

Agenda

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Scrutiny Committee

Date: **Tuesday 5 December 2017**

Time: **6.00 pm**

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

For any further information please contact:

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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 Andrew Gant
Vice Chair	Councillor Nigel Chapman
	Councillor Mohammed Altaf-Khan
	Councillor Jamila Begum Azad
	Councillor Steven Curran
	Councillor James Fry
	Councillor David Henwood
	Councillor Mark Ladbrooke
	Councillor Ben Lloyd-Shogbesan
	Councillor Mark Lygo
	Councillor David Thomas

Following the passing of Councillor Jennifer Pegg, the Council, at its meeting on 27 November, will appoint a successor to her on this Committee.

The quorum for this Committee is four, substitutes are permitted.

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AGENDA

Pages

1 **APOLOGIES FOR ABSENCE**

2 **DECLARATIONS OF INTEREST**

3 **MINUTES**

7 - 12

Recommendation: That the minutes of the meeting held on 07 November 2017 be APPROVED as a true and accurate record.

4 **REPORT BACK ON RECOMMENDATIONS**

13 - 14

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

Background Information
Scrutiny is empowered to make recommendations to the City Executive Board, which is obliged to respond in writing.
Why is it on the agenda?
For the Committee to note and comment on recent executive responses to Scrutiny recommendations. Since the last meeting the Board has responded to recommendations on the following item: <ul style="list-style-type: none">• Review of Community Grants and Commissioned Advice Services
Who has been invited to comment?
<ul style="list-style-type: none">• Andrew Brown, Scrutiny Officer

5 **WORK PLAN AND FORWARD PLAN**

15 - 30

Background Information
The Scrutiny Committee operates within a work plan which is agreed at the start of the Council year. The work plan will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Committee and take account of any changes to the latest Forward Plan (which outlines decisions to be taken by the City Executive Board or Council).
Why is it on the agenda?
The Committee is asked to review and note its work plan for the 2017/18 council year. The Committee is also asked to select Forward Plan items for pre-decision scrutiny based on the following criteria (max. 3 per meeting): <ul style="list-style-type: none">• 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? A maximum of three items for pre-scrutiny will normally apply.
Who has been invited to comment?
<ul style="list-style-type: none">• Andrew Brown, Scrutiny Officer

6 HOUSING PANEL

Following the passing of Councillor Jennifer Pegg, the Committee is asked to consider who it would wish to appoint as a replacement for her on the Housing Panel of the Committee. The Committee may appoint any Councillor to the Panel other than a member of the City Executive Board.

7 ISOLATION IN OLDER PEOPLE

31 - 42

Background Information
The Scrutiny Committee commissioned a report from the Head of Community Services on the provision of activities and work towards reducing elderly isolation.
Why is it on the agenda?
The Committee is asked to note and comment on the report.
Who has been invited to comment?
<ul style="list-style-type: none">• Councillor Dee Sinclair, Culture and Communities, Board Member for Culture and Communities• Dave Growcott, Acting Communities Manager

8 EQUALITY AND DIVERSITY

43 - 48

Background Information
The Scrutiny Committee commissioned a report from the Organisational Development Manager
Why is it on the agenda?
The Committee is asked to note and comment on the report.
Who has been invited to comment?
<ul style="list-style-type: none">• Chris Harvey, Organisational Development Manager• Paul Adams, HR & Payroll Manager

9 REVIEW THE USE OF COMMUNITY PROTECTION NOTICES

Background Information
The Scrutiny Committee has asked for this item to be included on the agenda for pre-decision scrutiny.
Why is it on the agenda?
The report will update the City Executive Board on the use of Community Protection Notices. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
<ul style="list-style-type: none">• Councillor Tom Hayes, Board Member for Community Safety (tbc) Tim Sadler, Executive Director or representative (tbc)

10 DATES OF FUTURE MEETINGS

Meetings are scheduled as followed:

Scrutiny Committee

- 15 January 2018
- 06 February 2018
- 06 March 2018

All meetings start at 6.00 pm

Housing Panel

- 11 December 2017 (3.30)
- 16 January 2018
- 08 March 2018
- 09 April 2018

All meetings start at 5.00 pm unless otherwise stated

Finance Panel

- 07 December 2018
- 31 January 2018
- 14 March 2018

All meetings start at 6.00 pm

Companies Scrutiny Panel

- 14 December 2017

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.

MINUTES OF THE SCRUTINY COMMITTEE

Tuesday 7 November 2017



COUNCILLORS PRESENT: Councillors Gant (Chair), Chapman (Vice-Chair), Altaf-Khan, Azad, Curran, Fry, Henwood, Ladbroke, Lloyd-Shogbesan, Pegg and Thomas.

BOARD MEMBERS PRESENT: Councillor Dee Sinclair (Board Member for Community Safety)

OFFICERS PRESENT: Julia Tomkins (Grants & External Funding Officer), David Growcott (Acting Communities Manager), Andrew Brown (Scrutiny Officer), Paul Wilding (Programme Manager Revenue & Benefits) and John Mitchell (Committee and Member Services Officer)

44. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Lygo.

45. DECLARATIONS OF INTEREST

Councillor Pegg declared an interest as a trustee of the Rose Hill Advice Centre

46. MINUTES

The Committee resolved to APPROVE the minutes of the meeting held on 09 October 2017 as a true and accurate record subject to the recasting of minute number 38 in relation to 'A Clean and Green Oxford' to reflect the fact that the Committee had heard rather than agreed with the point made by the Board Member about "Green Belt" designation .

47. REPORT BACK ON RECOMMENDATIONS

The Chair was pleased to note that the vast majority of recommendations from the last meeting had been accepted and, of the remainder, all but one had been accepted in part.

48. WORK PLAN AND FORWARD PLAN

The Scrutiny Officer spoke to the report and drew attention to a new item on the Forward Plan scheduled for the December meeting of the CEB on a review of Community Protection Notices. It was agreed that this item should be added to the Committee's work plan.

49. EAST OXFORD COMMUNITY CENTRE - IMPROVEMENT SCHEME

The City Executive Board on 21 November 2017 was to have been asked to consider a report about the improvement scheme. It had however been withdrawn from that meeting. It was expected that the report would be rescheduled for January with another opportunity for the Scrutiny Committee to consider it then.

50. REVIEW OF COMMUNITY GRANTS PROGRAMME AND COMMISSIONED ADVICE STRATEGY 2018-2021

The City Executive Board on 21 November would receive an update on the review of the grants and commissioning programme with proposals as to how it can be further improved. The item provided an opportunity for the Scrutiny Committee to make recommendations to the Board.

Councillor Sinclair, Board Member for Culture and Communities, introduced the report, reminding members of the Committee that this review was written in the context of cuts in public spending elsewhere, growing demand, and community and voluntary organisations having to do more with less. The review had brought many issues to the surface. There was a clear need for the grants programme to support the Council's key values and priorities. The report set out, among other

things, how the programme had been reviewed to maximise its effectiveness in tackling inequality and cohesion.

She drew particular attention to the introduction of a three year funding programme for both the commissioning programme and the open bidding grants programme. This would help with sustainability and long term security for community and voluntary organisations and was a direct response to comments made.

Kiera Bentley, Chair of the OCVA addressed the Committee briefly. The OCVA received funding from both the County and City Councils but was seeing a reduction in that funding. 52% of the work it supported was in the City with some 500 organisations “below the radar”. The OCVA supported many organisations and activities not all of which (or the effectiveness of which) OCC would be aware. The OCVA did focus on priority areas in the City but also supported other activities. She regretted what she saw as a lack of prior dialogue with OCC. She was not aware of any negative feedback in relation to OCVA’s work.

Officers said that the review should not be read as criticism of the OCVA, that there had been prior dialogue with the Association at a meeting held with representatives of the OCVA in March 2017 and was raised again at a recent meeting in October.

Several members of the Committee expressed concern at the limited extent to which the open bidding and small grants programmes benefitted BME members of the community and to which representatives of that community were successful in securing grants. It was reported that there was a history of BME applications being rejected because they had not been filled in correctly whereas other members of the community who were better versed in such matters were more likely to be successful. This was a pattern of behaviour which perpetuated an inbuilt, if unintended, bias.

Some members of the BME community did not see the OCVA as properly representing their interests. It was suggested that there might be merit in identifying a BME focussed agency/organisation to act on behalf of the BME community in relation to grant applications.

Agreed that means need to be found of building capacity with underrepresented BME groups and, where there are outreach activities, it would be desirable for them to be directed towards BME communities in the first instance.

Officers said that, despite what had been said, over the last year a great deal of work had been done, working closely with the BME community and this would be reflected in the monitoring report due to go the City Executive Board in 2018/19.

The publication of the grid which shows how grants are evaluated was welcome as a means of informing potential and past applicants but greater efforts should be made to disseminate it within the BME community and elsewhere.

It was suggested that the evaluation of the programme should have a greater emphasis on outcomes and the difference it has made.

The proposed income ceiling of £200k for organisations wishing to apply for the community grants programme was questioned. It might, perhaps, be too blunt an instrument and exclude some organisations which the Council would wish to benefit. It was explained that the ceiling was intended to exclude larger, non-local, national organisations but agreed that the limit could be looked at.

The proposal to make a 5% reduction to the Advice Centres' budgets to contribute to a pot which could then be bid for in pursuance of the recommendations of the recent review, exercised some members of the Committee as it was thought to be giving a contradictory message, taking with one hand (at a time of increasing demand) and giving with the other. It might also be said to be at odds with the Council's financial inclusion strategy. The proposal was not well timed given the reduction in hours for those who gave advice at the centres and the introduction of Universal Credit (case work for which was taking longer than expected). All of which begged questions about the when those colleagues would have time to assemble bids against the new pot. However, in the absence of this proposal, the Centres may struggle to meet the recommendations of the review. A meeting with the Advice Centres to discuss these matters was due to be held the following day.

The committee considered a proposal to recommend that the 5% reduction should be withdrawn. On putting the matter to a vote a majority of the Committee did not support the proposal.

In discussion it was confirmed that the reference to "emerging" communities had a specific meaning and was not intended to refer to the vast majority of BME residents.

Questions were raised about the efficacy of the City Centre CAB provision when compared with that of other City advice centres and, indeed, that of the CAB in Abingdon. The £100k cost of rent for the City was of particular concern.

While there was majority support for supporting small community groups, a counter argument was that larger organisations tended to be more efficient and likely, therefore, to deliver what was asked of them.

The number of small grants given was low and probably did not reflect the extent of the need. Greater efforts should be made to publicise the opportunities available.

The Chairman drew the discussion to a close by thanking all those who had contributed and summarised a number of recommendations which the Committee agreed should be put to the CEB.

1. Means of building capacity within the BME community should be explored. This might include the identification of an existing group which can represent the BME community for this purpose

2. A greater emphasis should be placed on disseminating information about the grant application process, together with advice about how to make a good application, which should be targeted at underrepresented groups
3. Ensure that there is a continuing dialogue with the advice centres about the proposals
4. Consider the potential benefits of grants being given to Social Enterprises
5. Give further consideration to whether the £200k threshold described above is the most appropriate means of achieving the desired objective

51. DATES OF FUTURE MEETINGS

The next meetings of the Committee are scheduled as follows:

- 05 December 2017
- 15 January 2018
- 06 February 2018
- 06 March 2018

The meeting started at 5.00 pm and ended at 7.45 pm

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Scrutiny recommendation tracker 2017/18 – November 2017

Total recommendations (year to date):	36	
Agreed	31	86%
Agreed in part	4	11%
Not agreed	1	3%

21 NOVEMBER 2017 CITY EXECUTIVE BOARD

Review of Community Grants and Commissioned Advice Services - Executive Board Members for Culture & Communities and Customer & Corporate Services

<i>Recommendation</i>	<i>Agree?</i>	<i>Comment</i>
1. That the Council identifies a suitable means of building capacity within BAME communities that are underrepresented among open bidding and small grants recipients, perhaps by linking this objective to the priorities for community and voluntary sector infrastructure support going forwards.	Y	Within the papers inviting bids for the CVO infrastructure support a specific question has been included asking applicants to explain how they will support the BAME communities in building capacity.
2. That a greater emphasis is placed on disseminating information about the grant application processes, together with advice about how to make a good application. This information should be generally available but also targeted at underrepresented groups and communities.	Y	As well as promoting the grant programme through our website and social media channels we will distribute leaflets through community centres and display through our noticeboards. Guidance notes include information on how to complete the application form and suggestions on what to consider to ensure they answer the questions fully, 4 workshops will be held when the open bidding grants programme is open for applications, 2 on bid writing and 2 on what makes a successful application. One of these will be held in East Oxford.
3. That the Council ensures that there is a continuing dialogue with advice centres about the proposals, including specifically the proposal to make a 5% reduction to the direct funding that goes to each organisation and to pool that money with an additional £20k that advice centres can bid for to fund development work.	Y	The Revenues & Benefits Programme Manager met with the advice centres on 8th November to discuss the revised specification and the proposed new funding approach. It was a productive meeting, and all parties reaffirmed their commitment to act on the recommendations of the Advice UK report (this commitment had been made at a previous meeting on August 3rd). The advice centres made a request to defer the 5% reallocation of core funding to a new match funded development pot until April 2019, the second year of the new contract. Officers

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Agenda Item 4

		will hold a further meeting with the agencies in the new year following a decision by CEB.
4. That consideration is given to whether there is a role for the Council in providing 'social grants' funding directly to social enterprise organisations.	Y	Through the open bidding grant programmes one of the things that we list as not wanting to fund are organisations making a commercial gain; however we do fund community interest companies and other none profit making organisations as long as they can evidence there is more than one person running the organisation and they are not related. Through the Homelessness commissioning grant programme we fund The Big Issue and support Aspire who run social enterprises supporting homeless people change their lives.
5. That further consideration is given to whether the proposed £200k income ceiling is the most appropriate means of limiting the size of groups that can apply for small grants.	Y	We will look into this.

SCRUTINY WORK PLAN

November 2017 – May 2018

Published on: 16/11/17

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its people. Time is allowed within this plan to consider topical issues as they arise throughout the year as well as decisions to be taken by the City Executive Board. This document represents the work of scrutiny for the remainder of the 2017-18 council year and will be reviewed at each meeting of the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior officers. Members of the public can also contribute topics for inclusion in the scrutiny work plan by completing and submitting our [suggestion form](#). See our [get involved webpage](#) for further details of how you can participate in the work of scrutiny.

The following criteria will be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

- *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?*

Some topics will be considered at Scrutiny Committee meetings and others will be delegated to standing panels. Items for more detailed review will be considered by time-limited review groups.

The Committee will review the Council's [Forward Plan](#) at each meeting and decide which executive decisions it wishes to comment on before the decision is made. The Council also has a "call in" process which allows decisions made by the City Executive Board to be reviewed by the Scrutiny Committee before they are implemented.

Scrutiny Committee and Standing Panel responsibility and membership




Committee / Panel	Remit	Nominated councillors
Scrutiny Committee	Overall management of the Council's scrutiny function.	Cllrs Altaf-Khan, Azad, Chapman, Curran, Fry, Gant (chair), Henwood, Ladbrooke, Lloyd-Shogbesan, Lygo, Pegg & Thomas.
Finance Panel	Finance and budgetary issues and decisions	Cllrs Fry, (chair) Landell Mills, Simmons & Taylor.
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood (chair), Pegg, Sanders, Thomas & Wade.
Scrutiny Shareholder Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Cllrs Chapman, Fry (chair), Gant, Henwood & Simmons.

Current and planned review groups and one-off panels

Topic	Scope	Nominated councillors
Budget review 2018/19	To review the Council's draft budget for 2018/19 and medium term financial strategy.	Finance Panel members.
Oxford Living Wage	To consider how the Council can promote the implementation of the Oxford Living Wage across Oxford.	Cllrs Goff, Ladbrooke (chair), Illey-Williamson, Lloyd-Shogbesan & Thomas

Indicative timings of 2016/17 review panels

Scrutiny Review	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Oxford Living Wage	Scoping		Evidence gathering		Reporting					
Budget review 2018/19		Scoping		Evidence gathering		Reporting				

	Scoping
	Evidence gathering
	Reporting

SCRUTINY COMMITTEE

5 DECEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Isolation in older people	No	To consider the issue of loneliness and social isolation among older people in Oxford and how the Council can provide support and add value.	Culture and Communities	Ian Brooke, Head of Community Services
Equality and Diversity	No	To consider an update following the recommendations of the Equality and Diversity Review Group.	Customer and Corporate Services	Chris Harvey, Organisational Development and Learning Manager
Review of use of Community Protection Notices	Yes	In October 2017 Council passed a motion requesting that the City executive Board review the process for the issuing of Community Protection Notices.	Community Safety	Tim Sadler, Executive Director Sustainable City

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15 JANUARY 2018 - PROVISIONAL MEETING

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Air quality	No	To consider the annual status report for 2016, progress in addressing poor air quality and partnership working	A Clean and Green Oxford	Jo Colwell, Service Manager Environmental Sustainability
Sustainability Strategy 2017	Yes	The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it.	A Clean and Green Oxford	Mai Jarvis, Environmental Quality Team Manager
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Culture and Communities	Vicky Trietline, Development Project Management Surveyor
City Centre Strategy	Yes	To approve the City Centre Strategy.	Planning and Regulatory Services, Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy

Children & Young Person Strategy 2018-2023	Yes	This report requests CEB to agree the Children & Young Person Strategy for public consultation	Young People, Schools and Public Health	Ian Brooke, Head of Community Services
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6 FEBRUARY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Impacts of the Westgate Shopping Centre	No	To consider plans for the reopening of the Westgate Shopping Centre including public transport, parking and city centre management.	Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy
Restorative justice	No	To consider the use of restorative justice to resolve low level cases of antisocial behaviour and the option of training and coordinating volunteers.	Community Safety	Richard Adams, Community Safety Service Manager
Update of the Corporate Plan 2018	Yes	Update report on the Corporate Plan	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Grant Allocations to Community and Voluntary Organisations 2018/19	Yes	This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2018/2019.	Culture and Communities	Julia Tomkins, Grants & External Funding Officer

6 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Devolution plans for Oxfordshire	No	To consider a progress update following the recommendations of the Devolution Review Group in January 2017.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Health inequalities	No	To consider a progress update following the recommendations of the Health Inequalities Panel.	Finance, Asset Management	Val Johnson, Policy and Partnerships Team Leader

5 APRIL 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Graffiti prevention and removal	No	To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term.	Climate Change and Cleaner Greener Oxford	Liz Jones, Interim ASBIT Team Leader
Guest houses	No	To reprioritise the recommendations of the Guest Houses Review Group and consider a progress update.	Community Safety	Richard Adams, Community Safety Service Manager

17 MAY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Addressing anti-social behaviour on Oxford's waterways	No	To consider a progress report on plans to address instances of ASB at four identified hot spots on the Oxford waterways.	Community Safety	Richard Adams, Community Safety Service Manager
Public Spaces Protection Orders	No	To monitor the impacts of PSPOs the city, including the numbers and types of early interventions and enforcement actions.	Community Safety	Richard Adams, Community Safety Service Manager
Oxford Town Hall	No	To consider how to improve the profile and accessibility of the Town Hall.	Finance, Asset Management	Ian Brooke, Head of Community Services
Fusion Lifestyle's 2018/19 Annual Service Plan	Yes	To endorse Fusion Lifestyle's 2018/19 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager

SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Streetscene services	No	To consider the performance of Streetscene services, including the issue of dog fouling.	A Clean and Green Oxford	Doug Loveridge, Streetscene Services Manager
Inclusive cities	No	To consider what the Council has learnt from best practice in other cities about welcoming refugees and promoting inclusivity.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive

FINANCE PANEL

7 DECEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 2	No	To monitor the Council's finances at the end of quarter 2 2016-17 (September).	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Budget Review 2017/18 - recommendations update	No	To agree recommendations following the annual scrutiny budget review.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Treasury Management Performance: Annual Report and Performance 2017/18	Yes	The Treasury Management Performance Report 2017/18 is submitted twice a year: December 2017 – the position at the 30 September 2017 (Half Year)	Finance, Asset Management	Bill Lewis, Financial Accounting Manager
Council Tax Reduction Scheme for 2019/20	Yes	To review the Council Tax Reduction Scheme	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits

31 JANUARY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Capital Strategy 2018/19	Yes	To consider the Capital Strategy 2018/19	Finance, Asset Management	Anna Winship, Management Accountancy Manager
Treasury Management Strategy 2018/19	Yes	To present the Council's Treasury Management Strategy for 2018/19 together with the Prudential Indicators for 2019/19 to 2020/21.	Finance, Asset Management	Bill Lewis, Financial Accounting Manager

14 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 3	No	To monitor spend against budgets and projected outturn on a quarterly basis.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services

Fundamental service reviews	No	To consider the outcomes of comprehensive reviews of a number of service area budgets undertaken as part of this year's budget setting process.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Monitoring social value	No	To consider the case and opportunities for monitoring social value through integrated financial, social and environmental accounting.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Impacts of changes to IR35 (intermediaries legislation)	No	To consider the possible impacts of changes to intermediaries legislation on the Council's wage bill.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services

HOUSING PANEL

11 DECEMBER 2017 - PROVISIONAL MEETING

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Impact of the Homelessness Reduction Act 2017	Yes	To set out the implications of the new Homelessness Reduction Act 2017 and any changes required to current service delivery or any potential impact on the Council's Medium Term Financial Plan.	Housing	Dave Scholes, Housing Strategy & Needs Manager

16 JANUARY 2018 - PROVISIONAL MEETING

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Review of Home Choice Pilot	Yes	To update CEB on the 1st year's operation of the Home Choice Pilot.	Housing	Paul Wilding, Programme Manager Revenue & Benefits
Oxford City Council's Tenancy Strategy & Policy Statement 2018	Yes	To request CEB approval to go out to public consultation on the draft Tenancy Strategy	Housing	Frances Evans, Strategy & Service Development Manager
Draft Housing and Homelessness Strategy 2018 - 2021	Yes	To request CEB approval to go out to public consultation on the draft Housing and Homelessness Strategy 2018-21, which incorporates the strategy for bringing empty properties back into use.	Housing	Frances Evans, Strategy & Service Development Manager

8 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 3	No	To consider a report on Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing Services
Empty garages and former garage sites	No	To receive an update on how the Council is dealing with empty garages and former garage sites.	Housing	Martin Shaw, Property Services Manager
Allocation of Homelessness Prevention Funds in 2018/19	Yes	To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy. Funding is recommended to services/projects working to prevent and/or tackle homelessness and rough sleeping.	Housing	Nerys Parry, Rough Sleeping and Single Homelessness Manager

HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Great Estates update	No	To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes.	Housing	Stephen Clarke, Head of Housing Services
Tenant satisfaction	No	To monitor tenant satisfaction survey results.	Housing	Bill Graves, Landlord Services Manager
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing Services
Building the housing for the future	No	To consider the need to build homes fit for the future and the need to provide accommodation for the increasing older population with compound needs including dementia.	Housing	Frances Evans, Strategy & Service Development Manager
Impacts of absent owners on housing availability	No	To consider the impacts of foreign investors and other absent owners on housing availability in the city.	Housing	Stephen Clarke, Head of Housing Services
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent local authorities in England from offering secure tenancies for life to new council tenants in most circumstances.	Housing	Bill Graves, Landlord Services Manager

SHAREHOLDER PANEL

14 DECEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Direct Services Trading Company - progress report	Yes	To consider the Shareholder's Agreement, the Business Plan and the Articles of Association before they are presented to the Shareholder.	Finance, Asset Management, A Clean and Green Oxford, Customer and Corporate Services	Simon Howick, Service Transformation Manager

SHAREHOLDER PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Housing Company Business Plan	No	To consider a sensitivity analysis of Oxford City Housing Limited's business plan.	Housing	David Edwards
Companies review	No	To consider an internal audit report on whether the objectives set out in establishing new companies have been achieved with regards to financial and quality measures.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services

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FORWARD PLAN EXTRACT

December 2017- March 2018

www.oxford.gov.uk



KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

ITEM 1: ID: I014800	HOMELESSNESS ACCOMMODATION PROPERTY INVESTMENT Report Status: Provisional
At its meeting on 9 March 2017, CEB delegated authority to the Chief Executive, having notified in advance the Board Members for Finance, Asset Management and Public Health, and Housing, to approve any property purchases over £500,000 for the Homeless Accommodation Property Investment project.	
ITEM 2: ID: I014979	ALLOCATION OF HOMELESSNESS PREVENTION FUNDS IN 2017/18 Report Status: Provisional
On 9 March 2017, the City Executive Board delegated authority to the Head of Housing and Property, in consultation with the Board Member for Housing and the Chief Finance Officer, the discretion to revise the intended programme of use associated with the 2017/18 Homelessness Prevention budget.	

DECEMBER - SHAREHOLDER MEETINGS

ITEM 9: ID: I017989	OXFORD CITY COUNCIL HOUSING GROUP SHAREHOLDER MEETING Report Status: Provisional: Decision reliant on another action or process
There will be a meeting of the Oxford City Council Housing Group Shareholder (executive members of the Council nominated to undertake its shareholder powers) in December 2017. The meeting will be held on a date to be confirmed between 14 - 22 December 2017.	
The Shareholder will be invited to:	
<ol style="list-style-type: none"> 1. note progress on the delivery of the first annual Business Plan of the Oxford City Housing Group 2. consider whether to agree to the transfer of the freehold interest in Lucy Faithfull House, subject to the availability of the necessary loan finance, to undertake the development of the site as part of its overall development programme. 	

CEB 20 DECEMBER 2017

ITEM 10: ID: I017158	IMPACT OF THE HOMELESSNESS REDUCTION ACT 2017 Report Status: Provisional: Awaiting further information, advice or input.
To set out the implications of the new Homelessness Reduction Act 2017 and any changes required to current service delivery or any potential impact on the Council's Medium Term Financial Plan.	
ITEM 11: ID: I017954	SVPRS/VCRS CONTINUATION 2017-18 Report Status: Confirmed for this meeting
Approval of continuation of SVPRS and VCRS in 2017 to 2018 including families supported under Community Sponsorship schemes	

ITEM 12: ID: I015522	BUDGET 2018/2019 Report Status: Confirmed
<p>A new Budget for the period 2018/2019.</p> <ul style="list-style-type: none"> · The pre-consultation draft report will be submitted to CEB in December 2017. <p>The post-consultation draft report will be submitted to CEB in February 2018</p> <ul style="list-style-type: none"> · The Budget will be submitted to Council for adoption in February 2018. 	

ITEM 13: ID: I015525	TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2017/18 Report Status: Confirmed
<p>The Treasury Management Performance Report 2017/18 is submitted twice a year:</p> <ul style="list-style-type: none"> · December 2017 – the position at the 30 September 2017 (Half Year) · September 2018 – the position at 31 March 2018 (Full Year) 	

ITEM 14: ID: I016720	COUNCIL TAX REDUCTION SCHEME FOR 2018/19 Report Status: Confirmed
<p>CEB Dec 2017: To recommend that Full Council adopt a new Council Tax Reduction Scheme from 2018/19</p> <p>Council Jan 2017: To adopt a new Council Tax Reduction Scheme from 2018/19</p>	

ITEM 15: ID: I017948	REVIEW OF USE OF COMMUNITY PROTECTION NOTICES Report Status: Provisional: Decision needs further consideration or information
<p>In October 2017 Council passed a motion requesting that the City executive Board review the process for the issuing of Community Protection Notices.</p>	

CEB: 23 JANUARY 2018

ITEM 16: ID: I017588	LUCY FAITHFULL HOUSE Report Status: Confirmed for this meeting
<p>The report for December CEB seeks approval for the transfer of the freehold interest in Lucy Faithfull House to the Council's Housing Group of companies and making available the necessary loan finance for the development of the site to proceed.</p> <p>CEB October 2017; previous decision was to</p> <ol style="list-style-type: none"> 1. Approve the demolition of Lucy Faithfull House. 2. Authorise officers to investigate the viability of undertaking the development of the site as outlined below with Oxford City Housing Limited (OCHL) as part of its overall development programme. 	

ITEM 17: ID: I017383	OFFER OF ADDITIONAL FUNDING TO OXFORD CITY HOUSING LIMITED Report Status: Provisional: Decision reliant on another action or process
<p>The report seeks approval for the disposal receipts of two HRA properties (156 Walton St and 25 Albert Street) to be offered as grant funding to Oxford City Housing Limited to purchase larger properties to address overcrowding issues.</p>	

ITEM 18: ID: I015077	SUSTAINABILITY STRATEGY 2017 Report Status: CEB: Provisional: Decision needs further consideration or information Council: Provisional: Decision needs further consideration or information
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The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation.

ITEM 19: ID: I017408	DRAFT HOUSING ASSISTANCE AND DISABLED ADAPTATIONS POLICY 2018 Report Status: Provisional: Decision reliant on another action or process
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The City Executive Board on 16 October 2017 resolved to approve the draft Housing Assistance and Disabled Adaptation Policy for a City wide consultation. CEB is now asked to approve the policy post- consultation.

ITEM 20: ID: I015539	CITY CENTRE STRATEGY Report Status: Provisional: Decision needs further consideration or information
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To approve the City Centre Strategy which aims to

- create and promote a strong investment proposition by informing the future role and direction of the city centre
- facilitate ongoing dialogue with those involved in the management and future of the city centre
- provide a framework for collaboration and action
- assist in the allocation of resources and prioritise actions

ITEM 21: ID: I017236	COMMUNITY INFRASTRUCTURE LEVY - PRELIMINARY DRAFT CHARGING SCHEDULE Report Status: Confirmed for this meeting
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To approve the Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule for consultation

ITEM 22: ID: I017785	OXFORD FLOOD ALLEVIATION SCHEME Report Status: Provisional: Decision reliant on another action or process
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To present for approval the proposed land disposals and discounts in relation to the Council's £1,000,000 in-kind contributions from land disposal and compensation foregone to facilitate the Oxford Flood Alleviation Scheme.

COUNCIL: 29 JANUARY 2018

to include any reports from CEB

CEB: 13 FEBRUARY 2018

ITEM 23: ID: I016584	OXFORD CITY COUNCIL'S TENANCY STRATEGY & POLICY STATEMENT 2018 Report Status: Provisional: Awaiting further information, advice or input.
To request CEB approval to go out to public consultation on the draft Tenancy Strategy	
ITEM 24: ID: I017502	CHILDREN & YOUNG PERSON STRATEGY 2018-2023 Report Status: Confirmed for this meeting
This report requests CEB to agree the Children & Young Person Strategy for public consultation	

ITEM 25: ID: I015952	UPDATE OF THE CORPORATE PLAN 2018 Report Status: Provisional: Awaiting further information, advice or input.
Update report on the Corporate Plan	

ITEM 26: ID: I016225	TREASURY MANAGEMENT STRATEGY 2018/19 Report Status: Confirmed
To present the Council's Treasury Management Strategy for 2018/19 together with the Prudential Indicators for 2019/19 to 2020/21.	

ITEM 27: ID: I016226	CAPITAL STRATEGY 2018/19 Report Status: Provisional
To consider the Capital Strategy 2018/19	

ITEM 28: ID: I016228	GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2018/19 Report Status: Confirmed
This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2018/2019.	

BUDGET COUNCIL: 19 FEBRUARY 2018

to include any reports from CEB

CEB: 20 MARCH 2018

ITEM 29: ID: I017125	ALLOCATION OF HOMELESSNESS PREVENTION FUNDS IN 2018/19 Report Status: Confirmed
To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy. Funding is recommended to services/projects working to prevent and/or tackle homelessness and rough sleeping.	
Annual report listing the spend in 2017-2018 and proposals for 2018-2019 for approval.	

ITEM 30: ID: I015275	EAST OXFORD COMMUNITY CENTRE - IMPROVEMENT SCHEME Report Status: Provisional : Decision needs further consideration or information
To present an improvement scheme for the East Oxford Community Centre following public consultation.	

ITEM 31: ID: I016330	MUSEUM OF OXFORD HIDDEN HISTORIES PROJECT Report Status: Provisional: Awaiting further information, advice or input
To seek project approval for the Museum of Oxford Hidden Histories Project	

CEB: 17 APRIL 2018

ITEM 32: ID: I016994	LOCAL LAND CHARGES - INCREASE IN FEES Report Status: Confirmed
To amend the Council's Local Land Charges fees in the schedule of fees and charges so they match the increased Oxfordshire County Council's fees.	

COUNCIL : 23 APRIL 2018

to include any reports from CEB

ANNUAL COUNCIL: 15 MAY 2018

ITEM 33: ID: I016990	APPOINTMENT TO COUNCIL COMMITTEES 2018/19 Report Status: Confirmed
To appoint to Council Committees for the 2018/19 Council year.	

CEB: 22 MAY 2018

ITEM 34: ID: I016991	FUSION LIFESTYLE'S 2018/19 ANNUAL SERVICE PLAN Report Status: Confirmed
To endorse Fusion Lifestyle's 2018/19 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford	
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

CEB: 19 JUNE 2018

ITEM 35: ID: I014947	DRAFT LOCAL PLAN Report Status: Provisional: Awaiting further information, advice or input.
To present the draft Local Plan following public consultation on the preferred option.	

ITEM 36: ID: I017365	APPOINTMENT TO OUTSIDE BODIES 2018/19 Report Status: Provisional: Decision reliant on another action or process
To review and appoint council representatives to Outside bodies for 2018/19	

ITEM 37: ID: I014681	MONITORING GRANTS ALLOCATED TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2017/18 Report Status: Provisional
To monitor the reported achievements resulting from Community and Voluntary Grant allocations for 2017/18	

CEB: 17 JULY 2018

ITEM 38: ID: I017364	COUNCIL TAX REDUCTION SCHEME FOR 2019/20 Report Status:
To review the Council Tax Reduction Scheme	

ITEM 39: ID: I017048	OXFORD RENT GUARANTEE SCHEME PILOT REVIEW Report Status: Provisional: Awaiting further information, advice or input.
Review of the two year pilot to know if this pilot is to continue	

To: Scrutiny Committee
Date: 5 December 2017
Report of: Head of Community Services
Title of Report: Preventing Elderly Isolation

Summary and recommendations	
Purpose of report:	To update the Scrutiny Panel on provision of activities and work towards reducing elderly isolation.
Key decision:	No
Executive Board Member:	Councillor Dee Sinclair, Culture and Communities
Corporate Priority:	Strong Active Communities
Policy Framework:	Oxford City Council Corporate Plan
Recommendation(s): That the Scrutiny Committee resolves to:	
1. Note and comment on the report	

Appendices	
Appendix 1	Information for 'Dance for Parkinson's' programme
Appendix 2	Museum of Oxford Reminiscence project leaflet

Introduction and background

1. The Scrutiny Committee requested a report to update them on the current provision of activities to tackle isolation and loneliness amongst older residents in the city.
2. According to the Office of National Statistics mid-2016 population estimates, there are 39,400 people over the age of 50 living in Oxford. This equates to nearly 25% of the population of the city, compared to nearly 37% of the population aged over 50 across Great Britain. The Oxford figure will be skewed by the high student population which means the proportion of the settled community in this age range will be higher than this.
3. According to Age UK, 10% of those aged 65+ in the UK say they are always or often lonely. Loneliness also increases with age with 17% of all those aged over 80 often lonely and a further 29% lonely 'some of the time' (Tackling Isolation and Loneliness (UK), Age UK, March 2016).
4. The World Health Organisation recognises that:

“Loneliness, social isolation and social exclusion are important social determinants and risk factors of ill health among older people. They affect all aspects of health and well-being, including mental health, the risk of maltreatment and the risk of emergency admission to hospital for avoidable conditions, such as severe dehydration or malnutrition.” (www.euro.who.int 2017)

Provision of Older People Services in Oxford

5. The County Council is responsible for adult social care which they deliver through supporting carers, helping people to stay in their own home, provision of their community support service, support and advice on keeping healthy and other services.
6. The Community and Voluntary Sector plays a key role in reducing isolation amongst older people. Organisations range in size from large national and county-wide organisations such as Age UK and the 50+ Network to very local provision by independent groups such as coffee mornings, learning groups or physical activities.
7. Age UK Oxfordshire work within communities to support older people to stay independent and live life to the full by providing services including information and advice, ‘Phone Friends’, their physical activity service ‘Generation Games’, and the Community Information Network which provides easy access to information on local support services and activities, money matters and social care.
8. The Oxford 50+ Network aims to consult, inform and involve residents of 50 years and over on issues which are relevant and of concern and interest to them. The City Council commissions Oxfordshire Community and Voluntary Action (OCVA) to administer the 50+ network while they develop their capacity and volunteer base to become self-administering and sustainable.
9. There are many smaller local groups supporting older people in the community, from local charities such as the Clock House and the Archway Foundation to coffee mornings, support groups, bingo clubs and faith groups, often run by volunteers and all delivering essential support to prevent isolation in older people.
10. Oxford City Council seeks to support this provision through effective partnership and complimentary work. There is no officer or team holding specific responsibility for older people and isolation, but all Council services try to design and deliver services which meet the needs of all of our residents, including older people.
11. This means that within our core business we strive to ensure our services are as accessible as possible and work closely with partners to increase wellbeing and build capacity amongst older people in order to support strong, active communities. Doing what we can within our resources to support the battle against isolation and loneliness is key to achieving that.

Localities Team

12. Locality Officers work in the regeneration areas of the city to address the multiple inequalities which exist in these areas. Officers collate extensive quantitative and qualitative data to agree local priorities with Ward Members, often these priorities fall outside of the direct remit of the Council and we work hard with partners to deliver against them.
13. Cutteslowe, Wood Farm and Northway all have priorities which specifically refer to working with other agencies to reduce isolation amongst older people and most

have a health and wellbeing priority which includes work towards supporting older people and preventing isolation.

14. In reality, this means utilising Council assets, knowledge and resources to support community and voluntary organisations and targeting Council activities to be as accessible as possible to older people.
15. For example, in the Leys the team has supported *FriendLeys* coffee morning to increase their membership, advised on outreach (including taking their session to one of the sheltered housing schemes in the area), referred them to OCVA for support in writing their constitution and directed the Chair to scam awareness training which he has fed back to the group.
16. *FriendLeys*, an older person's coffee morning in Blackbird Leys, and the Leys CDI Clock House older people project were both invited to Leys Festival to promote their organisations to the community and both have had healthy cooking workshops from Good Food Oxford, funded by Oxford City Council.
17. In Rose Hill we undertook a survey with older people who attend an existing coffee morning at a sheltered housing project and those that attend a weekly group for older people at the Community Centre to explore what new courses or activities they might be interested in taking up. As a result of this a seated bowls session has now been started at the Community Centre.
18. In Barton the Locality Support Officer has been working with Barton Community Association to support the continuity of the Older People's lunch club in Barton Neighbourhood Centre and Northway by helping with promotion of the club, and referring them to OCVA to help attract new volunteers.
19. As part of the Barton Healthy New Town project we funded the 50+ network to organise a Barton Older People's day in February 2017, replicating the annual Older People's day hosted in the Town Hall. The event saw around 25 different organisations and activities throughout the day.
20. In Wood Farm, as result of a concerted partnership effort by members of the Communities Team, Tenancy Management and Age UK, the residents of Atkyns Court sheltered accommodation unit report being far happier with their links with the City Council and the community as a whole. The long running coffee mornings have been extended to include regular activity sessions including Hoy (a form of bingo) and weekly visits to the nearby Fran's Cafe.
21. As part of our on-going support to the *Silver Shakers* Dance Group we recently negotiated their successful migration from Wood Farm primary school to the more affordable and suitable Bullingdon Community Centre. The group are now benefiting from funding and other support from the Clinical Commissioning Group to focus on 'Dancing for Health' as a project.
22. Other activities the Localities Team has helped to initiate and support in Wood Farm include a creative writing course, a community choir, a Fix It Group and Gadget Drop in.
23. The Locality Officer supported Northway Lunch Club when the service which delivers their food ceased without notice and the club now produce their own lunches onsite. Earlier this year we provided the Friday Club with new sports equipment to replace that lost to the youth club when it relocated.

24. In Cutteslowe the Council has funded a community bus service to enable people with mobility issues to reach clinics, the hospital and doctor appointments and to visit shops in Summertown and Oxford City Centre .The service has run on Tuesdays and Thursdays since September 2016 and provides a bus service for concessionary pass holders as part replacement for the number 17 bus. To date 63 people have registered with the project and 'on board' monitoring suggests that there is an average of five people on each journey.

Grants Programme

25. The grants and commissioning programme benefits many older people living in Oxford.
26. In 2016/17 the advice centres, part-funded by the commissioning programme, provided advice to 3,418 people aged over 50 and 1,042 people aged over 65.
27. The grants programme has supported the Archway Foundation that supports people suffering from loneliness, and many of their clients are older people. £7,500 was awarded in 2016/17 and a further £2,500 was awarded this year through the small grants programme towards social events and activities.
28. Other work targeted towards older people that the grants programme has funded recently includes:
- Funding the Leys CDI Clock House to deliver subsidised activities for older people living in the Leys (£7,000 in 16/17 and £7,000 17/18)
 - £500 awarded to the Cheney over 50's Club through the small grants programme this year to contribution towards speaker's fees to attend their weekly sessions.
 - Cutteslowe Seniors Group (£1,000 in 2016/17 & £500 2017/18) for subsidised adapted transport to enable members to go to social events and sessions.

Sports and Physical Activity Team

29. The Sport and Physical Activity team work on supporting and developing a range of sports, physical activities and facilities in the city; offering a range of programmes, projects and events to help Oxford's residents become more active and live happier, healthier lives.
30. The team work hard with partners such as the Oxfordshire Sport and Physical Activity Partnership, Sport England, National Governing Bodies of Sports, schools, clubs, charities and the voluntary and community sector to ensure sport and physical activity is accessible to everyone.
31. Through these partnerships the team supports delivery of a range of physical activities aimed particularly at adults over the age of 50 are on offer.
32. There are regular health walks in six areas of the city. These walks are aimed at anyone interested in starting or returning to gentle exercise and are typically attended by people over the age of 65.
33. The team supported a local volunteer to set up a weekly *Silver Joggers* session in Bury Knowle Park, offering an opportunity for people over 50 to learn to jog in a fun and safe environment. The sessions build up gradually and some participants have even gone on to take part in a 5km run at *Park Run* after 10 weeks.

34. Nordic Walking utilises special poles to support the upper body and propel the walker forward. It is a fantastic form of exercise for anyone suffering with joint problems as it eases the pressure on the back, hips, knees and ankles.
35. Social Nordic walking, supported by the team, now takes place in Cutteslowe, Bury Knowle Park and Shotover Park as well as an informal group of Nordic walkers over 50 years old who meet up sporadically to walk together socially. 2017 also saw the first annual 'Nordic Walking Festival', held at Cutteslowe Park to celebrate the activity and encourage more people to take part.
36. Following on from *Ping! Oxford 2014* a weekly session of Over 50s table tennis was set up with Oxford and District Table Tennis Association (ODTTA) to support people over 50 to return to paying table tennis or have a go for the first time. This session is still successfully running at the Temple Cowley United Reform Church.
37. The team has also successfully established Boccia (a form of seated bowls) as a regular activity in the Leys, with FriendLeys, Clock House and Longland's Care Home all regularly playing.

Arts and Culture Team

38. The City Council develops and invests in cultural experiences that enrich people's lives, delivering and supporting a range of arts and heritage activities in Oxford, including dance, music, theatre, literature, film, digital art, the Museum of Oxford and the city's archives.
39. We are committed to providing and supporting opportunities for all of Oxford's residents to engage with arts and cultural events and activities and within this there are several activities targeted specifically towards older people.
40. *Dance for Parkinson's* offers people with Parkinson's, their carers and family members a high quality artistic and engaging dance activity. Weekly dance classes provide a creative and artistic opportunity for participants within a supportive and social environment, in addition to providing positive benefit to physical and mental health and wellbeing.
41. This group was featured on the BBC programme 'Inside Out' last year and the BBC has committed to keep the programme on the iPlayer permanently due to the impact it has had. You can see the programme here: <https://www.bbc.co.uk/iplayer/episode/b072xkcz/inside-out-south-parkinsons-the-funny-side#> (see appendix 1).
42. The team provides further support to the *Silver Shakers* dance a social group to deliver creative dance workshops which are fun and social as well as offering health benefits to participants like increased stability and balance, lower blood pressure, weight loss and falls prevention.
43. The Museum of Oxford Reminiscence project (MOOR) has provided an outreach service from the Museum of Oxford to groups of older people for the past 8 years. The groups visited include day centres, care homes, interest groups, lunch-clubs and sheltered housing schemes. In 2016/17 844 older people received this service in 77 separate sessions (see appendix 2).
44. There are also on-site Museum groups for Older People: Memory Lane and Memory Lane Movers and Shakers. In 2016/17 404 people attended these groups at 12 separate sessions. Many of the participants live alone and cite the social

element of the group as important to them. The sessions are free and no booking is required.

45. Activities provided by both the Sports and Physical Activity Team and the Arts and Culture Team are promoted through a number of means including the Oxford City Council website and partner websites; newsletters, posters and flyers distributed to community notice boards, community centres, libraries and GP surgeries; community newspapers; press releases; via partners such as Age UK and the 50+ Network and through direct contact with existing older people groups throughout the city. Often the best form of publicity for these activities amongst older people is word of mouth.

Tenant Involvement Team

46. The Tenant Involvement Team work to empower tenants and leaseholders to develop, monitor and scrutinise the Council's landlord related services, working with teams across the Council to facilitate this to happen.
47. Earlier this year they worked with residents at all 10 sheltered blocks in the city to undertake a review of the House Keeping service. A common theme across the Sheltered Blocks when carrying out the Housekeeping Reviews, was that residents were unclear what services they should receive from OCC and when.
48. The Tenant Involvement Team is going to put together a 'Local Offer' for each of the sheltered blocks, outlining what services the Council will provide and enabling residents to monitor whether we are doing what we say.
49. The team will be returning to the sheltered blocks in early December with a draft version of the Local Offer for the residents to review. This will also provide an opportunity to consult with residents on the use of communal lounge areas, which could then be included in the final version of Local Offer.

Diverse Communities

50. According to the 2011 census, of 36,739 people aged over 50 living in Oxford, nearly 10% (3,550) identified as an ethnicity other than white European and 19% (6,970) identified as an ethnicity other than white British. On the whole there is a lack of clear data on the ethnic diversity of participants across the range of older people activities and groups which we support.
51. However, there are several instances of us supporting groups specifically focused on working with older people from a diverse range of communities.
52. For example the *My Journeys* project (part of the Journeys to Oxford exhibition) engaged with 5 older people over 80 years old who live alone, all of whom were born outside of the UK. They were all photographed and oral history accounts were recorded of their Journeys to Oxford. This material was on display in the exhibition, is being disseminated via Memory Phones during Christmas Light Festival weekend, has been shared with the Migration Museum in London and may be used by Oxford University Museum of Natural History in their *Settlers* exhibition.
53. In Rose Hill the Nepalese group of around 40 people which meet at the Community Centre for English as a Second or Other Language (ESOL) classes is primarily attended by people over the age of 65 and in response to health data which indicates that the Nepalese community faces a higher risk of suffering a stroke, the Locality Officer has linked them in with the Stroke Association who will be providing an awareness session for the group.

54. Nonetheless, these snapshots do not give a full view of how well activities to prevent isolation are reaching older members of diverse communities across the city and we must work with partners to understand this better in future and to increase access.

Looking Forward

55. Oxford City Council's role will continue to be a preventative one, keeping people active, happy and healthy. We will continue to support the community and voluntary sector by working with them to provide high quality activities to combat isolation and liaise with them to ensure that the services we provide are accessible to all, with the County Council targeted to support those who need more help.

56. The City Council needs to increase its knowledge of the diversity of participants in some activities and increase engagement with older members of diverse communities whilst also supporting existing activities to become more accessible.

57. The Council will continue to work hard to ensure that services are accessible to all members of the community.

Summary

58. There is a huge amount of excellent work undertaken in Oxford to prevent isolation and loneliness amongst older people and Oxford City Council plays a role within a multi-agency approach.

59. The Council works with partners to support groups to provide physical activities and social support groups and to increase their reach and capacity. We provide cultural experiences which enrich people's lives and demonstrate the valuable contribution older people make to the city and we are working with residents of sheltered housing blocks to agree a local offer to meet their specific needs.

60. There is more work to be done to understand how we are preventing isolation amongst a diverse range of older people and how we could better do so in future.

61. It is important to recognise the limitation of the City Council's role in providing services for older residents - we provide preventative activities and ensure our core services address the needs of older people. Other agencies, predominantly health and the County Council provide targeted support.

62. The City Council will continue to use its resources as effectively as possible to support the sector, adding value wherever we can whilst continually challenging ourselves to ensure we are providing the best service possible.

Report author	Dave Growcott
Job title	Acting Communities Manager
Service area or department	Community Services
Telephone	01865 252373
e-mail	dgrowcott@oxford.gov.uk
Background Papers: Scrutiny Committee Report: Activities for older residents and preventing isolation. February 2015.	

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Dance for Parkinson's offers people with Parkinson's, their carers and family members a high quality artistic and engaging dance activity within a professional arts environment. Weekly dance classes provide a creative and artistic opportunity for participants within a supportive and social environment, in addition to providing positive benefit to physical and mental health and wellbeing.



It is a partnership programme between English National Ballet and Oxford City Council, which was set up in Oxford in 2013. Alongside weekly classes, participants also attend trips to see English National Ballet's performances. Classes run weekly on a Monday, between 1.00-2.15pm (followed by refreshments / social time) at the Wesley Memorial Hall, New Inn Hall Street. With 42 participants on the register, we average approx. 30-35 people per session and currently have a waiting list for the classes.

We have recently been gathering feedback from the participants about their experience of the classes and some of the responses included:

"Dance for Parkinson's is more to me than an hour or so each week. It has changed my life. Two years ago the BBC decided to make a little 10 minute film about the Oxford Dance for Parkinson's classes. They asked me to present it because although I have never presented anything in my life I am a comedy writer and used to work for the BBC. A few weeks later it turned into a half hour documentary called "Parkinson's: The funny Side" and the programme has had the most amazing response. In particular, people tell me that they no longer fear Parkinson's. They understand it better but they are no longer scared of it. I learned a lot making the programme. In particular I am now convinced that music, dance and laughter have the power to help us combat Parkinson's. I don't know how,

but they raise our spirits, lift our hearts and light up bits of our brains in ways that make us FEEL better.

I am now doing all I can to convey this message. I give talks, I've started doing standup and I'm writing a romcom comedy drama about two people with Parkinson's who fall in love at ballet classes.

So thank you for sending my life in a wholly unexpected and wonderful fulfilling direction". (Paul Mayhew-Archer)

Parkinson's: The Funny Side is permanently available on BBC iplayer under "Inside Out South". Paul has made a little follow up which also features Ballet for Parkinson's and his first attempt at standup at London's Comedy Store. This is available on iplayer under "Inside Out South" until the end of November 2017

"Highlight of my week, for four years. It may get hard but it hasn't put me off. The atmosphere is special. It's unique in many ways". (Wendy)

"I always like the light and warm atmosphere. I always feel wonderful, full of energy and full of life after each session!" (Robin)

"They manage to conjure up a beautiful atmosphere filled with music, movement and laughter, that allows us to forget, at least for an hour or so, our daily cares. They are all angels and we love them to bits!" (Anonymous)

The classes are currently supported by Parkinson's UK (Oxford branch)

Museum of Oxford Reminiscence Project (MOOR)

The Project

The Museum of Oxford is working in partnership with Oxford Aspire to deliver reminiscence services across Oxford. Oxford Aspire is a consortium of the Oxford University Museums and the Oxfordshire County Council Museums Service and is funded by Arts Council England.

The Museum of Oxford Reminiscence project can deliver outreach reminiscence sessions to groups of older people. Museums objects are used to stimulate reminiscence and discussion in the groups. The aim of the session is to encourage people to communicate with each other by sharing memories and to have fun.

Sessions last for 1 hour and require the following:

- The group to be located in Oxford City
- A room with chairs (tables required for some sessions)
- A group of up to 15 older people who enjoy reminiscing about the old days.
- The presence of a group leader or support worker.

There is a £20 charge per session

Making a booking for an outreach reminiscence session

To book an outreach session please contact:
**Helen Fountain, Reminiscence Officer,
Museum of Oxford, St Aldates,
Oxford OX1 1BX
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Memory Lane

This is a monthly reminiscence group that meets in the Museum of Oxford to enable people to meet, share memories and reminisce about the old days. Each session is themed around a different topic. The sessions are recorded and material from the sessions is used in exhibitions and other projects.

The group is free to attend and all are welcome. See the Museum of Oxford website details of the next meeting - www.oxford.gov.uk/museumofoxford

If you would like to be added to the Memory Lane mailing list please contact Helen Fountain
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Museum of Oxford Reminiscence Project



**MUSEUM
OF OXFORD**
Telling the story of Oxford and its people



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Reminiscence Session Themes

Groups can choose from the following themed sessions:

- **Made in Oxford** - a session focusing on the history of Oxford over the last 100 years, with a particular focus on local industry.
- **Fun, games and entertainment** - a session looking at old fashioned games and hobbies to stimulate discussion about childhood games and how people entertained themselves before TV and technology became commonplace.
- **A trip to the seaside** - a session using objects related to the seaside and holidays to stimulate discussion childhood memories of holidays and trips to the seaside.



- **All dressed up** - a session using items of clothing and accessories from yesteryear up to stimulate discussion on how people dressed in the past.
- **Going back to school** - a session using objects related to school days in the past to stimulate discussion about memories of school.
- **Sunday best** - a session that looks at the way in which Sundays have changed over the past century and remembering the Sundays of our childhoods.
- **A country life** - this session examines what it was like to grow up in a rural area and the different ways in which people enjoyed the great outdoors.
- **Food glorious food** - a session to celebrate the way meals were prepared in the past before microwaves and convenience foods.
- **Make do and mend** - a session using objects to trigger memories about the resourcefulness of the war time period.
- **Landmarks of life** - a session using objects to stimulate discussion about the landmarks of life, including birthdays, weddings and national events like the coronation.
- **Digital heritage session** - this session examines heritage using digital media. WIFI is required for this session.
- *Sessions can be tailored to specific groups need, please contact the Reminiscence Officer.*



MUSEUM OF OXFORD

Telling the story of Oxford and its people

Museum of Oxford Explore Oxford Galleries

Opening Times

Mon– Sat 10am– 5pm
Sun 11am–3pm

ADMISSION TO THE MUSEUM IS FREE

The Museum is located in the main foyer of Oxford Town Hall. It is accessible to wheelchair users via the town hall level entrance route (On the left hand side of the Town Hall Main Entrance). There is also a café and Museum Shop

Visit us on our website-
www.oxford.gov.uk/museumofoxford

The website contains up to date Information on events, exhibitions and community projects

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To: Scrutiny Committee

Date: 5 December 2017

Report of: Organisational Development Manager

Title: Equality and Diversity Review – progress update

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Recommendation	Agreed?	CEB comment July 2016	Update August 2017
1. That the Council undertakes comprehensive accessibility audits of its employment practices, premises, public-facing information (for instance, on the website) and externally available application forms, at appropriate intervals. Consideration should be given to how frequently these audits should take place at each workplace premises and to the setting of maximum intervals between audits.	No	Accessibility audits were previously undertaken periodically on the Council's employment premises when we had a dedicated Equalities Officer. More typically now, officers in various service areas provide expertise (e.g. Building Control) when changes are being introduced. We also get external advice as accessibility issues arise e.g. what type of devices are needed for people with hearing difficulties to participate more effectively in meetings, use the phone, etc. There is also a dedicated budget to fund specific equipment designed to assist with accessibility. Oversight is provided by colleagues in Human Resources to ensure we keep abreast of accessibility developments. Given this approach a regular audit would require additional resourcing and cost and is unlikely to add further value	Across the Council there are a number of ways services ensure accessibility including bespoke areas such as language line, different formatting and language for written documentation to ensuring disability access. In the last year there has been a comprehensive review of suitability of meeting rooms and a programme is rolling out to equip them with audio 'link'. We are now accredited with Customer Service Excellence which has criteria focused on customer access. The Council has also focused on Health and Safety at work this year and promoted DSE assessments for all desk based staff to support healthy environments.
2. That the Council reviews recruitment branding to better target any vacancies at under-represented groups and young people, including utilising settings or channels that are less traditional to local government but more inclusive.	In part	All jobs are advertised using a range of media sources, including Job Centre Plus, Social Media and Job Boards. Increasingly we run recruitment events which prove to be a successful way of reaching out to the wider community.	We continue to advertise posts using a range of media to attract a wide pool of candidates. In October we ran another recruitment roadshow (this time at Blackbird Leys Community Centre) which was promoted thorough a range of media,

		<p>Dependant on the role traditional print media and community magazines have also been used, but use of these is dependent on publication dates and cost. We are doing more work with the Communication Team to look at how we can improve employer branding and our use of social media. Focus groups in the local community were used to help identify how we could become more attractive as an employer to under-represented groups.</p>	<p>including Community Magazines, Libraries and through our Localities Team and Welfore Reform.</p> <p>Currently we are working on changes to our recruitment website. This is combined with the project to set up ODS.</p> <p>We are currently pulling together a forward plan for further improvements and changes to recruitment.</p>
<p>3. That the Council continues to promote itself as an inclusive employer through outreach activities including continuing to hold open recruitment sessions in community settings, reaching out in schools through the Business in the Community partnership, and attending job fairs and community meetings.</p>	Y	<p>This work is already in place and continuing. We have just held a second recruitment roadshow this year and for the first time this was held in one of our Community Centres. We aim to continue to run these events, however there is a significant cost in time and money to organise, promote and run these events and there is no budget in place to support this. The organisation will also continue to attend local job fairs as appropriate. The successful mentoring programme with Cherwell School continues and we are currently exploring whether to open this out to more educational establishments.</p>	<p>As noted above, we continue to hold recruitment events, but they take considerable time, money and effort from all involved and therefore the number of these events will be limited.</p> <p>The mentoring programme with Cherwell has now concluded but we are discussing with Community Services how we might be able support schools moving forward.</p>
<p>4. That the Council investigates opportunities to advertise multiple vacancies in community settings at low cost, which could include making use of community newspaper social media platforms, as well as community newspapers and, as long as those running them are willing, community centres.</p>	Y	<p>As stated above we advertise in community magazines but doing so depends on publication dates and costs. The infrequency of publication can be an issue. The HR Team will familiarise themselves with publications/dates/costs and work proactively with recruiting</p>	<p>We do use Community publications where possible. This was done to promote the recent roadshow. We will continue to explore opportunities to use Community Centres more to promote our vacancies.</p>

		managers to make better use of this media. The HR Manager will also explore whether Community Centres would be willing to advertise our job vacancies on notice boards, etc.	
5. That the Council makes use of its assets to promote itself as an inclusive employer, including Streetscene vehicles.	No	This is a good way of advertising but it is very expensive (e.g. advertising on a refuse lorry runs to several thousand pounds per campaign). With no budget for this unfortunately the approach is cost prohibitive.	N/A
6. That the Council reviews its Talent Management Framework and researches whether the inclusion of a more targeted talent management programme would appeal to under-represented groups, as well as what such a programme would include.	Y	This is a project that the OD team will be commencing in July 2016.	The new OD strategy 2017-20 has a specific action within it to review the talent management framework and make it more relevant to workforce and succession planning. This review will include how to best engage with under-represented groups and include consultation with Unions
7. That the Council emphasises the value it attaches to the ability to speak a second language by including this skill in the desirable criteria for selected customer-facing job vacancies, such as Tenancy Management Officers and Customer Service Officers.	Y	The HR Manager will work with recruiting managers to recommend inclusion of a second language as a desirable criterion where appropriate.	Every role is reviewed before advertising and considered whether the essential and desirable criteria are correct. We will work with managers more moving forward to ensure that they consider this as part of the criteria.
8. That the Council undertakes a workforce skills audit with the purpose of identifying priority competencies and hidden talents that aren't currently being utilised but would benefit to the organisation, including the ability to speak a second language.	No	The Council has a good understanding of the skills of its workforce locally within services. However undertaking a large skills audit would be a significant piece of work; to determine what data needs collecting, actually collecting it and not least maintaining it. The benefits of doing such a large piece of work are unlikely to outweigh the cost when (for example) we	The introduction of the Apprenticeship Levy has necessitated service areas review development needs Along with the annual L&D plan and associated budget this has encouraged managers to have conversations about taking the opportunities to gain career qualifications and build a more resilient workforce.

		already know who to call on for the ability to speak a second language when required.	In 2018 we are looking to procure an on-line people performance management programme which will enable to collation of skills and development data
9. That the Council considers the feasibility of having staff who are known to speak a second language 'on call' to communicate with customers who speak little or no English, and whether these staff could be rewarded with a small pay supplement.	No	It is better to have an independent translator in these situations. The language line is how we currently provide this service, however there may be more technical solutions which we could explore. We would not recommend using employees whose fluency/competency in speaking another language would be unknown.	N/A
10. That all Council employees are reminded of the Council's Fair Employment Statement and employment policies at least annually. These documents should also be prominent and easily accessible on the Council's Intranet.	Y	The HR and OD Team will be reviewing the intranet content that they hold this year to make policies more accessible. HR Matters (a monthly brief to all managers) is also used to promote policies.	The intranet review is currently underway to make access easier
11. That all Council employees are at least annually made aware of their responsibility to challenge discriminatory language and behaviour in the workplace, wherever that may be, as matter of course.	Y	Every year each employee undertakes a self-assessment on how they position themselves against the Council's values and behaviours – one of which is about valuing diversity. This self-assessment forms the basis of a discussion with the manager and 3 development areas are agreed for the year based on the values. This gives an opportunity to discuss discriminatory language and behaviours.	This remains an regular focus of discussion during appraisal meetings and going forward there is a plan to have an annual focus on each of the values which will include a promotion on diversity and standing up to inappropriate behaviour
12. That unconscious bias training is provided to the Council's most frequent recruiting managers and HR Business Partners. Ideally this would be followed up with annual refresher courses in order to maintain awareness and	Y	The OD Team will be designing a workshop around this in 16/17 and this can be offered to recruiting managers. The HR Team already provide recruitment training to managers and this	This training is in place and available to all and specifically promoted to recruiting managers

compliance with good practice.		includes information on unconscious bias.	
13. That the Council identifies one or more Diversity Champions at senior levels who would help to embed equality in the workplace. These Diversity Champions could lead on communicating the importance of diversity and monitoring within the organisation and co-ordinate a calendar of activities in support of celebrations such as Black History Month, Pride, etc.	No	The OD Team have been trying to make diversity part of business as usual. Having Champions would also require additional resource to manage and coordinate. The OD Team could however work more closely with the culture team to promote events and activities.	Not progressed
14. That the Council identifies an elected member to oversee and externally represent the Council's equality and diversity work.	Y	This could be the responsibility of the portfolio holder that covers Equalities and Diversity, or other chosen elected member.	
15. That the Council seeks to obtain better value from its status as a Stonewall Diversity Champion and, failing that, considers whether the small membership fee would be better invested in other means of tackling discrimination.	Y	Funding would be better directed on more practical activity such as the unconscious bias training. As such the proposal is not to renew the Stonewall Diversity Champion accreditation	The Stonewall accreditation has not been renewed – and the Unconscious Bias training has been set up
16. That the Council continues to ask employees to review and complete their personal details, including sensitive information such as their sexual orientation, on at least an annual basis, as well as continuing to target identified data gaps. Explanation should be provided as to why sensitive personal information is held by the organisation and the wider benefits of doing so.	In part	This is regularly promoted by the HR Team and employees are encouraged to review and update their details. In May 2016 managers were asked to remind staff about this matter. We will continue to promote this and will do more this year to focus on missing information. Some employees actively choose not to record this information.	We continue to do this, but there are still gaps in the information. We have explored whether there is a way to automate the checking of personal data through the HR Information system, but unfortunately this is not currently possible.
17. That the Council sets targets for increasing disclosure rates to reduce data gaps for sexual orientation, disability and ethnicity over a fixed period of time (e.g. eighteen months).	No	Targets would not assist with reducing data gaps. Whilst the HR Team can continue to encourage and promote disclosure of this information, some people actively choose not to provide this information, which is their right to do so.	N/A

18. That the Council maintains a watching brief on good practice in workforce equalities monitoring and continues to keep its own monitoring arrangements under review, including how questions are asked and the language used as well as the continued inclusion of a 'prefer not to say' option.	Y	The Organisational Development & Learning Manager ensures the OD team keep up to date with this.	The development and publication of our Annual Workforce Equalities report maintains an annual dialog on equalities monitoring
19. That consideration is given to whether the sensitive personal data of applicants and employees requested and held by the Council should be more inclusive of transgender people. For example, the Council should consider consulting with appropriate individuals and Trade Unions on adding an appropriately worded gender identity field to its monitoring forms, with the clear purpose of building equality and identifying discrimination.	In part	We will discuss with trade union colleagues and clarify best practice in this area.	This will be considered along with the current review of the recruitment system.
20. That the Council adopts gender-neutral terms on forms as part of its ongoing work to be as inclusive as possible, for instance, giving consideration to adding the title Mx in addition to the more established gendered titles such as Mr, Mrs, Miss and Ms.	Y	Subject to the HR software being able to include the addition of the title Mx without significant costs then this option could be added. The requirement to record a title could also be made optional rather than mandatory, again depending on the ability to change the software.	Currently we are working with system provider to make changes and improvements to the system and this will be considered as part of this process
21. That consideration is given to whether there is merit in phasing out the use of titles on Council forms and databases over the medium term.	No	We do not consider that we should take away the ability for people to use a title on a job application, although it could be made optional.	N/A