

Agenda

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Scrutiny Committee

Date: **Thursday 17 May 2018**

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 of this Committee will be confirmed at the meeting of Full Council on 15 May 2018.

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AGENDA

	Pages
<p>1 ELECTION OF CHAIR FOR 2018/19</p> <p>The Committee is asked to elect a Chair for the 2018/19 Council year. The Chair must be from one of the opposition groups.</p>	
<p>2 ELECTION OF VICE-CHAIR FOR 2018/19</p> <p>The Committee is asked to elect a Vice-Chair for the 2018/19 Council year. The Chair Vice-Chair can be from any political group.</p>	
<p>3 APOLOGIES FOR ABSENCE</p>	
<p>4 DECLARATIONS OF INTEREST</p>	
<p>5 CHAIR'S ANNOUNCEMENTS</p>	
<p>6 MINUTES</p> <p>Recommendation: That the minutes of the meeting held on 05 April 2018 be APPROVED as a true and accurate record.</p>	7 - 12
<p>7 SCRUTINY OPERATING PRINCIPLES AND PANEL ARRANGEMENTS</p> <p>The Scrutiny Officer has submitted a report setting out a draft set of operating principles for the Scrutiny Committee for the 2018/19 municipal year and to establish Standing Panels and appoint Standing Panel Chairs.</p> <p>The Committee is recommended to:</p> <ol style="list-style-type: none"> 1. Agree the Committee Operating Principles for the 2018/19 municipal year, as set out in Appendix 1; 2. Agree to re-establish the Finance, Housing and Companies Standing Panels for the 2018/19 municipal year; 3. Elect Chairs of the Finance, Housing and Companies panels; and 4. Note the schedule of meetings for the 2018/19 municipal year. <p>Officer Contact: Stefan Robinson, Scrutiny Officer</p>	13 - 22

8	WORK PLAN AND FORWARD PLAN	23 - 34
	<p>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 each 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). The Committee is asked to review and note its work plan for the 2018/19 council year.</p> <p>Separately from regular consideration of the Work Plan, the Scrutiny Committee conducts an annual Work Plan review, which will take place at the Committee meeting on 5 June. Committee members are encouraged to submit items for the Work Plan longlist to the Scrutiny Officer by 21 May. The Committee is advised to prioritise items based on the following criteria:</p> <ul style="list-style-type: none"> • Is consideration of the issue timely? • Is it a corporate priority? • Is the issue of significant public interest? • Can Scrutiny influence and add value? • Is it an area of high expenditure? <p>Contact Officer: Stefan Robinson, Scrutiny Officer</p>	
9	REVIEW OF DISCRETIONARY HOUSING PAYMENT POLICY	35 - 58
	<p>The Scrutiny Committee has asked for this item to be included on the agenda for pre-decision scrutiny. The City Executive Board on 22 May will be asked to approve amendments to the current Discretionary Housing Payment Policy and to note the trends in expenditure detailed in the report. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.</p> <p>Lead member: Councillor Susan Brown, Board Member for Customer and Corporate Services Officer Contact: James Pickering, Welfare Reform Manager</p>	
10	OXFORD TOWN HALL	59 - 62
	<p>The Scrutiny Committee has asked for a report to enable them to consider how the Council can improve the profile and accessibility of the Town Hall. This is an opportunity for the Committee to note the work that is already underway, and make any comments and recommendations as necessary.</p> <p>Lead member: Councillor Susan Brown, Board Member for Customer and Corporate Services Officer Contact: David Hunt, Commercial Manager, Community Services</p>	
11	REPORT BACK ON RECOMMENDATIONS	63 - 64
	<p>This item is 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 Health Inequalities.</p>	

12 DATES OF FUTURE MEETINGS

Meetings for 2018 are scheduled as followed:

Scrutiny Committee

- 17 May
- 05 June
- 03 July
- 30 July (provisional)
- 06 September
- 08 October
- 06 November
- 04 December

Standing Panels

Housing Standing Panel: 05 July, 11 October, 12 November

Finance Standing Panel: 04 July, 10 September, 06 December

Companies Panel (*Provisional dates*) 07 June, 31 July, 11 September, 29 October, 12 December, 03 January 2019

All meetings start at 6.00 pm

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.