

Agenda

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City Executive Board

Date: **Monday 27 November 2017**

Time: **2.30 pm**

Place: **Council Chamber, Town Hall**

For any further information please contact:

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City Executive Board

Membership

Chair	Councillor Bob Price	Corporate Strategy and Economic Development
	Councillor Ed Turner	Finance, Asset Management
	Councillor Susan Brown	Customer and Corporate Services
	Councillor Tom Hayes	Community Safety
	Councillor Alex Hollingsworth	Planning and Regulatory Services
	Councillor Mike Rowley	Housing
	Councillor Dee Sinclair	Culture and Communities
	Councillor Linda Smith	Leisure, Parks and Sport
	Councillor John Tanner	A Clean and Green Oxford
	Councillor Marie Tidball	Young People, Schools and Public Health

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AGENDA

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| 2 | DECLARATIONS OF INTEREST | |
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| 7 | CITY WARD BOUNDARY REVIEW 2018 | 7 - 76 |

Lead Member: Councillor Bob Price, Leader

The Electoral Registration Officer has submitted a report to brief the City Executive Board on the ward boundary review and ask it to recommend a council size to the Local Government Boundary Commission for England.

Recommendation: That the City Executive Board resolves to propose a council size of 48 councillors to the Local Government Boundary Commission for England.

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| 8 | REVIEW OF PARLIAMENTARY BOUNDARIES 2018 - REVISED PROPOSALS | 77 - 82 |
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Lead Member: Councillor Bob Price, Leader

The Electoral Registration Officer has submitted a report to ask the City Executive Board to consider the revised proposals of the Boundary Commission for England on parliamentary boundaries as they affect Oxford.

Recommendations: That the City Executive Board resolves to:

1. **Agree** to support of the revised proposals of the Boundary Commission for England on parliamentary constituency boundaries, as they affect Oxford;
2. **Consider** the Commission's proposals on the names of the two new constituencies

9 MINUTES

Recommendation: That the City Executive Board NOTES the minutes of the meeting held on 21 November 2017 as a true and accurate record.

10 DATES OF FUTURE MEETINGS

Meetings are scheduled for the following dates:

- 19 December
- 23 January
- 13 February
- 20 March
- 17 April

All meetings start at 5pm

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.

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To: City Executive Board
Date: Date of the meeting: 27th November 2017
Report of: Electoral Registration Officer
Title of Report: City Ward Boundary Review 2018

Summary and recommendations	
Purpose of report:	To brief the City Executive Board on the ward boundary review and ask it to recommend a council size to the Local Government Boundary Commission for England
Key decision:	Yes
Executive Board Member:	Councillor Bob Price, Leader
Corporate Priority:	None
Policy Framework:	None
Recommendation: That the City Executive Board resolves to:	
Propose a council size of 48 councillors to the Local Government Boundary Commission for England.	

Appendices	
Appendix 1	City Boundary Working Group Submission on council size
Appendix 2	Risk Register

Introduction

1. The Boundary Commission for England has instigated a review of the City's ward boundaries. A review can be triggered when the electoral imbalance between wards is greater than 10%. This is now the case in Oxford, almost exclusively caused by the fall in registration rates following the introduction of individual electoral registration in 2014.

Stages of the review

The review is carried out in six stages:

Stage	Timing	Function
Preliminary	June–December 2017	Commission briefs interested parties about the review and ask the Council to make a recommendation on council size.
Stage One	9 th Jan-19 th March 2018	The Commission will publish a council size it is minded to recommend and invite ward proposals based on that council size.
Stage Two	8 th May-16 th July 2018	The Commission will publish a draft ward scheme for consultation.
Stage Three	4 th September 2018	The Commission will publish its final recommendations.
Stage Four	October-December 2018	The Commission's draft order giving effect to its recommendations is laid in both houses of parliament. Parliament can either accept or reject the recommendations. It cannot modify them.
Stage Five	May 2020	The new electoral arrangements will come in to force.

We are currently at the preliminary stage (deciding our recommended council size). This stage only involves the Commission and the Council and is not put out for general consultation.

Cross-party working group

2. A cross-party member working group has been set up in order to make recommendations to the Board. The Working Group has met several times and has come to an agreement on its recommended council size and the development of the Council's submission.
3. The Working Group recommends a council size of 48. It believes that the current council size is adequate to enable members to perform both their duties as members of the council and work within their wards.
4. The Working Group's draft submission to the Commission is attached as Appendix 1.

Financial implications

5. There are no financial implications.

Legal issues

6. There are no legal implications.
7. Level of risk

A completed Risk Register is attached at Appendix 2.

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Background Papers: None

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Submission to the Local Government Boundary Commission for England

Review of ward boundaries in Oxford

Preliminary stage: Council size

Part 1: Governance and Decision Making – How does the Council manage its business and take decisions across its full range of responsibilities?

Leadership

<p>1.1 What kind of Governance arrangements are in place for the authority?</p>	<p>The Local Government Act 2000 introduced a requirement for local authorities to move to one of three new political management structures which included the separation of executive and non-executive arrangements. The objective was to deliver greater efficiency, transparency and accountability in the decision making process. The decision makers and senior officers were to be held to account in public by Overview and Scrutiny Committees.</p> <p>Oxford City Council opted for the Leader and Cabinet model form of governance and set a strong and engaged scrutiny function.</p> <p>The Local Government and Public Involvement in Health Act 2007 required all local authorities to review their Executive arrangements. The Council was required to review its arrangements by 31 December 2010 with any changes being implemented within three days.</p> <p>The Council formally adopted the new Executive arrangements, namely the “Strong Leader” model form of governance on the 30 June 2010.</p>
<p>1.2 How many Executive Members are there?</p>	<p>There are 10 Executive Members as follows:-</p> <ul style="list-style-type: none"> ▪ Corporate Strategy and Economic Development ▪ Finance, Asset Management and Public Health ▪ Housing ▪ Planning and Regulatory Services ▪ Culture and Communities ▪ Leisure, Parks and Sport ▪ Community Safety ▪ Customer and Corporate Services ▪ A Clean and Green Oxford ▪ Young People Schools and Skills <p>The Leader is supported by 2 Deputy Leaders, 1 of whom takes on the statutory role.</p> <p>Full details of the Executive Member responsibilities are set out at Appendix 1.</p>

<p>1.3 Describe how an executive member carries out his/her work on a day to day basis.</p>	<p>In addition to reading and researching reports, the day-to-day work includes:</p> <ul style="list-style-type: none"> ▪ regular briefings with the heads of service within their portfolio and directors. ▪ meetings of the Executive ▪ leading on meetings with key partners and stakeholders ▪ involvement in internal panels, working groups and steering groups supporting specific projects/ work streams ▪ meetings of outside bodies ▪ ward work and surgeries ▪ attending community groups as and when requested within their specific area of responsibility ▪ responding to questions from members of the public and other councillors at Full Council and meetings of the Executive ▪ leading briefing sessions for councillors ▪ providing political leadership on the development of reports and recommendations as they come forward to the Executive for consideration ▪ responding to emails from officers seeking guidance ▪ dealing with media enquiries and social media supported by a communications team and providing a profile for the Council on issues. ▪ reading reports and documents
<p>1.4 To what extent are decisions delegated to executive members or are most decisions taken by the full executive? What is the volume of decisions taken? How many decisions are taken by officers?</p>	<p>All decisions are made collectively by the Executive. As a Strong Leader, the Leader can withdraw decisions from the Executive to make him/herself (this is made clear in our constitution) but in practice this does not happen.</p> <p>Executive members do not make single-member decisions, officers make all the day-to-day decisions under a detailed scheme of delegation.</p>

<p>1.5 Do executive (or other) members serve on other decision making partnerships, sub-regional or national bodies?</p>	<p>The Leader, Executive members and non-executive members are appointed to a wide range of bodies, some of which are national but many are local.</p> <p>All of these meet on a regular basis at varying intervals.</p> <p>In addition, Members also represent the Council on various outside bodies, details can be found at Appendix 2.</p> <p>In 2014 the Council agreed to be part of a Joint Executive Committee called the Growth Board. The Growth Board is made up of voting members from the Oxfordshire authorities and other non-voting partners such as the university and business. This was set to facilitate collaboration on economic development, strategic planning and growth.</p>
<p>1.6 Is the role of the executive member considered to be full time?</p>	<p>The role of the City Council, its ambitions and its challenges are significant and are known to be of national importance. The role requires a very significant time input by members but there is no full time requirement.</p> <p>The role of the Leader of the Council is particularly demanding and the current leader has recently decided to expand the Political Leadership Team to include two Deputy Leaders.</p> <p>Oxford and Oxfordshire are national drivers for economic growth and the demands that this places in terms of partnership working and innovation is significant across most portfolios.</p>
<p>Regulatory</p>	
<p>1.7 How does the Council discharge its regulatory functions? How many members are involved in committees?</p>	<p>The Council discharges its regulatory functions through the following committees:-</p> <p><u>Planning Committees</u></p> <p>There are 2 Area Planning Committees determining planning applications that fall within allocated wards and are not delegated to officers. They meet at least monthly with programmed overspill meetings each month.</p> <p>There are 2 call-in processes:</p> <ul style="list-style-type: none"> those applications delegated to officers (with some minor exceptions) - 4 members within the consultation period can call an application to an Area Planning Committee. those applications that have been decided upon by an Area Planning

	<p>Committee - 12 members can call-in the decision for planning reasons (within 2 days of the minutes) for review to a Planning Review Committee.</p> <p>Area Planning Committees and the Planning Review Committee each have 9 members.</p> <p>Training for all members of Council on the planning function is compulsory every 2 years. During the non-compulsory year broader planning training is offered to all members.</p> <p>Chairs and Vice Chairs of planning committees are required to attend a briefing meeting shortly before each meeting.</p>
	<p><u>Licensing Committees</u></p> <p>There are 2 Licensing Committees:</p> <p>Licensing and Gambling Acts - which has 15 members and discharges responsibilities under the provisions of the Licensing Act 2003;</p> <p>General Purposes and Licensing - which has 10 members and discharges the licensing functions as detailed in the Council's constitution. In addition the members of these Committees also sit regularly in casework sub committees;</p> <p>All members of these committees are required to do compulsory training in support of their work both on committees and sub-committees</p> <p><u>Licensing Sub-Committee</u></p> <p>Licensing and Gambling Acts Committee sets a sub-committee of 3 or 4 members which meets infrequently to consider premises licensing applications</p> <p>General Purposes and Licensing Committee sets a subcommittee of 3 or 4 members to consider street trading and taxi licensing issues. This is a busy committee which meets every 6 weeks. Membership of this sub-committee is on a rotational basis with a consistent chair (one of two very experience councillors). In practice this means that most members of the parent committee attend a sub-committee about 3 times a year</p>

	<p><u>Audit and Governance Committee</u></p> <p>This comprises of 5 members and oversees the audit and corporate governance functions of the Council. This includes final accounts, treasury management, risk and governance functions.</p> <p>The committee also considers from time-to-time matters including the management and outcomes from complaints and the implementation of large internal projects where risks and issues have been identified.</p>
	<p><u>Standards Committee</u></p> <p>This comprises 7 city councillors plus 2 non-voting co-opted parish councillors. Its aim is to promote and maintain high standards of conduct by members and co-opted members, to advise on the Code of Conduct, grant dispensations, and deal with hearings held to determine whether a member or co-opted member has breached the Code.</p> <p>The committee also considers the training, both compulsory and non-compulsory, of councillors.</p> <p>They are supported by 3 Independent persons who support the Monitoring Officer in deciding if a Code of Conduct complaint should go forward for investigation.</p> <p><u>Appointments Committee</u></p> <p>This comprises of 5 members, one of which must be an Executive member. It recommends to Council the appointment of all statutory officers and the Chief Executive, appoints Directors and agrees the salaries of the Chief Executive and Directors.</p> <p><u>Disciplinary Committee</u></p> <p>This comprises of 4 members. Its role is to decide on disciplinary issues involving the Chief Executive, Directors, statutory officers and heads of service.</p> <p>In addition where discipline involves a statutory officer the committee must:</p> <ul style="list-style-type: none"> • screen issues to decide if they warrant investigation; • organise investigations and review the outcomes after speaking to the officer concerned;

	<ul style="list-style-type: none"> • consult Independent Persons on recommendations for discipline or dismissal; • to put into place decisions for discipline; • to recommend and refer matters of dismissal to Council;
<p>1.8 Describe the arrangements for the delegation of decisions in respect of regulatory functions? To what extent are decisions delegated to officers?</p>	<p>The Constitution sets out the delegation arrangements in respect of regulatory functions.</p> <p>The majority of decisions are made by officers under delegated powers.</p> <p>In the case of the Planning Committees, officers' powers to deal with planning applications are limited by exception. Appendix 3 outlines the requirements for committee decisions. Oxford is an historic city with many spatial planning challenges. Planning control decisions presented to committees are often complex with active engagement from the community and other statutory and interested groups. Planning Committee members' time commitment to understand and decide these issues is significant.</p>
<p>1.9 Is committee membership standing or rotating?</p>	<p>Committee membership is agreed each year and remains in place for the whole of the Municipal Year unless members resign.</p>

1.10 Are meetings ad hoc, frequent and/or area based? How are the chairs allocated?

During the 2016/17 Municipal Year, the following numbers of meetings were held:-

	Meetings held	Members on Cttee
Full Council (inc Annual Council and Extraordinary Council)	8	48
City Executive Board	11	10
Scrutiny Committee	10	12
Scrutiny Housing Panel	5	6
Scrutiny Finance Panel	5	4
*Scrutiny Shareholder Panel	1	5
Task and Finish Groups 3 in the year	18	Varies but at least 3
Audit and Governance	6	5
Planning Committees	27	9 on each
General Purposes and Licensing Committee	2	10
Licensing Subs	12	3 or 4
Standards	2	7
Appointments Committee	0	5
Disciplinary Committee	0	4
Member Briefing	10	All
Members ICT Steering Group	As needed	7

*The Scrutiny Shareholder Panel was only formed during 2016/17 and is expected to have more meetings in a full municipal year.

Additional meetings are timetabled should business require them.

Membership of committees is agreed annually ay Full Council. Chairs of committees and sub-committee members are elected by those bodies at their first meeting following Annual Council. The Scrutiny Committee and Panels are all actively engaged in the business of Council and the issues of priority for residents. Non-Executive members work outside of committees to research, take evidence and produce reports for the executive to consider. More than half of non-executive councillors are actively engaged in the scrutiny function.

<p>1.11 What level of attendance is achieved? Are meetings always quorate?</p>	<p>Level of attendance at committees can vary depending on the business being transacted and other factors such as holidays and sickness. However, the level of attendance is generally high and members always endeavour to provide substitutes should they not be able to attend.</p> <p>Committee meetings are always quorate and attendances are a matter of public record, available on the Council's website.</p> <p>In the case of Scrutiny meetings, they are also attended by relevant members of the Executive as and when required answering questions and giving evidence in support of scrutiny reviews and inquiries.</p>
<p>1.12 What future challenges will your executive members face?</p>	<p>Oxford City Council, in common with other councils, faces significant challenges in maintaining services in the face of reducing resources. The City Council has taken a number of strategic decisions to address this issue that are likely to put new burdens and challenges on Executive Board members going forward, particularly relating to the creation of a number of wholly owned companies which will carry out Council functions.</p> <p>For example, the City Council has set up a Housing Company to act as developer and manager of new social housing; it has also formed a number of companies to act as development joint ventures with partners from the private and educational sectors in the city to bring forward sites for development, including major housing and mixed use sites in the city centre. Even more significantly, the Council has recently decided to move its highly successful and growing Direct Services operation into a LATCO/Teckal corporate structure, to allow it to compete fully in the commercial sector.</p> <p>The Council's Executive Board are charged with the oversight of these companies as a Shareholder Committee representing the Council as the shareholder, a new and different role to that which they had previously carried out. With this responsibility will come new learning and training requirements, a need for understanding different accounting procedures, and acquiring a new form of working relationship with the providers of a large proportion of the Council's services.</p> <p>In addition to these specific new responsibilities, the increased importance of cross-boundary and inter-organisational co-operation places a growing responsibility on Executive Board members in many areas of work, including planning, environmental sustainability, support services and so forth.</p>

Demands on Time

1.13 Has the Council defined the role of councillors? Has the Council adopted arrangements for training and developing councillors and supporting them in their role?

The Council does not formally define roles or provide job descriptions for the roles of members. That does not mean to say that these roles are not known or understood in fact members, particularly senior members, play a very active role in providing political leadership and chairing and supporting committees. There is also a Member-Officer protocol which sets out what is expected of members in their relations with officers.

Non-executive members engage very actively in the scrutiny function.

The Council has a member training framework this includes:

- an induction pack issued at the point of election including all essential information to get going;
- an induction day for new councillors which includes introductions, basic information giving and the provision and training on ICT systems and devices;
- compulsory Code of Conduct and data protection training every year;
- compulsory planning training every other year;
- compulsory licensing training every year for those members sitting on these committees;
- a non-compulsory programme of training every year which includes a wide variety of subjects useful to members understanding of the council and its services;

All new councillors are linked with a “support officer” for the first 3 months of their term. This officer will support the members access and understanding of the council and get the most from engagement.

	<p>Every other year, to coincide with elections, service areas hold open morning/afternoons to allow members to meet officers and see first-hand services delivered.</p> <p>A programme of member briefing runs throughout the year allowing members to learn more about issues of local and national importance.</p> <p>.</p>
1.14 Has the Council assessed how much time members spend on Council business?	No, no formal assessment has been made.
1.15 Do councillors generally find that the time they spend on council business is what they expected?	This is not assessed.
1.16 What is the extent of members representational role on and appointment to outside bodies? How many are involved in this activity and what is their expected workload?	<p>Appendix 2 shows the extent to which members are engaged in outside bodies.</p> <p>Each year the council asks both the member and the outside body what their experience has been across a range of questions. With very few exceptions outside bodies report that members attend and contribute regularly.</p> <p>The responsibilities on these bodies vary as can be seen from the appendix. Some members sit in roles as trustees which requires a higher level of commitment.</p> <p>The extent of partnership working across Oxford and Oxfordshire is significant and broad. These partnership roles are mostly taken by senior members and require a large commitment of time both in preparation and attendance.</p> <p>In addition to those bodies members are appointed to formally by Council they also attend a</p>

	wide range of other bodies: as school governing governors, charities, tenants' and residents' groups, community centres' management committees, neighbourhood forums, regeneration partnerships, parish councils, to name a few.
1.17 Does the Council have difficulty in retaining members or attracting new candidates?	The Council currently elects by halves. There has never been an unfilled vacancy on the Council. At any electoral event (programmed or a by-election) there are always four candidates, sometimes more.
1.18 Have there been any instances where the Council has been unable to discharge its duties due to a lack of members?	No.
1.19 Do members have an individual or ward budget for allocation in their area? If so, how is the system administered?	<p>Members have a ward budget each year to spend on activities that benefit their ward. Accessing this money is via an administrative process that allows all members to be able to see and potentially "call-in" any requests made.</p> <p>In addition, in wards without a parish council or adopted neighbourhood plan, members receive a proportion of CIL yearly to spend in their wards. This is accessed via the same administrative process</p>

Part 2: Scrutiny of the Council, Outside Bodies and Others

2.1 What's the structure? How does it operate?

The structure of the Council's committee arrangements is set out at **Appendix 3**.

The Council operates the 'Leader and Cabinet' executive model. The Leader of the Council appoints a number of members to form the City Executive Board (the Council's Cabinet), and allocates portfolio responsibilities to them. The City Executive Board is collectively responsible for taking most key decisions concerning the running of the Council.

The Scrutiny Committee is a committee of non-executive members which is empowered and supported to publically hold the Executive to account. The Scrutiny Committee ensures that Executive decisions are subject to effective scrutiny in public, and seeks to promote open and transparent decision making and democratic accountability. To provide assurance that the Scrutiny Committee operates independently of the Executive and can effectively balance executive power, it is a constitutional requirement for Scrutiny to be chaired by an opposition member.

In addition to holding the Executive to account, Scrutiny independently commissions its own reports and conducts reviews into selected issues that affect the city or its people. The Scrutiny Committee sets an annual work plan which details all the issues and decisions that members have chosen to focus on. The Scrutiny Committee appoints to themed sub-committees (e.g. housing and finance panels) and time-limited review groups, which examine topical issues in depth over a series of meetings. The membership of Scrutiny panels and review groups is drawn from all non-executive members.

Scrutiny involves a range of stakeholders in its work, including Executive members, council officers, representatives of partner organisations and external 'expert witnesses'. It also provides a platform for public engagement.

Many members are also extensively involved in the work of regulatory committees.

<p>2.2 What is the general workload of Scrutiny Committees?</p> <p>Has the Council ever found that it has had too many active projects for the scrutiny process to function effectively?</p>	<p>All members are invited each year to contribute topics and issues for inclusion in the annual Scrutiny work plan. There are more suggestions for areas of work than resources available. These suggestions are objectively assessed against a criteria set by the Committee which helps Scrutiny members to prioritise effectively when agreeing the work plan.</p> <p>The Scrutiny Committee is advised that the organisation has capacity to support 10 committee meetings, 10 standing panel meetings and 3 review groups (or 15 standing panel meetings and 2 review groups).</p> <p>The Scrutiny Committee reviews the scrutiny work plan at each meeting so that it can be adjusted to take account of upcoming executive decisions, items referred to Scrutiny by Full Council and other topical issues that arise during the year. This provides an opportunity for the Committee to be made aware of any resourcing constraints and to adjust their work plan accordingly.</p> <p>The work of Scrutiny is summarised in an annual report to full Council. The annual report for 2016/17 is attached as Appendix 4.</p>
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<p>2.3 How is its work programme developed and implemented? How many subjects are there at any one time? What's the time-span for a particular study?</p>	<p>As stated in 2.2 above, a work plan is agreed annually by the Scrutiny Committee based on suggestions from members, and can be adjusted at each committee meeting.</p> <p>During 2016/17 Scrutiny considered 75 items in total, of which 25 were executive decisions and 50 were other issues prioritised by the scrutiny members.</p> <p>The majority of these items will be considered at a single committee or panel meeting. Items delegated to Review Groups are the exception. Typically these issues will be considered in depth over 5-7 meetings in reviews that are spread over 3-4 months. Once the Committee has chosen a topic for detailed review, an initial scoping meeting will be held. A scoping document will then be presented to the Scrutiny Committee for agreement and will include information such as the resource requirement, meetings schedule and duration of the review.</p> <p>A copy of the Scrutiny work plan for 2017/18 is attached at Appendix 5.</p>
<p>2.4 Are members involved in scrutinising external issues?</p>	<p>Yes, members scrutinise external issues. Examples from the 2016/17 scrutiny work plan (Appendix 5) include:</p> <ul style="list-style-type: none"> • Devolution plans for Oxfordshire (detailed review); • Proposals for a workplace parking levy and congestion charging scheme; • Health inequalities; • Credit union services; • The local impacts of Brexit; • University plans to provide student and key worker accommodation

	Council also appoints members to external scrutiny bodies such as Thames Valley Police and Crime Panel and Oxfordshire Joint Health Overview and Scrutiny Committee.
2.5 When not in scrutiny meetings what activities are members expected to undertake?	<p>Members are expected to read meeting paperwork and may also wish to conduct research, attend training sessions, briefings, seminars and site visits.</p> <p>Members in leadership roles (e.g. the Chair and Vice Chair of Scrutiny and Panel Chairs) will also participate in pre-meetings, sign-off scrutiny reports for submission to the Executive and attend meetings of the City Executive Board to present their recommendations.</p> <p>Members will also carry out any other work relating to their ward area and any other committees they are appointed to.</p>
2.6 How will the role of the scrutiny member change? What are the emerging issues and trends?	<p>Scrutiny has an important role to play in challenging Executive decision making, ensuring that non-executive members continue to be involved in the decision-making process. Review Groups will continue to be arranged to allow non-executive members the opportunity to gain a better understanding of matters of interest or importance to the Council and to assist in policy development.</p> <p>The most significant emerging issue that Scrutiny is adapting to is the establishment of new Council-owned companies. These companies are separate legal entities that are operationally independent of the Council. Scrutiny has no legal powers to involve itself in company business but it can hold the Executive to account for the decisions taken by the City Executive Board as shareholder. These new delivery models create new governance dynamics and relationships that need to be understood.</p> <p>A new Scrutiny protocol for Council-owned companies has been established to provide guidance to members and officers. The Scrutiny Committee has created a new Scrutiny Shareholder Panel to scrutinise Executive decisions taken by the Council as shareholder of its companies. These arrangements will need to be embedded over the coming years.</p>

<p>2.7 What kind of support do scrutiny members receive?</p>	<p>Scrutiny members are supported by a dedicated Scrutiny Officer within the Committee and Member Services Team. The Scrutiny Officer's role includes providing policy, organisational and procedural advice to Scrutiny members, co-ordinating the Scrutiny work plan, project-managing Scrutiny reviews, liaising with witnesses and the Executive, and producing reports to the Executive and Council. New Scrutiny members are offered an overview of the Council's Scrutiny function.</p> <p>The work of Scrutiny is also supported by senior officers who produce reports, attend meetings to answer questions and support Review Groups. Scrutiny Committee meetings are also supported by a Committee and Member Services Officer, who will produce the agenda, clerk the meeting and produce minutes.</p> <p>The Committee and Member Services Team co-ordinates an annual programme of Member Training, which is based on member input and feedback. In 2015/16 this included non-compulsory training on the Council's governance arrangements, an overview of the Council's finances and chairing skills, which Scrutiny members were encouraged to attend.</p>
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Part 3: Representational Role: Representing Electors to the Council

<p>3.1 Has the representational role of councillors changed since the council last considered how many elected members it should have?</p>	<p>No. While the population (and therefore electorate) has risen since the last periodic review the representational role of members hasn't changed and we are happy that that the total number of members remain unchanged.</p>
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<p>3.2 In general terms, how do members carry out their representational role with electors? Do members mainly respond to casework from constituents or do they have a more active role in the community?</p>	<p>Members undertake the following activities to carry out their representational role with electors:</p> <ul style="list-style-type: none"> • represent individual residents and local organisations undertaking casework on their behalf; • represent ward interests within and outside the Council; • advocate for the Council in the ward and its communities; • communicate in the community on Council strategies, policies, services and procedures; • liaise with Executive members, other Council members, Council officers and partner organisations to ensure that the needs of local communities are identified, understood and supported; • promote tolerance and cohesion in local communities; • sit on outside bodies as a representative of the Council, ensuring that the Council's interest are maintained, and the working arrangement between the Council and the organisation is developed in a coordinated manner; • sit on Partnership meetings to champion the Council's interests. <p>In addition to responding to casework from constituents, many members are also pro-active in the community, whether it be door-to-door canvassing or using social media and email to communicate with constituents. This pro-active way of working brings its own casework.</p>
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<p>3.3 How members engage with constituents? Do they hold surgeries, public meetings, use IT etc?</p>	<p>There is no hard and fast way in which members engage with their constituents, but by way of example, some are detailed below:</p> <ul style="list-style-type: none"> • door-to-door canvassing; • production of e-bulletins; • e-mail communication to constituents; • social media, i.e. Twitter, Facebook etc.; • blogging; • hard copy newsletters; • community meetings; • surgeries; • street surveys;
<p>3.4 How do members generally deal with casework? Do they pass on issues directly to staff or do they take a more in depth approach to resolving issues?</p>	<p>The process for dealing with casework varies. Some Members will have the experience, skills and knowledge to resolve constituents' issues, whereas others will refer issues directly to staff.</p> <p>The Council has produced a Service Standard for elected members which lists contact details and points of escalation for each Council service and sets expectations in terms of response times, which are monitored quarterly (see Appendix ??).</p> <p>Some members research complex casework enquiries to identify national/professional guidance and/or best practice in other authorities. Information gained from casework can generate questions and motion to Full Council or requests for work to be included in the</p>

	<p>Forward Plan for Scrutiny.</p> <p>Experienced members also mediate between disputing residents.</p>
<p>3.5 What support do members receive in discharging their duties in relation to casework and representational role in their ward?</p>	<p>Please see response to 3.4 above.</p> <p>Members are responsible for managing their own case work and the organisation will support them by providing timely responses to queries, as per the Service Standard.</p> <p>Members also receive some limited support in terms of their representational role, for example support with advertising promoting and advertising surgeries (not all members hold surgeries).</p>
<p>3.6 Has the Council put in place any mechanisms for members to interact with young people, those not on the electoral register or minority groups or their representative bodies?</p>	<p>As a university city, the Council (officers) regularly meets with the University of Oxford, representatives from its colleges and Oxford Brookes University. We also liaise with both universities' students' unions to discuss the engagement of the students in electoral registration (particularly following the introduction of Individual Electoral Registration).</p> <p>We are developing systems with the County Council to enable information on attainers (future voters) to be identified so they can be encouraged to get registered.</p> <p>The Council holds an annual Town Hall Takeover Open Day providing a civic talk and tour. Members of the public can hear the history of the Council Chamber, the Town Hall, the civic regalia, hold a debate in the Council Chamber on contemporary issues and meet with the Mayor in the Mayor's Parlour.</p> <p>The City Council provides officer time for a Youth Partnership Board (YPB), which is chaired by an Oxford city secondary school head teacher. This feeds into and supports the ongoing strategic delivery of the Children's Trust Board and the Oxfordshire Strategic Partnership. Members include: the City and County Councils, business representatives, Thames Valley Police, health and representatives from the voluntary and charity sector.</p> <p>The City Council's Policy and Partnership Team Manager champions children's safeguarding and sits on the Children's Trust Board, alongside an Executive Board Member for Young</p>

People, Schools and Public Health whose remit, as set out in the Council's Constitution, is to act as political lead for a number of issues, not least engaging with children and young people.

Our Youth Ambition Programme works to build meaningful relationships with disadvantaged young people aged 10-21 years old, (or up to 25 if they have physical or learning difficulties), who are from Oxford's regeneration areas. We engage with young people through youth voice activities, youth clubs, multi-sports sessions and work in a variety of settings. We provide a free four week summer activity programme for young people in two of our localities with highest need. Youth Ambition works hard to engage with girls, BAME, LGBTQ and young people with disabilities and are extending our work to reach more young people in the latter two groups. We monitor the attendance of diversity groups for these Youth Ambition Programmes and ensure they have a diverse range of role models running our activities. We also work in partnership with other voluntary, community and statutory organisations. Part of this work is our Cultural Education Partnership (CEP), chaired by our Arts Development Manager, works with local schools, voluntary organisations and the County Council to develop arts and culture projects. Both city and county councillors attend these events and interact with the young people. These events are always popular and successful, with over 50 organisations in attendance last year.

The Electoral Services Team has worked with Councillors to encourage members of minority groups to register to vote and become elected members. This has included working with our City's Mental Health Champion on increasing registration for people with mental health problems and through a programme of events designed to mark 100 years of Women's Suffrage.

As governors of local schools, Members interact with young people in their communities/wards.

As trustees of local charities, community centres and leisure services' user groups, members continually work to increase participation in the City Council's services and to work with

	<p>young people to find out how local provision – including playparks and green spaces – can best fit their needs.</p>
<p>3.7 Are members expected to attend meetings of community bodies such as parish councils or resident associations? What is the level of their involvement and what role do they play?</p>	<p>There is no expectation but some members do attend parish council meetings for their ward where these exist (the majority of the city is unparished). The level of involvement is whatever they wish to offer and what the parish council will allow.</p> <p>Most members also attend resident and tenant association meetings, and meetings of the former's executive or working groups.</p> <p>In recent times members have been involved with the formation and running of neighbourhood planning forums. This can involve working with the steering group to offer advice, assisting with character assessments and facilitating communication between the Forum and the Council.</p> <p>Another example is friends of parks groups. Work here can include advice on funding opportunities, help formulating strategic plans for the parks and taking up issues with relevant parties.</p>

CITY EXECUTIVE BOARD PORTFOLIOS 2017/2018

Councillor Bob Price **Leader of the Council** **Corporate Strategy and Economic Development**

- Council Strategy and Partnerships
- External Affairs
- Communications
- Corporate Consultation
- Corporate Plan
- Research & Policy Development
- Business Partnerships
- Economic development

- Tourism
- Town Hall and Facilities Management
- City Centre Management
- International Links
- Corporate governance
- Legal services
- Democratic services and members' support
- Scrutiny
- Freedom of Information and Environmental Impact Regulations (EIR)
- Corporate/ombudsman complaints
- Electoral services
- Emergency plan

Councillor Ed Turner **Deputy Leader** **Finance and Asset Management**

- Medium-term financial strategy
- Strategic financial services
- Financial and management accounting services
- Payments
- Corporate Fraud
- Audit/Risk Management
- Corporate asset management
- Treasury Management
- Covered Market
- Property management (commercial properties)
- Acquisition, valuation and disposal of land and property
- Non-housing capital programme
- Maintenance of corporate buildings
- Contract management of mechanical and electrical service for all corporate property
- Development of Oxford Direct Services trading and delivery strategy
 - Planned maintenance contracts
 - Responsive maintenance contracts
 - Highways, engineering
 - Fleet management

Councillor Mike Rowley **Housing**

- Housing strategy
- Housing capital programme
- Housing landlord function
- Housing needs and homelessness
- HRA business plan – development and implementation
- Major projects, land, and property development
- Large-scale housing estate regeneration projects
- Commissioning housing maintenance programmes
- Tenant and Resident involvement
- Development of affordable housing
- Management and overseeing of repairs
- Disabled Facilities Grants

Councillor Linda Smith **Leisure, Parks and Sport**

- Parks, Allotments, Cemeteries and Open Spaces Maintenance
- Leisure and open places strategy
- Management of the partnership with Fusion
- Sports development
- Oxfordshire Sports Partnership
- Parks, Open Spaces and countryside – (commissioning) sports and activities in Parks
- Leys Regeneration Strategy

Councillor Tom Hayes **Community Safety**

- Safeguarding Adults and Children
- Licensing and enforcement, including taxis, licensed premises
- Community safety and antisocial behaviour management
- Oxford Safer Communities Partnership

Councillor Alex Hollingsworth **Planning and Regulatory Services**

- Transport Policy
- Spatial Planning
- Development control
- Building control
- Building conservation and trees
- Environmental Health
- Car parks
- Regulation and Licensing of Private Rented Sector

Councillor Dee Sinclair **Culture and Communities**

- Community centres
- Cultural Partnership
- Museum of Oxford
- Community development/engagement
- Social regeneration
- Voluntary sector grants
- Events
- St Giles Fair

Councillor John Tanner **Climate Change and Cleaner Greener Oxford**

- Carbon Reduction Strategy
- Environmental Policies
- Waste and recycling
- Street scene, public conveniences
- Pest control
- A clean and green Oxford campaign
- Air Quality
- Low Carbon Oxford

Councillor Marie Tidball **Young People, Schools and Public Health**

- Youth Ambition Strategy
- Youth Partnership Board
- School liaison and partnerships
- Apprenticeships
- Safeguarding
- Health and Wellbeing Board

Councillor Susan Brown **Deputy Leader** **Customer and Corporate Services**

- Organisational development
- Welfare Reform
- Rents , rates and Income collection
- Insurance and Business Continuity
- Council Tax
- Housing Benefit Administration
- Procurement
- ICT
- Business Improvement
- Customer Services
- Emergency Planning
- Data Protection
- HR
 - Business partnering and operational support
 - HR Strategy & Policy
 - Recruitment
 - Payroll
 - Health and Safety
 - Equalities and diversity

Non CEB Champions: Older People - Cllr Gill Sanders

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Covered Market - Cllr Mary Clarkson

Cycling- Cllr Louise Upton

Museum of Oxford - Cllr Christine Simm

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Appendix 2 Outside Bodies Appointments 2017-2018

	Community Associations	Current Appointment(s) 2016/17	Length	Comments	2017/18 Nomination
1.	Barton Community Association Management Committee	Cllr Coulter	Annually x 1	Usually Ward councillors	Cllr Ladbrooke
2.	Blackbird Leys Neighbourhood Support Scheme Ltd	Cllr Taylor	Annually x 1	Usually Ward councillors	Cllr Taylor
3.	Bullingdon Community Association	Cllr Kennedy Cllr Lloyd-Shogbesan	Annually x 2	Usually Ward councillors	Cllr Kennedy Cllr Lloyd-Shogbesan
4.	Cotteslowe Community Association	Cllr Fooks Cllr Gant	Annually x 2	Usually Ward councillors	Cllr Fooks Cllr Gant
5.	Donnington Community Association Management Committee	Cllr Tanner Cllr Tarver	Annually x 2	Usually Ward councillors or County councillors	Cllr Tanner Cllr Tarver
6.	Donnington Doorstep Management Committee	Cllr Tarver Cllr Coulter	Annually x 2	Usually Ward councillors or County councillors	Cllr Tarver Cllr Kennedy
7.	East Oxford Community Association	Cllr Azad Cllr Hayes	Annually x 2	Usually Ward councillors	Cllr Azad Cllr Hayes
8.	Florence Park Community Association	Cllr Simm Cllr Henwood	Annually x 2	Usually Ward councillors	Cllr Simm Cllr Henwood
9.	Headington Community Association	Cllr Munkonge Cllr Sinclair	Annually x 2	Usually Ward councillors	Cllr Munkonge Cllr Sinclair
10.	Jericho St Barnabas Community Association Management Committee	Cllr Cook Cllr Pressel	Annually x 2	Usually Ward councillors	Cllr Cook Cllr Pressel
11.	Littlemore Community Association	Cllr Tanner	Annually x 1	Usually Ward councillors	Cllr Tanner

Appendix 2 Outside Bodies Appointments 2017-2018

	Community Associations	Current Appointment(s) 2016/17	Length	Comments	2017/18 Nomination
12.	North Oxford Association	Cllr Fry Cllr Gant Catrin Roberts	Annually x 2	Usually Ward councillors	Cllr Fry Cllr Gant Catrin Roberts
13.	Northway Community Association	Cllr Anwar Cllr Chapman	Annually x 2	Usually Ward councillors	Cllr Anwar Cllr Chapman
14.	Regal Area Community Centre Association	Cllr Azad Cllr Anwar	Annually x 2		Cllr Azad Cllr Anwar
15.	Risinghurst Community Centre	Cllr Munkonge Cllr Sinclair	Annually x 2	Usually Ward councillors	Cllr Munkonge Cllr Sinclair
16.	Rose Hill Community Association	Cllr Paule	Annually x 1	Usually Ward councillors	Cllr Paule
17.	Rose Hill & Donnington Advice Centre	Cllr Paule Cllr Sanders	Annually x 2		Cllr Paule Cllr Sanders
18.	South Oxford Community Association Management Committee	Cllr Price Cllr Tidball	Annually x 2	Usually Ward councillors	Cllr Price Cllr Tidball
19.	West Oxford Community Association	Cllr Cook Cllr Pressel	Annually x 2	Usually Ward councillors	Cllr Cook Cllr Pressel

Appendix 2 Outside Bodies Appointments 2017-2018

	Charities	Current Appointment 2016/17	Expiry	Length of appointment	Comments	2017/18 nominations
37	1. Alice Smith Trust and Sarah Nowell Educational Organisation	Bryan Keen	2017	4 year term of office.	<ul style="list-style-type: none"> Bryan Keen now directly appointed by Trust as a co-opted trustee. Recommend reduce OCC appointment to 1 in 2018 	No nominations in 2017
		Cllr Taylor	2018			
	2. City of Oxford Charity	Cllr Curran	2020	4 year term of office.	<ul style="list-style-type: none"> Replacement for Cllr Humberstone required 1 x vacancy for Graham Jones 	
		Cllr Sanders	2020			
		Cllr Humberstone	2020			Cllr Rowley
		Cllr Pegg	2020			
		Graham Jones	2017			Cllr Kennedy
		Cllr Fooks	2018			
	3. Elder Stubbs Charity	Cllr Abbasi	2017	4 year term of office. Must be a resident of: Hockmore St, Cowley, Church Cowley, Temple Cowley, Parish Cowley St John	<ul style="list-style-type: none"> 1 x vacancy – must meet the residency requirements 	Cllr Abbasi
		Elise Benjamin	2018			
		Cllr Curran	2018			
		Cllr Tarver	2018			
		Judith Harley	2019			
		Bryan Keen	2020			
	4. Headington Parish Charity	Cllr Clarkson	2019	4 year term of office.	<ul style="list-style-type: none"> 2013 OCC resolution to reduce to 1 representative when terms of office come up for renewal in 2014. This was not acted on. Charity confirmed that officially its 3 nominees from OCC but they agree that 2 is appropriate number. 	No nominations in 2017

Appendix 2 Outside Bodies Appointments 2017-2018

	Charities	Current Appointment 2016/17	Expiry	Length of appointment	Comments	2017/18 nominations
5.	Headington Action	Cllr Clarkson Cllr Sinclair	2017	4 year term of office	From 2017: Ward Councillors for Headington area (Barton & Sandhills, Churchill, Headington, Headington Hill & Northway, Lye Valley, Quarry & Risinghurst) – all appointed by organisation	Cllr Ladbrooke Cllr Rowley Cllr Brown Cllr Lygo Cllr Anwar Cllr Chapman Cllr Kennedy Cllr Lloyd-Shogbesan Cllr Munkonge Cllr Sinclair Cllr Altaf-Khan Cllr Wilkinson
6.	Non Ecclesiastical Charities of St Mary's Magdalen	Cllr Brown	2020	4 year term of office.	Technically Council can appoint up to 2 reps but Charity currently prefer to just have 1	No nominations in 2017
7.	Parochial Charities of St Clements	Cllr Azad	2020	Cllr term of office. Should be Cllrs for St Clements or St Mary's wards.	Note 2013 OCC resolution to reduce to 1 representative when terms of office come up for renewal – but not actioned in 2014 or in 2016. Charity happy to have 2 representatives.	No nominations in 2017
		Cllr Hayes	2018			
8.	St Aldate's Parochial Charity	Cllr Kennedy	2020	4 year term of office.	At request of charity the OCC appointees were reduced to 1 (Cllr Hollingsworth stood down)	No nominations in 2017
9.	Susan Kidd Charity	Cllr Upton	2018	4 year term of office		No nominations in 2017

Appendix 2 Outside Bodies Appointments 2017-2018

	Trusts	Current Appointment 2016/17	Expiry	Length of appointment	Comments	2017/18 nominations
1.	Katherine Rawson Trust	Mike Gotch	2020	4 year term of office.		No nominations in 2017
		Cllr Goddard	2018			
		Cllr Goff	2020			
2.	Old Marston Charities Trust	Cllr Chapman	2020	4 year term of office.		No nominations in 2017
		Cllr Clarkson	2020			
3.	Oxford Leon Trust	Cllr Tanner	2019	4 year term of office.		No nominations in 2017
		Cllr Rowley	2018			
4.	Oxford Playhouse Trust	Cllr Clarkson	Annual X 1	Annual appointment		Cllr Clarkson
5.	Oxford Poverty Action Trust	Cllr Iley-Williamson	Annual x 1	Annual appointment		Cllr Rowley
6.	Oxford Preservation Trust	Cllr Cook	Annual x 3	Annual appointment		Cllr Cook
		Cllr Fry				Cllr Fry
		Cllr Upton				Cllr Upton
7.	Pegasus Theatre Trust	Cllr Curran	Annual x 1	Annual appointment		Cllr Curran

Appendix 2 Outside Bodies Appointments 2017-2018

	Organisation	Current Appointment(s) 2016/17	Length of appointment	Comments	2017/18 nominations
1.	Association Public Service Excellence (APSE)	Cllr Coulter	Annual x1		Cllr Price
2.	Citizen's Advice Bureau	Cllr Kennedy Cllr Tarver	Annual x 2		Cllr Kennedy Cllr Tarver
3.	Council of Ruskin College	Cllr Kennedy Cllr Coulter Cllr Paule	Annual x 3		Cllr Kennedy Cllr Curran Cllr Paule
4.	District Council's Network Association	Cllr Coulter	Annual x 1		Cllr Price
5.	Historic England South East - Heritage Champion	Cllr Cook	Annual x 1		Cllr Cook
6.	Fusion – Oxford's Community Arts Agency	Cllr Coulter Cllr Curran	Annual x 2		Cllr Simm Cllr Curran
7.	Gatehouse	Cllr Upton	Annual x 1		Cllr Upton
8.	LGA General Assembly	Cllr Price	Annual x1		Cllr Price
9.	Local Government Information Unit	Cllr Coulter	Annual x 1		Cllr Hollingsworth
10.	Modern Art Oxford	Cllr Smith Cllr Hollingsworth	Annual x 2		Cllr Smith Cllr Hollingsworth
11.	Mortimer Hall Management Committee	Cllr Upton	Annual x 1		Cllr Upton

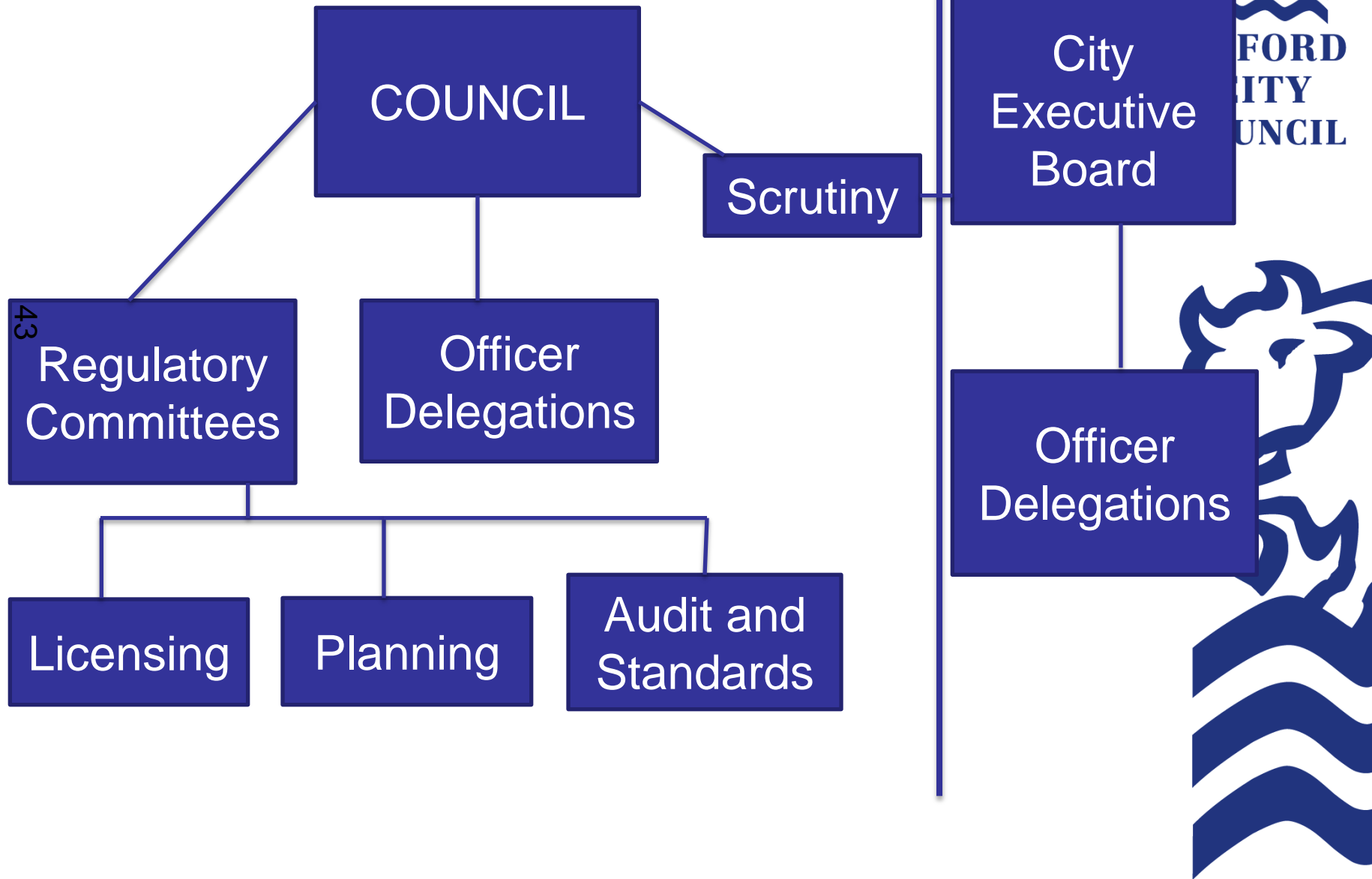
Appendix 2 Outside Bodies Appointments 2017-2018

	Organisation	Current Appointment(s) 2016/17	Length of appointment	Comments	2017/18 nominations
12.	Oxford Asian Cultural Association	Cllr Azad Mr Mohammed Azad	Annual x 2		Cllr Azad Cllr Smith
13.	Oxford and District Sports and Recreation Association for the Disabled (OXSRAD)	Cllr Upton	Annual x 1		Cllr Upton
14.	Oxford Homeless Pathways	Cllr Hollingsworth Cllr Rowley	Annual x 2		Cllr Hollingsworth Cllr Rowley
15.	Oxford HUB Advisory Board	Cllr Simm	Annual x 1		Delete from list
16.	Oxford In Bloom	Cllr Henwood Cllr Lygo	Annually		Delete from list
17.	Oxford Sports Council Executive Committee	Cllr Smith Cllr Rowley	Annually	Usually Sports portfolio holder plus one	Cllr Smith Cllr Lygo
18.	Oxfordshire Community and Voluntary Action	Cllr Simm	Annually x 1	Usually Communities portfolio holder	Cllr Simm
19.	Oxfordshire County Council School Organisation Stakeholder Group	Cllr Kennedy	Annually x 1	Usually Young People, Schools and Skills portfolio holder	Cllr Tidball
20.	EMBS Community College (was Oxfordshire Ethnic Minorities Enterprise Unit)	Cllr Azad	Annually x 1	Sept 2016 - Cllr Azad replaced Cllr Lloyd-Shogbesan	Cllr Azad
21.	Oxfordshire Museums Council	Cllr Pressel	Annually x 1		Cllr Pressel
22.	South Oxford Adventure Playground Executive Committee	Cllr Price	Annually x 1		Cllr Price
23.	The Porch Steppin Stones Centre	Cllr Azad	Annually x 1		Cllr Azad

Appendix 2 Outside Bodies Appointments 2017-2018

	Partnerships	Current Appointment(s) 2016/17	Length of appointment	2017 nominations
1.	Oxfordshire Environment Partnership	Cllr Tanner	Annually	Cllr Tanner - Clean and Green portfolio holder
2.	Oxfordshire Safer Communities Partnership	Cllr Sinclair	Annually	Cllr Hayes - Community Safety portfolio holder
3.	Thames Valley Police and Crime Panel	Cllr Sinclair	Annually	Cllr Hayes - Community Safety portfolio holder
The following partnerships are listed for information only. City Council representation on these partnerships is determined by the organisation or by virtue of the position held on the City Council.				
4.	The Oxfordshire LEP (OxLEP)	Cllr Price		Membership as Leader of City Council
5.	Oxford Strategic Partnership	Cllr Price Cllr Tanner		Appointment made by Partnership
6.	Oxfordshire Partnership	Cllr Price		Membership as Leader of City Council
7.	Growth Board	Cllr Price		Membership as Executive Board Member
8.	Safer Oxfordshire Partnership	Cllr Sinclair		Change of membership: now Cllr Hayes as Board Member for Community Safety
9.	Health & Well Being Board	Cllr Turner		Appointment made by Partnership
10.	Health Improvement Board	Cllr Turner		Change of membership: now Cllr Tidball as Board Member for Public Health

Decision making



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Oxford City Council's Scrutiny Committee

Annual Report 2016/17

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Building a world-class city for everyone





Oxford City Council's Scrutiny Committee

Annual Report 2016/17

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**Councillor
Andrew Gant**

Chair, Scrutiny
Committee



**Councillor
Tom Hayes**

Vice-Chair, Scrutiny
Committee

Foreword by the Chair and Vice-Chair

The Local Government Act 2000 is clear about the importance it attaches to good, regular scrutiny of the Executive function. This is particularly the case where the authority adopts the Leader and Executive model, as we do.

The phrase 'critical friend' is often used about the role of scrutiny. To do this we rely on the quality of the advice we receive, and we are lucky, indeed privileged, in the level and quality of support we receive from officers. Our discussions often end with a recognition of the dedication and commitment of the officers before us, sometimes with a round of applause. Our own scrutiny and democratic services officers are exemplary.

We also rely on the attendance of Board members, and we would like to thank all those who have contributed to our meetings.

The Act does allow us to 'require' the attendance of board members, and puts a 'duty' on them to comply, and it clearly makes our work better when they do.

Speakers from outside the council attend on a voluntary basis, and add immeasurably to our work. We are extremely grateful to them.

Scrutiny represents all non-Executive councillors, and we are delighted at the range of members serving on our committees. Members have proposed a range of important topics for detailed consideration, which shows the importance members attach to what we do. This is welcome, and we would encourage all backbench councillors to use the process.

A test of our effectiveness must be robust and inclusive debate. We have had plenty of those, often with forensically detailed knowledge of a particular topic from individual members of the committee. I would like to thank colleagues who take the trouble to bring such detailed preparation for our meetings.

Our example here is our friend Van Coulter. The committee misses him enormously, but his example is always with us.

Councillor Andrew Gant, Chair and Councillor Tom Hayes, Vice-Chair (May 2014 to May 2017) of the Scrutiny Committee

September 2017

Summary of scrutiny activity during 2016/17



5

About Scrutiny

Most major City 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.

Scrutiny acts as a counterweight to the City Executive Board, empowering 'backbench' councillors to hold the Board to account and contribute to council decision-making. Scrutiny can also investigate any issue that affects the city or its inhabitants, whether or not it is the direct responsibility of the City Executive Board.

The work of Scrutiny helps to promote wider engagement in Council decision-making and 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.



Scrutiny at Oxford City Council

The Council's scrutiny function is managed by the 12-member Scrutiny Committee, which has cross-party membership. The Committee is chaired by an opposition councillor who is elected at the first committee meeting of the Council year.

Committee meetings are held in public and are timed to enable the councillors to consider and make recommendations on selected decisions before they are taken by the City Executive Board.

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 per year, and to review groups for more detailed scrutiny over a series of meetings.

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 Scrutiny Committee will hear both sides of the argument and decide whether or not to refer the decision back to the City Executive Board, with reasons why the decision should be re-considered.

Get involved

There are many opportunities for members of the public and representatives of organisations to get involved in the work of Scrutiny.

You 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. The chair will decide how long you can speak for.
- Suggest a topic for Scrutiny to consider by completing and submitting our Suggestion Form.
- Raise issues with your local City Councillor and request that Scrutiny considers this as part of a Councillor Call for Action.



Witnesses provide evidence to the Inequality Panel in March 2015



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The Scrutiny Committee

Membership

Councillor Andrew Gant (Chair)
Councillor Tom Hayes (Vice-Chair)
Councillor Jamila Azad
Councillor Nigel Chapman
Councillor Van Coulter (to March)
Councillor James Fry
Councillor David Henwood
Councillor Jennifer Pegg
Councillor Sian Taylor
Councillor Marie Tidball
Councillor Craig Simmons
Councillor Ruth Wilkinson

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 by Scrutiny 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.

The Committee also sets the remits and membership of two standing panels, which are themed sub-committees that consider all issues and decisions within their given remits. 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.

A small number of issues prioritised by the Committee are 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 devolution plans for Oxfordshire and the Finance Panel conducted a detailed review of the Council's budget proposals. The Committee also established one-off panels to consider recycling rates, health inequalities and the business plan of the Council's new housing company.

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 safeguarding language school students under the age of 18 living in private accommodation, educational attainment, graffiti prevention and removal, the use of Public Spaces Protection



Orders (PSPOs), air quality and the development of proposals for a workplace parking levy and congestion charging scheme in the city. The Committee was grateful to County Council officers for attending discussions on the latter two items.

Various City Executive Board decisions were also considered by the Committee, including annual decisions on the Council's Corporate Plan, Discretionary Housing Payments Policy, safeguarding assessment, grant allocations to community and voluntary organisations, and the annual service plan for Fusion Lifestyle, which runs the Council's leisure centres. Other notable decisions considered by the Committee included the Council's Commissioned Advice Strategy, Digital Strategy, Carbon Management Plan and proposals to address anti-social behaviour on the city's waterways. The Committee had previously recommended that proposals for a PSPO covering all of the city's main waterways should be revised and welcomed the new approach of using a range of interventions to tackle anti-social behaviour in specific problem areas.

The Panel also monitors Council performance on a quarterly basis and as well as holding the organisation to account for performance where required, has been proactive in suggesting improvements to how the Council monitors its own performance.

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, partners and the public.

Tribute to Councillor Van Coulter

Councillor Van Coulter sadly passed away unexpectedly in March 2017, having served on the Scrutiny Committee for several years. He was a very engaged scrutiny councillor who always remained focused on making real improvements to peoples' lives. Van chaired a number of high profile scrutiny reviews with distinction, including a major wide-ranging review of inequality in 2014/15, a more recent health inequality panel, and a sensitive review of safeguarding practices in city guest houses. An impeccably observed minute's silence was held at the Scrutiny Committee meeting on 27 March 2017. He will be sorely missed.

“Van was a first-class scrutiny councillor. His interventions were always meticulously prepared, scrupulously backed up by evidence, and always seeking to make things work better for real people, not just score points. He was patient and courteous in committee, and an efficient and businesslike chair. The place I got to know and admire his skills was as a member of the Inequalities Panel, which he chaired. It was a master class. That report continues to resonate. This committee will miss him, but we are certainly better for having known him as a colleague.”

*Councillor Cllr Andrew Gant,
Chair, Scrutiny Committee*



Devolution Plans for Oxfordshire

Membership

Councillor Marie Tidball (Chair)

Councillor Van Coulter

Councillor Andrew Gant

Councillor Tom Hayes

Councillor Craig Simmons

“Our city and the wider county have international significance as a result of our high concentration of human capital, knowledge and innovation. These factors drive economic growth in our region. However, this growth must be matched by public services, housing and infrastructure that meet our population’s needs and aspirations. Devolution would bring substantial financial benefits to Oxfordshire and provide the opportunity to bring governance closer to the people, ensuring that high-quality services better reflect the local needs of the places where our constituents live and work.”

Councillor Marie Tidball,
Chair, Devolution Review Group

The Scrutiny Committee prioritised the issue of devolution on the basis that it was one of the biggest issues facing the City Council and local government in Oxfordshire at the time. The Government had actively offered areas in England the chance to have additional funding and devolved powers in exchange for elected mayors or streamlined governance structures. All Councils in Oxfordshire had agreed a joint proposal to put to Government back in February 2016 aimed at unlocking £1bn of funding for infrastructure to realise the local growth potential. In response, Government advised that a deal hinged on strengthening the governance arrangements. However, there was no consensus amongst the six Oxfordshire councils about how the governance arrangements should be strengthened.

The Devolution Review Group was led by Councillor Marie Tidball and set out to examine which governance structures could meet Government requirements and provide for high-quality public services in the county. This included looking at different models of unitary government that could replace the current ‘county and district’ model, as well as the option of having a directly elected mayor for Oxfordshire.

The Review Group considered two independent reports commissioned to examine unitary options for Oxfordshire. The Review Group also heard evidence from a number of key witnesses including the Leaders, Chief Executives and senior officers from Oxfordshire County Council and Oxford City Council, the chairman of Oxfordshire Local Enterprise Partnership (a partnership between local authorities and businesses), a representative of Oxfordshire Clinical Commissioning Group, consultants from PwC and a consultant who had a leading role in securing a devolution deal for Cambridgeshire and Peterborough.

The Review Group drew on all this evidence in producing an independent assessment of the pros and cons of the different governance options. Their report also highlighted key priorities for Oxfordshire that any future

governance structure would need to support and enable over the longer term.

The Review Group concluded that there was a strong economic case to be made for Oxfordshire to be granted new powers and devolved funding in order to maximise the growth potential of the local economy. Scrutiny councillors also highlighted a potential window of opportunity in which to secure a deal with Government in light of its emerging industrial strategy, the priority being given to a new Oxford to Cambridge 'expressway', and the UK's decision to leave the European Union.

The Review Group found there was an emerging consensus on the option of a directly elected mayor for Oxfordshire and an absence of consensus around a preferred model of unitary government. The Review Group concluded that an elected mayor and combined authority (which brings together council leaders and key partners) represented the best basis on which to move forwards with an updated devolution proposal to present to Government. Their report explores the types of powers that an elected mayor and combined authority for Oxfordshire could have and how they could be held to account effectively.

Key agreed recommendations called for:

- The prioritisation of a devolution deal for Oxfordshire that secures new powers and devolved budgets for transport infrastructure, housing (including social and affordable housing), planning and skills.
- An elected mayor and combined authority for Oxfordshire to exercise these devolved powers in the absence of a consensus around a preferred model of unitary government at this stage
- Continued joint working between the Oxfordshire councils aimed at unlocking efficiency savings.
- A new relationship with Government to ensure that Oxfordshire is forefront in government thinking in terms of trade and inward investment post-Brexit.



Shareholder Panel

Membership

Councillor James Fry (Chair)

Councillor Andrew Gant

Councillor David Henwood

Councillor Craig Simmons

“The creation of the two new wholly Council-owned companies is an important element of the City Council's response to cuts in budgetary support by Central Government and restrictions on the Council's development of Council housing. The formation of the Housing Company is already having tangible benefits in terms of the provision of extra affordable housing. The trading company plans to build upon the commercial success of Direct Services by growing external revenues and returning value to the Council. The Panel is awaiting further details of the business plans of the two companies during the course of its scrutiny role in the 2017/18 Council year.”

Councillor James Fry, Chair, Shareholder Panel

The most significant change affecting the scrutiny function this year has been the establishment of new Council-owned



companies. A Housing Company has been created to deal with certain housing matters and the Council has begun the process of establishing a trading company, which will provide a range of services directly to the Council and compete with the private sector for work in the wider city economy.

While the companies are wholly-owned by the Council, each company is managed by a board of directors operating independently. Strictly speaking the companies are not open to scrutiny in the same way as the Council's own service areas. However, the decisions taken by the Council as the owner of its companies are open to scrutiny and the Scrutiny Committee has established the Shareholder Panel to perform this function. The new Panel was made up of the chairs of the Scrutiny Committee, Finance Panel, Housing Panel and Audit and Governance Committee.

The Shareholder Panel met for the first time in March 2017 to consider the Housing Company's business plan before it was presented to the Shareholder (the members of the City Executive Board meeting as a 'Shareholder Group'). The business plan set out how the Housing Company planned to meet the city's housing need by building new housing on Council-owned land, while also providing a financial return to the Council. Despite having limited time to digest the paperwork, scrutiny councillors were supportive of the broad aims of the Housing Company and able to satisfy themselves that the business plan was based on prudent assumptions. The Panel asked for a sensitivity analysis in order to better understand how different factors such as interest rate changes could affect the business plan in future, as well as modelling of different tenure mix options (the balance between social rent, shared ownership and market housing that the company could build). The Panel's findings were presented to the Shareholder Group before it formally endorsed the Housing Company's business plan.



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Health Inequalities

Membership

Councillor Van Coulter (Chair)
Councillor Sian Taylor
Councillor David Thomas
Councillor Liz Wade

Following on from a major wide-ranging scrutiny review of inequality in 2014/15, the Committee set up a Health Inequalities Panel, also chaired by Councillor Coulter, to consider the findings of a report by the independent Oxfordshire Health Inequalities Commission. The Commission had held a number of public meetings and taken evidence from a wide range of organisations and individuals before producing a substantial report with sixty recommendations to public bodies including health commissioners, providers and local councils.

The Panel reviewed the Commission's report and spoke to the chair, Professor Sian Griffiths OBE, as well as the Council's Older Person's Champion and officers from Council services that affect health and wellbeing, such as Housing Services.

The Panel identified ten recommendations that would enhance the work of the Council in tackling health inequalities and all of these were agreed by the City Executive Board. Since the meeting the Council has also allocated £100k (on the basis that it would be matched by Oxfordshire Clinical Commissioning Group) to support targeted interventions to tackle health inequalities and deliver better health outcomes in the city.

Key recommendations called for:

- Better monitoring of the impacts of key council services on health and wellbeing.
- Taking health and wellbeing impacts into account in Council decision-making.
- The delivery of more health services in community facilities.
- Wider promotion of the Oxford Living Wage.

Recycling

“The Recycling Panel has supported the City Council’s initiatives to boost the rate of recycling, but with the city’s high population turnover, notably of students, there is always the need to educate newcomers on the need to recycle more of their household waste. Therefore the Panel pressed for a budget for educational door-to-door visits by officers and the extension of food waste collections to blocks of flats. These have achieved tangible benefits, but further work will be needed to increase the recycling rate further.”

Councillor James Fry, Chair, Recycling Panel

A Recycling Review Group led by Councillor James Fry in 2013/2014 recommended that the Council invested in targeted recycling education campaigns and trialled a community incentive scheme to encourage residents to recycle for



charity. Following this review, the Council successfully bid for a government grant to be used on a recycling incentive scheme covering the whole city. Scrutiny has continued to monitor the Council’s progress in boosting recycling rates and the success of the incentive scheme, the ‘Blue Bin Recycling League’.

In November 2016 a group of Scrutiny Committee members visited the Council’s Cowley Marsh depot to consider recycling rates data and the impacts of the Blue Bin Recycling League. Members found that the Council is in the top 10% of English local authorities for recycling and is one of the best urban authorities in the country. The Blue Bin Recycling League had achieved almost 5,000 pledges, £4,800 in charitable donations and increases in collection rates across the city of between 4.28% and 11.70%. After the meeting the Scrutiny Committee recommended to the City Executive Board that every effort should be made to continue funding for recycling education campaigns after the grant funding ends in October 2018.



Finance Panel

Membership

Councillor Craig Simmons (Chair)

Councillor James Fry

Councillor Jean Fooks

Councillor Sian Taylor

“Reductions in central government funding are forcing local councils to think differently about how they fund frontline services. In Oxford, we saw the writing on the wall and have been proactive in transforming our services to be more financially self-sufficient. During my three years as Chair of Finance Panel I am proud to have helped make this happen.”

*Councillor Craig Simmons, Chair, Finance Panel
(2014–15 to 2016–17)*

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.

In June 2016 the Panel considered the Council's approach to supporting credit union services in the city and met with representatives of Oxfordshire Credit Union (OCU). The Panel welcomed the progress made by OCU in becoming financially self-sustaining but regretted that a proposed merger with Blackbird Leys Credit Union had fallen through. The Panel encouraged OCU to apply for funding for a part time development officer to promote OCU services much more extensively on the ground. The Panel also recommended that information about OCU and other financial services should be made available to Council staff.

Another key priority for the Panel this year was to track the impacts of the UK's decision to leave the European Union on the Council's finances and the wider Oxford economy. The Panel found that the main impacts on the Council were related to treasury income (due to interest rates being reduced), property fund values and an income target that was measured in Euros. The Panel's discussions on the impacts of Brexit resulted in three recommendations to the City Executive Board.

The Panel conducted an in depth 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. The Panel found that financial planning had been very difficult due to uncertainties about a number of important factors such as pay, devolution, Brexit, national housing policy and future changes to the Business Rates regime. In the circumstances, the budget proposals including the Council's large programme of capital investments were considered to be sound. The Panel made 16 recommendations aimed at strengthening the proposals and improving their presentation, and all but one were agreed by the City Executive Board.

Other financial decisions scrutinised by the Panel included decisions on the Council's Treasury



Management Strategy, Council Tax Support Scheme and the financial case for developing a waste transfer station in the city. The Panel also considered the outcomes of internal reviews into a number of Council services aimed at identifying best practice and financial saving

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)

“Over the past year the Housing Panel has scrutinised key reports on homelessness, empty buildings and tower blocks, and also hosted meetings with Oxford’s universities. The latter item saw the cross-party panel make twelve recommendations to the City Executive Board, forming a catalyst for change both in policy and outcome. Key to our success has been the Panel’s ability to work cohesively together for the benefit of our community. Last year Geno Humphrey continued to be the Panel’s valued tenant co-optee, and when we considered the issue of tower block cladding following the Grenfell disaster, we heard from residents from the city’s tower blocks to better understand the pressures those families face. The insight they provided was truly invaluable.”

David Henwood, Housing Panel Chair

Housing Panel is responsible for scrutinising all housing services, issues and decisions. Oxford is one of the least affordable cities in the UK in which to rent or buy a home, so housing is a



huge issue in the city. The Panel considered a range of topical issues related to social housing, private sector housing, student accommodation and homelessness. Most of the Panel’s work this year was initiated by scrutiny councillors although the Panel also considered City Executive Board decisions on the Council’s Private Sector Housing Policy and a review of the Lord Mayor’s Deposit Guarantee Scheme, which aims to help local people in housing need on low incomes to afford and sustain a move into privately rented housing.

In November the Panel met with representatives of both universities based in the city about their accommodation requirements. The University of Oxford said that the Council’s affordable housing policies prevented the building of employee housing schemes, such as new accommodation for post-doctoral researchers. They also argued that this group should be exempt from the target of no more than 3,000 Oxford University students living outside of university provided accommodation. Oxford Brookes University said that nursing and teaching students should also be exempt from this target and asked that additional sites be allocated for new student accommodation. The Panel recommended that the City Executive Board considers 12 specific suggestions as part of the Council’s local plan making process. These included rebalancing the student limits and excluding priority groups, allocating specific sites for new student



accommodation and providing flexibility on these sites for employee housing schemes without social rent obligations. Many of the Panel's suggestions have since been taken forwards by the Council in the local plan 'preferred options' consultation.

Other topical housing issues prioritised for scrutiny included the licensing of houses in multiple occupations (HMOs), Council support for Housing Benefit claimants accessing the private rented sector, services for rough sleepers, and efforts to bring empty properties back into use. In terms of the Council's own housing stock, the Panel looked at the issue of under-occupation, tenant satisfaction, the Council's Great Estates investments, and plans for the Council's garage assets and former garage sites. The Panel also monitored a selection of housing performance measures, rent collection rates and progress of the Tenant Scrutiny Panel's review into a tower block refurbishment project.

The year ahead

The Scrutiny Committee has re-elected Councillor Andrew Gant as Chair for the 2017/18 Council year and Councillor Nigel Chapman has been elected Vice Chair. He replaces Councillor Tom Hayes, who has joined the City Executive Board. The Committee also welcomes six new or returning members in Councillors Mohammed Altaf-Khan, Mark Ladbroke, Ben Lloyd-Shogbesan, Mark Lygo, Steve Curran and David Thomas. They replace Councillors Tom Hayes, Craig Simmons, Sian Taylor, Marie Tidball, Ruth Wilkinson and the late Van Coulter.

The new Committee has prioritised a review focused on implementing the Oxford Living Wage across the city, which will be led by Councillor Mark Ladbroke. The Committee will continue to scrutinise decisions of the City

Executive Board and a number of other issues affecting the city have been included in the scrutiny work plan, including air quality, the use of restorative justice practices, the impacts of the new Westgate Shopping Centre and elderly isolation. The Committee has also re-appointed to the finance and housing panels and has reconstituted the Shareholder Panel, which will meet as required to consider issues and decisions relating to the new Council-owned companies.

Councillor James Fry has replaced Councillor Craig Simmons as Chair of 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.

Housing Panel will be chaired by Councillor David Henwood. The Panel will look at a number of important housing decisions such as the Council's emerging housing and homelessness strategy and tenancy strategy. The Panel will revisit a number of housing and landlord issues such as the tower block refurbishment programme, the Council's Great Estates investments, and empty garages. New items on the Panel's work plan include the impacts of absent owners on housing availability, the management of void properties and the impacts of the Homelessness Reduction Act.

The Shareholder Panel is also chaired by Councillor James Fry and will continue to consider the progress of the Council's new housing company and trading company.



Oxford City Council's Scrutiny Committee

Annual Report 2016/17

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SCRUTINY WORK PLAN

July 2017 – April 2018

Published on: 11/07/17

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

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

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

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

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

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

Scrutiny Committee and Standing Panel responsibility and membership

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

Current and planned review groups and one-off panels

Topic	Scope	Nominated councillors
Budget review 2018/19	To review the Council's draft budget for 2018/19 and medium term financial strategy.	Finance Panel members.
Oxford Living Wage	TBC	Cllr Ladbrooke (chair), TBC

Indicative timings of 2017/18 review panels

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

	Scoping
	Evidence gathering
	Reporting

SCRUTINY COMMITTEE

7 SEPTEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Assessing disabled impacts in planning	No	To consider how the Council fulfils its duty to assess the impacts on disabled people of new developments and changes of use, including for businesses and private and social sector housing.	Planning and Regulatory Services	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services
Oxford Design Review Panel	No	To consider the work and effectiveness of the Oxford Design Review Panel.	Planning and Regulatory Services	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services
City Centre Strategy	Yes	To approve the City Centre Strategy which aims to <ul style="list-style-type: none"> • create and promote a strong investment proposition • facilitate ongoing dialogue with those involved in the management and future of the city centre • provide a framework for collaboration and action • assist in the allocation of resources & prioritise actions 	Planning and Regulatory Services, Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Culture and Communities	Vicky Trietline, Development Project Management Surveyor
Commissioned Advice Strategy 2018-2021 - Progress report	Yes	To update the Board on the progress made in developing a new commissioned advice strategy during 2017/18	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Scrutiny Committee Annual Report	Yes	To update the Council on the work of the Scrutiny Committee for the year 2016/17.	Councillor Andrew Gant	Andrew Brown, Scrutiny Officer

9 OCTOBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Discretionary Housing Payments spend	No	To monitor Discretionary Housing Payments spend mid-way through the year.	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Review of Discretionary Housing Payment Policy	Yes	To propose changes to the Discretionary Housing Payment Policy	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Annual Monitoring Report 2016-17	Yes	Monitors the performance of policies in Oxford's Local Plan and the implementation of the Local Development Scheme.	Planning and Regulatory Services	Rebekah Knight, Planner
Monitoring Grants Allocated to Community and Voluntary Orgs 2016/17	Yes	To monitor progress and report achievements resulting from those grant allocated to Community and Voluntary Organisations 2016/17	Culture and Communities, Customer and Corporate Services	Julia Tomkins, Grants & External Funding Officer
Review of Community Grants Programme	Yes	To inform the CEB of the review and request agreement for an approach which expands our 'offer' to the three year Community and Voluntary Sector grant programme from April 2018	Culture and Communities	Julia Tomkins, Grants & External Funding Officer

7 NOVEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Air quality	No	To consider the annual status report for 2016, progress in addressing poor air quality and partnership working	A Clean and Green Oxford	Jo Colwell, Service Manager Environmental Sustainability
Equality and Diversity	No	To consider an update following the recommendations of the Equality and Diversity Review Group.	Customer and Corporate Services	Chris Harvey, Organisational Development and Learning Manager
Sustainability Strategy 2017	Yes	The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it.	A Clean and Green Oxford	Mai Jarvis, Environmental Quality Team Manager

5 DECEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Update of the Corporate Plan 2018	Yes	Update report on the Corporate Plan	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive

15 JANUARY 2018 - PROVISIONAL MEETING – NO REPORTS CURRENTLY SCHEDULED

6 FEBRUARY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Devolution plans for Oxfordshire	No	To consider a progress update following the recommendations of the Devolution Review Group in January 2017.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Grant Allocations to Community and Voluntary Organisations 2018/19	Yes	This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2018/2019.	Culture and Communities	Julia Tomkins, Grants & External Funding Officer

6 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Health inequalities	No	To consider a progress update following the recommendations of the Health Inequalities Panel.	Finance, Asset Management	Val Johnson, Policy and Partnerships Team Leader

5 APRIL 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Graffiti prevention and removal	No	To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term.	Climate Change and Cleaner Greener Oxford	Liz Jones, Interim ASBIT Team Leader

Public Spaces Protection Orders	No	To monitor the impacts of PSPOs the city, including the numbers and types of early interventions and enforcement actions.	Community Safety	Richard Adams, Community Safety Service Manager
Addressing anti-social behaviour on Oxford's waterways	No	To consider a progress report on plans to address instances of ASB at four identified hot spots on the Oxford waterways.	Community Safety	Richard Adams, Community Safety Service Manager
Guest houses	No	To reprioritise the recommendations of the Guest Houses Review Group and consider a progress update.	Community Safety	Richard Adams, Community Safety Service Manager

17 MAY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Fusion Lifestyle's 2018/19 Annual Service Plan	No	To endorse Fusion Lifestyle's 2018/19 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager

SCRUTINY COMMITTEE - TO BE SCHEDULED

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Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recycling rates	No	To consider annual recycling rates data and incentives aimed at increasing recycling, including any proposals for continued funding of incentive schemes.	A Clean and Green Oxford	Stuart Pohler, Recycling & Waste Operations Manager
Streetscene services	No	To consider the performance of Streetscene services, including the issue of dog fouling.	A Clean and Green Oxford	Doug Loveridge, Streetscene Services Manager
Impacts of the Westgate Shopping Centre	No	To consider plans for the reopening of the Westgate Shopping Centre including public transport, parking and city centre management.	Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy
Restorative justice	No	To consider the use of restorative justice to resolve low level cases of antisocial behaviour and the option of training and coordinating volunteers.	Community Safety	Richard Adams, Community Safety Service Manager
Isolation in older people	No	To consider loneliness and social isolation among older people and how the Council can provide support	Culture and Communities	Ian Brooke, Head of Community Services

Oxford Town Hall	No	To consider how to improve the profile and accessibility of the Town Hall.	Finance, Asset Management	Ian Brooke, Head of Community Services
Oxford Living Wage	No	To consider how the Council is promoting the Oxford Living Wage to local employers and what more can be done.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Planning enforcement	No	To consider how planning compliance is monitored, what enforcement action is taken and whether this is relayed to the appropriate Planning Committee.	Planning, Transport and Regulatory Services	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services

FINANCE PANEL

11 SEPTEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 1	No	To monitor the Council's finances at the end of quarter 1 (June 2016).	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Local impacts of Brexit	No	To monitor the impacts of Brexit on the Council and the local economy.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Review of Financial Inclusion Strategy 2017	Yes	To update the Financial Inclusion Strategy 2014-2017	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Additional funding for feasibility studies for investment property development opportunities	Yes	To update CEB on feasibility studies in relation to the investment property development opportunities and seek additional funding commitment to development stage.	Finance, Asset Management	Nick Twigg, Major Projects & Development Manager
Treasury Management Performance: Annual Report and Performance 2016/17	Yes	The Treasury Management Performance Report 2016/17 sets out the position at 31 March 2017 (Full Year)	Finance, Asset Management	Bill Lewis, Financial Accounting Manager

7 DECEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 2	No	To monitor the Council's finances at the end of quarter 2 2016-17 (September).	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Budget Review 2017/18 - recommendations update	No	To agree recommendations following the annual scrutiny budget review.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Budget 2018/2019	No	To receive a briefing on a new Budget for the period 2018/2019.	Finance, Asset Management	Section 151 Officer

Treasury Management Performance 2017/18	Yes	The Treasury Management Performance Report 2017/18 sets out the position at 30 September 2017 (Half Year)	Finance, Asset Management	Bill Lewis, Financial Accounting Manager
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31 JANUARY 2018 - PROVISIONAL REPORTS

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

14 MARCH 2018 - PROVISIONAL REPORTS

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Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 3	No	To monitor spend against budgets and projected outturn on a quarterly basis.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Fundamental service reviews	No	To consider the outcomes of comprehensive reviews of a number of service area budgets undertaken as part of this year's budget setting process.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services

FINANCE PANEL - TO BE SCHEDULED

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

HOUSING PANEL

10 JULY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 4	No	To consider year-end Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing Services
Fire safety in tower blocks	No	To receive a verbal briefing on the Council's response to the Grenfell Tower disaster.	Housing	Stephen Clarke, Head of Housing Services
Tower block refurbishment	No	To receive a progress update on the Tenant Scrutiny Panel's review of the tower block refurbishment project.	Housing	Stephen Clarke, Head of Housing Services

5 SEPTEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Draft Housing and Homelessness Strategy 2018 - 2021	Yes	To request CEB approval to go out to public consultation on the draft Housing and Homelessness Strategy 2018-21, which incorporates the strategy for bringing empty properties back into use.	Housing	Frances Evans, Strategy & Service Development Manager
Impact of the Homelessness Reduction Act 2017	Yes	To set out the implications of the new Homelessness Reduction Act 2017 and any changes required to current service delivery or any potential impact on the Council's Medium Term Financial Plan.	Housing	Dave Scholes, Housing Strategy & Needs Manager
The Use of Empty Buildings as Temporary Accommodation for Homeless People	Yes	To discuss the processes and procedures that could be used to make empty buildings available for use as temporary homeless shelters.	Housing	Nerys Parry, Rough Sleeping and Single Homelessness Manager
Options paper on Additional Homelessness Provision for the City	Yes	An options paper on additional homelessness provision for the City to meet needs following the closure of Simon House, and the authority to commission services accordingly	Housing	Nerys Parry, Rough Sleeping and Single Homelessness Manager

12 OCTOBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 1	No	To consider Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing Services
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing Services
Tenant Involvement	No	Joint session with the Tenant Scrutiny Panel to consider how tenants are involved in decisions that affect them.	Councillor Mike Rowley	Simon Warde, Tenant Involvement Manager
Review of Home Choice Pilot	Yes	To update CEB on the 1st year's operation of the Home Choice Pilot.	Housing	Paul Wilding, Programme Manager Revenue & Benefits
Oxford City Council's Tenancy Strategy & Policy Statement 2018	Yes	To request CEB approval to go out to public consultation on the draft Tenancy Strategy	Housing	Frances Evans, Strategy & Service Development Manager

13 NOVEMBER 2017- PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 2	No	To consider mid-year Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing Services
Rent performance	No	To monitor the Council's rents performance including current and former tenant arrears.	Housing	Tanya Bandekar, Service Manager Revenue & Benefits

8 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 3	No	To consider a report on Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing Services

Allocation of Homelessness Prevention Funds in 2018/19	Yes	To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy. Funding is recommended to services/projects working to prevent and/or tackle homelessness and rough sleeping.		
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9 APRIL 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Great Estates update	No	To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes.	Housing	Stephen Clarke, Head of Housing Services

HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Tenant satisfaction	No	To monitor tenant satisfaction survey results.	Housing	Bill Graves, Landlord Services Manager
Tenancy Management	No	To consider tenancy management functions including the management of void properties and changes to the management of issues in sheltered housing schemes.	Housing	Bill Graves, Landlord Services Manager
Building the housing for the future	No	To consider the need to build homes fit for the future and the need to provide accommodation for the increasing older population with compound needs including dementia.	Housing	Frances Evans, Strategy & Service Development Manager
Impacts of absent owners on housing availability	No	To consider the impacts of foreign investors and other absent owners on housing availability in the city.	Housing	Stephen Clarke, Head of Housing Services
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent local authorities in England from offering secure tenancies for life to new council tenants in most circumstances.	Housing	Bill Graves, Landlord Services Manager
Regulating the Private Rented Sector	Yes	To consider options to designate a Selective Licensing scheme in the City to improve the management of properties in the private rented sector.	Planning and Regulatory Services	Adrian Chowns, Team Leader HMO Enforcement Team

SHAREHOLDER PANEL

17 JULY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Direct Services Trading Company - progress report	Yes	<p>Scheduled update to the business case for the creation of Oxford Direct Services local authority trading company. To consider the following:</p> <ul style="list-style-type: none"> • Which services should be transferred, and if so into which part of the structure principally having regard to the financial impact on the Council. • Which if any staff should transfer from the Council to the Local Authority Trading Company. • Client side arrangements as appropriate <p>and to request an additional working capital loan from the Council.</p>	Finance, Asset Management, A Clean and Green Oxford, Customer and Corporate Services	Simon Howick

SHAREHOLDER PANEL - TO BE SCHEDULED

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

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Appendix 2: Risk Register

					Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
Title	Risk description	Opp/ threat	Cause	Consequence			I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
City Ward Boundary Review 2018	If the agreed scheme is inaccurately implemented by the Council	Threat	Implementation of the agreed acheme	Reputational damage, possible court action	27/10/17	Martin John	3	1	0	0	3	1		Ensure, when the changes are implemented on the EMS, that they are checked by at least two different people	Jan 2020	Ongoing	0%	Anita Bradley

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To: City Executive Board
Date: Date of the meeting – Monday 27th November 2017
Report of: Electoral Registration Officer
Title of Report: Parliamentary Boundary Review 2018

Summary and recommendations	
Purpose of report:	To ask the Board to consider the revised proposals of the Boundary Commission for England on parliamentary boundaries as they affect Oxford.
Key decision:	Yes
Executive Board Member:	Councillor Price, Leader of the Council
Corporate Priority:	None
Policy Framework:	None
Recommendation(s): that the City Executive Board resolves to:	
1	agree to support of the revised proposals of the Boundary Commission for England on parliamentary constituency boundaries, as they affect Oxford;
2.	consider the Commission's proposals on the names of the two new constituencies;

Appendices	
Appendix 1	Risk Register

Introduction and background

1. The Boundary Commission for England has been carrying out a review of parliamentary boundaries for England since 2011. This is alongside other national commissions for Scotland, Wales and Northern Ireland. The review will result in parliament's total size being reduced from 650 to 600 seats.
2. At its meeting on 17th November 2016 (minute 89) the Board considered a report detailing the Commission's initial proposals.
3. The Board agreed to recommend to the Commission that it amend its proposals to remove St. Margaret's ward from the suggested Oxford East constituency and to replace it with Jericho and Osney ward. St. Margaret's would then remain in Oxford West and Abingdon.

The Commission's revised proposals

4. The Commission published its revised proposals on the 17th October 2017. The consultation closes on 11th December 2017.
5. The Commission is now proposing to take North and Jericho & Osney wards from the current Oxford West and Abingdon constituency and include them with the newly named Oxford constituency (formerly Oxford East).
6. Wolvercote, Summertown and St. Margaret's wards would remain in a renamed Abingdon and Oxford North constituency.
7. These proposals, constituency names apart, implement the Board's recommendations, agreed in November 2016.
8. The Commission has suggested the names of the two constituencies that cover Oxford be changed to better reflect their constituent areas. Oxford East should become Oxford as it now comprises 87% of the city's electors. Oxford West and Abingdon would be renamed Abingdon and Oxford North.
9. Each proposed constituency must have an electorate of between 71,031 and 78,507
10. The electorates for the amended constituencies are as follows:

Proposed Constituency	Electorate (based on 01/12/15 figures)
Oxford	77,269
Abingdon and Oxford North	72,654

Financial implications

11. There are no financial implications.

Legal issues

12. There are no legal implications.

Level of risk

13. The Risk Register is attached as Appendix 1.

Report author	Martin John
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Service area or department	Law and Governance
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Background Papers: None
1 BCE Guide to the 2018 Review Review generally: www.independent.gov.uk/boundarycommissionforengland The South-east Proposals specifically: https://www.bce2018.org.uk/node/6488

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Appendix 2: Risk Register

					Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
Title	Risk description	Opp/ threat	Cause	Consequence			I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Parliamentary Boundary Review 2018	If the agreed scheme is inaccurately implemented by the Council	Threat	Implementation of the agreed scheme	Reputational damage, possible court action	27/10/17	Martin John	3	1	0	0	3	1		Ensure, when the changes are implemented on the EMS, that they are checked by at least two different people	2022	Ongoing	0%	Anita Bradley

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