 2014, St Aldate's Room, 5.30pm	1. Ethical investment - follow up	Nigel Kennedy
	2. Budget Review - scope proposal	
21 January 2015, St Aldate's Room, 5.30pm	1. Capital programme process review update	David Edwards, Stephen Clarke, Nigel Kennedy
5 February 2015, St Aldate's Room, 5.30pm	1. Budget monitoring – quarter 3	Nigel Kennedy
	2. Treasury Management Strategy 15/16	Anna Winship

Housing Panel

Date, room and time	Agenda Item	Lead Member; Officer(s)
3 September 2014, Plowman Room, 5pm	1. Q1 performance	Neil Lawrence
9 October 2014, Plowman Room, 5pm	1. Star survey results	Gary Parsons
	2. Draft Housing Strategy	Gary Parsons
	3. Leaseholder Payment Options for Major Works	Cllr Seamons; David Watt
22 January 2015, Plowman Room, 5pm	1. Housing Strategy	Gary Parsons
4 February 2015, St Aldate's Room, 5.30pm		

FORWARD PLAN FOR THE PERIOD SEPTEMBER - FEBRUARY 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

10 SEPTEMBER 2014

ITEM 1:	OXFORDSHIRE GROWTH BOARD ID: I009300
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:	Executive Director of City Regeneration and Housing
Report Contact	David Edwards Tel: 01865 252394 dedwards@oxford.gov.uk

ITEM 2:	BUSINESS IN THE COMMUNITY - WORKING IN PARTNERSHIP ID: I008846
This report will concern the fostering of school business links and supporting jobs for young people.	
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:	Executive Director of City Regeneration and Housing
Report Contact:	Simon Howick Tel: 01865 252547 showick@oxford.gov.uk

ITEM 3:	COMMISSIONING ADVICE SERVICES 2015-18 ID: I009633
The report sets out the process for re-commissioning advice services linking the required outcomes to those in the Financial Inclusion Strategy.	
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:	Customer Services and Social Inclusion
Report Owner:	Head of Customer Services
Report Contact:	Paul Wilding Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 4:	DESIGNATION OF HEADINGTON NEIGHBOURHOOD FORUM ID: I009629
This report seeks Board approval to formally designate the neighbourhood forum in Headington. Designated neighbourhood forums are the bodies able to produce neighbourhood plans.	
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:	Sarah Harrison Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 5:	INTEGRATED PERFORMANCE REPORT QUARTER 1 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 based on information as at 30th June 2014.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Decision Taker	City Executive Board <input type="checkbox"/> Council
Executive Lead Member:	Finance, Asset Management and Public Health <input type="checkbox"/> Finance, Asset Management and Public Health
Report Owner:	Head of Finance <input type="checkbox"/> Head of Business Improvement and Technology
Report Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 6:	TREASURY MANAGEMENT ANNUAL REPORT ID: I009445
Report detailing the Council's Treasury Management Performance for 2013/14	
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:	Finance, Asset Management and Public Health
Report Owner:	Head of Finance
Report Contact:	Anna Winship Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 7:	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 	

The Council's annual telephony spend is approx. is £270k a year and many staff have access to more than one voice device solution.

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.

The likely new contract value over 5 years will exceed the £500k threshold so I will require CEB approval to award this contract.

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 Business Improvement and Technology
Report Contact:	Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk

29 SEPTEMBER 2014

ITEM 2:	COMMUNITY ENGAGEMENT PLAN 2014-2017 - ADOPTION OF PLAN ID: I007129
Is this a Key Decision?	No
Is this item open or exempt to the public?	Open
Decision Taker	Council
Executive Lead Member:	Corporate Strategy, Economic Development and Planning □ □ Corporate Strategy, Economic Development and Planning
Report Owner:	Executive Director of Community Services
Report Contact	Peter McQuitty Tel: 01865 252780 pmcquitty@oxford.gov.uk

15 OCTOBER 2014

ITEM 9:	APPOINTMENT TO OUTSIDE BODIES 2014 ID: I009844
To fill Outside Bodies vacancies due to recent Councillors' resignations.	
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 10:	ANNUAL MONITORING REPORT 2013/14 ID: I009880
To review the effectiveness of the planning policies in Oxford's Local Plan.	
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:	Adrian Roche Tel: 01865 252165 aroch@oxford.gov.uk, Rebekah Knight Tel: 01865 252612 rknight@oxford.gov.uk

ITEM 11:	ASSET MANAGEMENT PLAN REFRESH 2014-15 ID: I009892
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	
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:	Finance, Asset Management and Public Health
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Mike Scott mwscott@oxford.gov.uk

ITEM 12:	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 <input type="checkbox"/> City Executive Board
Executive Lead Member:	Culture and Communities, Sports, Events and Parks <input type="checkbox"/>
Report Owner:	Head of Policy Culture and Communications
Report Contact:	Ceri Gordon Tel: 01856 252829 cgorton@oxford.gov.uk

ITEM 13:	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 14:	LAND QUALITY STRATEGY ID: I008660
This report will propose the adoption of a land quality strategy for Oxford.	
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:	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 15:	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
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Finance, Head of Housing and Property
Report Contact:	David Watt Tel: 01865 252182 dwatt@oxford.gov.uk

ITEM 16:	OXFORD CITY COUNCIL'S EUROPEAN SOCIAL FUND PROJECT ID: I009907
The project being undertaking is funded by the European Social Fund (ESF) and the aim is to engage with 600 tenants renting privately in Oxford City who aren't working to determine what support they would need in order to either gain employment or undertake work related training. The project builds on the success of the Local Authority Led Pilot undertaken by OCC during 2013 by identifying a new customer base which will in turn provide more learning on what a Local Support Service Framework (LSSF) could look like once Universal Credit is introduced in Oxford.	
The report aims to highlight the activity that will be undertaken during the ESF Project.	

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:	Executive Director of Organisational Development and Corporate Services
Report Contact:	James Pickering Tel: 07909 099571 jpickering@oxford.gov.uk

ITEM 17:	TOWARDS MENTAL WELLBEING AND COMMUNITY RESILIENCE IN OXFORD. ID: I009296
A policy statement which sets out how Oxford City Council's support for mental wellbeing and outlining some specific actions. This document sets out what the council is already doing towards the aims set out in the motion and what else it plans to do.	
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:	Finance, Asset Management and Public Health
Report Owner:	Head of Policy Culture and Communications
Report Contact:	Kathrin Luddecke Tel: 01865 252057 kluddecke@oxford.gov.uk

ITEM 18:	OXFUTURES - MOBILISING LOCAL ENERGY INVESTMENT ID: I008833
This report will be for the Board's information and will update the Board on the subject before a report is submitted concerning the drawing down of further grant monies.	
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:	Cleaner, Greener Oxford, Climate Change and Transport
Report Owner:	Head of Environmental Development
Report Contact:	Jo Colwell Tel: 01865 252188 jcolwell@oxford.gov.uk

ITEM 19:	WELFARE REFORM, EUROPEAN SOCIAL FUND PROJECT ID: I009769
A summary of a project to help support people on Benefits into work, part funded by the European Social Fund	
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 Community Services
Report Contact:	Paul Wilding Tel: 01865 252461

19 NOVEMBER 2014

ITEM 20:	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 21:	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 22:	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?	Not Key
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 3:	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

17 DECEMBER 2014 - PROVISIONAL REPORTS

ITEM 24:	DIGITAL PATHWAYS TO SOCIAL INCLUSION ID: I008338
This report will be an impact study of home internet access and integrated support strategies for workless households	
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 Policy Culture and Communications
Report Contact:	Val Johnson Tel: 01865 252209 vjohnson@oxford.gov.uk

JANUARY 2015 - PROVISIONAL REPORTS

11 FEBRUARY 2015 - PROVISIONAL REPORTS

ITEM 25:	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 jtomkins@oxford.gov.uk	Tel:	01865252685
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Scrutiny Recommendation Tracker 2014-15

All recommendations

Community Engagement Policy Statement - Scrutiny Committee 23 June					
Recommendation	Agreed Y/N	Outcome / progress	Considered by / when	Lead Member & Officer	Implemented Y/N
1. 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.	CEB / 3 July	Cllr Price; Sadie Paige	N/A
2. 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. Expected at 10 November Scrutiny Committee meeting.	CEB / 3 July	Cllr Price; Sadie Paige	N
3. 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. Interim update expected on 10 November.	CEB / 3 July	Cllr Price; Sadie Paige	N
4. 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.	CEB / 3 July	Cllr Price; Sadie Paige	N
End of Year Integrated Report – 2013-2014 - Scrutiny Committee 23 June					
Recommendation	Agreed Y/N	Outcome / progress	Considered by / when	Lead Member & Officer	Implemented Y/N

1. The Committee supports the purchase 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.	Y	Noted (£250k has been earmarked for acquisition of property).	CEB / 3 July	Cllr Turner; Nigel Kennedy; Jane Lubbock	N
2. 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.	N	Current level of contingency considered to be sufficient.	CEB / 3 July	Cllr Turner; Nigel Kennedy; Jane Lubbock	N/A

Fusion Lifestyle Performance 2013-2014 - Scrutiny Committee 23 June

Additional information requested	Agreed Y/N	Outcome	Considered by / when	Member & Officer	Implemented Y/N
<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>Publicity Campaign An issue was raised concerning literature used to highlight the Active Women Campaign. The images used were considered to be too</p>	N/A	Information paper to Scrutiny Committee meeting on 2 September.	Board Member / 26 June	Cllr Rowley; Lucy Cherry	N

<p>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 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>		<p>Update to follow separately – this was a follow-up request that was made after the meeting.</p>			
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Fusion Lifestyle – Leisure Contract Performance 2013/14

From : Leisure and Performance Manager

Councillor Mike Rowley Executive member for Leisure

Date : 29 July 2014

At Scrutiny Committee on 23 June, Members made requests and comment which this note responds to.

1. Facility running costs

Revenue and capital are shown separately as by including capital we create a skew in the figures (for example we are investing £9.23 million for a new pool at Blackbird Leys and trend data is difficult to capture by comparing this year to the following year).

Comparison only becomes meaningful when we compare running costs and include usage. This is why the leisure industry as a whole uses the subsidy per user for benchmarking purposes.

By adding in capital on the same line a misleading picture is created showing leisure facilities that are due to close (and therefore not invested in) as being lower cost than the facilities being retained and invested in.

The total depreciation and capital charges for all our Leisure Centres came to £817k in 2013/14.

Capital expenditure can be shown as a separate line if required; additionally Officers would be available to meet with the Scrutiny Committee chair to discuss further if desired.

Appendix one gives a position statement on whether there is a commercial loan between the Council and its leisure partner Fusion. There is no commercial loan between the council and Fusion. In accordance with the contract and the councils approved capital programme the council invests in the centres, which it remains the freeholder of. In return for the investment the grant paid to Fusion to run the centres to our specification, including a generous concessions policy is reduced.

2. Performance outside of expectations

Service specifications to be met by Fusion Lifestyle (Fusion) in respect of its provision of leisure services are captured in a payments, performance and default regime. The specification is largely output based to ensure that outcomes from the services are met and that continuous improvement is achieved.

A performance monitoring system has been adopted that is both effective in helping achieve the desired outcomes and easy and efficient to operate. Under this system certain financial deductions apply in the event that Fusion fails to achieve the required performance standards.

Defaults applied in 2013/14 included (examples of actions taken are shown):

- deviation from advertised opening hours (employee performance management, recruitment to vacant posts)
- failure to timely and accurately report or respond (review of reporting programme and improvement to reporting format)
- non-availability of equipment and/ or ICT and telephony systems (review of existing systems, improving efficiency, replacing/ repairing equipment)
- variance to annual participation targets (sport and community outreach work, promotional offers and increased marketing).

Performance defaults in 2013/14 equated to an overall total of 135 penalty points, a financial management fee deduction of £6,750.

3. Publicity Campaign

Active Women is a national campaign and funding received from Sport England is to target women and girls from 16 years and above; therefore publicity has to be gender biased as a funding term and condition. There are no recorded complaints or suggestions from the public regarding this.

We are permitted in law to positively promote activities to a group possessing a protected characteristic if we are responding to a demonstrable lower take up. Funding is targeted at women to try and address the drop off in participation in sport for women and girls and the images are linked to achieving this aim and the project exceeded target.

Sport England have various pots of funding that target other specific target areas which the Sports Development team have been successful in (these are not linked to the Fusion contract).

4. Views of non-card users at facilities

A non-user satisfaction survey and the Sport England National Benchmarking survey (completed in November 2013) are completed by Fusion every two years.

The last non-user survey was completed by Leisure-Net Solutions Ltd in October 2011. This research was designed to investigate attitudes and behaviour around physical activity and exercise in general and more specifically to find out what the residents of the area think about the facilities and performance provided by Fusion at Oxford and what would encourage them to use leisure facilities in the future. The next survey is due to be completed by October 2014.

Key Findings

- The majority of the sample thought that regular exercise/activity was important with 68% stating very important (national benchmark 61%).
- 52% strongly agree that physical activity is good for your health even if moderate, 32% strongly agree it's good for your health even if only for 10 minutes at a time. 43% strongly agree physical activity is better for you if you keep it up for at least 30 minutes and 16% strongly agree it's better if you get out of breath. 38% either agree or strongly agree you can get enough in your daily life without doing sport or exercise.
- 42% thought that they were regularly undertaking at least 5 x 30 minutes of moderate exercise (national benchmark 39%). 12% said they had done no sessions, (national benchmark 15%).
- Of those that did exercise regularly, 18% used a leisure centre/health club Esporta and College/University facilities seem to be the main competitor at 25% each, followed by LA Fitness at 11%. The most popular form of independent activity was walking/jogging in the street/parks at 74%.
- 62% of respondents are wanting to do more activity, slightly lower than the national benchmark of 67%), the main reason for this being "wanting to improve their health" at 62%. Slightly under half (47%) thought that not enough time due to work was the major factor in preventing them doing more, (national average 50%), followed by not enough time due to home at 11%.
- Of those who do not want to do more the main reason is "no need" at 56% (higher than the national average at 44%), followed by not enough time due to work at 13%.
- The key factors to be addressed according to non-users are lack of time, which has the highest importance factor at 49% stating very important. Direct costs (17%); lack of personal motivation (11%); indirect costs (9%).
- The main reasons they don't currently use were 'No time' (31%), 'Cost' (17%), and 'No need' (12%).
- The main thing, according to our respondents, that the facility could do to encourage usage amongst these non-users, would be to 'Lower costs' at 28% (lower than the national benchmark at 44%), followed by 'more information' (8%).

5. Failing attendance amongst young people

The report advised that membership usage analysis presented a skewed picture, as not all visits are by Oxford residents. In addition, whilst Fusion has demographic characteristics about visitors who are members, they do not have this information for all members or non-members so the detail could not tell the whole story.

Working in partnership with Oxford City Council, Fusion continue to increase sports and community outreach working with local partners to deliver more activity, review programmes and make changes to encourage target groups, improve promotion and marketing campaigns, introduced a swim school direct debit membership to support uptake by this age category. The new soft play activity zone at Blackbird Leys has further extended the leisure offer for younger people.

As an effect of this work overall participation by this category in the first quarter of 2014/15 is demonstrating a 32% increase in visits. Furthermore, Fusion are increasing awareness of the (free) Oxford Sport & Leisure Rewards Card (rewards for using the wide choice of facilities in the City), which has the objectives to:

- ensure usage data is accurately captured
- influence loyalty
- effectively monitor usage and monitoring of target groups
- effectively monitor demographic data
- enable improved communication
- facilitate targeted marketing.

For these reasons we do not believe this year's recorded decline in participation among young people is part of a trend; however, we are keeping a close eye on young people's participation through our regular monitoring of the partnership with Fusion.

6. Information excluded from the public

The request has been made to Fusion who wish to reasonably support. Officers will be in a position to update Scrutiny Committee following the Performance meeting with Fusion in August.

Appendix One.

Leisure Improvement Works

From: Head of Finance

: Executive Director Community Services

Date : 10th July 2014

Leisure Contract: Improvement Works

At Scrutiny Committee on 23rd June, Members requested a position statement on whether there is a Commercial loan between the Council and its Leisure partner Fusion. This note outlines the current position. The Leisure Market testing Evaluation report went to CEB on 28th January 2009. When Leisure was market tested, all bidders were asked to develop a schedule of improvements for the Leisure centres. As part of the evaluation of the bids, it was concluded that due to the Council's ability to access cheaper capital financing it would be advantageous for the Council to Finance the expenditure. Negotiations were then had with the successful bidder as to the amount of financial recompense which would be achieved through reductions in the management fee. Under the Contract there were two phases of Leisure Improvement works. It was part of the agreement that with the implementation of these works there would be a reduction in the management fee in two respects;

- 1) 3% of the value of the Leisure improvement works undertaken, as negotiated with Fusion in accordance with the above; and
- 2) An amount of £63k per annum, based on the full completion of the works, which represents the increase in revenue that was estimated to accrue annually as a result of the works, shared equally between Fusion and Oxford City Council. During the period the works are being undertaken, the £63k reduction will be applied pro-rata to the value of works completed.

The amount by which the management fee has been reduced by in respect of these reductions is as follows: -

	2012/13 £000s	2013/14 £000s
1. 3% of works undertaken	8	8
2. Proportion of £63k applied	32	32
Total Adjustment	<u>40</u>	<u>40</u>

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Performance Summary
Scrutiny Committee

Agenda Item 7

Trends compare relative performance with

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

Prd: previous month

Prev Year End: previous March

Jun-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	180 Number	388 Number	900 Number				This month we issued 107 S46 notices to tackle domestic waste. This is the enforcement element of our carding arrangement with Waste and Recycling. I expect numbers to fall over the summer as students have left, and to pick up again in October.
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%	7.17%	3.00%				Year to date 17 out of 237 streets inspected were below grade B. In June 5 out of the 79 streets was 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 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 still planned for early Autumn 2014.
BIT022	BIT022: Level of efficiency savings, income generation identified through service reviews and process/system improvement projects	Jan Heath	£391,400	£0	£90,000	£330,000				Efficiencies have been identified for; -Intranet (NL) £3k (replacing Employee Voice) -Mobile Working: Sports Development (CL) £4k -Vodafone contract (CL) £65k -Netcall Missed Bins (TH) £12k -Handscanner (RW) £6k
CH001	CH001: Days lost to sickness	Simon Howick	7.90 days	1.74 days	1.50 days	7.00 days				
BV016a	BV016a: Percentage of employees with a disability	Simon Howick	8.81%	9.00%	8.88%	10.00%				Numbers have risen by two to 109 declaring a disability. However staff numbers have climbed to 1228 due to recent increases in recruitment, meaning that the average remain broadly stable

**Performance Summary
Scrutiny Committee**

Trends compare relative performance with

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

Prd: previous month

Prev Year End: previous March

Jun-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	
BV017a	BV017a: Percentage of black and ethnic minority employees	Simon Howick	7.0%	7.0%	6.8%	8.0%				Staff numbers from BME backgrounds have remained the same at 83. However, the overall headcount has increased to 1228 and this has influenced a small fall in the overall percentage. In terms of trends, applications received from BME communities are running at 16.61% (191) since the start of April. This compares with an average of 18.77 for the previous year. Trend analysis will be run on a monthly basis.
Empowerment										
LG002	LG002: Achieve the electoral registration rate target	Jeremy Thomas	95.48%	96.00%	96.00%	96.00%				
Great Customer Contact										
BIT019a	BIT019a: BIT019a: The level of self-service transactions that are carried out using the Council's website	Jane Lubbock	Not Recorded	20,831 Number	25,609 Number	83,325 Number				This is significantly up on this time last year (+30%) mainly because of the large number of garden waste renewals made online this month.
CS001	CS001: The % of customers satisfied at their first point of contact	Helen Bishop	79.00%	77.00%	81.00%	77.00%				Satisfaction year to date is still high at 81%. Year to date satisfaction for face to face has increased to 60% from 57% last month. Year to date website satisfaction has decreased slightly compared to last month to 46% (48% YTD in May). Telephone satisfaction remains consistently high at 92%.
PC027	PC027: Increase the Number of people engaging with the Council's social media accounts	Chris Lee	48,551 Number	52,000 Number	53,582 Number	61,000 Number				
CS003	CS003: Customers getting through first time on Councils Main Service lines	Helen Bishop	93.13%	95.00%	90.92%	95.00%				Performance has improved compared to last month. This is due to ongoing multi skilling training and an increase in resources with vacant posts being filled. We are currently reviewing resources to ensure that over the summer months when there is more leave, we identify potential issues now.
CS004	CS004: Enquiries resolved by customer service centre without hand off	Helen Bishop	93.10%	90.00%	91.90%	90.00%				With a number of new starters, first point of contact resolution has dipped slightly. This figure tends to rise quickly once the new starters begin training, so we anticipate this figure to rise again next month.
Improve Recycling										
NI191	NI 191 The Kg of waste sent to landfill per household (YTD)	Geoff Corps	421.03 kgs	107.49 kgs	103.76 kgs	430.00 kgs				In June, the residual waste per household (YTD) was 33.77kg, this is 3.94kg less than June 2013

**Performance Summary
Scrutiny Committee**

Trends compare relative performance with

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

Prd: previous month

Prev Year End: previous March

Jun-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	
NI192	NI192 Household waste recycled and composted (YTD)	Geoff Corps	44.8%	43.3%	46.6%	45.0%				Year to date the overall recycling rate is 46.29%, which is much higher than 44.35% achieved in June 2013. The team attended a lot of community events with the recycling road shows during June, including running their own during recycling week. The educational door knocking is continuing at communal properties, alongside phase 1 of the food waste recycling rollout. The WEEE Kerbside collections started this month and we have collected 4.36 tonnes so far. Garden waste participation and tonnage continues to be high.

Participation in Healthy Activities in the most deprived wards

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 %	13%	3 %				The number of visits to facilities has increased by 15,000 more year-on-year.
LP120	The number of individual people participating in the City Exercise on Referral scheme	Ian Brooke	143 Number	20 Number	43 Number	140 Number				43 referrals received in the reporting period 2013/14.

Reduce Emissions

ED002	ED002: The reduction in the city council's carbon footprint	Paul Robinson	565 Tonnes	50 Tonnes	141 Tonnes	478 Tonnes				completion of first phase of Horspath Depot LED lighting upgrade - Main Depot building est 46tCO2/year saving
LP008	To reduce the use of utilities in Leisure facilities	Ian Brooke	3 Kgs CO2	2 Kgs CO2	3 Kgs CO2	2 Kgs CO2				

Youth Ambition

BI002a	BI002a: The number of training places and jobs created through Council investment projects and other activities	Jane Lubbock	287 Number	316 Number	323 Number	400 Number				Approximate figure for the month, more information still to come in
BI002b	BI002b: The number of Council apprentices created through Council investment for those who live in Oxford	Simon Howick	21 Number	22 Number	18 Number	22 Number				23 apprentices are currently employed: with 78% (18) from within the city. The 2014 Business Admin/ Trade/ Pest Control cohort will be recruited by the end of July and is likely to add up to 14 new apprentices

**Performance Summary
Scrutiny Committee**

Trends compare relative performance with

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

Prd: previous month

Prev Year End: previous March

Jun-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	1,500 Number	1,547 Number	5,250 Number				A good start to the year for the programme and the good weather has also been helpful in facilitating higher attendance. The current breakdown is Youth Voice 76 YA Funded 0 (current round only just funded) Holiday Activities 589 Positive Futures 126 CSAF 333 Free Swimming Lessons 36 Free Swimming Card Holders 387 Giving a total of 1547. Further new activities are planned over the summer period.
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	50 Number	88 Number	7,000 Number				

To: City Executive Board

Date: 10 September 2014

Report of: Executive Director, City Regeneration and Housing

Title of Report: Oxfordshire Growth Board

Summary and Recommendations

Purpose of report: To approve the terms of reference of the Oxfordshire Growth Board and to make an appointment to it.

Key decision: Yes

Executive lead member: Councillor Bob Price, Board Member for Corporate Strategy, Economic Development and Planning.

Policy Framework: None

Recommendations: That City Executive Board:

1. Approves the City Council becoming a member of the Oxfordshire Growth Joint Board and the draft Terms of Reference appended to this report.
2. Appoints the Leader of the Council as the City Council's representative on the Board and any other Executive Member as substitute, to be determined by the Leader of the Council.

Appendix 1: Draft Terms of Reference for the Oxfordshire Growth Board

Introduction

1. The Oxford and Oxfordshire City Deal was signed in February this year. This provided for £95 million of local and national public sector investment and leverage of £600 million private sector investment, delivering 18,600 new jobs (plus 31,400 construction jobs) and over 500 new apprenticeships.
2. Under the terms of the City Deal, the Local Authority partners, including Oxford City Council, agreed to establish a Joint Committee to act as a City Deal Board. This was a leadership and governance requirement of Government. The City Deal was approved by the City Council and sets out these arrangements. This report seeks approval for the draft terms of reference for the Joint Committee which consolidates the functions

undertaken by the Spatial Planning and Infrastructure Board (SPIP) and the Local Transport Board (LTB) into this Joint Committee.

3. The membership of the Joint Committee for the City Deal, the Spatial Planning and Infrastructure Partnership and the Local Transport Board are substantially the same, with the Oxfordshire Local Authorities being the principal partners. The functions of each of the organisations are closely aligned and often involve directly or indirectly the same projects and programmes. The Local Authorities have concluded that it is more efficient to conduct businesses through a single Board and avoid duplication or confusion.

Oxfordshire Growth Board Terms of Reference

4. The draft Terms of Reference are set out in Appendix 1. The principal terms are summarised below.
 - **Governance:** the Board comprises the Oxfordshire Local Authorities as the voting members, together with non-voting representative bodies, including the universities, science institutes and Government agencies and the Local Enterprise Partnership and Skills Board.
 - **Role:** the primary roles are to enable strategic working across the county and to oversee the City Deal, Local Transport Plan, the Strategic Economic Plan and any future Local Growth programme.
 - **Powers:** all the executive functions held by the individual Local councils are retained by the Authorities and the Board cannot bind them financially or contractually. Decisions made by the Committee will be subject to the scrutiny arrangements of each constituent authority.
5. The Oxfordshire Local Enterprise Partnership sets the priorities and direction for the local economic area and the Growth Board facilitates collaboration between Local Authorities on economic development, strategic planning and growth. There is joint working and reporting between these organisations.

Environmental impact

6. There are no environmental implications arising from this decision.

Equalities impact

7. Consideration has been given to the public sector equality duty imposed by s149 of the Equality Act 2010. There are no equalities implications arising from this decision.

Financial implications

8. There are no financial implications arising from this decision.

Legal implications

9. The City Council will become a member of a Joint Committee with the shared ability to manage and direct the City Deal, Strategic Economic Plan and Local Transport Plan programmes. The Council retains all its financial and executive powers and cannot be bound by a Joint Committee decision. At any time the City Council can elect to withdraw from these arrangements.

Risk assessment

10. A risk assessment has been undertaken. No significant risks are identified.

Name and contact details of author:-

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Service Area / Department Chief Executive
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List of background papers: None

Appendix 1:
Oxfordshire Growth Board Joint Statutory Committee
Draft Terms of Reference

1.0 Governance

- 1.1 The Oxfordshire Growth Board (the joint committee) includes the local authorities within the LEP area, namely, Oxfordshire LEP comprising, Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council, West Oxfordshire District Council and Oxfordshire County Council. It will also include co-opted non-voting named members from those organisations listed at 4.4 below. In addition, the HCA has the right to attend the Growth Board as a non-voting investment partners, and, when considering matters that sit under the purview of the Local Transport Board then Network Rail and the Highways Agency will have the right to attend the Growth Board as non-voting investment partners.
- 1.2 The Oxfordshire Economic Growth Board is a Joint Committee under s101 (5), 102 Local Government Act 1972 and s9EB Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 1.3 The Committee will be hosted under local government arrangements and this will be rotated in accordance with the arrangements for the Chairman (see Section 8.1).

2.0 Accountable Body

- 2.1 The Accountable Body for the Growth Board is Oxfordshire County Council which will provide Section 151 and Monitoring Officer roles to the Committee.
- 2.2 The County Council's Chief Finance Officer (Section 151 Officer) in conjunction with the LEP Chief Executive will provide the Growth Board with a quarterly financial and programme performance report. This report will provide the Board with an overview of the funds spent, funds committed against funds allocated, milestones and outcomes achieved and where necessary, ensure that action plans are put in place to address any concerns.
- 2.3 For those programmes and funding streams where another local authority is the Accountable Body, e.g. the Enterprise Zone, the relevant Section 151 Officer will provide the financial and programme performance information to the County Council's Chief Finance Officer to enable a complete picture to be presented to the Growth Board.
- 2.4 The Local Transport Board Assurance Framework will be the basis on which the appraisal, assessment and prioritisation for proposed Local Growth Fund projects and future growth programmes will be undertaken, which may be revised by the Growth Board as wished, subject to approval by the DfT.

3.0 Purpose of the Oxfordshire Growth Board

- 3.1 To facilitate and enable collaboration between local authorities on economic development, strategic planning and growth.
- 3.2 To deliver cross-boundary programmes of work including City Deal, Strategic Economic Plan and Local Transport Board programmes, within government timescales, including agreeing the detailed contents of specific priorities, plans, projects and programmes.
- 3.3 To approve and monitor the implementation of a detailed work programme as laid out in the City Deal, Strategic Economic Plan and Local Transport Board programmes together with any future Growth Deals or other programmes as agreed.
- 3.4 To bid for the allocation of resources to support the above purposes.
- 3.5 For the avoidance of doubt these terms of reference are not to be read as incorporating any non-Executive functions and each constituent Authority shall retain the capability to exercise all executive functions generally and specifically in relation to economic development, strategic spatial planning and strategic transport planning. Further, these terms of reference are not to be read as entitling the Board to bind, either financially or contractually, any constituent Authority.”

4.0 Membership

- 4.1 As the Joint Committee is discharging executive functions then the appointed person must be from the Executive. There should be one member from each constituent authority.
- 4.2 Each constituent authority shall appoint a substitute (also being an executive member). The substitute member shall have the same rights of speaking and voting at the meetings as the member for whom the substitution is made.
- 4.3 Subject to the legal right of the Joint Committee to appoint a Chairman and Vice Chairman of its choice each year the proposed protocol is that there will be a rotating Chairman and Vice Chairman as set out in table 8.2 below.
- 4.4 Other non-voting members as required for good linkages with the Local Enterprise Partnership shall be a single named-position representative from the bodies as detailed below:
 - Oxford University.
 - Oxford Brookes University.
 - Oxfordshire Local Enterprise Partnership.
 - STFC Harwell
 - UKAEA Culham
 - Oxfordshire Skills Board

4.5 When considering matters that sit under the purview of the Local Transport Board then a single representative of Network Rail and the Highways Agency will have the right to attend the Growth Board as non-voting investment partners.

5.0 **Voting**

5.1 One member one vote for each constituent authority member although members intend to agree matters on a unanimous basis where possible.

5.2 Normal rules as to declarations of interest to be applied to local authority members in accordance with the respective Council's Code of Conduct.

6.0 **Quorum & Safeguard**

6.1 The quorum for a meeting shall be four voting members.

6.2 Where the effect of a particular proposition, if adopted by the Committee, would be to give rise to contractual or financial implications for any constituent authority, then a protocol will be established where the expectation would be that the vote of the member appointed by that constituent authority, in favour of the proposition, would be required. In respect of other matters, all other voting will be on a normal majority basis.

6.3 When considering matters that sit under the purview of the Local Transport Board, this protocol will apply to the vote of the member appointed by the County Council.

7.0 **Functions**

7.1 The opportunity provided by establishing the Growth Board and aligning the strategic meetings including SPIP and the LTB is to streamline the governance arrangements and incorporate the combined terms of reference under a single governing body:

From the Spatial Planning & Infrastructure Partnership

- To provide a forum for partnership working and collaboration on spatial planning, economic development, housing, transport, and general infrastructure issues arising at regional and sub-regional level;
- To lead and co-ordinate liaison with the Local Enterprise Partnership on Oxfordshire wide issues and support the LEP in the identification of priorities and development of investment strategies and economic plans for Oxfordshire;
- To lead and co-ordinate liaison with the Homes and Communities Agency (HCA) to develop plans to enhance Oxfordshire share of HCA development programmes and contribute to any related interaction with Government agencies;

- To lead on production of joint work on cross border issues to ensure partners meet the requirements of the Duty to Cooperate and wider national policy;
- To lead and coordinate the Homes and Communities Agency (HCA) process on regeneration and housing issues leading to the production of the Local Investment Plan (LIP) and contribute to any related interaction with Government agencies;
- To seek agreement on local priorities and targets and advise partners on matters of collective interest in the fields of activity listed above;
- To seek agreement on alignment between national and regional and local funding streams in the fields of activity listed above and prioritise competitive funding bids;
- To assess whether spatial planning, infrastructure and public services are integrated and make recommendations to encourage this.

From the Local Transport Board

- To have the role of prioritising transport schemes to be funded from devolved funding sources, not already within the remit of the Local Transport Authority, to ensure that decisions are made in one place and supported by all relevant partners and stakeholders;
- To have the ability to comment on wider consultations, such as the Local Transport Plan, and funding investment decisions from national agencies, e.g. Network Rail, Highways Agency, where these have a strategic impact on the local transport network;

From the City Deal Programme

- To oversee the delivery of all of the local government aspects of City Deal and to have oversight of the LEP Work Programme;
- Prioritisation of the investment in the Escalator Hubs, the allocation of funding from City Deal and the accountable body for each project;
- Establishing the City Deal infrastructure programme and agreement of the contribution level from either retained business rates or the proposed funding streams;
- Responsible for prioritising the delivery of schemes to be funded through the City Deal infrastructure fund, for transport, housing or economic development schemes;
- Agreement to the work programme for the City Deal and in support of the LEP Growth Strategy.

8.0 Meetings

- 8.1 The Chairman and Vice-Chairman of the Growth Board will be elected at the first meeting but are expected to follow the arrangements as set out in paragraph 8.2.
- 8.2 The lead authority for convening meetings will be that of the elected Chairman and it will provide Secretary/Clerk support to the Board. Meetings shall be held on a bi-monthly basis, meetings may be called as and when required to ensure that critical timescales are met.

Year	Chairman	Vice chairman
2014/15	West Oxfordshire District Council	Cherwell District Council
2015/16	Cherwell District Council	Oxfordshire County Council
2016/17	Oxfordshire County Council	Oxford City Council
2017/18	Oxford City Council	South Oxfordshire District Council
2018/19	South Oxfordshire District Council	Vale of White Horse District Council
2019/20	Vale of White Horse DC	West Oxfordshire DC

9.0 Secretariat and Support

- 9.1 The secretariat and support will be provided by the existing SPIP Executive Officer Group. Other investment partners will be involved as appropriate, e.g. Homes and Communities Agency, Environment Agency, Highways Agency, Network Rail; to advise on the investment and work programme.
- 9.2 The Group will be chaired by the lead authority (as in previous SPIP arrangements). In the first instance this will be West Oxfordshire.

10.0 Scrutiny Arrangements

- 10.1 Decisions made by the Committee shall be subject to the scrutiny arrangements of each constituent authority.

Protocol

This protocol has been incorporated into the Terms of Reference for Oxfordshire Growth Board, a statutory Joint Committee.

The Parties to this Protocol are those referred to in the Terms of Reference.

The Parties wish to record the basis on which they propose to undertake their decision making function as a Joint Committee.

General principles

The Parties agree to support the purposes of the Joint Committee by ensuring that in their decision making, they:

- Collaborate and cooperate with each other
- Are open and accountable to each other
- Adhere to all relevant statutory requirements
- Deploy appropriate resources
- Act in good faith

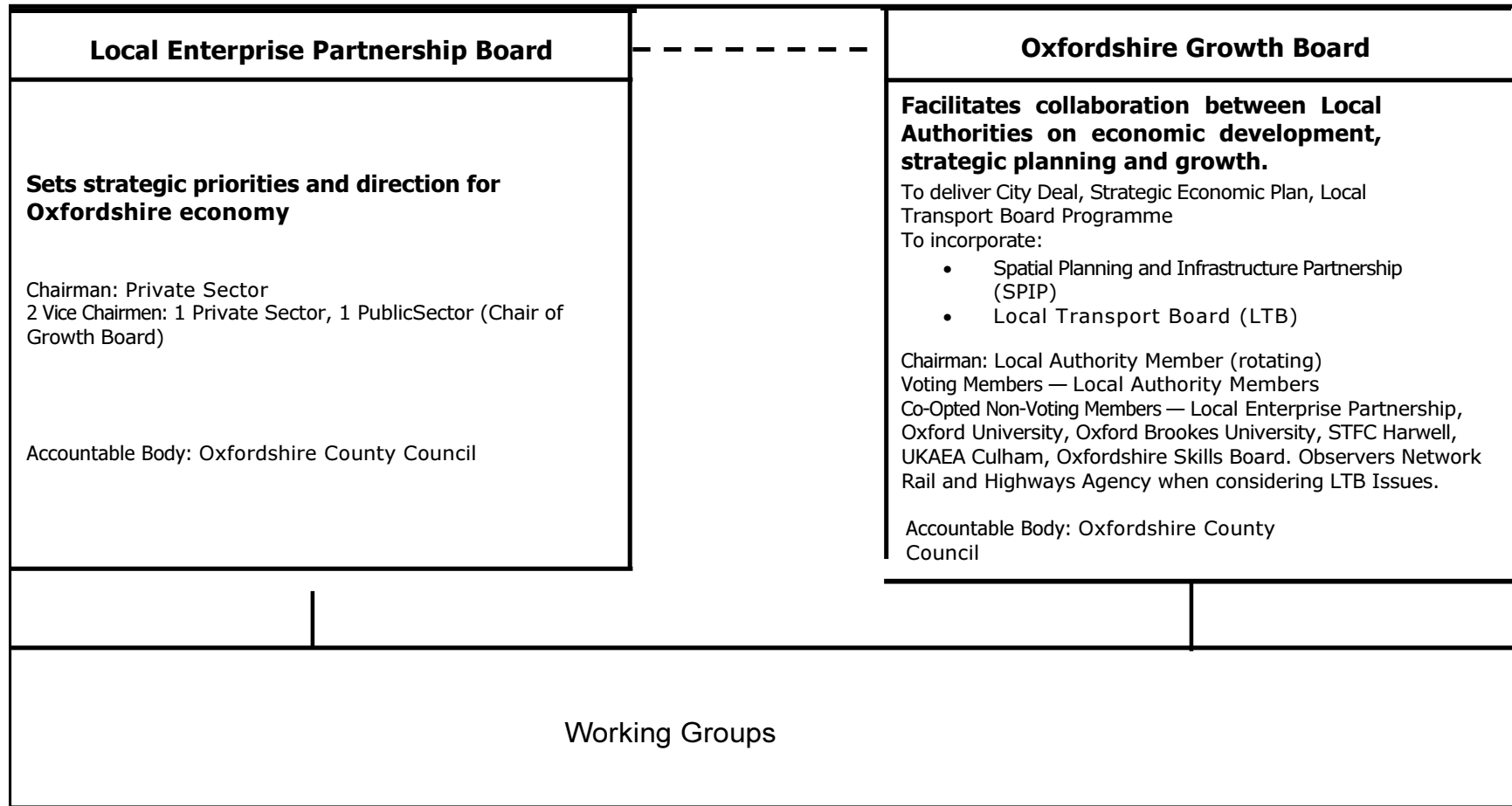
Voting arrangements

1. Only Joint Committee Members (or their substitutes) shall be designated as Voting Members and shall be entitled to one vote on items of business considered by the Joint Committee.
2. Every question shall be determined by the voices of those Voting Members present, provided that if there is a Voting Member who indicates dissent to this procedure than a vote by show of hands shall take place. A simple majority shall be required.
3. In the event there being an equal number of votes for and against a particular proposition, the Chairman shall have a casting vote.
4. Where the effect of the particular proposition, if adopted by the Joint Committee, would be to give rise to contractual or financial implications for any part of one of the Parties, then in addition to the normal requirement for a simple majority of votes, the Parties will seek to ensure that the vote of the Member of the effected Party, in favour of the proposition, will be obtained.

Status

This protocol is not intended to be legally binding, and no legal obligations or rights shall arise between the Parties from this protocol.

Oxfordshire Governance Structure



To: City Executive Board

Date: 10 September 2014

Report of: Head of Human Resources & Facilities

Title of Report: Business in the Community- Working in Partnership

Summary and Recommendations

Purpose of report: This report provides the background to the development of the Business in the Community programme which seeks to foster business links with Oxford cluster schools.

Key decision No

Executive lead member: Cllr Bob Price, Board Member for Corporate Strategy, Economic Development and Planning

Policy Framework: Corporate Plan 2013-2017 Vibrant, Sustainable Economy

Recommendations: That the City Executive Board endorse the partnership connection with Cherwell School under the Business in the Community initiative.

Appendices

Appendix 1: Action plan: Agreed interventions for Year 1 of the programme 2014-2015

Appendix 2: Risk Register

Background

1. The Council is a partner in the Business in the Community (BiTC) 'Business Class' initiative and has been working directly with Cherwell School to develop a partnership. BiTC itself is a charitable organisation. The programme is focussed on working with students and specifically aims to:
 - Improve confidence;
 - Develop skills which improve employability;

- Increase awareness of career opportunities;
 - Raise young peoples' aspirations;
 - Prevent students ending their school careers not in education training or employment;
 - Help students realise their potential
2. The core philosophy of BiTC is that the school is the client and that school/ business partnerships are grouped together enabling them to share best practice, identify common challenges and accelerate improvement across an area. The Oxford business/ school cluster includes the following:
- Unipart - Oxford Academy
 - GI Group Recruitment – St. Gregory the Great
 - Sharp Laboratories of Europe – Oxford Spires
 - Oxford City Council – Cherwell School
 - Wiley & Sons – Cheney School
 - BG Business (Centrica) - Meadowbrook

Cherwell School

3. Cherwell School is a large oversubscribed mixed comprehensive Academy school serving a wide-ranging community in North Oxford. It has a large sixth form which admits a substantial number of external students in Year 12. It became an 11-18 school in 2003 following local reorganisation and has a split site. Although students are from above average socio-economic backgrounds, a significant number are from less advantaged backgrounds and eligibility for free school meals is in line with the national average. The proportion of students from minority ethnic backgrounds is higher than the national average, around 30%, and the percentage of students who have English as an additional language is also higher at 15%. The number of students who have learning difficulties and/or disabilities is about average but the percentage of students with statements of special educational need is higher'. The school achieved an excellent Ofsted rating.
4. The 6th form has 500 students and it has grown by 30% in the last 2 years. There is concern for those students who drop out at the end of the first year of 6th form as options are more limited than for those who leave at age 16.

Cherwell Data Dashboard 2012:

- **Disadvantaged Pupil Performance:** 25% of students are disadvantaged. Of these, 69% achieve expected progress in English, while 89% of other pupils achieved expected progress. In Maths, 47% of disadvantaged pupils achieved expected progress, while 82% of other pupils achieved expected progress.
- **Careers and Raising Aspirations:** After Key Stage 4, 75% pupils continue to Key Stage 5 (A levels) and 65% go into Higher

Education. However, the school would like a wider knowledge of the opportunities locally for those pupils who leave at 16 or post 16. They would like role models to inspire less aspirational students.

5. Cherwell School completed a needs assessment which helped to inform the structure of a wider programme of help and support they would like from the Council:
 - Leadership & Governance – leadership development, staff development, retention & motivation, operational & financial management
 - Employability & Enterprise – careers, apprenticeships, student leadership, role models
 - Curriculum – achievement, literacy/English, numeracy/maths, other STEM subjects (Science, Technology, Engineering)
 - Wider issues – punctuality, health & well-being, targeting groups with specific needs

First year priorities

6. The Council's Corporate Management Team has agreed to a practical series of first year interventions specifically focussing on helping students make their respective transitions into apprenticeships, the local work market or higher education locally and nationally. The interventions are therefore centred on employability and enterprise priorities:
 - Mentoring for Year 10s and 12s;
 - A new work experience programme (October 2014 and June/ July 2015) with places to be open to all Oxford cluster schools);
 - Speed career workshops;
 - Employability skills development workshops (CV writing/ mock interviews/customer service)
 - Citizenship – discussions will be held with leading Members to consider what might be useful support from the Council to the school in this aspect
7. The interest from Council staff in providing mentoring support has been high, with 33 mentors trained and ready to commence the programme. A mentor matching afternoon took place on 11th July 2014 which created a real buzz amongst the students and staff. The mentoring sessions begin in October 2014 and will be a monthly commitment of 1 hour.
8. Wider support for the School's management team is set out at appendix 1.

Future ambitions

9. Cherwell School would also like assistance in the following areas and these will be considered as part of the forward plan:
 - Leadership: The school would welcome support from business leadership role models and strategic assistance with the big leadership challenges they are facing over the next 18 months, e.g. support on efficiency, value for money, branding and promotion;
 - Operational and financial management: Cherwell is a huge school (c.2000 students) but with a limited site on which to develop its growth aspirations and would like to discuss their 'master plan' for the development of the site with like-minded professionals;
 - Targeting groups with specific needs, e.g. role models in the community are needed for less aspirational students;
 - Achievement: Although GCSE achievement is at high levels, there is still growing concern with their Pupil Premium (Low Income) and Special Educational Needs students not gaining their Maths and English GCSE. Any support in this area would be welcomed;
 - Increasing their understanding about how the City 'ticks' identified as being valuable in niche areas such as business/ economics and science and linking these to the real world.

Level of Risk

10. A risk register is attached at appendix 2

Climate Change/ Environmental impact

11. Nothing significant to note although all mentors working with Cherwell School will be encouraged to co-share pool cars, use electric bikes, low emission buses, walk or cycle to travel to the school for their mentoring and other initiatives

Equalities Impact

12. The principles underlying the Business in the Community programme and the proposed Council interventions will have a positive equalities impact (in its widest sense i.e. assisting disadvantaged students) and clearly align with the Corporate Plan 2014-2017 objectives under a Vibrant, Sustainable Economy. The project undoubtedly adds value to the Council's Youth Ambition and Educational Attainment programmes and the initiative has already been recognised with a Customer Service Excellence compliance plus award for innovation
13. There are clear benefits to the Council in having more students with employability skills as this will help to reduce disadvantage in the City. There is a demonstrable need for increased information to students of the sort of local jobs available, advice on the pathways towards them and support to develop employability skills.

Financial implications

14. The Business in the Community partnership can be delivered through existing financial resources and partnership agreements. Business class is a three year partnership between the school and business. The UK Commission for Employment & Skills Growth & Innovation Funding covers the partnership for two out of the three years. Business partners have to cover £6000 + VAT to support the cost of the Partnership for the final year. The City Council was asked if it would contribute £3000 per school in matched funding to support two other schools in the cluster, making a total of £12k funding for a three year project; with funding previously identified from the Education Attainment Budget.

Legal implications

15. There are no anticipated current legal implications beyond an Oxfordshire County Council requirement for all Council mentors working with students on school premises to hold an Enhanced Criminal Record Certificate from the Disclosure and Barring Service

Name and contact details of author:-

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Job title Head of Human Resources & Facilities
Service Area / Department Human Resources & Facilities
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Appendix 1 - Business in the Community Support Programme – Oxford City Council / Cherwell School

Theme	Initiative	Details	Info from Cherwell	Action / Next Steps
Enterprise and Employability	Mentoring <i>CSE recent reaccreditation received a compliance plus award for innovation for this Council initiative</i>	For students in year 10 and year 12 who are thought to be the most vulnerable.	Want up to 30 mentors DBS checks to be organised by OCC and run by Oxon County Council	We are providing 29 mentors with 5 on a reserve list. Our mentors have been trained and the programme began in July 2014 with the first mentor matching session. An internal mentors network has been set up which will meet quarterly and provide a forum to share experiences, etc. Mentoring for 17 students will go live from September 2014
	Work experience	October and June each year <i>NB: Work experience offer to include other Oxford cluster schools where these relationships currently exist</i>	Years 11 and 12, run in two cohorts twice a year	Work experience programme brief will be circulated to Heads of Service at the start of August 2014 (for feedback and indications of what placements they can support)
	Speed career workshops	Staff to meet students in quick succession to talk about their jobs. School need to be briefed about different roles / depts. in Council. Potentially two sessions	Students to pick one or two key areas of interest and research those. Recommend a smaller group format so that	From January 2015 JB to chase Chris Price in late September Joint co-ordination with school

Theme	Initiative	Details	Info from Cherwell	Action / Next Steps
	Skills development	CV writing, presentation skills, business studies, innovation Strong area of interest from the school with Economics A level and Business Studies very popular	January 2015 onwards. Also consider customer service excellence ethos/ social responsibility where we are strong and could put together a short workshop or a business process/ making a business case workshop	SMH / JB to meet new Head of Business Studies to determine content in September (Chris Price to provide contact details in September). January 2015 for CV writing and further liaison with Chris Price re running CV / mock interview session(s)
Curriculum	Citizenship			Possible involvement from Elected Members re: citizenship/democracy etc. JB to discuss with Cllr Bob Price initially & Chris Price in September
Leadership and Governance	Understanding Oxford	Valuable in niche areas such as business and science and linking to real world (environmental). Enriching knowledge of local area to impact quality	The school would like to increase their understanding about how the city 'ticks'. They are very keen on shadowing what we do, touring around, etc. but are conscious it needs careful timetabling e.g. June / July.	Discussion with Head of Environmental Development ref what this could look like – Chris Price to make connection to Cherwell lead. JB to chase Chris Price mid- September
	Business relationships/ business principles		Facing some leadership challenges and indicated a need for sharing leadership best practice	Anna Wright to meet the Head of School to better understand what their leadership issues are that might be met through existing education channels. JB to explore viability of contributing to a "peer review" or having a representative as a school governor

Appendix 2 – Risk Register

					Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
Title	Risk description	Opp/ threat	Cause	Consequence			I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Delivering the project	Ability of the Council to resource the programme	Threat	Not enough capacity to deliver the programme	The project isn't delivered in full or part and the Council's reputation is adversely impacted	14/08/14	Simon Howick	3	3	2	2	1	1		Deploy enough mentors to meet the agreed programme	August 2014	Completed	100%	Simon Howick
														Use BiTC resource to assist in agreeing / delivering the programme	August 2014	In progress	40%	Simon Howick
														Include management of the programme in the HR workplan	August 2014	Completed	100%	Simon Howick
														Agree the remainder of the programme in the context of available capacity	August 2014	In progress	10%	Simon Howick

SCRUTINY COMMITTEE

Monday 23 June 2014

COUNCILLORS PRESENT: Councillors Simmons (Chair), Hayes (Vice-Chair), Anwar, Altaf-Khan, Coulter, Darke, Fry, Hollick, Lloyd-Shogbesan, Sanders, Smith and Upton.

BOARD MEMBER PRESENT: Councillor Rowley, Executive Board Member for Leisure Contract and Community Partnership Grants

OFFICERS PRESENT: Lucy Cherry (City Leisure), Nigel Kennedy (Head of Finance), Val Johnson (Policy Team Leader), Sadie Paige (Policy, Culture and Communication), Pat Jones (Principal Scrutiny Officer) and Sarah Claridge (Committee and Member Services Officer)

1. ELECTION OF CHAIR FOR THE COUNCIL YEAR 2014/2015

The Scrutiny Committee appointed Councillor Simmons as the Chair for the Council Year 2014/15.

2. ELECTION OF VICE CHAIR FOR THE COUNCIL YEAR 2014/2015

The Scrutiny Committee appointed Councillor Hayes as the Vice Chair for the Council Year 2014/15.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Board Members Cllrs Turner and Simm and Peter McQuitty, Head of Policy, Culture and Communications.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made.

5. SCRUTINY WORKING ARRANGEMENTS AND PREPARATION FOR THE 2014/2015 WORK PROGRAMME

The Head of Law and Governance submitted a report (previously circulated, now appended) concerning the suggested carry forward items from the 2013/14 programme. The Committee Services Manager presented the report to the Committee.

The following comments were made.

Topic	Councillors Allocated for 13/14
Thames Water investment to improve flooding and sewerage issues in the City.	Panel to continue Lead: Councillor Darke Councillors Pressel, Thomas and Liberal Democrat (to be determined)
Discretionary Housing Payments	Work to continue and go to the Housing Standing Panel Lead: Councillor Coulter.
Performance monitoring A quarterly report of progress against a selection of performance measures selected by the Committee.	To continue Councillors Simmons, Coulter, Darke and Liberal Democrat (to be determined) to select the measures on behalf of the Committee.
Council Tax exemption for students. Is this being applied consistently and managed.	Work to continue Lead: Councillor Simmons.
Enfranchisement and Empowerment. Review report completed by the Committee. Officer responses to proposals not yet seen so recommendations have not been presented to the City Executive Board	Panel to disband but Officer's report to come to Scrutiny Committee – as soon as possible. Further work around enfranchisement to be considered by committee at Sept meeting.
The effects and value of the City's investment in educational attainment at primary level. Important issue to members with outcomes still to be seen in detail.	Panel to continue Lead: Not nominated Councillors Coulter, Paule, Thomas and Altaf-Khan. Former Councillor Campbell to be approached to continue work as a co-opted member if no other councillor interested. Key Stage results report from Education Attainment Officer to come to Committee. (when available) List of schools in programme to be presented to Committee in Sept.
Tracking the experience of a few families affected by benefit changes to record the affects in a holistic way.	Committee to see the results of research commissioned by Paul Wilding in this area.
Finance Standing Panel	To continue Chair: Councillor Simmons

To consider spending, treasury management function and conduct the Budget Review	Councillors Fry, Darke and Fooks
Housing Standing Panel To complete the on-going review of the “Oxford Standard” and any other Housing issues from the programme	To continue Chair: Councillor Smith Councillors Hollick, Sanders and Liberal Democrat (to be decided) and to include a co-opted Tenant.

New panel topics will be discussed and determined at the September meeting. All non-executive councillors are asked to send in their topic ideas to the Committee Services Manager.

The Committee resolved to Approve the Committee Operating Principles listed in the report.

6. FORWARD PLAN

The Committee resolved to call from the Forward Plan the following items to pre-scrutinise:

- Business in the Community- Working in Partnership
- Oxfordshire Growth Board
- Towards Mental Wellbeing and Community Resilience in Oxford

Item to go to the Finance Standing Panel

- Treasury Management Annual Plan

Item to go to the Housing Standing Panel:

- Leaseholder Payment Options for Major Work

Councillors Fry and Lloyd-Shogbesan to discuss the Leisure and Wellbeing Strategy with officers outside the Committee.

7. FUSION LIFESTYLE - CONTRACT PERFORMANCE 2013/2014

The Head of Leisure, Parks and Communities submitted a report (previously circulated, now appended) which provided a performance update of the city’s leisure management contract with Fusion Lifestyle 2013/14.

Councillor Rowley, Board Member for Leisure Contracts and Community Partnership Grants; and the Leisure & Performance Manager presented the report to the Committee. They highlighted that:

- the financial subsidy that the Council pays per user to fusion will be zero by 2016/17.
- Participation levels are levelling off – this may be due to the Blackbird Leys leisure centre yet to fully open and the gradual shift from people in Cowley using other facilities causing participation rates to even out.

- Continue to monitor quality and customer satisfaction through the use of a quality framework. 96% of users surveyed satisfied but how many feel we deliver an excellent service?
- The Council has a positive relationship with Fusion.

Jane Alexander spoke on the report. She was concerned about the transparency of the report and requested that the confidential appendix be made public because if Council ran the leisure centres directly than the financial figures would be publically available. She felt the report did not give enough information on participation rates or customer satisfaction for the committee to fully understand the performance of Fusion.

The Committee raised the following points:

- Is it true that Council offers a commercial loan to Fusion with below market rate terms? Officers were not aware of a commercial loan being given to Fusion. Fusion might have received an energy efficient grant to invest in the buildings (which are council owned). Officers to report back to the Committee in September with the exact details.
- Poor performance was addressed through regular client meetings between Council officers and Fusion.
- Queried the need for the confidential appendix as 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.
- The images used in the Active Woman campaign were considered to be too stereotypical and gender biased. The officer stated that this was a national campaign run by Sports England and so the influence the Committee could have was probably limited.
- Are workers being paid the Oxford Living Wage? – Yes
- Is the energy efficiency of the BBL pool going to be better than the Temple Cowley one? The pool has been designed to maximise solar heating and the expectation is that it will be one of the most energy efficient pools in the county.
- Will BME women be offered the same classes at BBL's as they currently get at Temple Cowley. Yes – the timetable will be the same.

The Committee resolved

1. To see the issues raised and the actions/penalties taken by Fusion over the last year for poor performance.
2. That officers take the issue of stereotypical and gender biased campaign images in the Active Woman campaign to Sports England and report the outcome back to the Committee.
3. To see any information the Council has on the views and experiences of non-card users
4. To see more detailed data and information on failing attendance rates amongst young people, so as to understand more fully the reasons behind it and whether it was a particular set of circumstances or a trend.
5. That officers reconsider the need to publicly exclude the running costs to the Council of each leisure facility with Fusion and let them know the outcome.

6. That officers report back to the Committee in September with the exact details of any additional financial assistance or grants given to Fusion lifestyle in the last year.

8. END OF YEAR INTEGRATED REPORT 2013/2014

The Head of Finance submitted a report (previously circulated, now appended) which detailed the Council's finances, risk and performance as at the end of Quarter 4, 31st March 2014.

The Council's finances are in good shape and there had been an £5.371M underspend in the General fund, 77% of corporate performance targets have been either delivered as planned or exceeded and the capital programme of £22M, made up of 93% of the latest budget.

David Williams spoke on the Council's proposal to purchase the Gladiator Club's building. He requested the committee's support for the proposal and queried whether the proposed pledge of £250,000 would be enough to secure the property.

The Committee made the following comments:

- Housing and homelessness are both corporate targets – are we getting on top of these problems? - 1.2M has been carried forward for these. Is this enough, given the recent County Council cuts?
- We need to maintain a healthy balance in the HRA fund to allow for future house building.
- There was a £20M slippage in the capital programme last year, how can we make sure that this doesn't happen again? We have adopted a more rigorous process which requires project plans to be cleared before they start to make sure they are completed on time.

The Committee resolved to

1. Welcome the Council's proposed purchase of the Gladiator Club's property and recommend that CEB do what they could within the 'best value' principle to secure the property.
2. Welcome the recent housing acquisition
3. Recommend to CEB that they reconsider the amount of money in the homelessness contingency in light of the recent County Council cuts.

9. COMMUNITY ENGAGEMENT PLAN 2014/2017 - ADOPTION OF THE PLAN

The Head of Policy, Culture and Communication submitted a report (previously circulated, now appended) which detailed the draft Community Engagement Policy Statement 2014 – 17.

The Consultation Officer presented the report. She outlined that the Policy Statement encompassed all consultation plans across the Council.

Cllr Lloyd Shogbesan asked that engagement with faith communities be included in the Policy Statement.

Cllr Sanders asked why the consultation of the Policy Statement was so poor with 13,000 questionnaires produced and only 48 received. People only consult if they feel that what they say will make a difference. The likelihood or participation increases if people are going to be affected by the proposal.

The Committee resolved to make the following recommendations to CEB:

1. To provide a clear statement in the principles on the ambition for engagement focusing on depth as well as breadth.
2. 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.
3. 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.
4. To provide a table that shows how all comments received during the consultation on this Policy Statement have been handled.

10. MINUTES

The Committee resolved to confirm as a correct record the minutes of the meeting held on 6 May 2013.

11. DATES OF FUTURE MEETINGS

The Committee noted that the next meeting would be held on 2 September 2014.

The meeting started at 6.00 pm and ended at 8.20 pm