

To: Value and Performance Scrutiny Committee.

Date: 3rd. April 2013.

Report of: Head of Law and Governance.

Title of Report: Scrutiny Work Programme 2012 – 2013 outcomes.

Summary and Recommendations

Purpose of report: To present the outcomes from the scrutiny work programme for 2012 – 2013.

Key decision? No

**Scrutiny Lead Member: Councillor Mark Mills (Committee Chair)
Councillor Mike Rowley (Committee
Vice-Chair)**

Recommendations:

- 1. Note the progress in the current programme and recommend which items should continue and be carried forward to the 13/14 programme. Programme attached at Appendix 2.**
- 2. Consider and comment on the issues related to the progress in the current programme outlined at paragraph 5.**
- 3. To set a meeting of this committee or of as many members who are interested to consider:**
 - How scrutiny has operated this year and what process changes you would like to see.**
 - The development and focus of the programme for 2013/14.**
 - What a “Great” scrutiny function would look like.**
 - The possibility of co-opting a citizen onto the Committee.**
- 4. Note and make any comments on the outcomes of this years programme attached at Appendix 1.**

5. Note and comment on the comparative data presented in tables 1 – 3.

6. Suggest any new items to the committee for 13/14 which item (members will have a further opportunity to do this at a later date).

Foreword from the Chair – Councillor Mills

As a newcomer not only to the role of Chair but to the Committee itself, I have been pleasantly surprised by its productivity. Over the past year it has generated sixty recommendations on a great range of subjects, many of which are central to the work of Council. In particular with the Council's finances under more stress than ever, it is especially important that the budget is given proper scrutiny. It is encouraging to see so many of the Committee's recommendations being accepted and I think that speaks to the quality of its work.

I would like to thank all those members of committee who have taken on the additional responsibility of sitting on working panels. Particular thanks are due to Cllr Rowley for taking on the demanding role of Chairing the Finance and Performance Panel. And of course, the Committee would not be able to function without the assiduous support of Pat Jones, the Council's Scrutiny Officer.

Introduction

1. In May each year scrutiny sets a work programme selected from "long lists" of items posed for scrutiny from various sources. The selected items are split between the broad remits of the Council's 2 scrutiny committees.
2. In placing items in the programme officers and members consider the national values set for scrutiny and the most appropriate setting within which to tackle the subject matter. The aim is to fill about 75% of the programme allowing time for items arising in the year to be accommodated.
3. The programme is rolling which allows items under consideration by one committee to move forward into the next year and for items of significance over a longer period of time than 1 year to span committees. There is, however, a reasonable expectation that items agreed for inclusion and scheduling will be largely completed within the year.
4. The resources available to committees to deliver their programme are a mixture of:
 - Scrutiny Officer time
 - Democratic Services Officer time.
 - Councillor time through committee meetings and contributions to review groups, panels and inquiries.

- Time from the Chair and Vice-Chair of each committee to guide the management of the programme, agendas and generally highlight and promulgate the work of their committees.
- Service officer time in attending meetings and providing information.

Outcomes for the year 2012/13

5. This has been another busy year for the committee with issues being taken forward through formal committees and various panels and reviews. There is 1 possibly 2 reviews that are on-going and a number of committee inquiries that may have relevance in the coming year. The actual numbers depends on members views over the next few weeks. There have been a number of issues that have caused some members frustration through the year the most significantly mentioned of these are:
 - The relationship between the committee and its standing panel particularly around the content of the programme and the agreement of recommendations.
 - The relationship/link between the work of the City Executive Board and the ability of the committee to pre-scrutinise reports despite the rescheduling of meetings that took place early in the year.

Members may want to discuss these issues now or at some other time prior to the appointment of the new committee to allow for an agreed framework to go forward.

6. The committee set a Finance and Performance Standing Panel again this year and they have met 4 times during the year undertaking a full programme. The members of this Panel also formed the majority of the members of the Budget Review Group. The outcomes from the Panel have been well received by the City Executive Board.
7. This Committee focuses its work mostly internally looking at service delivery and the changes and challenges posed both by the need to reduce costs and the requirement to respond to changing demands and circumstances in an imaginative and collaborative way. 2013 will be a year of significant change for some of our communities with the introduction of Welfare Reform and the effects on services of changes in Supporting People Funding. On the plus side some positive support and action for Economic Development is planned. Members will undoubtedly be interested in these issues and want to contribute views and opinions. Members may want to consider, as part of the development of the coming work programme, how they engage with these issues as "Critical Friends".
8. The Committee has not co-opted anyone to sit with them for the last 2 years. There are mixed views about the choice of 1 person to give views across the whole remit of the committee and so agreement has

not been reached. The recently appointed Police and Crime Panels have a number of co-opted citizens who serve with elected councillors giving opinions and views across the very broad remit of the Police Commissioner. Observations of these citizens in action are very positive and suggest that it might be something we want to consider more actively as a positive contribution towards debates. Members may want to consider this as part of the development of the coming work programme.

9. As part of the Council's ambition for continuous improvement officers are challenged to consider how the service they either run or are involved in can move to be considered excellent. This is known locally as "Good to Great". The scrutiny function, whilst supported by officers, is shaped and led by members. It would be good to understand how members might want to respond to this "Good to Great" challenge.
10. The outcomes from the committee can be seen at Appendix 1 and the items that remain incomplete within the committees work are highlighted in the work programme attached at Appendix 2. Committee is asked if it wishes to recommend continuation with the work started or recommend any new items to the committee appointed for 2013/14.
11. The tables below show the number and success rate of recommendations for the year alongside comparisons to previous years.

Table 1 – Recommendations for 2012/2013

	Accepted	Accepted & Amended	Noted	Refused	Pending	Total
VAP	28 47%	12 20%	9 15%	9 15%	2 3%	60

Table 2 - Percentage Comparisons to previous years

Accepted and implemented recommendations

	04/05 All	05/06 All	06/07 All	07/08 All	08/09 VAP	9/10 VAP	10/11 VAP	11/12 VAP	12/13 VAP
*% accepted	77%	76%	64%	45%	54%	90%	84%	59%	82%
**% implemented	n/a	n/a	n/a	51%	59%	38%	56%	60%	67%
**% in the process of implementation	n/a	n/a	n/a	n/a	41%	52%	41%	38%	33%
Total recs. made					48	118	94	80	60

* Count of all accepted/accepted with amendment and noted recommendations.

**Comparison done at the same time of year.

Figure is a percentage of all accepted, accepted with amendment and noted recommendations.

Member Input

12. As ever members have shown support and enthusiasm for the scrutiny process and have worked inside the committee and outside on review groups and panels. This work adds significantly to the value of outcomes from the scrutiny function and is to be commended.
13. The table below shows data kept on attendance at committees and details of the number of substantive items appearing on committee agendas. It is often the view expressed by committee members and committee Chairs that agendas are too large to allow for good quality scrutiny. Conversely scrutiny members will want to see and comment on more items than limited agendas would allow. The general rule is that no more than 3 or 4 substantive items will appear on any agenda thus allowing for a good quality and focused 2 hour meeting. As members will see this has largely been achieved this year.
14. As mentioned above and in addition to attendance at committees, 8 of the 13 members of the committee have worked on issues outside of the committee with most of these members giving a substantial amount of their time. It is important to recognise this contribution as it demonstrates the “democratic health” of the scrutiny function.

Table 3 – Committee attendance and management

Meeting Date	No. Seats	No. Substitutes	No. of vacant seats	No. of substantive items on agenda	% of seats vacant	% of seats substituted
25th. June 2012	13	2	0	5	0	15
19th. September 2012	13	1	2	3	15	8
5th. November 2012	13	2	1	1	8	15
27th. November	13	1	3	4	23	8

2012						
28th. January 2013	13	0	1	4	8	0
Averages so far				3.4	9	8

Looking forward to 2013/2014

15. Officers will be talking to current Chairs and Vice-Chairs in April about the shape of the programme for 13/14. Also all members of Council will be asked if they wish to make issue/topic suggestions for committees to consider for scrutiny. The outcome from this work will come to the first meeting of committees after Annual Council a programme will formed for the coming year.

16. The same principles will be applied as those in the introduction to this report with new topic/issue suggestions being matched against a range of criteria including:

- Is the issue contained and focused
- Does it link to an objective of the organisation
- Will it have an impact within communities
- Is it clear what might be a measure of success
- Does broad member support exist
- Can it reasonably be delivered within the resources available

In addition it is important to understand the views of the current committee and in this report members have been asked to give their views on a range of issues. Immediate comments would be welcome but it is suggested that a meeting is set of interested members to explore issues in more detail.

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List of background papers:

Version number: 2

Scrutiny Recommendations 2012/2013 work programme

Communities and Partnership Scrutiny Committee Recommendations

Financial Out turn 2011/2012		
Recommendations from the committee meeting – 25th. June		
Recommendation	Result	Implemented
All carry forward requests are supported noting the comments in paragraph 4 of the report.	Noted	Done
To request that the £0.5m surplus is placed in reserves and its use considered during the up and coming budgetary process rather than earmarking it at this stage for capital.	Agreed with amendment. This money will be placed in an earmarked capital reserve. All reserves are reviewed as part of the yearly budgeting process.	Done
To ask Board Members and Senior Officers to consider the effects of delays in recruitment on services and plans and allow for any “catch up” required within future planning.	Agreed with amendment All service	Done

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	pressures have been considered. The effects of delayed recruitment are being considered as part of workforce planning.	
Treasury Management Performance 2011/2012		
Recommendations from the committee meeting – 25th. June		
Recommendation	Result	Implemented
<p>The Committee agree with the proposed changes to the Treasury Management Strategy for 2012/2013 to:</p> <ul style="list-style-type: none"> • Increase the limit invested in MMFs to £20m. • Add Police Authorities to the counterparty list. 	Noted	Done
<p>For the City Executive Board to keep under active review the effects of “Right to Buy” within the HRA Business Plan. In particular:</p> <ul style="list-style-type: none"> • Income streams. • Our ability to be flexible within the funding of the capital programme to allow us to use all capital receipts from sales. 	Agreed	Done

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Fusion Leisure Contract – 2011/2012 Performance against target

Recommendations from the committee meeting – 25th. June

Recommendation	Result	Implemented
To seek confirmation via the Partnership Board that the living wage is being paid to staff and confirmation when it will also be paid to any sub-contractors working in Fusions run sites in Oxford.	Confirmation received.	Done
To see the subsidy position for each leisure centre including capital investments made.	Refused. See full response.	Refused
To seek clarification of what share of the £1.3m surplus made by Fusion would be re-invested in the Oxford City Contract and how this would be used within leisure centres and/or services.	Not provided. See full response.	Refused
To see the ideas and proposals from the Partnership Board to further increase participation with a particular emphasis on outreach work within target groups.	Agreed. Provided in the Annual Service Plan.	Done
To see Fusion's suggestions on encouraging better utilisation of our centres.	Agreed. Provided in the Annual Service Plan.	Done
To request that for the future participation is also shown as a percentage of the population in each postcode area and if possible to include all visitors to allow for a more meaningful comparison of the figures.	Agreed.	Pending
To provide information on the various outreach projects across:	Agreed.	Pending

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<ul style="list-style-type: none"> • Cost • Objectives • Targets • Outcomes 	Available at the yearly review by scrutiny.	
To request further information on the methodology used for measuring satisfaction and the process for auditing and checking the quality of the results.	Agree with amendment. Under review at present.	Pending
To raise the issue of repairs and maintenance at the Partnership Board and for standards to be monitored. To report back on how monitoring is to happen.	Agreed. See response in full text.	Done
Request that the Board Member respond to the local Ward Member for Marston on what the Council's leisure offer is for residents in his ward.	Agreed.	Done
Changes to Business Rates		
Recommendations from the Finance and Performance Panel – 28th. August		
Recommendation	Result	Implemented
The Finance and Performance Panel of the Value and Performance Scrutiny Committee felt that the levy being 82% was too high and noted that this would form part of the City Council's response to the current Government consultation.	Noted	Done
April to June 2012/13 – Quarter 1 Corporate Plan Performance		
Recommendations from the Finance and Performance Panel – 28th. August		
Recommendation	Result	Implemented

To request that the indicators for a Vibrant and Sustainable economy be reviewed as the Panel felt that it was not clear if the Councils policies were sufficient enough to fully capture a vibrant and sustainable economy as it felt that only have 3 indicators were not sufficient.	Agreed	Done
Asset Management Plan		
Recommendations from the Asset Panel – 24th. August		
Recommendation	Result	Implemented
Welcomed the inclusion of most of the recommendations highlighted to the Deputy Leader in March 2012 and that the latest version was clearer due to improved formatting. However it was felt that some sections did not require the amount of detail included.	Noted	Done
Felt it was not necessary to detail all of the previous achievements going back to 2009.	Refused. This was included as a response to a scrutiny recommendation and has merit as it is to show the journey taken.	Refused
A list highlighting the changes made following consultation would be beneficial.	Agreed. This is included as a list.	Done
The design of the document allowed for improved navigation and was presented in a professional way.	Noted	Done
Foreword – Page 5, final paragraph – Clarification is required on the delivery of the 112	Agreed with	Done

affordable homes, how these homes will be funded and the numbers to be delivered for each of the next three years.	amendment. Clarification on wording given.	
Section 1 – Review of 2009 Asset Management Plan, Pages 8, 9 and 10 – These are not necessary and should be removed as these relate to the previous plan.	Refused. This was included as a response to a scrutiny recommendation and has merit as it is to show the journey taken.	Refused
Section 2 – Portfolio Objectives and Overview, Page 11 – Objective 2 – The wording is unclear and would read better as “We want all our properties to be efficiently managed”;	Agreed with amendment Clarification on wording given.	Done
Section 2, pages 11 and 12 – The tables showing Operational Assets ranked by condition do not make sense and so should be removed;	Refused This is required for benchmarking	Refused
Section 4 – Asset Strategy – A separate asset class is required to cover ‘countryside’ assets, including Port Meadow, the other SSSI’s and parks. There is no mention of these assets in either class 4.1 or 4.10;	Agreed with amendment No change now but will consider as part on a	Pending

	coming asst class review.	
Section 4 – Asset Strategy – 4.2 Allotments – The first paragraph should be amended to include at the end <i>‘and further details will be found in the emerging Green Space Strategy’</i> ; the second paragraph should be deleted as the Green Space Strategy has not been agreed.	Agreed with amendment. Clarification provided.	Done
Section 4 – Asset Strategy – 4.5 Community Centres – Amend the fifth paragraph to read <i>‘The Council will establish occupational leases with community groups to formalise responsibilities. These leases will typically be between one and three years, noting that none size will not fit all and the Council will consider granting Community Association long-leasehold interests (or asset transfers) where the following criteria are met:’</i>	Refused	Refused
Section 6 – Capital Programme, Page 31 – further clarification is required with regard to the paragraph titled ‘Homes and Communities Agency Affordable Homes Programme’ and S106 Planning Obligations requirement to contribute to affordable housing as this is in the process of being changed;	Agreed with amendment. Slight clarification provided.	Done
Appendix 3, point 17.2 – should be amended to read <i>‘Where the Council implements rent reviews and lease renewals, it will seek to establish the highest market rental value supported by comparable evidence, to preserve the capital value and income flow of the portfolio subject to other relevant requirements of the Asset Management Strategy such as maintaining the agreed balance of uses of the Covered Market’</i> ;	Refused	Refused
Appendix 3, point 19, page 51 - Tenant Associations – This should be deleted in its entirety as the meaning of the section is unclear and appears to cut across the responsibilities of the	Agreed with amendment.	Done

Neighbourhoods and Communities Team;	Clarification provided on the direction of this point to Commercial Tenants	
<p>The following typographical errors require correcting:</p> <p>(i) Section 6, page 32 – last line of the second paragraph, delete ‘a’ and insert ‘an’ before the word amount and delete the full stop at the end of the final bullet point;</p> <p>(ii) Section 7, page 33, point 7.1 – In the final line the word ‘city’ needs correcting to ‘City’;</p> <p>(iii) Appendix 1, page 38 – too many m’s in Emissions.</p>	Agreed	Done
Youth Ambition Programme		
Recommendations from the Youth Ambition Panel meeting 10th. September		
Recommendation	Result	Implemented
That a clear outcome framework for this programme is set now. This should include long term aims and short term measures and targets towards those aims. This framework should provide for links to each investment made through both expectations for the individuals involved and overall.	Agreed	Pending
That the steering arrangements for the project are concluded as a matter of urgency to allow for clear focus.	Agreed	Done

A minimum of a three year programme is set that has a mixture of sustainable provision and space for one off activities linked to clear need and outcomes. These principles should be passed into the consideration of all matched or grant funded activities that are commissioned.	Agreed	Pending
To have robust and clear commissioning processes that ensure programme providers share our ambitions, have the skills to deliver and can demonstrate they have the pathways and trust of the communities and individuals we want them to work with.	Agreed	Done
Parking in Parks – Signage and Monitoring		
Recommendations from Committee 5th. November		
Recommendation	Result	Implemented
Allocate additional funding to allow for improved signage at the car parks adjacent to parks, better explaining the charges.	Agreed with amendment. The Parking Manager will review the signage.	Pending
Continue to monitor the charges and to undertake a review within the next six months.	Agreed	Done
Integrated report Qtr.2		
Recommendations from the Finance and Performance Panel 26th. November 2012		
Recommendation	Result	Implemented
That a review of service over spending is conducted as part of the coming budget. In particular	Noted	Done

to consider the ability of services to deliver within budget targets. If this has already been done for this information to be presented to the Panel as part of the budget review process.	Inform the Finance and Performance Panel that, should it wish to make further comments about pressures from this year as part of its scrutiny of the budget process, that it would be appreciated.	
Procurement Strategy		
Recommendations from Committee 27th. November 2012		
Recommendation	Result	Implemented
In order to meet the requirements of the Social Value Act 2012 the Council should review all new tender opportunities and include within all tender evaluation criteria a range of criteria that meets the requirements within this Act to encourage a more diverse range of organisations to be able to successfully win Council business.	Agreed	Done
That a more formal and robust environmental assessment of the impact of products and services procured by the Council should be required as part of the tender process.	Refused	Refused
That the strategy as a living document and should be kept under frequent review.	Agreed	Done

Treasury Management mid year review		
Recommendations from the Finance and Performance Panel 26th. November		
Recommendation	Result	Implemented
That the counterparty list and investment periods are reviewed now rather than waiting for the 2013/2014 strategy.	Noted	Done
That the Council should have an open mind to local investments where risk could be assessed to the levels required within our strategy.	Noted	Pending
Local Council Tax Support Scheme		
Recommendation from Committee 27th. November.		
Recommendation	Result	Implemented
That Council notes that the Value and Performance Scrutiny Committee supported the principle of the document and in particular not reducing benefits and that overall it represented a good package going forward into the budget process.	Noted.	Done
Welfare Reform Update: Department for Work and Pensions Pilot Schemes		
Recommendations from Committee - 28th January 2013		
Recommendation	Result	Implemented
To request the Head of Customer Services to provide a further report at its April 2013 meeting	Agreed	Done

<p>on the progress of the Direct Payments Pilot and the Local Authorities Pilot. The report should include details of the learning points as follows, that the Council could use to help with the implementation of the final schemes:</p> <ul style="list-style-type: none"> • How the significant amount of work to be undertaken by officers to support those families, to encourage them to manage their budget and to move into employment will be managed; • The long term impact of the changes, in particular the “bedroom tax” where the changes in family circumstances would be difficult to map. 		
<p>That the membership of the Governance Reference Group was reviewed to be more cross-party and representative of the most affected wards in the city.</p>	Pending	Pending
<p>That the temporary post of Tenancy Sustainment Officer be made permanent due to the important nature of this posts work.</p>	Pending	Pending
<p>Landlords Survey Results</p>		
<p>Recommendations from Committee - 28th January 2013</p>		
<p>Recommendation</p>	<p>Result</p>	<p>Implemented</p>
<p>To request officers to supply information to members on the licensing requirements.</p>	<p>Agreed Information provided and circulated to Members.</p>	<p>Done</p>
<p>To request that the outcomes of the private rented sector tenants survey be submitted to the Committee at its April 2013 meeting. Also to request evidence of any increase in complaints within the family private rented sector and any impact on the private rented sector following any</p>	<p>Agreed The tenants’ survey closes at</p>	<p>Pending</p>

reduction in student numbers in the city.	the end of March 2013. Following this and when the results have been analysed a report detailing the results will be submitted. (June 2013)	
That a further more detailed landlords survey be conducted within the next 6 months rather than waiting a further 12 months and the results to be submitted to the Value and Performance Scrutiny Committee when available.	Refused It would be preferable to wait for 12 months before repeating the landlord survey. Waiting 12 months will allow Officers to tackle those HMO's that are currently unlicensed and the renewals process, all of which may result in an adjustment of the landlords' experiences and	Refused

	opinions which could be reflected in the survey responses.	
Equalities and Diversity: Update Report		
Recommendations from Committee 28th January 2013		
Recommendation	Result	Implemented
That the Annual Workplace Equalities Report 2012/13 be submitted to the Value and Performance Scrutiny Committee when available.	Agreed	Pending
To note the pay differentials between male and female employees and to request information be submitted to the Committees April 2013 meeting, on how the Council, through its training programme, could move people through the organisation to achieve their potential;	Agreed	Pending
To note and welcome the suggestion from the Head of Human Resources and Facilities that a Pay Equality Audit be conducted on the Council's proposed new pay scheme to be introduced from 1 st April 2013 for Council employees and for the results of the Pay Equality Audit to be submitted to the Value and Performance Scrutiny Committee at its April 2013 meeting.	Agreed, This work is currently at a preliminary stage and with results unlikely till after May 2013	Pending

Review of the Budget and Medium Term Financial Strategy 2013-2017		
Recommendations from the Budget Review Group		
Recommendation	Result	Implemented
The Business Rate Retention Scheme becomes the focus of more robust modelling and detailed forecasting within the MTFS.	Agreed	Done
That the Trading Strategy is reconsidered, in particular its links with the MTFS, with the aim of minimising the amount of the Councils budget used to under right the risks associated with trading activities.	Agreed with amendment. Current high contingency remains until trading is embedded. Expectation that the profile will reduce as experience grows.	Pending
To reconsider our methods of providing for contingencies individually by producing a strategy that allows for the consolidation and pooling of risk.	Agreed with Amendment. Consider at next round.	Pending
That there is a clear recognition of the structural and operational needs to deliver on increased income and trading targets and those Service Areas most affected are reviewed to ensure best practice.	Agreed	Pending

That Equality Impact Assessments are required for all budget changes and these are available at the earliest opportunity but certainly through the budget consultation.	Agreed	Pending
That a briefing note is provided to all councillors as soon as possible outlining the use of the various pots of money within the Green Deal.	Agreed	Done

Standing Panels

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Topic	Area(s) for focus	Progress	Nominated councillors
Finance and Performance Panel	Corporate performance against target Service performance against target Budget spending and achievement of savings Medium Term Financial Strategy Treasury Management – strategy and delivery Business rate changes The Panel will become the budget Review Group	Agreed meeting dates: <ul style="list-style-type: none"> • 28th August at 6.00pm • 26th. November at 6.00pm • 31st. January at 6.00pm Complete.	No substitutions allowed. Cllrs. Mills, Rowley, Simmons and Kennedy.

Short Term Panels

Topic	Area(s) for focus	Progress	Nominated councillors
Investment in Youth Services – focus and outcomes	To consider the City’s investment in youth services: <ul style="list-style-type: none"> • Spending plans • Opportunities to increase investment through grants and partnership working • Targeted groups, areas and outcomes. • Measures and performance against these 	<p>Panel to meet to agree their focus within the guide given by the committee.</p> <p>Panel report to CEB 12th. September on the programme start up proposals. Recommendations agreed.</p> <p>Panel not met since September. Guiding strategy for this work will be agreed at CEB in April 2013. Panel have been offered the opportunity to pre-scrutinise this document. This delivery of this programme is on-going</p>	<p>No substitutions allowed.</p> <p>Cllrs. Mills, Rowley and Canning</p>
Recycling rates - ambition	The Council’s ambition is to increase recycling rates to 52% by 2015/16. Is this ambitious enough. What would be needed to improve on this?	<p>Look at rates and services in other urban authorities and decide if our ambition is the right one for a “great Council”.</p> <p>Panel to meet on the 23rd. November to consider proposed policy changes for domestic recycling. Supported proposals</p>	<p>No substitutions allowed.</p> <p>Councillors Fry, Simmons and Jones.</p>

		<p>Information gathering underway on performance and comparisons. Report to April meeting.</p> <p>Advice from the Panel at the April meeting if further scrutiny work is necessary</p>	
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Detailed Review Topic

Topic	Area(s) for focus	Progress	Nominated councillors
Budget Review	To review the proposals and principles within the Medium Term Financial Strategy and budget for robustness and deliverability.	<p>Review to begin in December.</p> <p>Officer and Board Member interview dates set as:</p> <ul style="list-style-type: none"> • 9th. January 6.00pm • 14th. January 6.00pm • 15th. January 6.00pm <p>Review complete. Recommendation to CEB 13th. February 2013.</p>	<p>No substitutions allowed.</p> <p>All members of the Finance and Performance Panel plus Cllrs. Fry and Fooks.</p>

Committee Inquires

Topic	Area(s) for focus	Progress	Nominated councillors
Transition to Universal Credit	Transition begins in October 2013. How are we planning for this in particular: <ul style="list-style-type: none"> • Working assumptions and current plans. • Funding draw down and budgetary affects. • Customer Service provision – face to face inquiries and “sign posting”. • Partnerships with City Advice Agencies 	September meeting initial discussion. After consideration of an update on performance within the 2 pilot projects at the January meeting the committee made a number of recommendations to the Board Member and asked to be updated again on progress at the April meeting. Practical transition will not start for Oxford until October 2013. The committee may want to consider keeping this in their programme.	All committee
Council Tax Benefit scheme development	What will our local scheme look like? Who are the winners and losers? What effects will this have on our budgets and what are the administration costs likely to be. What are our neighbours' proposals?	September meeting initial discussion. Financial modelling for exemptions and information from other authorities considered at the November meeting. Scheme now agreed by Council. Complete	All committee

<p>Covered Market – economic health and development</p>	<p>Select committee debate. To consider the “economic health” of the covered market and in particular the effects of rents on the diversity of traders.</p>	<p>Select committee scheduled for January meeting.</p> <p>Briefing paper produced by the Panel at the November meeting. Scope agreed and work underway. Committee agreed to extend Panel membership.</p> <p>The Panel scope includes working with Market Traders as part of the commissioned consultation set to inform the strategy. This has not begun; committee may want to extend this work.</p>	<p>Cllrs. Fooks, Van Nooijen, Clarkeson and Campbell.</p>
<p>HMO registration progress. Effects of the scheme on the supply of rented accommodation</p>	<p>Progress on the implementation of the licensing scheme. Committee are particularly interested in:</p> <ul style="list-style-type: none"> • Any effects on the availability or cost of rented accommodation. • Improvements within the privately rented stock. 	<p>Information from the Landlord Survey considered at the January meeting. The committee made a number of recommendations to the Board Member and asked for the results of the Tenant Survey at the April meeting.</p> <p>The Tenant Survey will not be analysed in time for the April meeting. In addition committee have shown an interest in the outcomes from the second landlord survey so may want to carry this item into the next programme.</p>	<p>All committee</p>

City Council's procurement process and their effects locally	To consider the Council's Procurement Strategy and its outcomes for spending with local companies.	September meeting initial discussion. Pre-scrutiny of Procurement Strategy at the November meeting. Recommendations made to CEB in December. Complete.	All committee
Work force	How representative is our work force across the equality strands and as a match to the local population. How do we train and promote employees across the equality strands. The committee is particularly interested in the current position, areas for improvement and plans to produce better outcomes.	Committee considered the latest workforce data at the January meeting and asked to see the data for 12/13 on publication. In addition committee asked for a brief on how we can use our internal training resources to progress those from under represented groups through the Council. To see the workforce data the committee need to carry this item forward into the next programme.	All committee
Complaints monitoring report	Called from the Forward Plan by the Chair for pre-scrutiny	Item delayed in the Forward Plan. Now scheduled for the 21 st . March 2012. Committee confirmed they still wish to see this and will set a special meeting if required. Report due to be considered by CEB in April has been circulated outside of the committee for comment. Complete.	All committee

<p>Parking in Parking Areas Adjacent to Parks</p>	<p>Call in of decision at 12th. September CEB Reasons given for call in:</p> <ul style="list-style-type: none"> • The impact on neighbouring areas • The balance between revenue from charges and penalties • Whether there are other factors in play which might be distorting the comparison of user numbers 	<p>Additional meeting 5th. November.</p> <p>Call in not supported but related recommendation to CEB on the 5th. December.</p> <p>Complete.</p>	<p>All committee</p>
<p>Review of the Governance Structure of the Council</p>	<p>Called to the committee at the January meeting. Not clear when this item will be considered by decision makers. Committee prepared to set a special meeting to pre-scrutinise.</p>	<p>Report due to be considered at CEB is presented for pre-scrutiny at the April meeting.</p> <p>Any items the committee wishes to take forward on this item will need to go to be included in the next programme.</p>	<p>All committee</p>

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