

Agenda

www.oxford.gov.uk



Scrutiny Committee

Date: **Tuesday 3 July 2018**

Time: **6.00 pm**

Place: **St Aldate's Room - Oxford Town Hall**

For any further information please contact:

John Mitchell, Committee Services Officer

Telephone: 01865 252217

Email: democraticservices@oxford.gov.uk

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

Scrutiny Committee

Membership

Chair Councillor Andrew Gant

Vice Chair Councillor David Henwood

Councillor Mohammed Altaf-Khan

Councillor Lubna Arshad

Councillor Nadine Bely-Summers

Councillor Hosnieh Djafari-Marbini

Councillor Alex Donnelly

Councillor James Fry

Councillor Pat Kennedy

Councillor Craig Simmons

Councillor Christine Simm

Vacancy

(Labour Group place)

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

HOW TO OBTAIN A COPY OF THE AGENDA

In order to reduce the use of resources, our carbon footprint and our costs we will no longer produce paper copies of agenda over and above our minimum requirements. Paper copies may be looked at the Town Hall Reception and at Customer Services, St Aldate's and at the Westgate Library

A copy of the agenda may be:-

- Viewed on our website – mycouncil.oxford.gov.uk
- Downloaded from our website
- Subscribed to electronically by registering online at mycouncil.oxford.gov.uk

AGENDA

Pages

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 CHAIR'S ANNOUNCEMENTS

4 MINUTES

7 - 16

Recommendation: That the minutes of the meeting held on 05 June 2018 be APPROVED as a true and accurate record.

5 WORK PLAN AND FORWARD PLAN

17 - 26

The Scrutiny Committee operates within a work plan which is agreed at the start of the Council year. The Work Plan is 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.

Contact Officer: Stefan Robinson, Scrutiny Officer, srobinson@oxford.gov.uk
01865 252191

6 SCRUTINY REVIEW GROUPS 2018/19

On 5 June 2018, the Scrutiny Committee agreed that further scoping was needed to understand the rationale and timeliness of three separate review group proposals; Local Connection (Homelessness), Tourism Management, and Air Quality. The Chairs of each review group will present their proposal. The Committee is recommended to:

- a) Note that following discussion with the lead member and officers, that the timeliness of a review into Air Quality matters should be reviewed in 2019
- b) Agree the priority order of the Local Connection (Homelessness) and Tourism Management review groups
- c) Agree the membership of the Local Connection (Homelessness) and Tourism Management review groups
- d) Approve the scoping documents for the Local Connection (Homelessness) and Tourism Management review groups (to be circulated separately).

Contact Officer: Stefan Robinson, Scrutiny Officer, srobinson@oxford.gov.uk
01865 252191

7	Q4 PERFORMANCE	27 - 34
	<p>The Scrutiny Committee has a role in monitoring Council performance. Quarterly reports are provided on a set of selected corporate and service performance indicators.</p> <p>Contact Officer: Liz Godin, Corporate Governance Manager, lgodin@oxford.gov.uk</p> <p>This item provides an opportunity for the Committee to note and comment on Council performance at the end of quarter 4 of 2017/18.</p>	
8	ANNUAL SCRUTINY REPORT	35 - 50
	<p>The Scrutiny Committee's Annual Report for 2017/18 will be presented to Council on 23 July. This is an opportunity for the Committee to approve the draft content of the report, subject to any changes agreed. The report will undergo a graphic design process before submission to Council and publication.</p>	
9	REPORT BACK ON RECOMMENDATIONS	51 - 52
	<p>This item is for the Committee to note and comment on recent executive responses to Scrutiny recommendations. Since the last meeting of the Committee the City Executive Board has responded to the Committee's recommendations on: Fusion Lifestyle's Annual Service Plan; Safeguarding Annual Report; and the Modern Slavery Act Transparency Statement. The Board's responses are attached.</p> <p>Contact Officer: Stefan Robinson, Scrutiny Officer, srobinson@oxford.gov.uk 01865 252191</p>	
10	DATES OF FUTURE MEETINGS	
	<p>Meetings for 2018 are scheduled as followed:</p> <p>Scrutiny Committee</p> <ul style="list-style-type: none">• 30 July (provisional)• 06 September• 08 October• 06 November• 04 December <p>Standing Panels</p> <ul style="list-style-type: none">• Housing Standing Panel: 05 July, 11 October, 12 November• Finance Standing Panel: 04 July, 10 September, 06 December• Companies Panel 26 July, 11 September, 25 October, 12 December, 03 January 2019 <p>All meetings start at 6.00 pm</p>	

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.

This page is intentionally left blank

Minutes of a meeting of the SCRUTINY COMMITTEE on Tuesday 5 June 2018

www.oxford.gov.uk



Committee members:

Councillor Gant (Chair)

Councillor Altaf-Khan

Councillor Bely-Summers

Councillor Fry

Councillor Simmons

Councillor Howlett

Councillor Henwood (Vice-Chair)

Councillor Arshad

Councillor Donnelly

Councillor Kennedy

Councillor Simm

Officers:

Ian Brooke, Head of Community Services

Linda Ludlow, Human Exploitation Coordinator

Rosie Woolcott, Safeguarding Co-ordinator

Stefan Robinson, Scrutiny Officer

John Mitchell, Committee and Member Services Officer

Also present:

Councillor Marie Tidball, Board Member for Supporting Local Communities

Councillor Tom Hayes, Board Member for Safer, Greener, Environment

Mark Munday, Fusion Divisional Business Manager

12. Apologies for absence

Apologies for absence were received from Councillor Dafari-Marbini for whom Councillor Howlett was a substitute.

13. Declarations of interest

None.

14. Chair's Announcements

None.

15. Minutes

The Committee resolved to APPROVE the minutes of the meeting held on 17 May 2018 subject to the addition of Councillor Donnelly in the list of those present.

16. Annual Work Plan Review and Forward Plan

Work Plan

The Scrutiny Officer introduced the item. He reminded the Committee that the Work Plan was a 'live' document the contents of which was in their gift. A longlist of potential items for the Scrutiny Work Plan was presented to the Committee, based on suggestions gathered from councillors and senior council officers. Each of the suggestions had been scored against a set of criteria to support the Committee in prioritising items. The Committee were invited to add and remove any items to the longlist, and agree this list as an indicative Work Plan for the year.

The Chair thanked the Scrutiny Officer for a thorough and well thought out report. The scoring mechanism had provided a robust approach for determining the order of the Work Plan and he saw no reason to depart from it. The Committee agreed to the longlist of items as the basis of its Work Plan for the year. The Scrutiny Officer would liaise with Councillor Howlett to in order to schedule the Prevent initiative for a subsequent committee meeting.

The Committee also agreed to delegate the formation of each Standing Panel's work plan to the respective panels.

Review Groups

It was noted that the intensive nature of review group work meant that it was not practical to run more than one at a time. Previous practice suggested that 3 to 4 reviews could be conducted in a year, the actual number depending on their complexity. The Scrutiny Officer had had early conversations with officers to understand the Council's capacity to manage some of the suggestions for Scrutiny Reviews. Specifically, officers had raised concerns about their current capacity to support review groups into rough sleeping and air quality, given their current workload. The new Housing and Homelessness Strategy 2018-2021 had recently been agreed, and officers were working to implement this Strategy.

Officers working on air quality initiatives had advised that their workload was such that they had no capacity to support a review. This could be reviewed when the Scrutiny Committee considers the Annual Air Quality Status report in September 2018. Officers had however welcomed councillor interest in establishing a tourism management review group.

Homelessness and Rough Sleeping

Cllr Simmons argued for a review group on homelessness/rough sleeping. While acknowledging that officers had resource and duplication concerns about the work already being done in this area, he was concerned that more attention needed to be paid to the need for a pathway for rough sleepers without a local connection. This could be a narrowly focused piece of work.

Cllr Bely-Summers supported the idea of a review group on rough sleeping, a need exemplified in her view by some of the distressing cases she had witnessed the previous winter. She drew particular attention to the 'local connection' criterion, which she saw as something which should be re-visited.

Cllr Simm suggested that it would be wise, first, to reflect on the efficacy of the new Housing and Homelessness Strategy 2018-2021.

Cllr Henwood said the City's provision for homeless people and rough sleepers was second to none considering the finite resources available, but agreed that it would be desirable to review the local connection criterion.

Cllr Howlett was supportive of this as a subject for review with the proviso that the lessons learnt were in place by the following winter.

Cllr Donnelly agreed that this was an important subject and one which came up regularly 'on the doorstep' but suggested that consideration should be given to subjects in relation to which the Committee could have most impact. The root causes of homelessness and rough sleeping lay with national policies in relation to which the Committee's influence was limited.

Cllr Arshad was also supportive of this as a theme, suggesting that the issue of no recourse to public funds was another element which should be looked at.

Cllr Simmons agreed that the City's Homelessness Strategy was very good and served those with a local connection well, but still maintained that the pathway for those who were homeless and rough sleepers did need examination. While the root causes did indeed lie elsewhere, if some mitigation could be offered it should be looked at. The practice of providing services to rough sleepers without a local connection was more generous in some other parts of the country such as Derby.

Tourism management

Cllr Gant argued for a review group on tourism management. Tourism was vital to the prosperity and image of the City. The Council could be a more proactive player and spearheading tourism initiatives rather than hanging 'onto the coat tails' of others. Other Cities (such as Bath) were more successful in this regard with such initiatives as a tourist levy and a 'visitor card' (to encourage/facilitate visits to the many and various tourist destinations in and around the City). Oxford had recently twinned with two additional cities but there was no increased officer capacity to capitalise on the potential benefits of that. A proper twinning strategy was needed. Thought had been given to seeking UNESCO status for the City but that had faltered. This was something worthy of proper consideration.

Cllr Donnelly agreed that this was a good subject for review. It was something which had the potential to raise revenue on the back of the considerable "historic cultural capital" of the City.

Cllr Simmons agreed that this was an important subject and worthy of examination.

Conclusion

It was agreed that the first three review groups of the new Council year should be on: homelessness/rough sleeping; tourism management; and air quality. These

groups to be chaired by Cllrs Bely-Summers; Gant and Henwood respectively. The reviews would be scoped by the Chairs of each of these groups, in conjunction with officers, and report back with further information to the next meeting at which the order in which the reviews would be taken can be decided.

Membership of Standing Panels.

Membership of the Standing Panels was agreed as follows:

Housing: Cllrs Henwood (Chair), Bely-Summers, Howlett, Arshad, Goff, Gotch, Wolff

Finance: Cllrs Fry (Chair), Munkonge, Henwood, Smith, Altaf-Khan, Simmons

Companies: Cllrs Fry (Chair), Henwood, Corais, Munkonge, Landell-Mills, , Simmons

17. Fusion Lifestyle's Annual Service Plan

The Committee Services Officer tabled a revised version of Appendix 3A to the report which contained a number of tracked changes.

The Board Member for Leisure and Housing drew the Committee's attention to the most significant of those changes. She went on to speak to the substantive report. Oxford remains one of the most physically active cities in the country however the recent performance of Fusion Lifestyle had been disappointing with a decline in visitor numbers. This was due, in large part, to the services provided being 'squeezed' by competition from, on the one hand, an increasing number of budget gyms and, on the other, luxury providers. In addition, an increasing number of people were taking advantage of opportunities to exercise in different ways in parks, open spaces and community centres. Steps were being taken with Fusion Lifestyle to drive up participation rates, particularly with certain target groups. Fusion Lifestyle's Performance was monitored monthly and the Council's Head of Financial Services kept a close eye on the budget position.

The Board Member for Leisure and Housing was clear that ambitious targets for improvement were necessary. The Committee recognised that the City Executive Board wants to be ambitious in its targets for Fusion, but these must also be realistic and achievable, particularly in the context of the increasingly competitive leisure market. The Committee questioned whether the target, set at a 3% increase in visitor numbers in 2018/19, was realistic.

The Committee expressed particular concern about the following statement in paragraph 19 of the report, "We do not have any investments planned for our leisure centres in 2018/19, so it is highly unlikely that the current trend of reducing visits will change." Reference in the report was also made in paragraph 20 to Fusion "working hard to tighten up their costs." Members believed that declining customer satisfaction coupled with a lack of investment was likely to result in a further loss of customers. Accordingly, it was recommended that there should be an action plan to address the matter of declining visitor numbers.

There was shared agreement that the performance was disappointing, but it was nonetheless good for the Council to have Fusion Lifestyle as the Council's not for profit provider.

Attention was drawn to a number of areas of concern including such things as high turnover of staff; IT difficulties; telephones not being answered; slow response to maintenance issues which, cumulatively, led to customer dissatisfaction and were difficult to reconcile with the QUEST accreditation. It was suggested that it would be interesting to see how the shift in patterns of leisure behaviour compared with other parts of the country. It would be useful if Fusion Lifestyle's performance, as measured by key indicators, should be a regular part of the Committee's quarterly monitoring and should include the total staff numbers which, in addition to turnover levels, it was suggested had gone down.

The Head of Community Services agreed that improvement was needed and that the customer experience needed to improve. With regard to staff turnover, he noted that the leisure sector was experiencing recruitment difficulties throughout the country. The squeeze referred to by the Board Member presented a real challenge. The poor performance needed to be addressed in a number of ways: increasing participation rates; tighter control of costs; an improved approach to maintenance and cleanliness.

Some Councillors drew attention to the importance of swimming lessons for children in a City with rivers and open pools, and suggested that this was something that warranted more active promotion and that more should be done to promote the use of the Hinksey pool to those schools and playgroups in its immediate vicinity.

Anecdotal evidence suggested that older people were discouraged from using some pools because the water temperature was too cool. It was suggested that the possibility of raising the temperature for, say, one day week should be considered. It was explained that all pools have different characteristics and that competitive swimmers (who comprise another regular group of users) require slightly lower temperatures. It was also noted that to change the temperature of such large volumes of water (both up and down) by just one or two degrees could take over 24 hours.

The Committee agreed that more emphasis should be given to marketing targeted particular groups such as pre-school age children; older people; and members of the BAME community. Some times of the week would, for example, always be difficult for certain women in the BAME community. Inconsistencies in timetables from week to week was likely to have a negative effect on attendance.

The Chair reminded those present that where targeting was based on socio-economic/geographical criteria, it should be remembered that other areas often contained pockets of deprivation not so easily distinguished.

In response to some of the points raised, the Divisional Business Manager said that 2017 had been a challenging year for the reasons described, but 2018 was already seeing improved performance assisted in part by the introduction of new, more flexible, membership types. In relation to recruitment issues, he described a range of programmes provided by Fusion Lifestyle, designed to provide career development

opportunities and improve management skills (via an externally validated provider). Fusion was also committed to bringing on young people through its apprenticeship programme. He agreed to look at the practicality of the suggestion about pool temperatures but emphasised that this would be necessarily constrained by the factors mentioned above.

In conclusion, the Committee **resolved** to make the following recommendations to the City Executive Board:

1. That the overall visitor numbers target set for Fusion Lifestyle leisure centres is reviewed to take account of emerging market pressures. Despite previous years of success, consideration should be given to whether the 3% year on year increase remains realistic and achievable;
2. That an action plan is developed to address the decline in the total number of visits recorded and is made available to members for review;
3. That further marketing, publicity and engagement activities are undertaken to raise awareness of swimming opportunities and concessions for u17s, older people, and members of the BAME community. Specifically, there should be more engagement at a local level, such as with schools and playgroups in the Hinksey Park area to promote learn to swim initiatives, and make better use of the outdoor pool; and
4. That quarterly quantitative data is made available (which the Scrutiny Committee will monitor) to enable the Council to better understand Fusion Lifestyle's performance in additional key areas, such as the proportion of calls answered, trends in staffing numbers and turnover, and responsiveness to repairs.

18. Safeguarding Annual Report

The Board Member for Supporting Local Communities thanked the Committee for the opportunity to contribute to discussion about this important matter. The report focused on three key elements: the outcome of the 2017 Safeguarding Audit; the Council's Safeguarding Action Plan; and the Council Policy for safeguarding children, young people and adults with care and support needs.

The City Council acted as the lead agency in relation to safeguarding matters on behalf of the other District Councils. The Board Member sat on the Oxfordshire Safeguarding Children Board and acted as the link between it and the Districts. The outcome of the audit had been very favourable, with the Council achieving an overall 8 areas of best practice out of a possible 10. The Council had also asked two of its larger providers (Parasol and Aspire) to complete their own audits.

Members of the Committee were grateful for the report and the fact that previous Scrutiny recommendations had been woven into it was noted.

The Safeguarding Co-ordinator explained that her post was new and one which sought to engage with communities and services in relation to which there may be safeguarding challenges.

The Board Member said that the next area of focus would be on young carers and child exploitation. She spoke about the introduction of 'My Concern' an 'App' for recording concerns about safeguarding matters. The information held there would only be available to those with a proper professional interest. Councillors would be offered briefing on 'My Concern' in due course.

The Action Plan provided a snapshot of safeguarding activity which was driven by the policy. The Board Member reminded the Committee that the policy was of universal application throughout the Council and this included relevance for councillors given that they were frequently in receipt of information to do with safeguarding matters. Safeguarding training for councillors would be soon available. While many councillors received safeguarding training because of their other roles (e.g. being a school governor), this training would be tailored to their needs as councillors.

The Lead Officer for Human Exploitation said that the County Council had done a great deal of work to raise awareness amongst school pupils of safeguarding matters, citing the example of "Chelsea's Choice" (a play that had been offered to all secondary schools across Oxfordshire, raising awareness amongst pupils in years 8-10 of the risks of Childhood Sexual Exploitation). Members of the Committee were pleased to hear this but thought it would be helpful to hear more about the reach of safeguarding awareness training across the City and that this should form the basis of a recommendation to the City Executive Board.

The Committee were pleased to note the development of the 'Get Heard' buddy system for older people.

The arrangements for insisting on safeguarding training for Hackney Cab and Private Hire drivers licenced by the Council were commended. It was pleasing to note that the good practice in the City was being promoted in other districts.

The Board Member concluded by reminding the Committee of the importance of "Making Every Contact Count" which provided an opportunity for vulnerable residents to be identified in the course of day to day interactions and, if necessary, then referred to the appropriate team.

The Chair thanked the Board Member for a thorough and well thought out report.

The Committee **resolved** to submit the following recommendation to the City Executive Board:

"That the Council works with partners, such as the Oxfordshire Safeguarding Board, to gather data on the number of school aged children that receive face to face safeguarding awareness training, such as that delivered by the youth ambition team, to better understand the reach of safeguarding work in Oxford. Once collated, this should

be shared with partners such as the Children’s Trust, together with any evaluation and analysis.”

19. Modern Slavery Act - Transparency Statement 2017-2018

The Board Member for Safer, Greener, Environment, introduced the report which demonstrated that the Council was compliant with the new legal requirement. He said the Council should be proud of its unequivocal stance that it will not tolerate the exploitation of anyone and particularly those who are vulnerable. He noted too the importance of the Council exerting leverage on its supply chains to demonstrate similar behaviour.

The Lead Officer for Human Exploitation said that data were being sought from other parts of the UK for help in identifying an ‘early warning system’ for signs of exploitation.

The Committee noted that the Councils two trading companies would need their own statements and that the City Executive Board should be asked whether the companies should be acknowledged in the final version of the Council’s statement.

The Committee **resolved** to make the following recommendation to the City Executive Board:

“That consideration is given to whether the Council’s Modern Slavery Transparency Statement should be amended to include reference to the Council’s wholly owned companies, highlighting that as separate entities they may also have their own statements.”

20. Report back on recommendations

The Committee noted the responses of the City Executive Board to its most recent recommendations and the point of clarification included on the recommendation tracker document. In some cases it was felt that some clarification of the Committee’s original intention may be helpful because the comments from the City Executive Board did not fully address the intention of the recommendations. The Chair agreed to raise this at the next meeting of the Board.

21. Dates of future meetings

Meetings for 2018 are scheduled as followed:

Scrutiny Committee

- 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*) 31 July, 11 September,
29 October, 12 December, 03 January 2019

All meetings start at 6.00 pm

The meeting started at 6.00 pm and ended at 8.30 pm

Chair

Date: Tuesday 3 July 2018

This page is intentionally left blank

SCRUTINY WORK PLAN

July 2018 - October 2018

Published on: 25/06/18

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 start of the 2018-19 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 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, income or savings?

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	Membership
Scrutiny Committee	Overall management of the Council's scrutiny function.	Councillors; Andrew Gant (Chair), David Henwood (Vice-Chair), Mohammed Altaf-Khan, Lubna Arshad, Nadine Bely-Summers, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Pat Kennedy, Craig Simmons, Christine Simm.
Finance Panel	Finance and budgetary issues and decisions	Councillors; Janes Fry (Chair), Mohammed Altaf-Khan, David Henwood, Chewe Munkonge, Craig Simmons, Roz Smith.
Housing Panel	Strategic housing and landlord issues and decisions	Councillors; David Henwood (Chair), Lubna Arshad, Nadine Bely-Summers, Richard Howlett, Angie Goff, Mike Gotch, Dick Wolff
Companies Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Councillors; Janes Fry (Chair), Tiago Corais, David Henwood, Tom Landell-Mills, Chewe Munkonge, Craig Simmons.

SCRUTINY COMMITTEE

3 JULY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Quarter 4 Council Performance Report 2017/18	No	To consider the Council's year end performance for 2017/18.	Various	Liz Godin, Corporate Governance Manager
Annual Scrutiny Report 2017/18	No	To consider the content of the Annual Scrutiny Report, before it is designed for full council consideration and wider publication.	Economic Development and Partnerships	Stefan Robinson, Scrutiny Officer.
Appointments to Scrutiny Review Groups	No	To appoint members to the Local Connection and Tourism Management Review Groups.	Economic Development and Partnerships	Stefan Robinson, Scrutiny Officer

30 JULY 2018 – (This meeting is reserved for the consideration of any priority decisions to be taken by CEB during the August recess period)

6 SEPTEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Planning and Regulatory Services Improvement Plan	No	To consider progress made against the Planning and Regulatory Services Improvement Plan	Planning and Transport	Patsy Dell, Head of Planning and Regulatory
Quarter 1 Council Performance Report 2018/19	No	To consider the Council's performance for Quarter 1 of 2018/19.	Various	Liz Godin, Corporate Governance Manager
Air Quality Annual Status Report	Yes	To consider the Air Quality Annual Status Report.	Safer, Greener, Oxford	Jo Colwell, Environmental Sustainability Manager
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Supporting Local Communities	Vicky Trietline, Development Project Management Surveyor

8 OCTOBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Draft Local Plan	Yes	To present the draft Local Plan following public consultation on the preferred option.	Planning and Transport	Sarah Harrison, Senior Planner
The Sustainability Strategy	Yes	To consider the revised Sustainability Strategy, which will go to CEB for approval for public consultation.	Safer, Greener, Oxford	Mai Jarvis, Environmental Quality Team Manager

6 NOVEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Workplace Equalities	No	To consider the diversity of the council's workforce, and strategies in place to promote workplace equalities.	Customer Focussed Services	Helen Bishop, Head of Business Improvement
Quarter 2 Council Performance Report 2018/19	No	To consider the Council's performance for Quarter 2 of 2018/19.	Various	Liz Godin, Corporate Governance Manager
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.	Economic Development and Partnerships /	Tim Sadler, Director for Sustainable City

			Culture and City	
Review of Financial Inclusion Strategy	Yes	A report reviewing the first year of the three year Strategy agreed in 2017.	Economic Development and Partnerships	Paul Wilding, Programme Manager Revenue & Benefits

4 DECEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Monitoring grants to Community/Voluntary Organisations 2017/18	Yes	To monitor the reported achievements resulting from Community and Voluntary Grant allocations for 2017/18	Supporting Local Communities	Julia Tomkins, Grants & External Funding Officer
Planning Annual Monitoring Report 2017-2018	Yes	The AMR monitors the implementation of policies in the Core Strategy 2026 and the Sites and Housing Plan 2011-2026.	Planning and Transport	Amanda Ford, Principal Planner

FINANCE PANEL

4 JULY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
The Local implications of Brexit	No	To monitor and consider the impacts of Brexit on the Council and the local economy.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Quarterly Integrated Report, Finance & Performance Q4	Yes	Quarterly Integrated Report, including Finance, Performance Management and Risk	Finance, Asset Management	Anna Winship, Management Accountancy Manager

10 SEPTEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
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
Legal Services Income Generation	No	To consider the Council's income generation through Legal Services	Finance, Asset Management	Anita Bradley, Head of Law and Governance

Council Tax Reduction Scheme for 2019/20	Yes	To review the Council Tax Reduction Scheme	Finance, Asset Management	Paul Wilding, Programme Manager Revenue & Benefits
Treasury Management Annual Report	Yes	To consider the Treasury Management Performance Report	Finance, Asset Management	Bill Lewis, Financial Accounting Manager
Quarterly Integrated Report, Finance & Performance Q1	Yes	Quarterly Integrated Report, including, Finance, Performance Management and Risk	Finance, Asset Management	Anna Winship, Management Accountancy Manager

HOUSING PANEL

5 JULY - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
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
Quarterly Housing Performance Report	No	To review the quarterly performance report for Housing Services.	Housing / Leisure and Housing	Stephen Clarke, Head of Housing

11 OCTOBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Rent Guarantee Scheme Pilot Review	Yes	Review of the two year pilot to know if this pilot is to continue	Housing	David Rundle, Private Rented Team Leader
Draft Local Plan (Housing Policies)	Yes	To review the policies contained within the draft Local Plan.	Housing	Sarah Harrison, Senior Planner
Draft Repairs and Exemption Scheme Policy 2019	Yes	To seek approval from members to consult on proposed changes to the Repairs Exemption Scheme Policy relating to Council tenancies.	Housing	Bill Graves, Landlord Services Manager

COMPANIES PANEL

The Companies Panel will meet prior to meetings of the Shareholder Groups. Provisional dates for the Companies Panel are outlined below.

26 JULY 2018

11 SEPTEMBER 2018

25 OCTOBER 2018

12 DECEMBER 2018

3 JANUARY 2019

FORWARD PLAN

June 2018 – April 2019

CEB: 11 JULY 2018

ITEM 10: ID: I019355	APPROVAL TO PLACE CONTRACT FOR COVERED MARKET ROOF WORKS Report Status: Confirmed for this meeting
To seek CEB approval to place contract for Covered Market roof works.	

ITEM 11: ID: I019172	CHILDREN AND YOUNG PEOPLE'S STRATEGY Report Status: Confirmed for this meeting
The children and young people's strategy has been consulted on and adjustments have been made. This is the final version that needs to be approved by the City Executive Board.	

ITEM 12: ID: I019402	RE-COMMISSIONING OF HOUSING ADVISORY CONTRACT Report Status: Confirmed for this meeting
A report seeking approval for the re-commissioning of an independent housing advisory contract from October 2018.	

COUNCIL 23 JULY

CEB: 14 AUGUST 2018

ITEM 13: ID: I019235	COURT PLACE FARM CAR PARK Report Status: Provisional: Decision reliant on another action or process
To implement parking controls at Court Place Farm car park.	

ITEM 14: ID: I019158	CITY WARD BOUNDARY REVIEW - BOUNDARY COMMISSION'S INITIAL PROPOSALS FOR COMMENT Report Status: Provisional: Decision reliant on another action or process
The Boundary Commission will publish its draft proposals on a new ward scheme for Oxford. The Council is invited to comment.	

ITEM 15: ID: I019076	QUARTERLY INTEGRATED REPORT, FINANCE & PERFORMANCE Q1 Report Status: Confirmed for this meeting
Quarterly Integrated Report, including, Finance, Performance Management and Risk	

CEB: 18 SEPTEMBER 2018

ITEM 16: ID: I019103	CONSULTATION ON THE WOLVERCOTE NEIGHBOURHOOD PLAN Report Status: Provisional: Decision needs further consideration or information
This item to be submitted to CEB for approval that the correct documents have been submitted to meet the legal tests for the formal submission of the Wolvercote Neighbourhood Plan to go out or public consultation and then Examination.	

ITEM 17: ID: I017364	COUNCIL TAX REDUCTION SCHEME FOR 2019/20 Report Status:
To review the Council Tax Reduction Scheme	

ITEM 18: ID: I015525	TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2017/18 Report Status: Confirmed
The Treasury Management Performance Report 2017/18 is submitted twice a year: · December 2017 – the position at the 30 September 2017 (Half Year) · September 2018 – the position at 31 March 2018 (Full Year)	

ITEM 19: ID: I019388	DRAFT REPAIRS EXEMPTION SCHEME POLICY 2019 Report Status: Confirmed for this meeting
To seek approval from members to consult on proposed changes to the Repairs Exemption Scheme Policy relating to Council tenancies.	

COUNCIL 01 OCTOBER CEB: 16 OCTOBER 2018

ITEM 20: ID: I015077	SUSTAINABILITY STRATEGY 2017 Report Status: CEB: Provisional: Decision needs further consideration or information Council: Provisional: Decision needs further consideration or information
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 21: 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 22: 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	

CEB: 14 NOVEMBER 2018

ITEM 23: 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 24: ID: I019077	QUARTERLY INTEGRATED REPORT, FINANCE & PERFORMANCE Q2 Report Status: Confirmed for this meeting
Quarterly Integrated Report for Finance, Performance and Risk	

ITEM 25: ID: I019075	REVIEW OF FINANCIAL INCLUSION STRATEGY Report Status: Confirmed for this meeting
A report reviewing the first year of the three year Strategy agreed in 2017.	

ITEM 26: ID: I019200	UPDATE ON COMMUNITY FACILITIES WHICH HAVE CONCESSIONARY RATES Report Status: Provisional: Awaiting further information, advice or input.
The Community Leases Report to CEB in June 2017 proposed that each autumn officers and members should meet with groups that have a community lease to discuss the progress and challenges they have had over the past year and the plans for the year ahead, including opportunities for external funding. This report summarises those meetings so elected members are fully updated on how these subsidies are being used.	

COUNCIL 26 NOVEMBER

CEB: 18 DECEMBER 2018

ITEM 27: 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	

ITEM 28: ID: I019079	DRAFT CONSULTATION BUDGET 2019/20 Report Status: Confirmed for this meeting
Draft budget for consultation for 2019/20	

ITEM 29: ID: I019413	ANNUAL MONITORING REPORT 2017-2018 Report Status: Confirmed for this meeting
The AMR monitors the implementation of policies in the Core Strategy 2026 and the Sites and Housing Plan 2011-2026. Performance against Core Strategy Sustainability Appraisal Targets is also assessed.	

CEB: 22 JANUARY 2019

COUNCIL 28 JANUARY

CEB: 12 FEBRUARY 2019

ITEM 30: ID: I019081	CAPITAL STRATEGY Report Status: Confirmed for this meeting
Capital strategy update	

ITEM 31: ID: I019080	BUDGET 2019/20 Report Status: Confirmed for this meeting
Budget 2019/20	

ITEM 32: ID: I019078	QUARTERLY INTEGRATED REPORT, FINANCE & PERFORMANCE Q3 Report Status: Confirmed for this meeting
Quarterly Integrated Report: Finance, Performance and risk	

COUNCIL 13 FEBRUARY
CEB: 13 MARCH 2019
CEB: 10 APRIL 2019

Performance Summary Scrutiny Committee

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

Trends compare relative performance with







Prd: previous month










Prev Year End: previous March













Mar-2018

Year on Year: the same period from the previous year





Measure		Owner	Result 2016/17	Latest Data	Year End Target 2017/18	RAG	Trends		Comments
Ref	Description			Result			Prd	Year on Year	
BI002a	BI002a: The number of training places and jobs created as a result of Council investment and leadership	Nigel Kennedy	1,009 Number	108 Number	1,100 Number	R			Final figures based on capital spend of £38m and jobs/training places related to council social value contracting/third party community employment plans agreed through planning permissions.
BIT019i	BIT019i: % all contact carried out online	Helen Bishop	34.1%	38.5%	36.0%	G			The end-of-year target of 36% was exceeded despite declining performance from Sept 2017 onwards.
FN033	FN033: Delivery of the council's cost savings and income targets	Nigel Kennedy	£1,749,000	£1,558,498	£1,558,498	G			All measures have been met as set and agreed
WR001	WR001: Number of people moved into work by the Welfare Reform Programme	Paul Wilding	70 Number	65 Number	42 Number	G			A strong year of supporting people into work, resulting in us exceeding the target by some way moving 65 people into work in 17-18.
BI001	BI001: The % of Council spend with local business	Amanda Durnan	35.00%	59.80%	54.00%	G			Change of suppliers to local suppliers on larger spend contracts has increased this percentage.
BV009	BV009: Percentage of Council Tax collected	Tanya Bandekar	97.87%	97.79%	98.20%	R			The result as at 31/03 was 97.79%. In cash terms we were £173k down on the challenging target of 98%. We collected £79.4m in 17/18, a figure that is 5% higher than in 16/17 (the collectable debit increased by 5.1%). With a full team, the section are confident they would have hit the target. It is our second best ever result, second only to the 97.87% achieved in 2016/17



Measure		Owner	Result 2016/17	Latest Data Result	Year End Target 2017/18	RAG	Trends		Comments	
Ref	Description						Prd	Year on Year		
28	CS001: The % of customers satisfied at their first point of contact	Helen Bishop	88.59%	86.67%	90.00%	R			<p>Customer satisfaction results in March achieved an overall satisfaction rating of 86.67% across all access channels.</p> <p>711 telephony customers provided feedback and rated satisfaction at 99.57%. 166 face to face customers rated satisfaction at 88.55% and 346 customers surveyed the Web and rated satisfaction at 59.25%. See below some of the key actions that have been raised via Govmetric website feedback with the relevant services. These will be followed up monthly to ensure relevant action is taken:</p> <p>Comments received asking why bulky waste collections cannot be done on-line. This has been raised with ODS and will be looked at when the new Bartek system goes live</p> <p>Elections to look at adding information on returning from proxy to normal vote on election pages</p> <p>Finance to review why it says payments can be made by cheque</p> <p>HR to update pages regarding Apprenticeships as currently relates to 2016</p> <p>Parks Team to look at whether photos of rats and mice could be uploaded to pages to show differences</p> <p>Investigating whether it would be useful to add on to car park pages what facilities are available toilets, etc</p> <p>For March's results both our telephony and web survey results were ranked in the Top 10 of the Gov-Metric league which benchmarks survey results across 70 different council's. Telephony was 2nd and web 7th</p>	
	BI001	BI001: The % of Council spend with local business	Amanda Durnan	35.00%	59.80%	54.00%	G			Change of suppliers to local suppliers on larger spend contracts has increased this percentage.
	BIT021	BIT021: Number of authorised procurement practitioners in Service Areas	Amanda Durnan	31 Number	24 Number	45 Number	R			A reduction in trained staff has been seen due to staff turnover. Regular training is in progress

Measure		Owner	Result 2016/17	Latest Data Result	Year End Target 17/18	RAG	Trends		Comments
Ref							Prd	Year on Year	
CS025	CS025: Percentage of Business Rates Collected	Tanya Bandekar	97.87%	96.40%	99.00%	R			The result at 31/03 was 96.04% that was as expected well short of the challenging target of 99%. Over the last quarter of the year the collectable debit rose by some £2.3m. Most of this debit was in respect of the Westgate development. With the resources available it was not possible to collect that debit within the timescale. Excluding new assessments and other rateable value increases notified after mid-Feb, the collection rate works out at 98.14% that is an improvement on last year's 31/03 result of 97.87%.
29	CS054: Time taken to determine DHP applications	Paul Wilding	Not Recorded	11 Working Days	10 Working Days	R			Target just missed on the 10 day assessment target. Meeting this target was increasingly difficult in the later months of the year due to the increasing number of UC DHP applications. These applications require more evidence verification and requires waiting for UC to be assessed in the first 5 weeks, causing knock on delays with DHP. Please note the average DHP was still assessed within 10 working days, its just the average number of days taken comes to 10.9
LP187	LP187: Effective delivery of the capital programme: development milestones achieved	Ian Brooke	88%	82%	81 %	G			Quarry Pavilion Complete Florence Park tennis courts complete SOCC work complete Horspath on programme Barton Fit Trail complete Barton CC works started as planned in march
WR002	WR002: Customers supported to remove barriers to employment	Paul Wilding	216 Number	229 Number	234 Number	R			Just short of reaching target, 229 interventions made by the team, to support people into work. This can be attributed to more people moving into work so fewer interventions needed, and the focus of the team on budgeting support in the second half of the year due to UC rollout.
WR003	WR003: Customers supported to improve financial capability	Paul Wilding	85 Number	198 Number	100 Number	G			Target easily met this year; this is due to the rollout of UC requiring the team to switch focus to the Springboard service, supporting customers with budgeting on UC.

Measure Ref		Owner	Result 2016/17	Latest Data Result	Year End Target 17/18	RAG	Trends		Comments
							Prd	Year on Year	
NI191	NI 191: The amount of non-recyclable waste produced in the city per household decreases each year	Geoff Corps	382.86 kgs	365.30 kgs	421.00 kgs	G			Lots of work is being carried out to reduce refuse waste and increase recycling across the city.
NI192	NI192 Household waste recycled and composted (YTD)	Geoff Corps	49.89%	50.84%	48.50%	G			Lots of work is being carried out to reduce refuse waste and increase recycling across the city.
NI195a	NI195a Percentage of streets with litter levels that fall below Grade B (YTD)	Geoff Corps	0.00%	0.00%	1.75%	G			Year to date 0 out of 960 streets inspected were below grade B. In March none of the 80 streets were below grade B.
NI195b 30	NI195b Percentage of streets with detritus levels falling below Grade B (YTD)	Geoff Corps	0.00%	0.00%	3.00%	G			Year to date 0 out of 960 streets inspected were below grade B. In March none of the 80 streets were below grade B.
NI195c	NI195c Percentage of streets with Graffiti levels falling below Grade B (YTD)	Geoff Corps	0.00%	0.00%	1.00%	G			Year to date 0 out of 960 streets inspected were below grade B. In March none of the 80 streets were below grade B.
ED002	ED002:Implementation of measures to reduce the city council's carbon footprint by 5% each year	Paul Robinson	254 Tonnes	461 Tonnes	452 Tonnes	G			Progressing towards appointment of supplier for Solar Car Port installation at Leys Leisure Centre. Developing the case for other Solar projects across estate – inc Seacourt P&R car ports; Cutteslowe Depot, Barton Pool car park car ports. SAC LED lighting upgrade order placed – work to commence imminently. Working towards ISO50001 Energy Management System for SAC and Town Hall. Energy bureau work – closed queries (avoided energy/water spend from spotting billing errors) – 126 closed queries to date this financial year with total value of £30,744.08

Measure		Owner	Result 2016/17	Latest Data	Year End Target	RAG	Trend		Comments
Ref				Result	17/18		Prd	Year on Year	
NI157a	NI 157a Processing of planning applications as measured against targets for major application types	Patsy Dell	Not Recorded	100.0%	70.0%	G			Performance is exceeding target.
NI157b	NI 157b Processing of planning applications as measured against targets for minor application types	Patsy Dell	Not Recorded	94.0%	80.0%	G			Performance is exceeding target.
NI157c	NI 157c Processing of planning applications as measured against targets for other application types	Patsy Dell	Not Recorded	90.0%	80.0%	G			Performance is exceeding target.
31									
LP119	LP119: The number people taking part in our youth ambition programme	Ian Brooke	6,202 Number	6,022 Number	6,000 Number	G			The program has exceeded its target this year. The summer holiday activities including those that are funded have generally been more successful this year which is due in part to better advertising and promotion of these. We have undertaken a mock audit with the National Youth Agency of our services in October with positive feedback and areas for improvement. We have delivered a 'working together'; event with key partners that work with young people across the City this has been very successful and young people were involved in the planning and delivery of this event. December and January have been very quiet which in part may be down to the poor weather. However the figures in February and March have improved.
PR002	PR002: Proportion of appeals allowed % on major developments averaged over 2 years	Patsy Dell	Not Recorded	0%	5%	G			Performance is exceeding target

Measure		Owner	Result 2016/17	Latest Data	Year End Target 17/18	RAG	Trends		Comments
Ref				Result			Prd	Year on Year	
CS003	CS003: Customer calls answered on the council's main telephone service lines without hanging up	Helen Bishop	93.77%	95.49%	95.00%	G			18,617 calls were offered into the Contact Centre. We answered 17,778 calls which equates to 95.49% of calls in the month, receiving 3302 more calls than February and 1635 calls less than the same period last year. Compared to February we received an additional 1381 Council Tax calls and 363 Benefit calls due to the impact of the bills going out. We managed this high impact period well by reducing holiday allowance, offering overtime and not planning any training. We finished the year with an answered call rate of 93.79%
PC027 52	PC027: Increase the number of people engaging with the Council's social media accounts	Mish Tullar	3,519 Number	97,013 Number	86,000 Number	G			<p>This is the largest monthly increase in followers so far in 2018.</p> <p>The increase in followers is largely driven, as ever, by the corporate accounts, which accounts for almost 900 of the 1,522 new followers.</p> <p>The accounts for the City Council's buildings – Oxford Town Hall, Museum of Oxford, East Oxford CC, etc – are also performing well, particularly the Oxford Town Hall Instagram account.</p> <p>We have five social media accounts that have seen falls in followers over the last six months: Ping! Oxford's Twitter (-1%) and Facebook (-1%) accounts; Tenancy Involvement's Twitter (-2%) and Facebook (-3%) accounts; and the Dancin' Oxford's Instagram account (-2%)</p>

Measure		Owner	Result 2016/17	Latest Data	Year End Target 17/18	RAG	Trends		Comments
Ref				Result			Prd	Year on Year	
CH001	CH001: Days lost to sickness	Paul Adams	7.59 days	8.69 days	6.00 days	R			<p>The period 12 out-turn absence rate excluding long-term absence was 2.21 days per FTE; when combined with long-term sickness the overall absence rate for 2017/18 was 8.69 days per FTE, which is considerably above the target rate for the year of 6 days per FTE. Although disappointing, the overall rate is below benchmark data from the Chartered Institute of Personnel and Development (CIPD) that indicates that the average sickness absence rate for public sector organisation is over 9 days per FTE. Discussions are taking place with the Council's new Occupational Health Service provider, People Asset Management Limited (PAM) regarding targeted interventions in a number of service areas to identify improvements in casework management practice such as: using referrals at an earlier stage in managing sickness casework; support/guidance around the referral process and challenging ambiguous fit notes received from GPs; and, the toolkits available on the PAM website. Otherwise sickness casework continues to be closely monitored and managed in accordance with the Attendance Management Policy, with appropriate escalatory action and OHS referrals taken when required.</p> <p>As part of the work of the Health & Safety committee, it was clear that there was a need to review the impact of stress, depression, anxiety and mental health in the workforce and to identify potential organisational responses to support and manage people impacted by these issues. It is clear from our own data and from current research (including Health & Safety Executive) that these issues have a significant impact on organisational performance. A review was completed in April and the Council has agreed to adopt the Core Standards as set out in the Thriving at Work report (Lord Stevenson) and deliver a programme of work in the covering:</p>

								<ul style="list-style-type: none"> - Produce, implement and communicate a mental health at work plan. - Develop mental health awareness among employees. - Encourage open conversations about mental health and the support available when employees are struggling. - Provide employees with good working conditions and ensure they have a healthy work life balance and opportunities for development. - Promote effective people management through line managers and supervisors. - Routinely monitor employee mental health and wellbeing. <p>As part of this programme Mental Health Awareness sessions for managers commenced in early May.</p>
--	--	--	--	--	--	--	--	---

DRAFT CONTENT (PRIOR TO GRAPHIC DESIGN)

2017/18 Annual Report of Oxford City Council's Scrutiny Committee

Chair and Vice-Chair's Foreword

To follow



Councillor Andrew Gant, Chair, Scrutiny Committee 2017/18



Councillor Nigel Chapman, Vice Chair, Scrutiny Committee 2017/18

About the Scrutiny Committee

Most major Council decisions are taken by the City Executive Board, which is made up of ten elected councillors from the controlling political group. In operating this form of decision-making arrangement, the Council is required by law to have a Scrutiny Committee made up of elected councillors who are not on the Board.

The Scrutiny Committee acts as a counterweight to the City Executive Board, empowering twelve cross-party 'backbench' councillors to hold the Board to account for the decisions they take, and contribute to council decision-making. The Scrutiny Committee can also investigate any issue that affects the City or its residents, regardless of whether it is within the direct responsibility of the Board.

The work of Scrutiny helps to provide assurance that the Council is performing well, delivering value for money, and taking the best decisions it can to improve public services and the quality of life for the residents of Oxford.

Committee meetings are held almost every month at the Town Hall, and residents are encouraged to attend and address the Committee on any issues on the agenda. Generally, the Committee will consider a balance of forthcoming decisions to be made by the City Executive Board, and a number of other issues that are not necessarily the subject of a forthcoming decision, but merit further investigation.

Making the case for change

Importantly, for the Committee to be effective, it must produce well-reasoned evidence based recommendations to the Board concerning service improvement. The Committee has no power to require that decisions be revised, but a robust argument for change will go a long way in persuading the Board to review their decisions.

The Committee agrees a work plan at the start of each year which sets out the various topics and issues that councillors have chosen to focus on. Some of these issues are delegated to themed standing panels, which meet approximately five times each year, and to topical review groups where more detailed scrutiny is required over a series of meetings.

Summary of scrutiny activity during 2017/18

Member engagement

40% of non-executive members from across all political parties were involved in the scrutiny process.

Meetings

35 meetings were held in total:

- 11 Scrutiny Committee meetings
- 7 Housing Panel meetings
- 3 Finance Panel meetings
- 4 Budget Review Group meetings
- 4 Companies Panel meetings
- 6 Oxford Living Wage Review Group meetings.

Items

74 items were considered:

- 26 City Executive Board decisions
- 48 Other issues prioritised by Scrutiny

Reports

16 reports were presented to the City Executive Board including major reports on the Oxford Living Wage and the Council's budget and medium term financial strategy.

Recommendations

The total number of recommendations put to the City Executive Board was 86, with 95% of them being agreed or agreed in part.

Agreed	70	81%
Agreed in part	12	14%
Not agreed	4	5%

This represents a decrease on the number of recommendations made in previous years, which is in part due to temporary resource challenges in supporting the work of the Committee. Now that a full time Scrutiny Officer is in post, it is expected that the Committee will return to carrying out at least 3 review groups each year.

Parliamentary Review into Local Government Scrutiny

The Scrutiny function has been in place since the implementation of the Local Government Act 2000, and its practice has been interpreted widely and with varying degrees of effect nationally.

A recent review carried out by the Communities and Local Government Parliamentary Select Committee gathered a range of evidence from councillors, civil servants and scrutiny officers, and put forward a number of recommendations about how the scrutiny function could be improved and championed within local authorities. A review of the Select Committee's report shows that Oxford City Council is already compliant with many of the recommendations put forward; providing assurance that the Council's scrutiny arrangements are reflective of best practice. However, members are keen to review how the public can be better involved in the Scrutiny process, recognising that this is an area for improvement. Any outstanding areas for improvement will be brought forward for the Committee to discuss after HM Government has issued new guidance.

Call in

Call in is a statutory function that enables councillors to challenge decisions that have been taken before they are implemented. If a call in request from any 4 councillors or the Chair of Scrutiny is deemed valid, then the Committee will hear both sides of the argument and decide whether or not to refer the decision back to the City Executive Board (or individual councillors in the case of decisions about the use of ward member budgets), with reasons why the decision should be re-considered. During 2017/18 many important City Executive Board were subject to pre-decision scrutiny and there were no call-ins'.

Get involved

There are many opportunities for members of the public and representatives of organisations to get involved in the work of Scrutiny. The Committee would welcome an increase in the number of people attending to speak at its meetings, which are held at 6pm in the Town Hall (unless otherwise stated). Members of the public can:

- Attend meetings of the Scrutiny Committee, standing panels and review groups, except in instances where confidential information is to be discussed. Details of these meetings are displayed in the Town Hall and on our [website](#).
- Speak at a meeting on any agenda item with the prior agreement of the Chair. Please email democraticservices@oxford.gov.uk and give at least 24 hours' notice.
- Suggest a topic for Scrutiny to consider by completing and submitting a Work Plan [Suggestion Form](#).
- Raise issues with your local City Councillor and request that Scrutiny considers this as part of a Councillor Call for Action.
- Watch out for consultations, surveys and requests for evidence by registering at <http://www.oxford.gov.uk/consultation>.

Scrutiny Committee

Membership:

Councillor Andrew Gant (Chair)	Councillor Jennifer Pegg
Councillor Nigel Chapman (Vice-Chair)	Councillor Mark Lygo
Councillor David Henwood	Councillor Mark Ladbrooke
Councillor Mohammed Altaf-Khan	Councillor Lloyd-Shogbesan
Councillor James Fry	Councillor David Thomas
Councillor Steve Curran	Councillor Jamila Azad

The Scrutiny Committee is responsible for the overall management of the Council's scrutiny function. It decides which topics, issues and decisions will be considered and how. These items are all listed in an annual work plan which is agreed each summer and reviewed regularly during the year to take account of any emerging issues and upcoming City Executive Board decisions. An up to date copy of the Committee's Work Plan can be found on the [Council website](#).

The Committee also sets the remits and membership of its standing panels, which are themed sub-committees that consider all issues and decisions within their given remit. The Committee has agreed to continue with the Finance Panel and Housing Panel, which have been running for a number of years and are well established. In early 2017, the Committee also chose to set up a Companies Panel to oversee the Council's arm's length trading and housing companies, and the Committee opted to continue this arrangement for 2018/19.

A small number of issues prioritised by the Committee can be delegated to review groups for more detailed scrutiny. Review groups actively engage with partner organisations and expert witnesses before producing substantial evidence-based reports with recommendations. This year, a review group was set up to look at the promotion of the Oxford Living Wage, in addition to the annual review of the Council's budget and medium term financial strategy.

Approximately half of all the items Scrutiny has looked at this year were considered at meetings of the Scrutiny Committee. These included topical issues prioritised by councillors such as the use of Public Space Protection Orders, isolation in older people, devolution plans for Oxfordshire and equality and diversity in the Council's workforce. Among many items, a number of recommendations for tackling poor air quality were made and accepted by the City Executive Board, as well as recommendations for making the community grants process more accessible to underrepresented groups.

A significant proportion of City Executive Board decisions were also considered by the Committee, including annual decisions on safeguarding, the Discretionary Housing Payments Policy, community grant allocations and the Financial Inclusion Strategy.

The Committee also monitored Council performance on a quarterly basis and held the organisation to account when required. Key performance indicators that the Committee monitored related to job creation, customer satisfaction and homelessness.

The Committee would like to thank everyone who has played a part in the scrutiny process this year including scrutiny councillors, members of the City Executive

Board, council officers, representatives of partner organisations, expert witnesses and the public.

The Oxford Living Wage Review Group



“The idea of a ‘living wage’ originated in 2001 in east London – a product of discussions in civil society among low paid workers, faith groups and social justice campaigners that has been carried forward by trade unions, political parties, student campaigners and businesses themselves. Today, some 3000 organisations are proudly signed up to pay staff and contractors either the National ‘Real’ Living Wage or London Living wage.

In 2017, the Scrutiny Committee decided to carry out a comprehensive review of how the Council engages with partners and residents to promote the Oxford Living Wage (OLW), and evaluate our own record as an employer. This review in itself has been very positive and strengthened links among those in our city campaigning for an OLW. I offer my thanks to the members of the Review Group, the Living Wage Foundation, council officers, low paid workers themselves and those witnesses who gave their time so freely and spoke with such knowledge and passion. I trust that the Scrutiny Committee will continue to monitor the implementation of our important recommendations.” **Councillor Mark Ladbrooke, Chair of the Oxford Living Wage Review Group 2017/18**

Oxford is a dynamic and successful city with relatively low long term unemployment. However, the cost of living is higher than almost anywhere else in the UK, due to the very high cost of housing, which is out of step with local wages. The legal minimum wage is not considered to be enough for an individual or family to avoid living in poverty with all the ill effects that has. It has been almost 10 years since the City Council first adopted the OLW, set at 95% of the London Living Wage.

In 2017, the Scrutiny Committee resolved to set up a review group to consider how the Council can promote the implementation of the OLW across the City. Key issues the review group sought to explore included:

- What more the Council could do internally to promote the OLW
- Opportunities to encourage and incentivise contractors and local employers to pay the OLW?
- What more the Council could do to promote the OLW and make it unacceptable for employers in the city to not pay a living wage.

The Review Group’s findings and recommendations were informed by verbal and written evidence provided by a range of witnesses including low paid workers and their representatives, employers based in the city, faith groups, academics and other interested parties. The Review Group also carried out a survey, a literature review and desktop research.

They heard first hand from residents who are paid below the OLW, and about the positive impact the OLW could have on their quality of life. A major local employer also informed the discussion, explaining that the implementation of the OLW had the potential to create additional payroll cost pressures for them in the region of

£20m. During various addresses to the Review Group, it was clear that subcontractors in a variety of organisations and were often paid below the OLW.

The Review Group received a wealth of evidence from a variety of sources. The Review Group heard from an academic that there was evidence that high rental costs were causing people to leave the City, not least because these costs have increased while many benefits have decreased in real terms. Key data and information of interest to the Review Group included:

- 60% of people living in poverty in the UK are in working households
- 21% of UK jobs pay less than the Real Living Wage (which is promoted by the Living Wage Foundation and based on the cost of living in the UK outside of London)
- Women (26%) are more likely than men (16%) to earn less than the Real Living Wage, with the level of low pay being particularly acute among young adults.
- 20% of children in Oxford live in poverty, which is higher than the average for England and rises to 25% when adjusted for housing costs.
- The 2018 Joint Strategic Needs Assessment for Oxfordshire showed that men in the most deprived areas of the city typically live nearly 15 fewer years than those in the most affluent areas.

Based on the wealth of evidence received, the Review Group concluded that the City Council should reaffirm its commitment to paying the OLW to directly employed, agency and contracted staff. However, the challenge is to encourage and influence more employers in the City to pay the OLW at £9.69 an hour for 2018/19. The Review Group was unable to secure a clear picture of how many employers in the City payed above the OLW, but it was clear that there was room for improvement. . In concluding their work, the Review Group put forward 15 recommendations to the City Executive Board.

The City Executive Board agreed to fully implement 11 of the recommendations and 4 in part. Principally, the recommendations adopted by the City Executive Board related to:

- Holding an annual event with business leaders, where the OLW will be promoted.
- Strengthening obligations on Council suppliers to provide the OLW.
- Having a nominated City Executive Board Member and council officer to lead in promoting and monitoring the implementation of the OLW.
- Ensuring the Council remains a fully accredited living wage employer.

Companies Panel

Membership:

Councillor James Fry (Chair)

Councillor Andrew Gant

Councillor David Henwood

Councillor Craig Simmons

Councillor Nigel Chapman



“The City Council has created two wholly Council-owned groups of companies in response to restrictions upon the ability of Council services to generate external income and restrictions on the Council’s development of further Council housing. Over the past year, the Companies Panel has been undertaking a ‘check and balance’ function to the new arrangements to ensure the two groups of companies operate effectively and in the best interest of the residents of Oxford. The Panel’s recent review of proposed housing company policies on rents and lettings, and debt recovery, demonstrates the significant progress that has been made to date. Oxford Direct Services transferred to a company structure on 1 April 2018, and the Panel will oversee the company’s performance in the new council year and make recommendations to the Shareholder (members of the City Executive Board) where necessary.” **Councillor James Fry, Chair, Companies Panel 2017/18**

Last year, the most significant change affecting the operation of the Council was the establishment of two new groups of Council-owned companies. A group of housing companies was created to deliver new social and affordable housing and the Council also formed a group of Oxford Direct Services companies, which will provide a range of services directly to the Council and compete for work in the wider city economy. The housing companies plan to address the City’s housing need by building new housing with a range of tenures on Council owned land, whilst also providing a financial return to the Council. This reflects similar moves by other local authorities, and recognises a need for councils to become more agile and bold in addressing the challenges of the future, particularly in relation to securing long term funding solutions.

The two groups of companies are wholly-owned by the Council, but each is managed by a board of directors operating independently. The decisions taken by the Council as the owner of its companies are open to scrutiny and the Scrutiny Committee established the Companies Panel to perform this function. The Panel has made regular reports to the Shareholder since the companies were established.

In July 2017, the Companies Panel made a recommendation to the Shareholder that the benefits of the Oxford Direct Services companies are communicated effectively to the public, elected members and other Council employees. This is a critical recommendation that the Panel will continue to monitor over the coming years, to ensure that members and the public understand how the Council is investing its time and resources.

Over the past year, the Panel has had advance sight of reports to the Shareholder, and been given the opportunity to publicly air any comments on the formation and progress of the companies. To date, there has been a broad consensus between the

comments and recommendations made by the Panel, and the decisions and actions of the Shareholder.

Most recently, the Panel reviewed the proposed Rent and Lettings, and Debt Recovery policies. Critically, it was noted that the policies of the companies would fundamentally align to those of the City Council. Panel members voiced their concern over HM Government's ambition to introduce flexible fixed term tenancies, which will come into effect in the next few years. The Rent and Lettings Policy will need to be reviewed once the mandatory guidance is in place. However, for now, the Council will continue to offer lifetime tenancies in most circumstances.

Many of the recommendations made by the Companies Panel over the past year have related to the availability of information, and ensuring suitable metrics are in place to monitor progress and performance. The Panel has also asked questions about the robustness of the business plans, and highlighted to the Shareholder that they must be sensitive to future changes, for example to changes to inflation or interest rates. At the end of the municipal year, the Panel reviewed early plans to build up to 243 dwellings across a number of small development sites in the City, which might not otherwise have been taken on by private development companies. The Panel welcomed these plans but recently noted that there had been a reduction in the total number of housing units being delivered, due to planning restrictions. The number of houses being developed for outright sale accounted for the majority of this reduction, rather than Council housing or other affordable tenures.

The summation of the Panel's work has provided the Shareholder with a secondary assurance that the two groups of companies are developing in an efficient and transparent way, with the Panel providing appropriate oversight and useful recommendations when necessary.

Finance Panel

Membership:

Councillor James Fry (Chair)

Councillor Tom Landell Mills

Councillor Craig Simmons

Councillor Sian Taylor



*The National Audit Office recently found that local authorities overall had experienced a near 50% reduction in Central Government funding between 2010 and 2017, and the Council's own revenue support grant from HM Government will vanish entirely next year. The Council must continue to look at new and innovative ways of delivering its services to meet this challenge. This year, the Finance Panel has witnessed the Council's effectiveness in balancing the books through generating additional income from traded services and commercial property income, and may benefit in future from extra Business Rates income from the new Westgate Shopping Centre. At the same time, the Council has succeeded in making significant efficiency savings. **Councillor James Fry, Chair, Finance Panel 2017/18***

The Finance Panel has a role in overseeing and scrutinising the Council's financial performance and budgetary proposals. The Panel monitors Council spend throughout the year, considers selected financial issues and decisions, and conducts a detailed annual review of the Council's budget and medium term spending proposals.

Following the vote for Brexit on 23rd June 2016 and the triggering of article 50 on 29th March 2017, which signalled the commencement of Britain's exit from the European Union, the Finance Panel has requested biannual updates on how the Brexit process is affecting the local economy and the Council's own finances. The Panel noted that despite negative forecasts prior to the referendum, many of the concerns for the local economy are yet to materialise. However, nationally, inflation has risen, which together with a falling pound has had a negative impact on consumer confidence. Incidentally, the decline in the pound's value against the euro has resulted in an increase in European Social Fund money for the Council's Community Grants Programme.

Overall, there appears to be little immediate impact on the Oxford economy following the Brexit vote. Income flows from fees and charges to the Council have remained buoyant and borrowing costs remain low. Whilst negotiations between the UK and the EU are still underway, it remains to be seen how the national and local economic picture will change. This will only truly be known after the UK has left the EU.

Another priority area of work for the Panel was reviewing proposals for a revised Council Tax Reduction Scheme. The cost to the Council of providing a comprehensive Council Tax reduction for low income households will rise to at least £1.8m by April 2019 and this has been built into the Council's spending plans. The Panel supported the proposal to continue with the scheme rather than billing those who could not afford to pay. The Panel noted that the cost of the scheme is shared between the other precepting authorities; Thames Valley Police and Oxfordshire County Council.

The Panel conducted its annual review of the Council's budget proposals over the New Year period, questioning senior managers about budgetary changes and testing assumptions about spending levels, income targets and financial pressures. In addition to 14 recommendations concerning the level of Council Tax, local fees and partner engagement, the Panel also requested that it receives a report in the new budget setting cycle on the total value returned to the Council by the Oxford Direct Services companies, as well as the dividend payment, which will be subject to Corporation Tax. 11 of the 14 recommendations made by the Panel during the budget review process were accepted by the City Executive Board.

Other financial decisions scrutinised by the Panel included decisions on the Council's Treasury Management Strategy and investment property development opportunities. The Panel also reviewed the Council's quarterly financial reports to monitor spending and progress against savings targets.

Housing Panel

Membership:

Councillor David Henwood (Chair)

Councillor Angie Goff

Councillor Jennifer Pegg

Councillor Gill Sanders

Councillor David Thomas

Councillor Liz Wade

Geno Humphrey (tenant co-optee)



This year the Housing Panel has played a key role in scrutinising and making important recommendations in relation to housing, homelessness, empty buildings and Council's tower blocks. The panel hosted meetings which proactively encouraged input from landlords, listened carefully to the experiences of tower block residents, and invited representatives of the homeless community to share their experiences when reviewing the Housing and Homelessness Strategy. This has developed a cross-party work ethos which is celebrated as being inclusive and fair.

Sadly this year our valued colleague, Councillor Jennifer Pegg, passed away. Her input into many meetings has helped shape current council policy and she is dearly missed. The Panel will also miss contributions from Councillor Liz Wade and Councillor Gill Sanders who have stepped down this year after serving on the Council and the Housing Panel for many years. Next year, the Panel will face new challenges and adopt a pivotal role in reviewing the new Oxford Local Plan housing policies. It will continue to make further recommendations to improve living in Oxford.

Councillor David Henwood, Chair, Housing Panel 2017/18

Oxford is widely cited as one of the least affordable cities in the UK to rent or buy a home, making the affordability and accessibility to housing a challenging issue for the City and its residents. The unaffordability of housing also has the potential to exacerbate other socio-economic inequalities including poverty, educational attainment and access to health services. This housing crisis is causing increasing hardship for many people in the City, particularly the most vulnerable and lowest paid. Therefore, meeting local housing needs remains a priority for the Council. The Housing Panel is tasked by the Scrutiny Committee with considering all housing related matters and decisions in the interest of improving the local situation.

In response to the tragic events at Grenfell Tower, the Housing Panel commissioned an update on the work underway to test the fire safety standards of local tower blocks. The Panel heard from the Head of Housing that all five tower blocks within the city limits had already been retrofitted with sprinkler systems before the Grenfell tragedy. At the time this work was undertaken, retrofitting was rare among tower blocks nationally. The Panel welcomed feedback from the public at the same meeting concerning the adequacy of the national fire safety testing system, and the level of affordable housing in the area. Residents understandably had major concerns and wanted to know what was happening following the Grenfell disaster. The public were assured that the Oxfordshire Fire and Rescue Service had recently inspected all Oxford tower blocks and concluded that they were safe. It was clarified that the cladding systems on Oxford's tower blocks were not the same as those on Grenfell Tower, but nevertheless the Council took the decision to replace the

cladding on two of its tower blocks which had a similar rain screen material to that used on Grenfell.

The Council committed in the region of £1.8m to fund homelessness prevention activities in 2018/19. In March 2018, the Panel reviewed the allocation of these funds, and were satisfied with the proposal. Notably, £150,000 has been allocated over the next two years to support the work of the City Conversation; a partner led initiative to tackle homelessness across the City. The Panel will continue to monitor how this money is used, and has requested an update on the progress of the City Conversation, and the development of a Homelessness Charter. Oxford City Council was recently the first local authority in the county to be awarded the Gold Standard by a national homelessness prevention service. Unfortunately, there continues to be a rise in the number of people rough sleeping locally and nationally, and this will continue to feature as a priority in the Housing Panels future work plan.

The Housing Panel reviewed the City Executive Board's proposed Tenancy Strategy and Policy in early 2018. Despite pending regulations as part of the new Housing and Planning Act 2016, which mandate local authorities to offer flexible fixed term tenancies to new tenants, the Housing Panel and City Executive Board were of the view that until such a time regulations are introduced, the Council should continue its offer of lifetime tenancies for council tenants. The Housing Panel will revisit this matter when further guidance is issued to ensure the Council's tenancy offer is the best it can be, within the regulations.

Other topical housing issues prioritised for scrutiny included the management of void council properties, university housing needs, the Housing Assistance and Disability Adaptations Policy, tenant involvement and the numbers of households in temporary accommodation. The Panel also reviewed the Council's housing performance reports to monitor issues such as homelessness and rent collection rates.

The year ahead

The Scrutiny Committee has re-elected Councillor Andrew Gant as Chair for the 2018/19 Council year and Councillor David Henwood has been elected Vice-Chair. He replaces Councillor Nigel Chapman, who has joined the City Executive Board as the Board member for Customer Focused Services. The Committee also welcomes new members of the Committee in Councillors; Alex Donnelly, Lubna Arshad, Nadine Bely-Summers, Hosnieh Marbini, and Christine Simm. Returning members to the Committee are Councillors; Mohammed Altaf-Khan, James Fry, Pat Kennedy and Craig Simmons.

The new Committee has recently prioritised a review focused on [insert review topic], which will be led by Councillor [insert name]. This review will consider [insert scope]. The Committee will continue to scrutinise decisions of the City Executive Board, and a number of new issues affecting the City have been included in the Scrutiny Work Plan, including; the impacts of the Westgate Shopping Centre, preparation for the 2020 zero emission zone and the Draft Local Plan. The Committee has also re-appointed the Finance, Companies and Housing Standing Panels for another year, with more members involved in these groups than ever before.

Councillor James Fry has been reappointed as Chair of the Finance Panel. The Panel will again undertake a detailed annual review of the Council's budget proposals early in the New Year and will monitor financial performance and decisions through the year. The Companies Panel is also chaired by Councillor James Fry and will continue to consider the progress of the Council's wholly owned housing companies and Oxford Direct Services companies.

The Housing Panel is chaired by Councillor David Henwood. The Panel will look at a number of important housing decisions such as the implementation of the Council's Housing and Homelessness Strategy and the recommissioning of the Housing Advisory Contract which provides frontline advice to those at risk of homelessness. The Panel will also revisit a number of housing and landlord issues such as the Council's Great Estates investments and making better use of the Council's garage assets.

Contact us

Scrutiny Officer, St. Aldate's Chambers, 109 St. Aldate's, Oxford, OX1 1DS; tel: 01865 252191; email: democraticservices@oxford.gov.uk

This page is intentionally left blank

Scrutiny recommendation tracker 2018/19 – June 2018

13 June CITY EXECUTIVE BOARD

Fusion Lifestyle Annual Service Plan and Performance Dashboard

Recommendation	Agree?	Comment
1. That the overall visitor numbers target set for Fusion Lifestyle leisure centres is reviewed to take account of emerging market pressures. Despite previous years of success, consideration should be given to whether the 3% year on year increase remains realistic and achievable.	No	The new year has started positively and we are still ambitious for the contract so would want to stick with the current targets.
2. That an action plan is developed to address the decline in the total number of visits recorded and is made available to members for review.	Yes	The Annual Service Plan is very much this plan and all the actions are targeted are getting more people active in our centres.
3. That quarterly quantitative data is made available (which the Scrutiny Committee will monitor) to enable the Council to better understand Fusion Lifestyle's performance in additional key areas, such as the proportion of calls answered, trends in staffing numbers and turnover, and responsiveness to repairs.	In part	We will review what information can be added to the Council's quarterly performance report.
4. That further marketing, publicity and engagement activities are undertaken to raise awareness of swimming opportunities and concessions for u17s, older people, and members of the BAME community. Specifically, there should be more engagement at a local level, such as with schools and playgroups in the Hinksey Park area to promote learn to swim initiatives, and make better use of the outdoor pool.	Yes	We have a detailed marketing plan and the headlines are included in the Annual Service Plan. However, we will further review how we can increase attendance in target groups.

51

Agenda Item 9

Safeguarding Annual Report 2017/18

Recommendation	Agree?	Comment
<p>1) That the Council works with partners, such as the Oxfordshire Safeguarding Board, to gather data on the number of school aged children that receive face to face safeguarding awareness training, such as that delivered by the youth ambition team, to better understand the reach of safeguarding work in Oxford. Once collated, this should be shared with partners such as the Children's Trust, together with any evaluation and analysis.</p>	Yes	<p>The City Council will work with the Local Authority Designated Officer (LADO) in the County Council to collate, evaluate and analyse data on safeguarding awareness training in Oxford City Schools, which can then be shared with partners as soon as it available later this year, and will be included in the 2019 Safeguarding Report for review by Scrutiny.</p> <p>Safeguarding in schools is addressed in the curriculum under PSHE (personal, social, health and economic education), and any additional safeguarding training and the focus of that training is down to the individual school to commission. A programme of protective behaviours work with schools is being developed by the Kingfisher Team for deployment in the 2018/19 academic year.</p> <p>Schools in Oxfordshire submit an annual safeguarding report to the LADO in which they are asked if safeguarding is covered in the curriculum. They can then add comments and provide further information on the training that has taken place.</p>

Modern Slavery Act Transparency Statement 2017/18

Recommendation	Agree?	Comment
<p>That consideration is given to whether the Council's Modern Slavery Transparency Statement should be amended to include reference to the Council's wholly owned companies, highlighting that as separate entities they may also have their own statements.</p>	Yes	<p>Oxford Direct Services and Oxford City Housing Ltd – Oxford City Council's wholly owned companies have agreed to adopt Oxford City Council's Modern Slavery Transparency Statement within their policies once approved by their individual Boards through their own processes. Reference will be made to the Council's wholly owned companies in the Council's Modern Slavery Statement.</p>