

## Scrutiny Work Programme 2014 - 2015

This programme represents the work of Scrutiny, including panel work and Committee items. The work programme is divided under the following headings:

1. Standing Panels
2. Review Panels in progress
3. Potential Review Panels (to be established if and when resources allow)
4. Items for Scrutiny Committee meetings
5. Draft Scrutiny Committee agenda schedule
6. Items called in and Councillor calls for action
7. Items referred to Scrutiny by Council

51

### 1. Standing Panels

Topic	Area(s) for focus	Nominated councillors (no substitutions allowed)
Finance Panel – All finance issues considered within the Scrutiny Function.	See appendix 1	Councillors Simmons (lead), Darke, Fooks and Fry
Housing – All strategic and landlord issues considered within the Scrutiny Function.	See appendix 2	Councillors Hollick (lead), Sanders and Wade Co-opted Member – Linda Hill

## 2. Review panels in progress

Topic	Scope	Progress	Next steps	Nominated councillors
Thames Water investment to improve flooding and sewerage	To continue engagement with Thames Water Utilities (TWU) at a senior level to ensure delivery of the agreements reached.	Catchment study publically launched and a press statement issued in advance.	Contact made with TWU to establish governance structure. Panel briefing on study to be arranged.	Councillors Darke (lead) Pressel, Thomas and Goddard
Oxford Standard Panel	To give advice to the City Executive Board on the content and definition of the Oxford Standard for Council properties.	The Scrutiny Committee on 6 October endorsed the report and provided comment.	Final report due to go to the City Executive Board in December.	Joint Charing; Housing Panel and Tenant Scrutiny Group
Tacking Inequality	To review how the City Council contributes to combatting harmful inequality in Oxford, and whether there is more that could reasonably be done. Aims are: -To understand of the scale, reasons and impact of inequality -To identify specific areas where the Council can make the most difference. -To make deliverable, evidence-based recommendations, co-produced with citizens or stakeholders where possible.	The panel met on 13 October to discuss its terms of reference and identify next steps and possible witnesses.  Review of background documents completed.  Contact made with internal and external witnesses and partner orgs.  The next panel meeting is scheduled for 24 November. Witnesses have been invited.	Panel to consider evidence and possible lines of inquiry and begin to identify areas of focus.  The Policy Team will provide a paper before 24 November that pulls together the different activities that the City Council is currently involved in to reduce inequality.	Councillor Coulter (lead), Gant, Lloyd-Shogbesan and Thomas
Recycling rates	To review of recycling and waste data rates, and consider community incentives and other recycling initiatives.	Continuation of previous panel which reported in July 2014. Meeting held on 8 October to consider bid for incentive funding.	Panel to visit depot and consider waste and recycling data in Feb 2015 (date TBC).	Councillor Fry (lead), Simmons and Hayes

### 3. Potential Review Panels – to be established when resources allow

Topic	Area(s) for focus	Nominated councillors
Budget Scrutiny	Annual review of budget proposals. Scope considered by Finance Panel on 8 October and included in Scrutiny Committee paperwork on 10 November for information.	Finance Standing Panel Members
Support for the local economy	<ul style="list-style-type: none"> <li>- How City Council policies on planning and licensing affect the local economy, including aspects such as the restrictions on changes of use.</li> <li>- How more can be done to ensure that local businesses are aware of all kinds of support available, including City Deal Funding.</li> <li>- What a small cross-section of businesses, from large to small, and from across the City, feel are the biggest barriers to success locally (and just as important, how many of these barriers are amenable to action by the City Council).</li> </ul>	Councillors Fry (lead), Benjamin, Darke
Cycling	Scope to be determined. Panel to consider area(s) of focus which could include: <ul style="list-style-type: none"> <li>• Review cycling funding including City and County Council contributions.</li> <li>• Explore progress against sought outcomes and value for money achieved.</li> </ul>	Councillors Wolff, Upton, Pressel and Hayes

#### Indicative scrutiny review timeline 2014-2015 (does not include ad hoc review panels)

Review	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
Budget Scrutiny											
Inequalities											
Cycling											
Support for the local economy											

	Scoping
	Evidence gathering and review
	Reporting

#### 4. Items for Committee meetings (in no particular order)

Topic	Area(s) for focus	Lead and other Councillors
Discretionary Housing Payments	Quarterly updates on spending profiles within a framework agreed by the Committee.	Councillor Coulter
Performance monitoring	Quarterly report on a set of Corporate and service measures chosen by the Committee.	Councillors Altaf-Khan, Coulter, Darke & Simmons
Educational attainment investment	To consider the academic progress and key stage results at schools operating the KRM model compared to those not.	Councillors Altaf-Khan, & Hayes & Thomas
Fusion Lifestyle contract performance	Regular yearly item agreed again by the Committee to consider performance against contract conditions.	Councillor Simmons
Research on the effects of welfare reform	To consider research into the impact of welfare reforms in the City.	Councillor Coulter
Clean streets	To receive an update on the City Council's approach to keeping Oxford streets clean from graffiti, detritus, littering and waste.	TBA
Living Wage	To review how the living wage is enforced through procurement contracts	TBA
New controls over anti-social behaviour	To receive an update on the City Council's changing approach to anti-social behaviour.	TBA
Low Carbon Oxford	To receive an update on the progress of this scheme and plans to progress the low carbon agenda in Oxford.	TBA
Community and Neighbourhood services	To review aims, activities and outcomes; grant distribution; community centres and associations; volunteering; Neighbourhood plans; how better on-going engagement can be established with different communities.	TBA
Activities for older residents and preventing isolation	To receive an update on services and activities for over 50s, with a focus on preventing isolation.	TBA
Individual voter registration	To receive an update on changes to electoral registration and to monitor how the City Council is maximising registration.	TBA
Taxi Licencing	To review rules and processes; to understand driver issues.	TBA
Forward Plan items	To consider issues to be decided by the City Executive Board.	N/A

## 5. Draft Scrutiny Committee Agenda Schedule

<b>Date (all 6pm, St. Aldate's Room)</b>	<b>Agenda Item</b>	<b>Lead Member; Officer(s)</b>
10 November 2014	<ol style="list-style-type: none"> <li>1. Discretionary Housing Payments</li> <li>2. Individual voter registration</li> <li>3. Consultation and Engagement</li> <li>4. Statement of Community Involvement 2014 Review</li> <li>5. Westgate Community Infrastructure Levy</li> <li>6. Performance monitoring – quarter 2</li> <li>7. Budget Scrutiny proposal</li> </ol>	Cllr Susan Brown; Paul Wilding  Jeremy Thomas, Martin John  Sadie Paige  Lyndsey Beveridge, Adrian Roche  Michael Crofton-Briggs  Neil Lawrence  Andrew Brown
8 December 2014	<ol style="list-style-type: none"> <li>1. Research into the local impact of Welfare Reform</li> <li>2. Corporate Peer Challenge Action Plan</li> <li>3. Clean Streets</li> <li>4. Banking Services Provider</li> </ol>	Paul Wilding  Cllr Price; Peter Sloman  Douglas Loveridge  Cllr Turner, Anna Winship
19 January 2015	<ol style="list-style-type: none"> <li>1. New Council controls over anti-social behaviour</li> <li>2. Educational Attainment</li> </ol>	Richard Adams  Pat Kennedy; Val Johnson
3 February 2015	<ol style="list-style-type: none"> <li>1. Performance monitoring – quarter 3</li> </ol>	Neil Lawrence

	<ul style="list-style-type: none"> <li>2. Cycle City</li> <li>3. Community and Neighbourhood services</li> <li>4. Activities for older residents and preventing isolation</li> </ul>	<p>Jo Colwell</p> <p>Ian Brooke</p> <p>Vicki Galvin and Luke Nipen</p>
2 March 2015	<ul style="list-style-type: none"> <li>1. Consultation and Engagement</li> <li>2. Living Wage</li> <li>3. Taxi licensing</li> </ul>	<p>Sadie Paige</p> <p>Simon Howick</p> <p>Julian Alison</p>
23 March 2015	<ul style="list-style-type: none"> <li>1. Low Carbon Oxford</li> <li>2. Inequalities Panel report</li> </ul>	<p>John Copley</p> <p>Cllr Coulter</p>
5 May 2015	<ul style="list-style-type: none"> <li>1. Recycling rates</li> </ul>	<p>Geoff Corps</p>

**6. Items called in and Councillor calls for action**

None

**7. Items referred to Scrutiny by Council**

None

## Appendix 1 - Finance Panel work programme 2014-15

### Items for Finance Panel meetings

Suggested Topic	Suggested approach / area(s) for focus
Budget Scrutiny	Review of the Council's medium term financial strategy.
Budget monitoring	Regular monitoring of projected budget outturns through the year.
Treasury Management	Scrutiny of the Treasury Management Strategy and regular monitoring of Treasury performance.
Capital process	To receive an update on the implementation of the Capital Gateway process.
Maximising European funding	To consider how the City Council can maximise funding opportunities; invite local MEPs to contribute to the discussion.
Municipal bonds	To receive an update on the establishment of a municipal bonds agency.
Local financing	To consider whether there is a case for the City Council to generating capital financing locally through bonds or crowd-funding.
Ethical investment	To monitor the City Council's approach to implementing an ethical investment policy.
Council tax exemptions	To receive an update on the financial implications of different types of exemptions.

**Draft Finance Panel agenda schedule**

<b>Date and room (all 5,30pm)</b>	<b>Agenda Item</b>	<b>Lead Member; Officer(s)</b>
21 January 2015, St Aldate's Room	1. Capital programme process review update	David Edwards, Stephen Clarke, Nigel Kennedy
	2. Budget Scrutiny – recommendation areas agreed	Cllr Simmons
5 February 2015, St Aldate's Room	1. European funding	Anneliese Dodds MEP; others TBC
	2. Budget monitoring – quarter 3	Nigel Kennedy
	3. Treasury Management Strategy 15/16	Anna Winship
	4. Budget Scrutiny – report finalised	Cllr Simmons

58

**Meetings closed to the public:**

<b>Date and room (all 5,30pm)</b>	<b>Agenda Item</b>	<b>Lead Member; Officer(s)</b>
11 December 2014, Plowman Room	1. Review of draft budget	Nigel Kennedy
12 January 2015, Plowman Room	1. Budget Scrutiny – Community Services	Cllr Turner; Tim Sadler
13 January 2015, Plowman Room	1. Budget Scrutiny – Organisational Development and Corporate Services	Cllr Turner; Peter Sloman, Jackie Yates
14 January 2015, Plowman Room	1. Budget Scrutiny – Housing	Cllrs Turner & Seamons; Stephen Clarke
	2. Budget Scrutiny – City Regeneration	Cllrs Turner & Seamons; David Edwards
3 February 2015, St. Aldate's Room	1. Review of published budget report	Nigel Kennedy



## Appendix 2 - Housing Panel work programme 2014-15

### Items for Housing Panel meetings

<b>Suggested Topic</b>	<b>Suggested approach / area(s) for focus</b>
Performance monitoring	Regular monitoring of performance measures for Estates Regeneration, Housing Supply and Welfare Reform and Housing Crisis.
Housing Strategy	Review headline priorities and sought outcomes in Housing Strategy at draft stage, and the action plan post-consultation.
Increasing the provision of affordable housing	Monitoring of performance measures; scrutiny of the Housing Business Plan and the Housing Strategy; consider alternative options e.g. pre-fabs and 'pods'; possible review topic.
Homelessness	Monitoring of performance measures; scrutiny of the Housing Business Plan and Housing Strategy; pre-scrutiny of homelessness grant allocations; possible review topics.
Rent arrears	Monitoring of performance measures; bi-annual update reports.
STAR survey results	Monitoring of results.
Tackling under-occupancy	Report on efforts to tackle under-occupancy; consider in rent arrears reports.
Oxford Standard	To receive a progress update on the delivery of the Oxford Standard through the Asset Management Strategy and Action Plan, including an update on work to improve thermal efficiency in the Council's housing stock.
Private sector licencing	Update report on the scheme; consider views of landlords and PRS tenants.
Unlawful dwellings	A report on the City Council's approach to tackling illegal dwellings e.g. beds in sheds, given that funding ends in April 2015.
Repairs exemptions policy	To scrutinise proposed changes to the current policy.
De-designation of 40+ accommodation	Update report on the final phase of de-designating 40+ accommodation (expected in April 15).
Sheltered Housing	To contribute to and monitor the customer profiling survey of residents in sheltered accommodation and how this data should inform future provision.
Fuel Poverty	To receive an update on the City Council's approach to the issue of Fuel Poverty. Commission/review research; consider during other items; possible review topic.
Supporting people	Verbal updates on the joint commissioning of housing support services.

### Draft Housing Panel Agenda Schedules

<b>Date, room and time</b>	<b>Agenda Item</b>	<b>Lead Member; Officer(s)</b>
10 December, Plowman Room, 5pm (TBC)	<ol style="list-style-type: none"><li>1. Sheltered Housing</li><li>2. Aids and Adaptions Policy</li><li>3. Exemption policy</li></ol>	Gary Parsons; Alison Dalton Stephen Clarke Gary Parsons; Nicola Griffiths
22 January 2015, Plowman Room, 5pm	<ol style="list-style-type: none"><li>1. Star Survey Results</li><li>2. Fuel Poverty</li></ol>	Gary Parsons Deborah Haynes
4 February 2015, St Aldate's Room, 5.30pm	<ol style="list-style-type: none"><li>1. Unlawful dwellings</li><li>2. Tackling under-occupancy</li></ol>	Ian Wright Bill Graves

60

### Meetings closed to the public:

<b>Date, room and time</b>	<b>Agenda Item</b>	<b>Lead Member; Officer(s)</b>
15 January 2015, Plowman Room, 5.30pm	<ol style="list-style-type: none"><li>1. Budget Scrutiny - Housing</li></ol>	Cllrs Turner & Seamons; Stephen Clarke